Finding Summer Internships & Winning CVS

Your success. Our goal.

Careers Service
www.imperial.ac.uk/careers
Agenda

1. Reviewing your experience
2. Opportunities available
3. Finding advertised internships
4. Finding hidden opportunities
5. Winning CVs
Reviewing Your Experience
Case Study: Internship
Oskar Mamrzynski, Second Year Computing Student

Which company did you undertake work experience with?
Towers Watson - they are a global consultancy, working in areas such as insurance, retirement, benefits, rewards packages and investment.

How did you go about finding the internship?
I had been looking for an internship since the start of December of my 2nd year. After a failed application to another company, I noticed that Towers Watson had their own small careers event. I dedicated a bit of time to go there and talk to people who work in the company. I spoke mainly with someone working in the software department, but there were people from investment and retirement branches of the business as well. I also spoke to an employee who I later found out was the global organisations manager and was at my first interview. There were no e-mail signups at the event, but I was pointed to their website, where I could find the job description and apply online. I submitted the application and was invited for an interview a few weeks later.

What was the most valuable thing about your work experience?
I would say the most valuable thing I got out of it is a graduate job offer. I will be joining the company full-time next year, after deciding to drop my 4th year of studies. I’ve also expanded my technical skills gaining experience in learning C# from scratch as well as .NET framework, Microsoft SQL Server, MVVM, WPF, UI design, IoC container & Dependency injection, various design principles and patterns and a bit of ASP.NET MVC. These are not taught at Imperial but are very much essential for work in industry.

“Apply well and research the companies. Show that you have a real interest in the company instead of vaguely throwing your CV at them”
- Oskar Mamrzynski
# Opportunities Available Summer 2015

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<thead>
<tr>
<th>Industry Sector</th>
<th>Organisation</th>
<th>Deadline</th>
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<td><strong>Software Companies</strong></td>
<td><em>FactSet</em></td>
<td>5 Jan</td>
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<td><em>G Research</em></td>
<td>30 Nov</td>
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<td></td>
<td><em>Mathworks (Software developer)</em></td>
<td>31 Dec</td>
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<td><em>Metaswitch (Communication software)</em></td>
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<td><em>Delcam</em></td>
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<td><em>IBM</em></td>
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<td><em>Red Gate</em></td>
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<td><em>Sparx</em></td>
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<td><em>Riot Games</em></td>
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<td><strong>Other Technology Roles</strong></td>
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<td><em>PA Consulting</em></td>
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<td><strong>Other finance:</strong></td>
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<td>• Blackrock</td>
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<td>• Markit</td>
<td>19 Jan</td>
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<td>• Schroders</td>
<td>31 Dec</td>
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<td>• Towers Watson</td>
<td>19 Dec</td>
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<td>• Aberdeen Asset Management</td>
<td>16 Nov</td>
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<td>Research</td>
<td>• UROP</td>
<td>On-going Open 6 Dec - 15 Jan</td>
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<td>• RISE program Germany</td>
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<td>• Imperial International Office</td>
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<td>• TiROP Tokyo</td>
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<td>• EPFL (on campus 3 Nov)</td>
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<td>Energy</td>
<td>• EDF Trading</td>
<td>24 Dec</td>
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<td>• Centrica (free accommodation)</td>
<td>30 March</td>
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<td>• BP</td>
<td>26 Jan</td>
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<td>• ExxonMobil</td>
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Finding Advertised Internships

- **JobsLive**
  - Set your profile to receive personalised vacancy & event updates

- **Brochures/Directories**
  - Available to collect from the Careers Service

- **Online Jobs Boards**

- **Careers Fairs**
  - IT & Technology Fair 13 Nov
  - Internship Fair 19 Feb

- **Social Media**
  - Facebook, Twitter & LinkedIn

Careers Service
www.imperial.ac.uk/careers
Internships Abroad

• Going Global
  • [http://www3.imperial.ac.uk/careers/resources/goingglobal](http://www3.imperial.ac.uk/careers/resources/goingglobal)

• J1 Visa required for USA
  • ISTPlus
  • Bunac
  • InterExchange

• IAESTE

• Engineers without Borders
Finding Hidden Opportunities
5 steps to making a speculative application:

1. Find a company
   • Use your network
   • LinkedIn
   • JobsLive organisation search

Weblinks:

<table>
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<tr>
<th>Company/Resource</th>
<th>Web Link</th>
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<tbody>
<tr>
<td>Silicon Milkroundabout</td>
<td><a href="http://siliconmilkroundabout.com/companies">http://siliconmilkroundabout.com/companies</a></td>
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<tr>
<td>Built in London</td>
<td><a href="http://www.builtinlondon.co/">http://www.builtinlondon.co/</a></td>
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<tr>
<td>Imperial Create Lab</td>
<td><a href="http://imperialcreatelab.com/">http://imperialcreatelab.com/</a></td>
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Imperial College London

Using LinkedIn to Find Companies

Where they live
- United Kingdom: 1,914
- London, United Kingdom: 1,168
- United States: 362
- San Francisco Bay Area: 100
- Hong Kong: 88
- Greece: 79
- Greater New York City Area: 79
- France: 76

Where they work
- Google: 43
- IBM: 34
- Goldman Sachs: 30
- Morgan Stanley: 30
- Credit Suisse: 26
- Barclays Investment Bank: 26
- Accenture: 23
- Citi: 23
- Program and Project Management: 148

What they do
- Engineering: 676
- Information Technology: 501
- Research: 326
- Consulting: 265
- Entrepreneurship: 231
- Finance: 194
- Education: 187
- Program and Project Management: 148
Using LinkedIn to Find Companies

- Canada: 58
- Australia: 57
- Cambridge, United Kingdom: 56
- China: 55
- Germany: 48
- Switzerland: 47
- Paris Area, France: 43
- Harrow, United Kingdom: 41
- Reading, United Kingdom: 41
- Guildford, United Kingdom: 39
- Twickenham, United Kingdom: 34
- Cyprus: 31
- Toronto, Canada Area: 27
- Zürich Area, Switzerland: 27
- Kingston upon Thames, United Kingdom: 26
- Sweden: 25

Deutsche Bank: 21
J.P. Morgan: 15
HSBC: 15
JPMorgan Chase & Co.: 14
Merrill Lynch: 14
Hewlett-Packard: 14
Oracle: 12
Cisco: 12
Amazon: 12
EY: 11
BNP Paribas: 11
Amadeus IT Group: 10
University College London: 10
Royal Bank of Scotland: 9
UBS: 9
Intel Corporation: 8
Support: 95
Sales: 92
Business Development: 86
Product Management: 66
Media and Communication: 45
Marketing: 44
Arts and Design: 41
Quality Assurance: 27
Human Resources: 21
Administrative: 16
Accounting: 15
Legal: 15
Healthcare Services: 14
Community and Social Services: 12
Real Estate: 6
Military and Protective Services: 5
Finding Hidden Opportunities
5 steps to making a speculative application:

2. Research the company
   • Google news, annual reports, social media

3. Find a contact name
   • Telephone to ask who the best person is
   • HR team contacts often on company careers webpage
   • Lots of recruiters are on LinkedIn
   • Or try the manager of the team you want to work in

4. Prepare a targeted CV and covering letter
   • Use your research to specify the department you wish to work in and what you have to offer

5. Send your application
   • Keep records!

Careers Service
www.imperial.ac.uk/careers
Winning CVs
Exercise 1 – Vacancy Analysis

In pairs/3’s look at the following internship vacancy and identify what the employer is looking for in terms of knowledge, skills and personal qualities.

(3 minutes)
Winning CVs

The goal of our summer internship program is to expose extraordinary candidates to the projects and environment associated with full-time work in quantitative analysis and software development at the company. Interns interact with various trading groups and gain valuable work experience while demonstrating their skills on a variety of real-world projects. For quantitative analyst interns, these projects might include applying sophisticated numerical techniques and writing software to develop and analyse statistical models for our computerized financial trading strategies, or researching financial literature to identify new trading ideas and creating simulations to test them.

Software development interns work closely with full-time employees to build tools for the analysis of financial instruments as well as to design and deploy real-time, scalable applications for the firm's highly automated trading activities. Working closely with quants, developers, and other senior staff as mentors, interns can expect an environment conducive to strong professional development. In addition, regularly scheduled social events give interns the opportunity to interact with colleagues and learn about the goings-on at the firm as a whole. Successful candidates have traditionally been the top students in their respective maths, physics, engineering, and computer science programs.
Winning CVs
Vacancy Analysis Feedback

Knowledge:
• Strong academic performance “top student” in maths, physics, engineering or computer science

Skills:
• Communication
• Relationship building
• Team work
• Numeracy/Programming
• Problem solving /Analytical
• Research
• Creative/innovative

Personal Qualities:
• Sociable
Winning CVs
Exercise 2 – Become a recruiter

In the same groups look at the CV and covering letter that have been used to apply for the vacancy and identify:

CV
- What is good and why?
- What needs work?

For Covering Letter
To what extent does the CL address:
- The requirements of the job?
- Provide evidence to indicate a good match?
- The motivation and commitment of the applicant?

You have 5 minutes!
Anthony Goodfellow
28 Sutherland Road
London W8 7HS

EDUCATION AND QUALIFICATIONS

2010 – 2014 Imperial College London
MEng in Electrical and Electronic Engineering (2:1 predicted)

Modules include: Digital Signal Processing, Control and Communications,
Professional Engineering: Technical Communication, Computing,
Management & Business,
Group projects: 2nd Year: worked in a group to design and manufacture a
‘bug’ to go round a track. 5 seconds after being triggered; developed an
analogue solution using a comparator circuit which compared resistances of
the two side sensors (phototransistors) and adjusted speed of motor to turn
back in the track; as Group Leader, my role was to delegate research and
report sections to team members and keep group organised and focused.
(Individual Project): 3rd Year: produced concept design and prototype motor
for battery-powered tool (wood planer);

2004 – 2010 Dr Challoner’s Grammar School, Amersham, Bucks

A Levels: Mathematics (A), Physics (A), Chemistry (A), Further Math
(A); AS Levels: Biology (A), Critical Thinking (A)

GCSEs: A’s in 10 subjects including Mathematics, English and French.

AWARDS
• Received Dr Challoner’s Foundation Scholarship and Governor’s Leaving
  Scholarship for GCSE and A Level performance respectively
• Received Form Prize for academic excellence four years out of five
• Passed Grade 8 Clarinet with Merit

Contact details
Keep your contact details to a minimum: no need to say ‘address’
— just provide it neatly with phone and email. No need to add date of
birth. If you are an international student with the right to work in
the UK, state that here.

Your name
There’s no need to write ‘curriculum vitae’ at the top — just your name.
Make it stand out, using bold and slightly larger font.

Education
If you’re applying to postgrad study or work related to your degree, this section is very
important. Mention options chosen and grades to show relevant interests and
strengths as well as technical or laboratory skills (MATLAB, ‘R’ etc). Include a brief
description of technical projects too.
For applications to jobs not related to your
degree, provide briefer details (and a 1
page CV may work better). Use ‘action
words’ to show skills required and give an
expected overall grade.
ENGINEERING EXPERIENCE

2012  **Internship as Project Manager – Design Express UK, Coventry**
- Worked as part of a team on a landscape development project for a nature park, producing engineering drawings of proposed development using CAD
- Consulted with different companies and stakeholders involved to evaluate the range of possible options and identify and recommend the optimum solution
- Estimated preliminary budget, produced Gantt chart and targets for project stages
- Produced and presented final report, using Excel and PowerPoint, to colleagues which was then incorporated into progress report to the Environment Agency and other bodies involved in authorising the project

Professional experience
Be specific and concise, mention achievements and outcomes.
FURTHER ENGINEERING EXPERIENCE / PROJECTS

2011  E.quinox (Student-led society at Imperial)

- Contributed actively to student-led initiative to bring electricity to rural areas in Rwanda and achieve a sustainable blueprint energy solution
- Led data-logger team in observing and monitoring the battery-charging kiosks
- Travelled to Rwanda and installed battery charger at a solar kiosk; also created infrastructure for newer system at hydro kiosk
- Overcame challenges such as extremely limited and unpredictable resources or access to internet locally, necessitating effective time management and communication as a team
- Used Basic Linux Shell and Python programming, designing a system comprising Linux-based beagleboard, connected to internet via a GSM modem

2011  Cranfield University – Headstart Engineering course

- Worked as part of a team on a number of projects which required thinking creatively, managing time and working well in a team
- Designed and built mechanism to launch an ‘egg’ over a 2m-high wall and land it safely in a designated zone; came up with idea for design of simple autogyro out of paper that allowed egg to gently auto-rotate down to earth

ADDITIONAL WORK EXPERIENCE

2009 – 2011  Royal Standard Pub, Beaconsfield – Bar assistant

- Worked as part of a team under pressure undertaking range of tasks such as re-stocking drinks, collecting glasses and serving customers behind the bar
- Communicated well with customers and other members of bar staff

TECHNICAL / ADDITIONAL SKILLS

Programming / Computing / IT: design and write simple programs using MATLAB; proficient at Microsoft Excel and Word; use CAD software eg Solidworks to generate 3-D solid models and engineering drawings; highly competent at producing and interpreting engineering drawings; Other: UK Driving Licence;
INTERESTS AND ACHIEVEMENTS

- Currently play clarinet in Imperial College Jazz Band (ICJB);
- Elected Social Secretary of ICJB Committee (2011-2012); have organised regular social events for players, refreshments during rehearsals as well as room bookings for events; have contributed actively to weekly committee meetings and demonstrated effective team work, communication and organisation skills
- Played in Buckinghamshire Schools Symphony Orchestra (2007 – 2010); performed in school production of ‘My Fair Lady’ (2009)

REFERENCES

Contact details of referees available on request
Winning CVs

Imperial College

Graduate Recruitment
HR Division
Chicago Consulting Group
London

2 October 2012

Dear Sir/Madam,

I am a final year Mathematics student at Imperial College London, and wish to apply for your analyst graduate programme as advertised with the Careers Service on JobsLive.

I am attracted to the analyst role, because I have a keen interest in working in a business consultancy. Having gained experience working in a hotel, I know I would enjoy a varied and stimulating business environment. In particular, I am attracted to Chicago Consulting, because of its industry focus and its success in helping businesses improve their performance, demonstrated in its recent quarterly report. The quality of the training and personal development offered, also greatly appeal.

I would welcome the opportunity to work on a variety of projects, learning more about business whilst at the same time making a contribution with my existing skills. For example, my mathematics degree has provided me with solid analytical and problem-solving skills. My excellent result in my final project which involved formulating a financial and business model using Black-Scholes equation demonstrates my interest in and understanding of business finance. I also continually keep abreast of business news, regularly consulting relevant media such as the FT and BBC news.

23 Hills Road
London W8 5AB

Letter layout
- Aim for one side of A4 usually.
- Note correct layout for your address and their address.
- Remember to date your letter.
- Address letter to a named person if possible, using ‘title + surname’, with ‘Yours sincerely’ at the end. Otherwise say ‘Dear Sir or Madam’ and ‘Yours faithfully’ at the end.

The opening paragraph
- Explain why you are writing to them.
- Say where you saw the advert or explain that you’re contacting them in case they have any suitable openings.
- Introduce yourself by referring to the stage you’re at on your course at Imperial.

Why this job/organisation?
- Show that you’ve thought about why you’d like to work for them.
- Be concise and genuine, give one or two specific reasons.
- Demonstrate some knowledge of the organisation. But avoid just repeating what’s on their website.
The practical work experience in a business setting that I gained at TopNotch, Manchester, involved working as part of a team of six, managing the reception desk. I communicated professionally with clients from different backgrounds, dealing with a wide range of enquiries and working well under pressure. One of my main achievements whilst there was to propose a new software system to facilitate an improved information flow between bookings and check out, allowing clients’ requirements to be tracked during their stay and archived to inform any future stay. This is currently being implemented.

My extensive travel and backpacking experience has provided me with cultural insights that can help inform my work in an international environment. I find the strong emphasis on team working at Chicago Consulting highly appealing as I have enjoyed this aspect whether at TopNotch, or as treasurer of the Raincatcher Imperial Club. In this role, I managed budgets and raised funds from sponsors; I was able not only to increase the number of sponsors by 10% but also successfully negotiated a 5% budget increase. Furthermore, I have been involved in organising two major fundraising events, raising over £2,500 in total towards the provision of clean drinking water in Tanzania.

In summary, I believe that I could make an immediate contribution to your business with my skills, experience and motivation. My CV is attached. I would be pleased to provide you with any further information required and look forward to hearing from you.

Yours faithfully

Mila Tirimo

Why you?
- Highlight all the main reasons why they should be interested in you.
- Refer to relevant skills, experience and knowledge.
- Don’t just repeat your CV; supplement and tailor your information to this particular role and organisation.
- Give evidence for your claims.

The ending
- End on a positive – what you hope will happen next!
- Don’t forget to sign your letter if posting it.
Summary – A good CV:

- Not one perfect model
- Captures the readers attention
- Targeted to the specific job/role or career area
- Highlights relevant skills you have to offer & USP
- Clearly laid out and logically ordered
- Easy to read (white space, formatting)
- Informative, but concise
- Accurate in content, spelling and grammar
Summary - The Covering Letter

- Essentially a marketing document to complement your CV.

- Include:
  - Why the organisation?
  - Why the job?
  - Why you?

- Sell yourself - make the connection between your education, work experience & interests and the job role you are applying for.
Further Help

Amy Townsend
Placement & Internship Adviser
internship.unit@imperial.ac.uk

- Internship & Placement 20 minute consultations, Careers Service
- Appointments for Computing students in Huxley
  - Every Thursday 1-2pm (Sarmini)
- Lunchtime workshops & Afternoon Seminars every day
  - (Interviews, Application Forms, Assessment Centres)

Book on JobsLive

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Summary

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