

Upcoming Events:

***Next week
(9/27 – 10/3)***

- **Millipore Corporation Info Session**
 - *Monday, September 28th 7:30PM in*
 - *ISOM 108 (www.millipore.com)*
 - *- research their website , come with good questions*
 - *- business casual dress code*

- **Isenberg Career Fair**
 - *Wednesday, September 30th 12:00PM - 5:00PM in the Mullins Center*
 - *- will cover in depth tonight*

Engineering and Technology Career Fair

Wednesday, September 30th 10:00AM - 3:00PM in the Campus Center

- *will be select few companies recruiting for finance-related positions*
- *see the UMass eRecruiting site for details (umass.experience.com)*

Jargon Term & Book of the Week

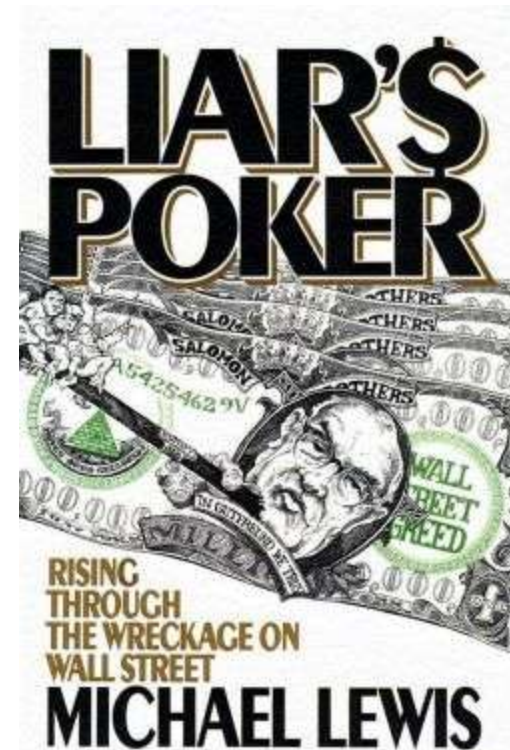
Finance Jargon - *Arbitrage*

“The simultaneous purchase and sale of an asset in order to profit from a difference in the price. It is a trade that profits by exploiting price differences of identical or similar financial instruments, on different markets or in different forms. Arbitrage exists as a result of market inefficiencies; it provides a mechanism to ensure prices do not deviate substantially from fair value for long periods of time.

Given the advancement in technology it has become extremely difficult to profit from mispricing in the market. Many traders have computerized trading systems set to monitor fluctuations in similar financial instruments. Any inefficient pricing setups are usually acted upon quickly and the opportunity is often eliminated in a matter of seconds. “

- Investopedia.com definition

Book – *Liar's Poker*



Career Fair Prep – Before the Start

- Do your homework!
 - Research at least 3 companies attending through their websites, business publications, library databases, etc.
 - Come up with something to talk about with the recruiter beyond HR-related issues/questions
 - Write-up some brief notes to bring to the fair
- Come up with an “elevator” pitch about yourself
 - Include the obvious (name, major, class year, etc.)
 - Mention any relevant past experience, if you have it
 - Say why you are interested in Company X & why you are a great candidate (try not to be generic)
 - Keep it brief, 30-45 seconds max
 - PRACTICE IT – use friends, professors, career services, etc.

Career Fair Prep – Before (continued)

- EVERYONE should go (yes, even freshmen)
 - Opportunity to practice your networking skills
 - Establishing contacts early on will pay off later
 - Employers respond better to personal contact – don't just apply online
- Dress to impress, but keep it conservative
 - Guys – suit (preferably black) & tie if you have it; shirt, tie & dress slacks acceptable for frosh/soph; dress shoes, socks & belt
 - Match your shoes/socks/belt etc.
 - Girls - suit, or blouse and skirt/dress pants; no flip-flops
- Bring 10+ copies of your resume in a *padfolio*, if it's been checked & is ready to go (print it on nice paper, not copy paper!)
 - Bring a decent looking pen and paper to take notes

Career Fair Prep – At the Fair

- Do some “warmups”
 - Don’t go right to your target employers - talk to some other companies first
 - Gives you a chance to get comfortable and practice your interactions
- Introducing yourself
 - Give a firm handshake & look rep in the eyes (carry some tissues in your pocket if you get sweaty palms)
 - Give your first & last name then go right into your pitch (try not to sound rehearsed)

Career Fair Prep – At the Fair

(continued)

- Talking to the representatives:
 - After going through your pitch, transition by asking *good* questions
 - Avoid asking “What does your company do?” type questions
 - Show you’ve done your research – ask about recent news involving the company, characteristics they look for in employees & mention how you display them
- Wrapping it up
 - Don’t hog the rep’s time – know when it’s time to finish the conversation & be respectful of other people waiting in line
 - Ask to leave them your resume, if not already asked by rep
 - GET A BUSINESS CARD! – if they do not have one ask for & write down their contact info
 - After leaving the table, take a minute to write down some of the topics you discussed

Career Fair Prep – Following Up

- Send thank you emails to the companies you talked to
 - Send by the next day
 - Ideally send one to each rep, but definitely to ones who you impressed and the companies you are most interested in
 - Can send a written letter as well if you really want to stand out
 - Keep it brief – mention where you met them, who you are, something you talked about, reiterate your interest and give your contact info (refer to templates from Career Services)
 - Attach your resume in PDF format
- Can follow-up with a phone call if you don't get a response or if you are particularly interested
 - Know the line between being persistent and annoying

Resumes

- The resume is a one page *advertisement* of why someone should hire you – it is NOT a job application
- Consists of 3 -4 main sections
 - Header – your name & contact info
 - Education – School, major, GPA, etc
 - Experience – either work and/or involvement
 - Additional Info – relevant skills, certifications, interests, etc
- Need to really sell yourself through your resume, often is the only way employers will get to know you
- Importance cannot be stressed enough – needs to be as flawless as humanly possible
 - Have everyone you know read it for errors and suggestions

Resume Basics

- No more than ONE PAGE no matter what
- Keep margins to >0.5” and use normal font between size 10-12 (make your name bigger ~sz 20)
- Make it look organized and professional
 - Use spacing, underlining, and font styles wisely
 - Should have “outline”-like look, not an essay
- When describing experiences, use bullets w/ grammatically correct points, not complete sentences