

# STUDENT CENTRAL

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[CASstudentcentral.org](https://CASstudentcentral.org)

## Resume and Interviewing Tips for Actuarial Students

[Presented to]

[Date]

# Resume Writing

# Why is a Strong Resume Important?

- It's the first thing a recruiter sees about you.
  - Your personal “sell sheet”
  - An advertisement for you that should reflect your brand
- Your chance to highlight why you would be valuable to a company as you begin career.
  - Examples include:
    - Career goals
    - Technological skills
    - Analytical skills
    - Leadership skills
    - Communication Skills
- Demonstrates your written communication and organization skills.

# What is Expected on a Resume?

- Well Organized and Easy to Read Format
- College Classes and GPA Information
- Actuarial Exams & VEE Credits
- Internship Experience
- Demonstrate How You Are Well-Rounded
- Proven Leadership

# College Classes & GPA Information

- College/University Information
  - Always include the name of your university, your major(s) and minor(s), and their respective GPA's.
- Coursework
  - Include only a list of college classes that you've taken that will illustrate your actuarial and technical skills.

# Actuarial Exam & VEE Information

- Actuarial Exams

- List all actuarial exams that you've passed to date and any future exams that you're scheduled to sit for.
- There is no need to include exam scores on your resume.

- Validation by Educational Experience (VEE)

- List any VEE Credits that you've earned or plan to earn while at school.
  - [List of approved courses at your university](#)

# Prior Internships

- For full-time consideration, many companies expect candidates to have completed an internship.
- Intern candidates typically aren't expected to have prior internships.

# Well Rounded Candidates

- Companies look for candidates who can demonstrate:
  - Quality leadership skills
  - Strong academic success
  - Excellent time-management skills
  - Stellar communication abilities
- On your resume, you should include:
  - Involvement in student government, extra-curricular activities, volunteering, and part-time jobs.



# Additional Information for Consideration

- Professional Qualifications
  - Actuarial exams, VEE Credits, and any certifications you may have that are valuable and relate to the position for which you are applying.
- Honors/Scholarships
  - Include scholarships you have earned or honors you have received in your college career especially those that are actuarial, math, or business related. State why it is important and relevant with a brief description.
- Politics and Religion
  - Be careful about including any political and religious affiliations on your resume. Try to remain neutral on these topics.

# Additional Information for Consideration

- High School Information
  - Unless you are a college freshman applying for an internship you should leave off any high school information like GPA, etc.
- References
  - If you have room at the bottom of your resumes include references to your internship experiences or other work/volunteering experiences.
  - If you do not have room you may include the line “References available upon request.”

# Resume Formatting & Reviewing Tips

- Try to keep the resume to one page, especially at the entry level.
- Print your resume and proof read it before you submit it anywhere.
  - Make sure it looks professional, contains no errors, and will allow a recruiter to easily read and navigate through it.
  - Your resume should have clearly labeled, distinct sections.
- Have someone edit your resume for you.
  - Peers, Professors, Career Services

# Interviewing Tips

# What to Wear

## Men

- Suit
  - Black, gray, or navy
- Tie
  - Solid color or simple pattern
- Belt
- Dark socks
- Clean shave
- Conservative jewelry and cologne

## Women

- Suit
  - Black, gray, or navy
- Blouse
  - Solid color or simple pattern
- Simple jewelry
- Be conservative with makeup and perfume

# How to Prepare for and Conduct Your Interview

- Prepare:
  - Research the company.
  - Be ready to support everything on your resume.
  - Prepare questions for the interviewers.
  - Practice interviewing.
- At the interview:
  - Have a positive attitude.
  - Shake hand firmly.
  - Speak clearly.
  - Show an interest in the interviewer.
  - Focus on the style of the interviewer and adapt.

# How to Respond in the Interview

## Do

- Try to maintain a flowing conversation.
- Give appropriate responses that relate to the interviewer, position, or company.
- Be present in the discussion.
- Learn from the experience.

## Don't

- Make negative comments, give single word answers, or speak in clichés.
- Be afraid to ask the interviewer to clarify a question.

# How to Respond in the Interview

- What interviewers are looking for in your responses:
  - Evidence of your qualifications
  - Examples of your experiences as they relate to the job
  - Interest in the position and company
  - Assurance you researched the position and company
  - Honesty



# Articulating Your Motivations

- If you demonstrate success on your resume, be able to explain why you were so successful.
- Avoid being a know-it-all.
- If you have experienced trying times, be prepared to explain why they occurred and what you changed as a result.

# Questions to Ask

- Can you describe the duties of the job for me?
- Can you describe your company's study program for me?
- In what ways is a career with your company better than one with your competitors?
- What do you like best about your company?
- What skills are especially important for someone in this position?
- When should I expect to hear from you or should I contact you?

# Questions to Avoid Asking in Interview

- What does this company do?
- Will I have to work overtime?
- What do I have to do to get to your position?
- Why do you think I'd be a good fit for the company?
- If I get the job, how soon can I use my vacation?
- How much will I get paid?

# First Impressions

- First impressions matter. Make it a good one.
- Be yourself and you will come across as genuine.
- Know your audience.
- Networking is a big part of the working world.
- Although the company is trying to find out about you, the interview is a chance for you to learn about the company.

# Best Form of Contact

- Be careful when you receive call backs from companies.
  - The call could come in at an inconvenient time for you.
  - Make sure you are in a quiet environment for the discussion.
- Using e-mail as a form of contact is acceptable.

# Social Networking

- What you post online is available for anyone to see - not only your friends.
- Facebook and other social networking sites can give employers the wrong impression of you.

# Dining Out During the Interview

- Remember: This is still an interview.
- Be careful with what you order to eat.
- Alcohol is not acceptable for lunches.
- Pay attention to basic dining etiquette – it can go a long way in that setting.

# Interview Follow-Up

- Thank you notes are a powerful tool.
  - Handwritten letter is nice but e-mail is now universally accepted.
  - Send in a timely manner -- 1-2 days is ideal to maximize impression with the interviewers.
  - Do not send the exact same letter to everyone in the company who you met.
  - Spell-check and proof-read any of your communications prior to sending.



# You're Invited...



join online today at  
**[CASstudentcentral.org](https://CASstudentcentral.org)**

# CAS Student Central

- Free membership program for university students:
  - Online Community
  - P&C Internship Listings
  - Exclusive Access to Practice Exams through partnership with the Infinite Actuary
  - Career Development Resources including Mock Interview Toolkit, CAS Curriculum Guide, Case Competition Toolkit
  - Free webinars created specifically for students
  - Invitations to free networking events including student programs at CAS meetings and Seminars
- More than 5,000 student members from nearly 550 schools

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Anything in particular you are interested in seeing from CAS Student Central in 2017? Let us know what you think!  
[community.casact.org/p/bl/ar/blogai...](http://community.casact.org/p/bl/ar/blogai...)



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*Jumpstart your success.  
Be part of CAS Student Central.*

[CAS Student Central News](#)[Meet this Year's Trust Scholarship Winners](#)

### Join Us

CAS Student Central is a membership program for university students interested in pursuing an actuarial career. Join the community of 3,000 students from nearly 400 universities who have already joined this free membership program and gain access to:

- Exclusive Career Resources
- An Online Community
- Networking Event Invitations
- Webinars
- And more!

### The Actuary's Perspective: Career Advice for College Students



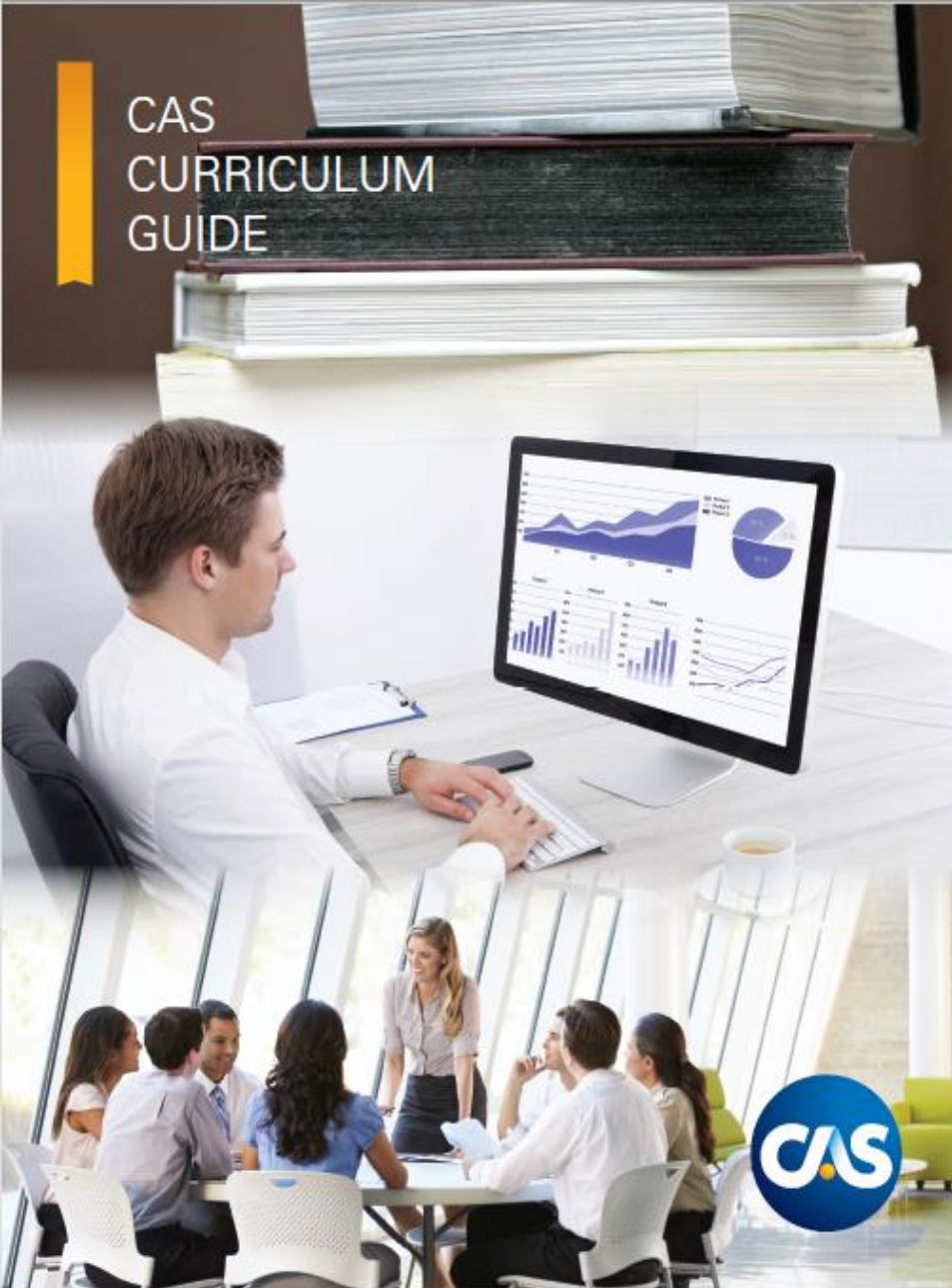
### Internship Opportunities

Search the CAS Career Center's database of actuarial internship opportunities in the property and casualty field!

The CAS Career Center offers a user friendly platform with...

- Free and confidential resume posting
- Search control
- Easy application
- Saved internship capability

# CAS CURRICULUM GUIDE



## CAS CURRICULUM GUIDE

This guide has been developed to help students and faculty build a stronger understanding of the academic strengths, technical tools and personal skills successful actuaries possess. Students can use the guide to identify experiences to seek out while in college to help them prepare for a future career as an actuary, specifically as they embark on the path to earning actuarial credentials through the Casualty Actuarial Society. To that end, the guide makes references to preparing for and taking professional actuarial examinations and other requirements for earning CAS credentials. The complete set of requirements for earning CAS credentials, which are recognized as the gold standard for property/casualty actuaries by employers and regulators, can be found as an appendix of the guide.

For faculty, this guide provides an overview of the key academic topics to cover in an actuarial curriculum and can help identify experiences that can be worked into a classroom to help their students develop the skills needed to hit the ground running in the business world. Links to examples of existing actuarial science courses and curricula offered at various types of universities are included in the appendix.

The guide is separated into three main sections:

**1. Academic Foundation:**

The academic subjects that are the building blocks of actuarial work

**2. Technical Toolkit:**

Important tools that help actuaries solve challenging business problems

**3. Workplace Readiness:**

The skills that help new employees make an impact on the job day one

Each main section is comprised of several subject/skill subsections that include:

**1. Description and Importance:**

What it is and why it's important for an actuary

**2. On the Job:**

An example of where the subject/skill is needed in the workplace.

**3. Experiences:**

Experiences a student can seek out or faculty can provide that will help prepare students for success as an actuary

This guide was developed by the University Engagement Committee. Any questions or comments pertaining to the guide can be sent to: [office@casact.org](mailto:office@casact.org)

Academic Foundation

Mathematical Base  
Probability Theory  
Financial Mathematics  
Statistics  
Core Actuarial  
Economics  
Finance  
Risk & Insurance

Technical Toolkit

Statistical Analysis  
Data Manipulation  
Programming Skills  
Microsoft Office

Workplace Readiness

Presentation Skills  
Teamwork Skills  
Project Management  
Business Writing  
Ethics & Professionalism  
Business Etiquette  
Exam Study Skills

# CAS Student Central Online Community

- Future Focus Blog shares insights and tips (example posts):
  - [5 Tips for Starting Your Actuarial Career](#)
  - [How Actuaries Stay Informed and Up-To-Date](#)
  - [How Coffee Can Make Your Career](#)
- CAS member directory will give you a sense of how far and wide, broad and deep our network is.
- Receive latest news and updates from the CAS

# CAS Student Central

## Mock Interview Toolkit Materials

- **General Interview Guidance**
- **Mock Interview Question Bank**
- **Categories - Communication, Leadership, Business Acumen, Etc.**
- **Mock Interview Feedback Form**
- **Provide ratings and feedback**
  - First Impressions
  - Nonverbal Behavior
  - Verbal Behavior
  - Communication
  - Other Considerations

### Mock Interview Question Bank



#### Communication and Collaboration Questions

- Tell me about a time when you had to use your presentation skills to influence someone's opinions.
- Tell me about the most rewarding team you've ever been on. What role did you play? What about that experience sticks out in your mind?
- Tell me about a time when you had to explain a technical concept to a non-technical person. How did you go about it? What was the most difficult part? What was the result?
- What is your typical way of dealing with conflict? Give me an example.
- What is your usual role on a team?
- Explain an actuarial concept to me in simple terms as if you were teaching it to me for the first time (exam topic, etc).

#### CAS/SOA Questions

- What is the main difference between the two actuarial societies?
- What lines of business are typically addressed by CAS members?
- What does an actuary do?

#### Leadership Potential Questions

- Describe an ambitious goal you set for yourself. How did you work to achieve that goal? What was the result? What did you learn from the experience?
- Tell me about a change that you have encountered. How did you adapt to the change? What was the outcome? What did you learn from the experience?
- Give me an example of when you experienced a significant roadblock in completing a task or reaching a goal. How did you overcome that challenge?
- What personal characteristics do you possess that might make you a successful actuary?

#### Questions to determine if candidate possesses Initiative and Follow-Through

- Tell me about the last time you took the initiative to solve a problem or implement a project without being asked.
- Describe a situation in which you stayed with a position or plan of action until the desired objective

### Mock Interview Feedback Form (Optional)



Student Name \_\_\_\_\_ Interviewer \_\_\_\_\_

Please rank the candidate using the following scale:

Excellent: 3 Good: 2 Average: 1 Poor: 0

FIRST IMPRESSIONS/IMAGE & APPEARANCE...	RANK
Submits <b>updated, targeted</b> and <b>professional looking resume</b> prior to the interview	
<b>On time and prepared</b> for the interview	
Expresses <b>optimism and energy</b> in initial greeting; offers a <b>solid handshake</b>	
<b>Well groomed</b> , has <b>good hygiene</b> and is <b>appropriately dressed</b>	
<b>Smiles and speaks clearly and distinctly</b> ; words are not mumbled	
Additional comments...	Total ___/15
NONVERBAL BEHAVIOR/BODY LANGUAGE...	RANK
Demonstrates <b>professionalism</b> ; sits squarely in chair; has <b>good posture</b>	
Demonstrates <b>openness and receptiveness</b> ; open position (arms are not crossed)	
Demonstrates <b>interest and enthusiasm</b> ; uses <b>facial expressions</b>	
Demonstrates <b>confidence and attentiveness</b> ; maintains good <b>eye contact</b>	
Maintains <b>poise</b> ; appears <b>relaxed</b> ; doesn't shift and fidget excessively	
Additional comments...	Total ___/15
VERBAL BEHAVIOR & COMMUNICATION...	RANK
Avoids filler words (like, ummm, I mean, you know)	
Provides <b>clear and concise</b> responses with appropriate <b>vocal tone</b>	
Emphasizes strengths and <b>highlights unique skills</b>	
Provides <b>specific examples</b> with results and accomplishments to <b>illustrate relevant experiences or skills</b>	
Pauses to <b>organize thoughts</b> prior to responding to difficult questions	
Additional comments...	Total ___/15
OTHER THINGS TO CONSIDER...	RANK
Remains <b>positive</b> and portrays <b>self confidence</b>	

# Educational Opportunities for Student Central Members

- Webinars held fall and spring semesters
  - Topics have included: Predictive Analytics, Excel and R for Actuaries, and Career Paths in the Property and Casualty Actuarial Profession
- Student programs at CAS meetings/seminars:
  - CAS Spring and Annual Meetings
  - Ratemaking and Product Management Seminar
  - Seminar on Reinsurance
  - Casualty Loss Reserve Seminar

# Additional Resources for Students Beyond CASstudentcentral.org

- CAS - [casact.org](http://casact.org)
- Be An Actuary - [BeAnActuary.org](http://BeAnActuary.org)
- American Academy of Actuaries - [actuary.org](http://actuary.org)
- Salary Surveys
  - [ezrapenland.com](http://ezrapenland.com)
  - [dwsimpson.com](http://dwsimpson.com)



# CAS Trust Scholarship Program

## [casact.org/trustscholarship](http://casact.org/trustscholarship)

- Scholarship for students pursuing a career in casualty actuarial science.
- Up to 3 scholarships awarded per academic year
  - 1<sup>st</sup> Place Scholarship: \$10,000
  - Runner-Up Scholarships: \$5,000 each if selected
- Winners Announced May 2017 and will attend CAS Annual Meeting in Austin TX in November 2017
- Application opens in December and is due March 1, 2017
  - Includes: application, essay, recommendation letters, and official transcript
- Visit the CAS website for eligibility requirements
  - Must be a member of CAS Student Central and have sat for 1 actuarial exam

**To learn about other scholarship opportunities explore  
[CASstudentcentral.org](http://CASstudentcentral.org) and [BeAnActuary.org](http://BeAnActuary.org)!**

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