

# CREATING A SUCCESSFUL CAREER LIFE





**THINK  
DREAM  
BELIEVE  
DARE**



# THE APPLICATION PROCESS

## Two types of applications:

### Online Application.

- Looks for key words

### Personal, Telephone, or Video Interview

- 1<sup>st</sup> impressions are important.
- Let your answers flow comfortably.

Practice your answers to sample questions so your answers feel natural.

- Sample Question are:
  - Online
  - App
  - Career Center

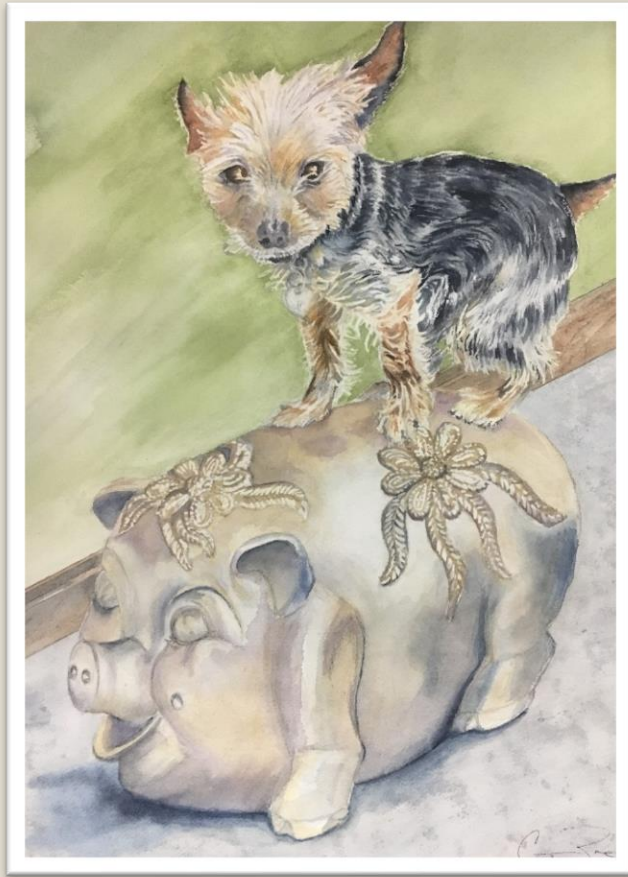


# BE HONEST ABOUT YOURSELF.



- Skills
- Interests
- Mistakes
- Successes
- Future Goals
- Strengths
- Weaknesses





# CREATE A BUDGET

HOW MUCH DO YOU  
NEED TO MAKE?



# RESUME AND COVER LETTER



- Have more than one resume so you can adjust skills to address the job needs.
- Look at job descriptions for key wording to use.
- Templates are in Microsoft Word or online.



# PROFESSIONALISM MATTERS!

**Your NAMEHERE**

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**PERSONAL DATA**

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PLACE AND DATE OF BIRTH: Someplace, Italy | dd Month 1912  
ADDRESS: CV Inn 19, 20101, Milano, Italy  
PHONE: +39 123 456789  
EMAIL: name.surname@gmail.com

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**WORK EXPERIENCE**

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<b>Current</b> JAN 2009	Trader at ENOI s.p.a., Milan <i>Physical Natural Gas Trading</i> Provided analysis of spreads, in particular time and location spreads, with emphasis on trading opportunities on the curve, also taking into account the availability of storage facilities. Became familiar with logistic implications of physical gas trading and developed knowledge of continental versus hubs for gas exchange.
JUL-OCT 2008	1 <sup>st</sup> year Analyst at LEHMAN BROTHERS, London <i>Commodities Structured Trading</i> Developed spreadsheets for risk analysis on exotic derivatives on a wide array of commodities (ags, oils, precious and base metals), managed bluster and secondary trades on structured notes, liaised with Middle Office, Sales and Structuring for bookkeeping.
SUMMER 2007	Summer Intern at LEHMAN BROTHERS, Capital Markets Received pre-placed offer from the Exotics Trading Desk as a result of very positive review. Rated "truly distinctive" for Analytical Skills and Teamwork.

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**EDUCATION**

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JULY 2008	Master of Science in FINANCE, Bocconi University, Milan 110/110 <i>summa cum laude</i>   Major: Quantitative Finance Thesis: "Sublinear and Locally Sublinear Prices"   Advisor: Prof. Erio CASTAGNOLI GPA: 28.6/30   <a href="#">Detailed list of Exams</a>
JULY 2006	Undergraduate Degree in LAW and BUSINESS ADMINISTRATION 110/110 <i>summa cum laude</i> , Bocconi University, Milan Thesis: "Portfolio Strategies with Target Prices"   Advisor: Stefano BONINI GPA: 29.85/30   <a href="#">Detailed list of Exams</a>
FALL 2005	Exchange Semester at University of Southern California, Los Angeles GPA: 3.87/4   <a href="#">Detailed list of Exams</a>
JULY 2003	Liceo Classico "E. Duni", Matera   Final Grade: 100/100

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**SCHOLARSHIPS AND CERTIFICATES**

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SEPT. 2006	Scholarship for graduate students with an outstanding curriculum (€30,000)
JUNE 2006	GMAT®: 730 (Q:30;V:39) 96 <sup>th</sup> percentile; AWA: 6.0/6.0 (89 <sup>th</sup> percentile)

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**LANGUAGES**

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ITALIAN:	Mother tongue
ENGLISH:	Fluent
FRANCAIS:	Basics Understanding

Use quality paper to submit for your cover letter, resume, and work samples.

Be sure to check your grammar, bullet points, font and spacing for inconsistencies.



# SHOW RESPECT



Turn your phone off or leave it in the car during the interview.





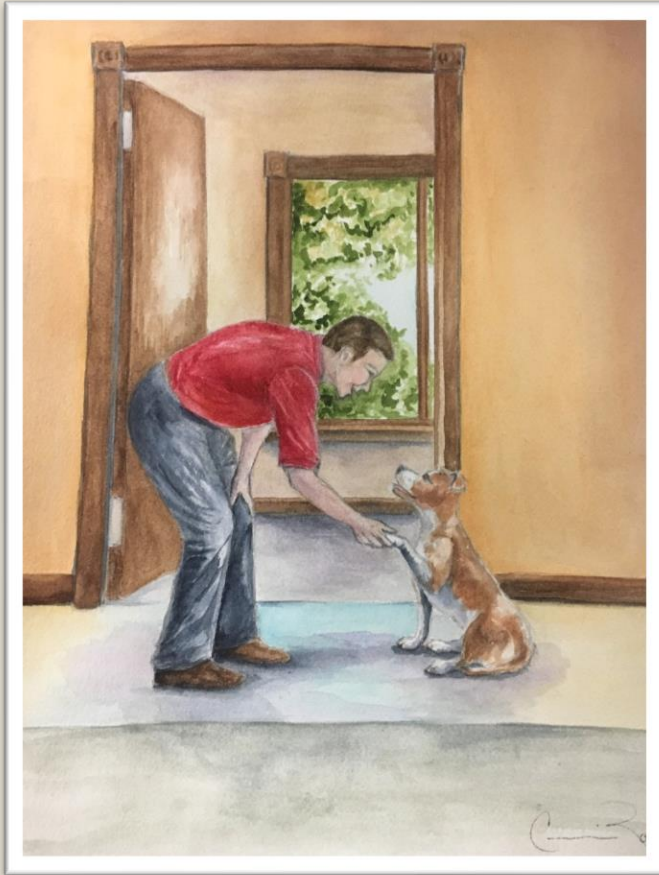
# DRESS APPROPRIATELY



- Dress appropriately.
- Clean and ironed clothes.
- Little or now cologne
- No gaudy jewelry
- Shoes polished
- Fingernails cleaned
- Shower and shaved
- Be careful of musky smells on clothes and coats.



# INTRODUCTIONS



A firm handshake,  
look them in the  
eye, and pleasant  
voice.



# WATCH WHAT YOU PUT ON SOCIAL MEDIA.



- Watch your photo's
- Privacy settings to friends lonely or better yet, only me.
- "Tagging"
- Types of posts shared
- Vocabulary in comments.



# SET UP A TIME TO CHECK BACK ON JOB OPENING.



“Is it ok if I check back in one week?”

“What would be a good time for me to check back on the job, if that is ok?”

Including ok in the request gives you an approval to get permission from the interviewer for a second interaction.



# A SIMPLE THANK YOU

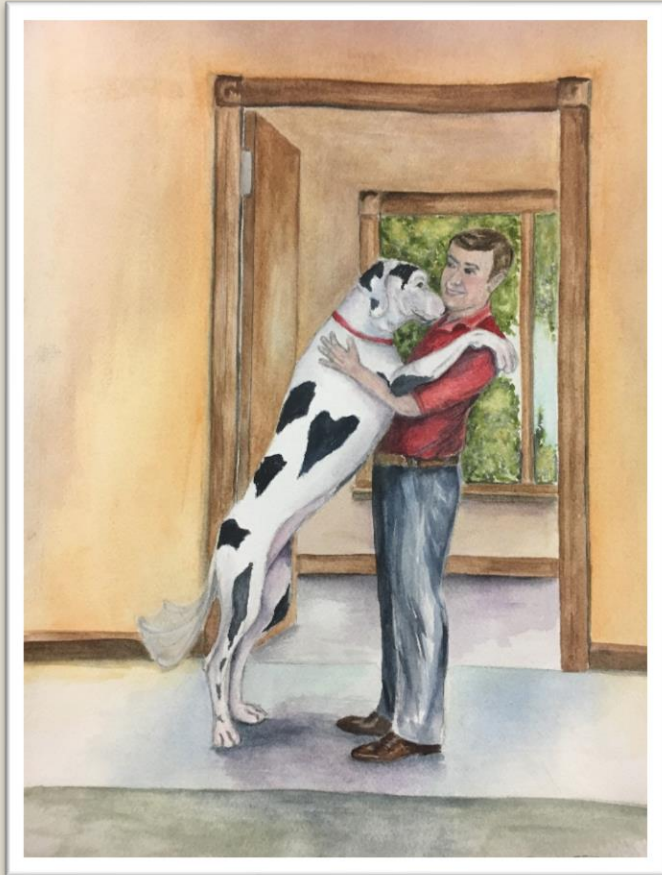


Writing a simple thank you letter or card to the interviewer allows your name to be fresh in their mind when they receive it.

It also allows you to reference something special about your meeting to refresh their memory .



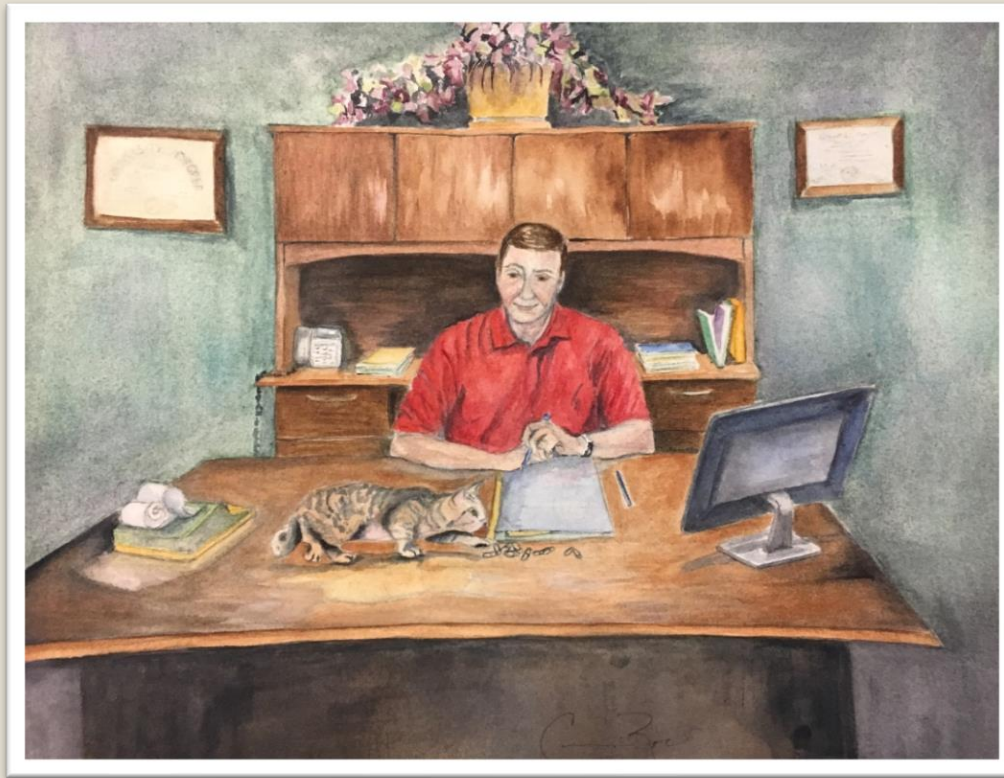
# BODY LANGUAGE



Watch your body language during the interview.

- Shoulders back
- Sit up straight
- Arms relaxed
- Feet on the floor, in front of you. Don't look like you are headed toward the door to run.
- Eye Contact
- Palms up not down when talking if you use your hands in jesters. This is more inviting to be a part of the conversation. No clinched fists.

# DON'T MAKE EXCUSES.



If you made a mistake in the past, a young- and dumb, explain that you made a mistake, learned from the mistake, and it will not be repeated.

You don't have to explain the mistake, just explain it was a regrettable error in judgement.



# KEEP YOUR CREDIT IN CHECK.

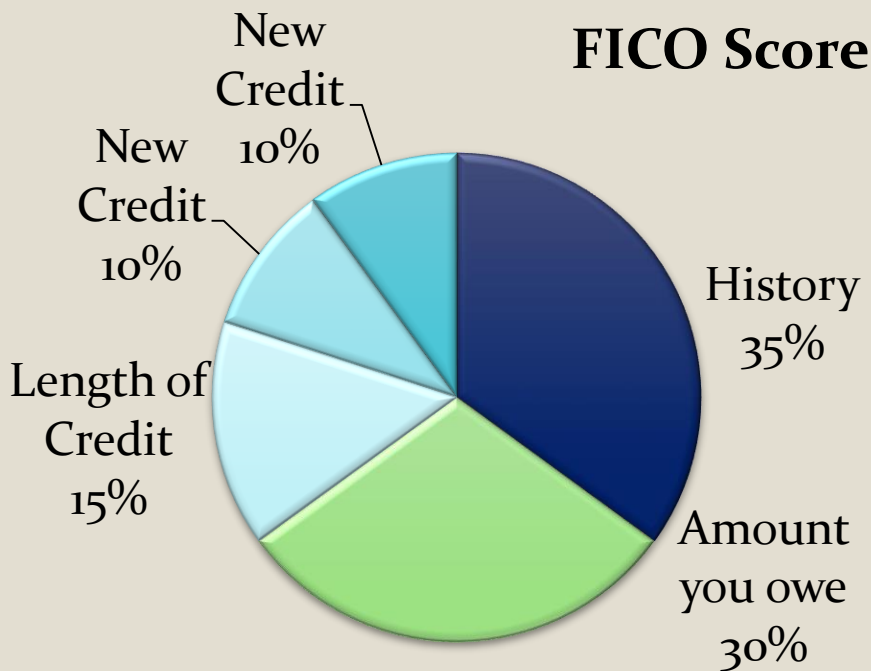


Review your credit report on [www.annualcreditreport.com](http://www.annualcreditreport.com).





# WHAT MAKES UP A CREDIT SCORE



**730 - 850 Excellent Credit**

**700 - 729 Above Average Credit**

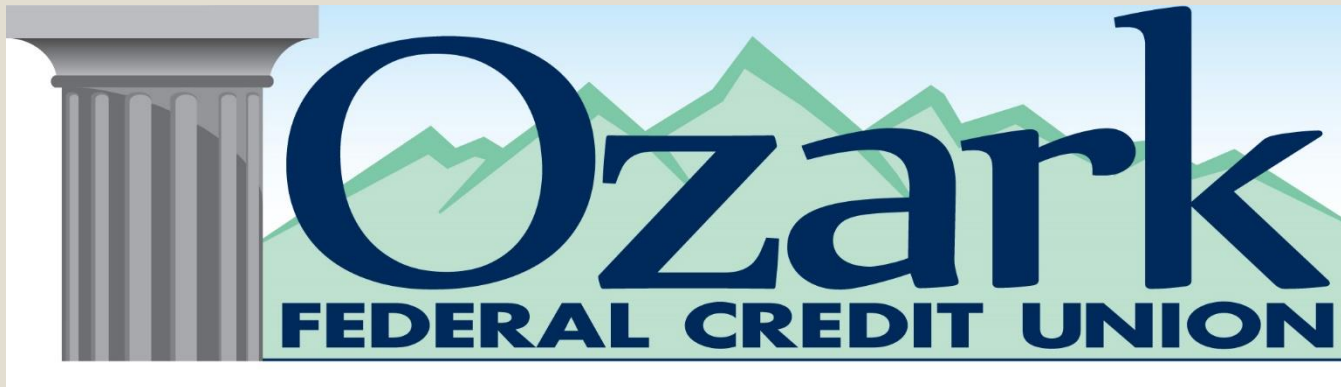
**670 - 699 Good Credit**

**585 - 669 Fair Credit**

**584 and Below - Poor Credit**

# GOOD LUCK





**Contact Information:**

**Davine Conover**

**Business Development Specialist**

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