Internships in Econ, Business, Finance

Hiatt Career Center

Office of the Dean of Arts and Sciences

Department of Economics
Welcome

- Introductions
- Reasons for this workshop
- Objectives:
  - Know resources available to you
  - Understand timeline and search process
  - Hear student perspective
How do I start?

- Great! You’re here!
- Highly competitive, but rewarding industry
- MANY types of jobs
- Will require lots of research and networking on YOUR part
- Tools shared in this workshop from students, faculty, staff
Where do I start?

- Tailored info on Internships Portal
  
  http://www.brandeis.edu/internships/offering/bus.html

- Identify your interest and areas:
  - Speak with faculty
  - The Vault
    
  - Start reading Wall Street Journal, etc.
What’s my timeline?

- Month-by-month timeline at [http://www.brandeis.edu/internships/timeline/us-summer.html](http://www.brandeis.edu/internships/timeline/us-summer.html)

- Investment banking: Thanksgiving
  - Available to Juniors and select Sophomores
  - Companies like: Citigroup, Credit Suisse, Evercore Partners, Goldman Sachs, Houlihan Lokey Howard & Zukin, HSBC, J P Morgan, Lehman Bros., Merrill Lynch, Rothschild, UBS, Bear Stearns, Barclays Capital and more

- Most other: early Spring
  - First wave: Jan – Mar
  - Second wave: Mar – May
What can I do NOW?

- Work on your resume
- Keep an eye on JAMIN calendar
- Continue on-going research
- Attend info sessions
- Read trade journals
- Apply to Shadowing Experience - 10.26
- Network over breaks
- Talk to UDRs and other students with experience

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Writing the resume

- Create an OptimalResume:
  [http://www.brandeis.edu/hiatt/resources/topics/finance/resume.html](http://www.brandeis.edu/hiatt/resources/topics/finance/resume.html)

- Follow the specific finance template and look at examples

- Resume needs to be “tight”
  - Relevant experience shown (Build experience on campus or through smaller firms)
  - Excellent presentation
What else?

• **Interview preparation**

• **Know:**
  - ✓ Personal strengths (TypeFocus)
  - ✓ Industry-specific knowledge (The Vault)
  - ✓ Company-specific knowledge (their website, your network)

• **They’ll want to see:**
  - ✓ Leadership, hard work, analytical skills, teamwork, passion, preparation
Where do I look?

- Internship Portal Search tools:
  [http://www.brandeis.edu/internships/looking/index.html](http://www.brandeis.edu/internships/looking/index.html)

- Your Network:
  - Family and friends
  - Shadowing Experience
Connecting back to Brandeis

- Join clubs
- Utilize on-campus info sessions, interviews, fairs
- Attend finance alumni panels
- Connect internship with transcript
  - BUS 89: Work in the Global Business Environment
  - Transcript Notation
Summing Up

- Hiatt’s Finance Guide & Internships Website
- Vault
- Research
- Resume & Interview Prep
- Network, Network, Network
- Connecting it Back

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