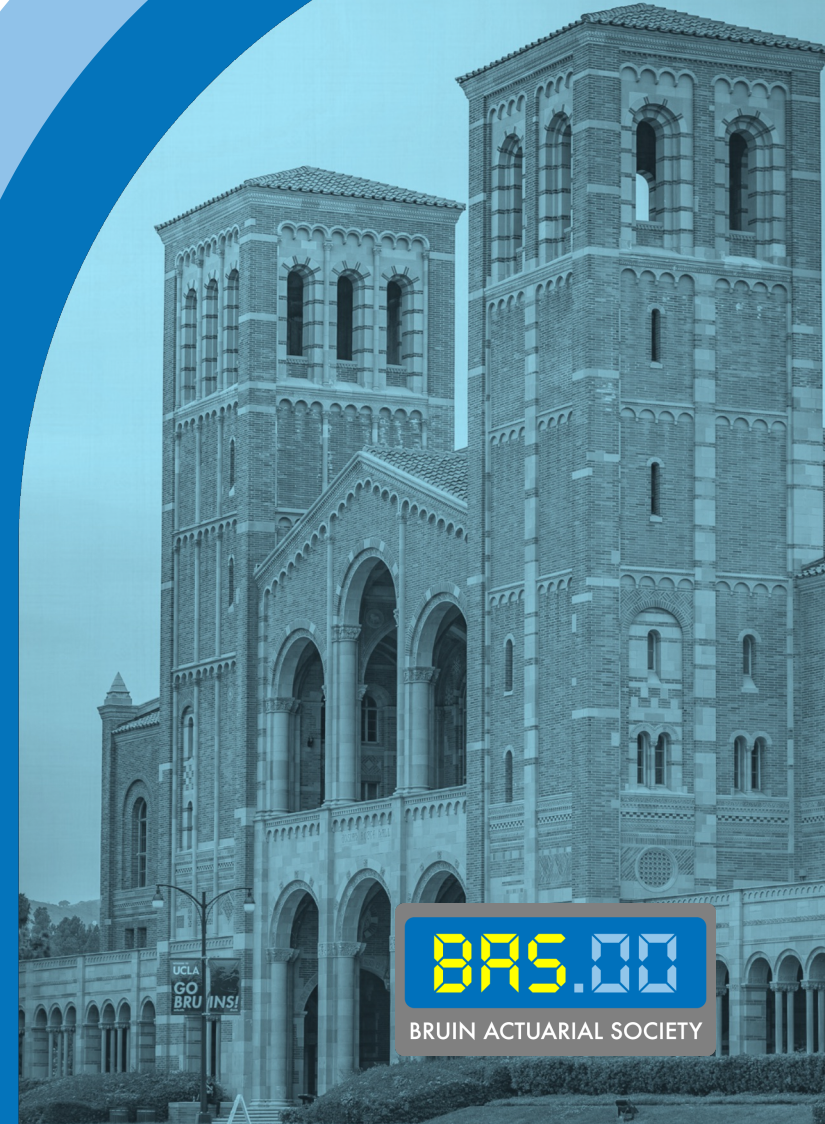
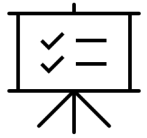


CAREER FAIR PREP WORKSHOP

September 29, 2026



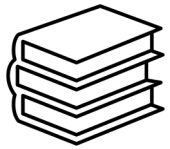
AGENDA



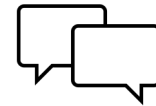
Overview



Resume Tips



Preparing for Career Fair



Speaking with Firm Reps



Dress Code



Firm Rep Feedback + Post Career Fair



01

OVERVIEW



CAREER FAIR LOGISTICS

- Tuesday, October 6th from 6:00 PM to 8:30 PM
- Location: Bruin Reception Room
- 17 firms will be represented
 - Life, Health, Retirement, P&C, Consulting
- +40 firm reps will be in attendance
- Check-in at 5:45 PM to receive your nametags
 - Check-in will close at 7 PM



ABOUT THE CAREER FAIR

- Our most significant BAS event of the academic year!
- Marks the beginning of recruiting season
- All students are encouraged to attend, regardless of year in school
- Wonderful opportunity to network and meet actuarial firm representatives from various industries



ABOUT THE CAREER FAIR

- Even if you are a freshman, we strongly encourage you to partake in the career fair
- A very underrated trick is to start developing the relationship with recruiters so that you can set yourself up for the next year
 - Play the long-term game!
- A lot of the firm reps are UCLA alumni, so they have been through similar experiences and can provide relevant insight



WHY YOU SHOULD ATTEND

- Chance to learn more about:
 - Internship, full-time, and part-time actuarial opportunities
 - Various industries and lines of business from different companies
- Like any skill, talking to firm representatives takes practice.
 - Getting those experiences early on will only help you in the long term
- Firm representatives are spending their time to speak with you
 - It is important to listen to what they have to share!



02

PREPARING FOR CAREER FAIR



“

The will to win is not nearly as important
as the **will to prepare to win.**

”



RESEARCH IS KEY!

- It is crucial to have background knowledge about the **company** AND the **internship posting** (if already posted) before talking to firm representatives
- Non-exhaustive list of things you should know:
 - Lines of business (P&C, Health, Life, Retirement, Consulting, etc.)
 - Recruiting for internship or full-time
 - The basic responsibilities of an intern (daily tasks, project based, etc.)
 - Company culture and values
 - Career progression and growth opportunities
 - Exam support
 - Current events (technologies and innovation)
 - Mergers and acquisitions



SOME EXAMPLES

Oliver Wyman Actuarial - Life Internship - Summer 2027

Company Overview

Oliver Wyman is a global leader in management consulting, with offices in 60 cities across 29 countries. We combine deep industry knowledge with specialized expertise in strategy, operations, risk management, and organizational transformation. Our 7,000+ professionals help clients optimize performance, improve operations and risk profiles, and capture the most attractive opportunities.

Within Oliver Wyman, the **Actuarial Practice** provides customized actuarial services and strategic insight to insurers, provider systems, regulators, and private equity firms. We bring together actuarial expertise, advanced analytics, and technology to solve complex problems and enable forward-looking decisions.

Our team includes 600+ professionals (including ~300 credentialed actuaries) across 41 global locations. We work closely with Marsh, Mercer, and Guy Carpenter to support clients on strategy, operations, capital efficiency, and large-scale transformation.

Example Life Projects

- Life and annuity product development, pricing, and valuation
- Assumption setting and model methodology review
- M&A due diligence and financial projections
- Model transformation, conversions, and long-term care analytics
- Cloud implementation, software development, and data engineering projects for actuarial teams

[Careers Home](#)[Browse Jobs](#)

Early Careers: Actuarial Intern

Job Title: Early Careers: Actuarial Intern

Aon invites intellectually curious rising college seniors with a passion for problem-solving to join our 2027 Summer Internship Program in our Actuarial business area. Immerse yourself in a unique and exciting environment as you sample a career that offers global reach and makes a tangible impact on our clients!

Opportunities are available across the United States in a hybrid environment, allowing work from the office and remotely.

Aon is in the business of better decisions

At Aon, we shape decisions for the better to protect and enrich the lives of people around the world.

As an organization, we are united through trust as one inclusive team and we are passionate about helping our colleagues and clients succeed.

What the day will look like

We offer four exciting paths from which to choose, each with an outstanding opportunity as you begin to establish your career.

Retirement Consulting (SOA Exam Track)

Pension and retirement plans have evolving financial implications for employers. Actuaries within retirement consulting work directly with our clients' management teams to assess the costs associated with these commitments. You will have access to a variety of areas during your internship, including the ever-important annual pension valuations, in which actuaries collect census data from clients and perform analysis and reporting to help our clients assess the ongoing financial health of their pension plans.



INTERNATIONAL STUDENTS

- If you require company sponsorship, research beforehand whether the company sponsors *DO NOT ask firm reps*
- Firms that conduct on-campus recruitment will post job openings on 12twenty: <https://ucla.12twenty.com/dashboard/>
- For each job posting, 12twenty will tell you one of the following:
 - “Permanent US Work Authorization Required”
 - “All Work Authorizations Accepted”



INTERNATIONAL STUDENTS

Job Details 



Analytics & Insights Internship



Procter & Gamble

📍 Boston - MA (United States), Cincinnati - OH (United States), Cumberland - RI (United States), Fayetteville - AR (United States), Mason - OH (United States), Minneapolis - MN (United States), Virginia Beach - VA (United States)

🕒 2 weeks ago 📄 Apply Immediately ⓘ

Apply Now

Work Authorization

Work Authorization

Permanent US Work Authorization Required



03

DRESS CODE



“**First impressions are formed within seconds**, and your attire is the first thing that communicates your **level of preparation and your commitment** to your career.”



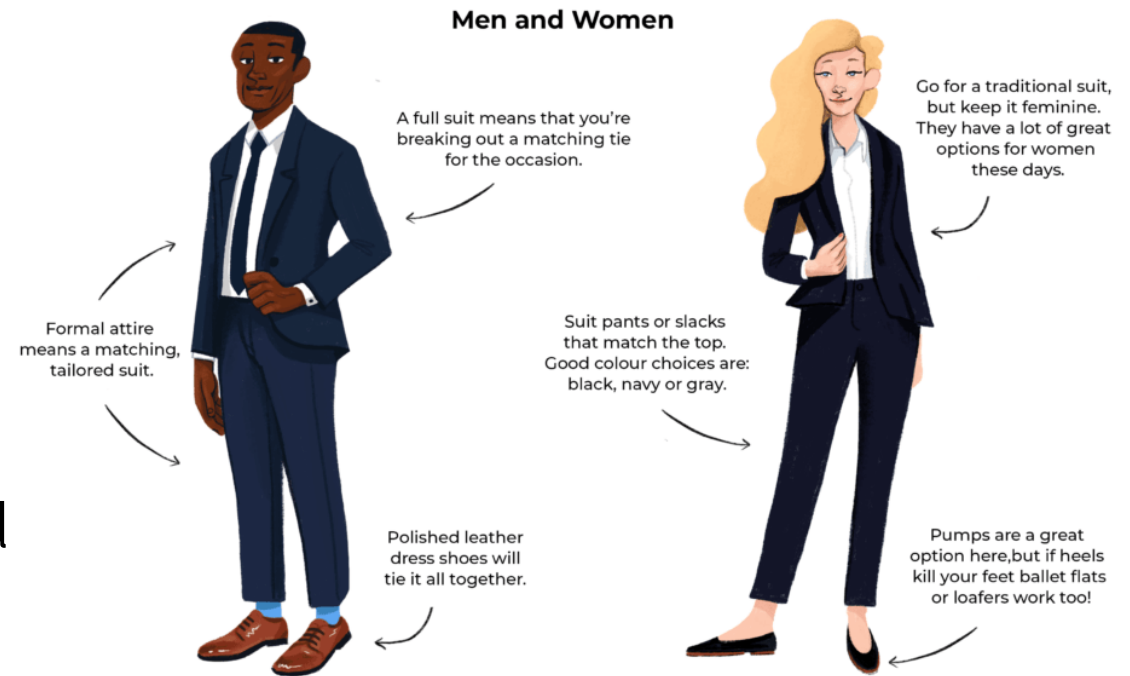
DOs

- Dress in neutral colors i.e., black, navy blue, gray, or beige
- Skirts & pant suits must be at or below knee-length
- Matching suit jacket and pants/skirts preferred
- Plain dress shirt (white, other light colors)



DOs

- Closed-toe heels or dress shoes
- Color-coordinated tie with minimal patterns
- Matching shoes and belt
- Dress socks, dark colors preferred



DON'Ts

- Avoid heels higher than three inches
- Limit flashy jewelry and strong perfumes
- Avoid skinny/overly narrow ties
- Avoid ankle-length socks (dress socks instead)
- Avoid carrying a bulky purse or oversized bag



04

RESUME TIPS



FORMAT

- ONE page long
- Avoid large blank spaces
- Consistent margins and fonts
- 10-12 pt. font

FIRSTNAME LASTNAME ProfessionalEmailAddress@domain.com (###) ###-#### Permanent Address	
EDUCATION	
University of California, Los Angeles <i>B.S. Financial Actuarial Mathematics, Specialization in Computing</i>	Los Angeles, CA Expected Jun 2020
• GPA: 3.XX/4.00 • Activities: [List some club memberships] • Relevant Coursework: Mathematics of Finance, Life Insurance and Annuities	
ACTUARIAL EXAMS	
• Passed Exam P (Score 8/10) • Sitting for Exam FM • Fulfilled VEE Economics	Jan 2019 Dec 2020 Jun 2019
WORK EXPERIENCE	
ABCD Company <i>Position Title</i>	City, State Jun 2019 – Aug 2018
• [Arrange bullet points in order of importance/relevance] • [Start each bullet point with a strong, past-tense action verb] • [Talk about <i>what</i> you did, <i>how</i> you did it, and <i>why</i> it matters] • [Think about and focus on what skills and experiences an employer would care about]	
XYZ Company <i>Position Title</i>	City, State Jun 2018 – Sep 2018
• [Try to have around 3 bullet points for each item—at least 2, no more than 4] • [Be specific about what you accomplished—broad generalities aren't helpful] • [Replace old, irrelevant work experience with more applicable actuarial experiences when possible]	
RELEVANT EXPERIENCE	
Bruin Actuarial Society Case Competition <i>Finalist</i>	Los Angeles, CA Jan 2019
• [Try to fill as much of the line as possible—use all the space you can] • [If your bullet point goes to a second line, try to use as much of it as you can so it doesn't look bare] • [Use a variety of action verbs—there are plenty to choose from; avoid repeating]	
LEADERSHIP	
Name of Society / Club <i>Position Title</i>	Los Angeles, CA Sep 2018 – Present
• [Look for some organizations to seek a leadership position in—doesn't have to be professional] • [If you don't have any leadership experience, you can list "Extracurricular Activities" instead] • [Even if the activity isn't professional, try to frame the activity in contexts employers would care about]	
SKILLS	
• <i>Computer Skills:</i> Intermediate Microsoft Excel, Introductory C++, etc. • <i>Languages:</i> [Languages you can speak and proficiency level] • <i>Interests:</i> [List a few of your interests—some interesting to see these]	
18	

“Quadrant Rule”: Try to have the same amount of text and blank space in each quadrant

Common Mistake:
Having too much blank space in the top right quadrant



CONTENT

- Contact information: email, phone number, city, state, zip code (within US, optional)
- Education → Actuarial Exams → Relevant Experience → Work Experience → Leadership → Skills/Additional
- Limit to relevant information — exclude high school content unless you are a freshman
- Effective, concise bullet points:
 - WHAT you did, HOW you did it, WHY it matters
 - Varied, strong, past tense action verbs



ACTION VERBS

Action Verbs by Skill Categories

Administrative	Communication	Creative	Organizational	Tutoring	Technical	Management
administered	addressed	conceptualized	arranged	adapted	assembled	advanced
allocated	addressed	created	audited	advised	built	appointed
assigned	articulated	customized	catalogued	assisted	calculated	balanced
attained	authored	designed	collected	clarified	computed	chaired
consolidated	clarified	drafted	compiled	coached	critiqued	coordinated
controlled	composed	fashioned	compiled	communicated	designed	decided
coordinated	convinced	formulated	critiqued	counseled	devised	delegated
corporated	corresponded	founded	diagnosed	demystified	engineered	directed
directed	directed	generated	facilitated	educated	evaluated	established
established	influenced	implemented	forecasted	encouraged	fabricated	expedited
executed	interpreted	initiated	generated	explained	inspected	handled
managed	lectured	instituted	handled	facilitated	investigated	incorporated
organized	marketed	integrated	modified	guided	modeled	lead
performed	motivated	invented	operated	informed	operated	motivated
planned	negotiated	launched	prepared	instructed	programmed	oversaw
produced	persuaded	originated	processed	persuaded	reconciled	planned
scheduled	publicized	pioneered	shaped	referred	summarized	prioritized
strengthened	responded	revitalized	systematized	trained	upgraded	supervised

Check out the Resume Section of our [handbook](#) (pages 17-19)



RESUME CRITIQUE COMMENTS

- Use a reasonable amount of bullet points (2–4)
- Know the difference between hyphens, en dashes, and em dashes
 - Keep the spacing on each side consistent

 hyphen	 en dash	 em dash
---	--	--

RESUME CRITIQUE COMMENTS

- Ensure month abbreviations are consistent
 - Don't abbreviate "Mar" but not "June"
- Use a professional email address
- Standardize GPA: 3.82/4.00 instead of GPA: 3.82/4.0
- Include your proficiency level for technical skills



COMMENTS FROM FIRM REPS

- Make sure there is some white space to avoid overwhelming the reader
- Clearly indicate your graduation date
 - Helps firm reps quickly identify what type of position you are looking for (internship vs. full-time)
- Avoid generic, qualitative character traits (e.g. hard-working, motivated, etc.)
 - These characteristics should be clear in your bullet points
- Check for spelling errors and grammar mistakes
- If you have not applied and received VEEs, DO NOT include VEEs on your resume



05

SPEAKING WITH FIRM REPS



SPEAKING WITH FIRM REPS

Step 1

Greet the Firm Rep(s)

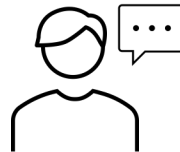
"Hi, how are you
tonight?"



Step 2

Introduce Yourself

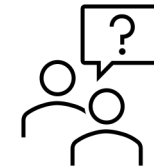
"My name is..."
"I am a ... year"
"Majoring in..."



Step 3

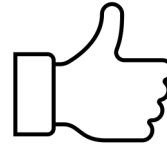
Start a Conversation

"I'm interested in
[company] because..."
"I was wondering if you
could tell me about..."



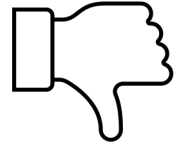
SPEAKING WITH FIRM REPS

DOs



- Be confident
- Be sincere
- Ask questions to demonstrate your knowledge
- Ask questions about internships & full-time opportunities
- Ask recruiters about themselves

DON'Ts



- Lie about yourself
- Ask too many questions
- Be too casual
- Be too nervous
- Leave awkward silence
- Bad mouth other employees or competitors



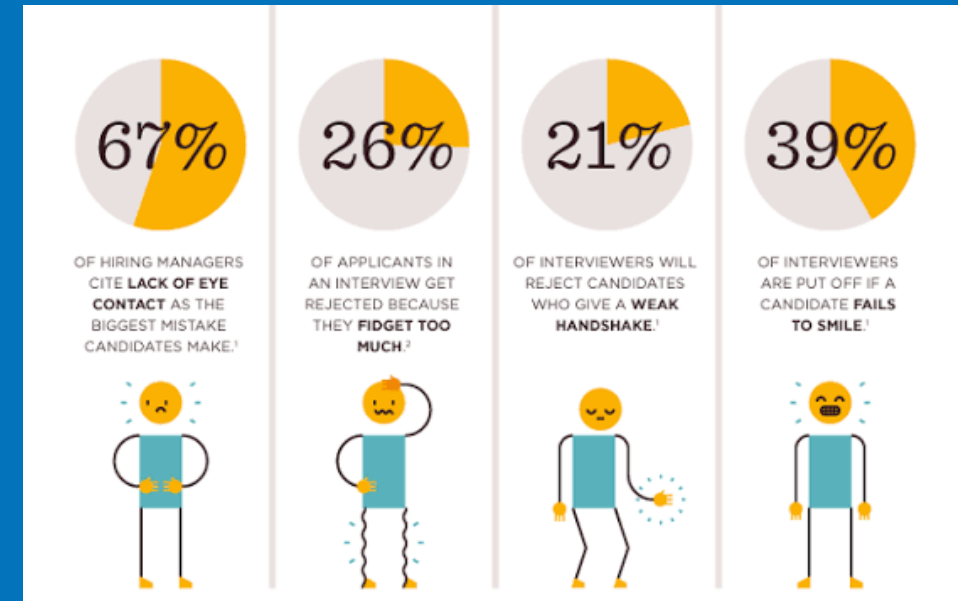
CLOSING

- Give one, take one
 - Ask to present your resume
 - Ask to take their business card or contact
- Clarify about application process and deadlines
- Thank them for their time
- Be mindful of others waiting to speak to the firm rep



THE POWER OF BODY LANGUAGE

- Maintain appropriate eye contact
- Don't fidget too much
- Give a confident handshake
- Remember to smile
- Engage actively to show attentiveness (i.e. nodding)



Source: [MPower Executives](#)

06

FIRM REP FEEDBACK + POST CAREER FAIR



FIRM REP FEEDBACK

- Do **not** ask simple questions that can be answer through Google/AI
 - e.g. What departments are in your firm? Which teams are hiring?
- Make sure you research the industry and firms in attendance
 - We will send out a Firm Info Sheet after the RSVP deadline
 - You should do research on your targeted companies over the weekend
- Ask specific, genuine questions
 - While you should be prepared, do not be too scripted – a good way to do this is to have transitions between your questions
 - Enjoy the experience!



EXAMPLE QUESTIONS

- What would you say is a typical project that an intern would work on at your firm?
- Could you please share the typical career path for someone starting in an entry-level actuarial position at your firm?
- What kinds of training and professional development opportunities does your company provide for new hires?
- How does your firm support employees in their journey to pass actuarial exams?
- How is your experience of the company culture like, and how does it influence your work?
- What qualities do you value in candidates, aside from technical skills?



AFTER THE CAREER FAIR

- You should follow up with the firm representatives with any questions
- Send the firm reps personalized thank you emails
- Remind them of your name and what you talked about
 - Try not to be generic
- Apply to opportunities!
- Update your 12twenty and LinkedIn profiles
- Prepare for potential upcoming interviews



“

It takes **many good deeds** to build a good reputation, and only **one bad one** to lose it.

”





FINAL NOTES

- You are representing BAS and UCLA at this Career Fair
- BAS is here to provide you with all that you need, but you must prepare yourself
- Be prepared and be professional!
- **Good luck!**



KEY TAKEAWAYS

- Showing up is only half the game: remember to dress well, be engaging, take care of body language, make a good impression, and follow-up!
- Do your research before attending the Career Fair – firm info sheet will be sent after the RSVP deadline
- Feel free to bring along a folder with your printed resumes

ANNOUNCEMENTS

- Career Fair RSVP deadline is **Friday, 10/2 at 11:59PM**
 - Must be a [Paid Member](#) + fill out [Career Fair RSVP form](#)
- Office Hours taking place Wed-Fri 3-6PM @ MS 2354
 - Pay membership dues in cash
 - Drop by with any questions or for a resume critique



www.math.ucla.edu/~actuary/



bruinactuaries@gmail.com



[@bruinactuaries](https://www.instagram.com/bruinactuaries)



THANK YOU!

Any questions?