RESUME & INTERVIEW TIPS

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UNIVERSITY OF WATERLOO | Centre for Career Development



Regular
Co-op
Undergrad
Masters, PhD, Postdocs
Alumni
Employees



Job Search Tactics
Résumé
Cover Letter
Interview Prep
Career Exploration
Grad School Prep



1:1 Appointments
Drop-ins
Workshops
Online Resources
Programs

uwaterloo.ca/career-development

Territorial Acknowledgement

The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Attawandaron, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River.



Treaties Recognition Week: Nov 3-9

What is a treaty? Agreements made between the Government of Canada, Indigenous groups and often provinces and territories that define ongoing rights and obligations on all sides.

"We are all treaty people" is a phrase intended to emphasize that all people have treaty rights and responsibilities.

Two Row Wampum Belt: Believed to be the first treaty between Europeans and Indigenous Peoples of Turtle Island.

The belt was created by the Haudenosaunee in the early 17th century to establish a relationship of mutual respect and peace with Dutch merchants, which then became the basis for subsequent treaties with other colonial governments.



What questions or concerns come up when thinking about searching for work?

How can I write a compelling cover letter?

How can I best prepare for interviews?

How can I meet people in my field?

How do I write strong bullet points in my résumé?

What resources are there to support me in my job search?

Today's Roadmap

- Understand what an employer is looking for from a job posting
- Learn ways to connect your skills to what the employer is looking for
- Present & market this information in your resume and in an interview response



WHAT ARE EMPLOYERS LOOKING FOR?

Job description analysis

JOB DESCRIPTION ANALYSIS

Quantitative Investing Intern
AGF Management Limited is an independent and globally diverse asset management firm. Our companies deliver excellence in investing in the public and private markets focused on incorporating sound, responsible and sustainable corporate practices.

Your Responsibilities:
- Assist in conducting fundamental research and analysis in support of existing investments and potentially new investment ideas
- Review and support the preparation of financial statement models and projections used to determine equity valuations
- Assist investment team in preparing written reports and presentation materials
- Provide analytical and financial modeling support to Research Analysts
- Develop strong relationships with Research Analysts and Associates to assist them in supporting the accountabilities
- Keep current on political and economic trends and events
- Create and maintain positive relationships within and outside the team
- Willing to focus on what matters most; demonstrated ability to prioritize time and tasks

Your Qualifications:
- Strong desire to develop a deep understanding of the financial industry
- Demonstrated dedication to learning and a true passion for finance and the capital markets
- Experience with Excel and PowerPoint are required
- Experience in Power BI and Tableau
- Familiarity with software; advanced data analysis techniques and statistical methodologies
- Strong communication, planning and organization skills are required
- Knowledge of financial analytical and research skills would be an asset
- Demonstrated commitment to extracurricular involvement
- Strong organizational skills with high attention to detail

What are some key words we can identify in this job description?

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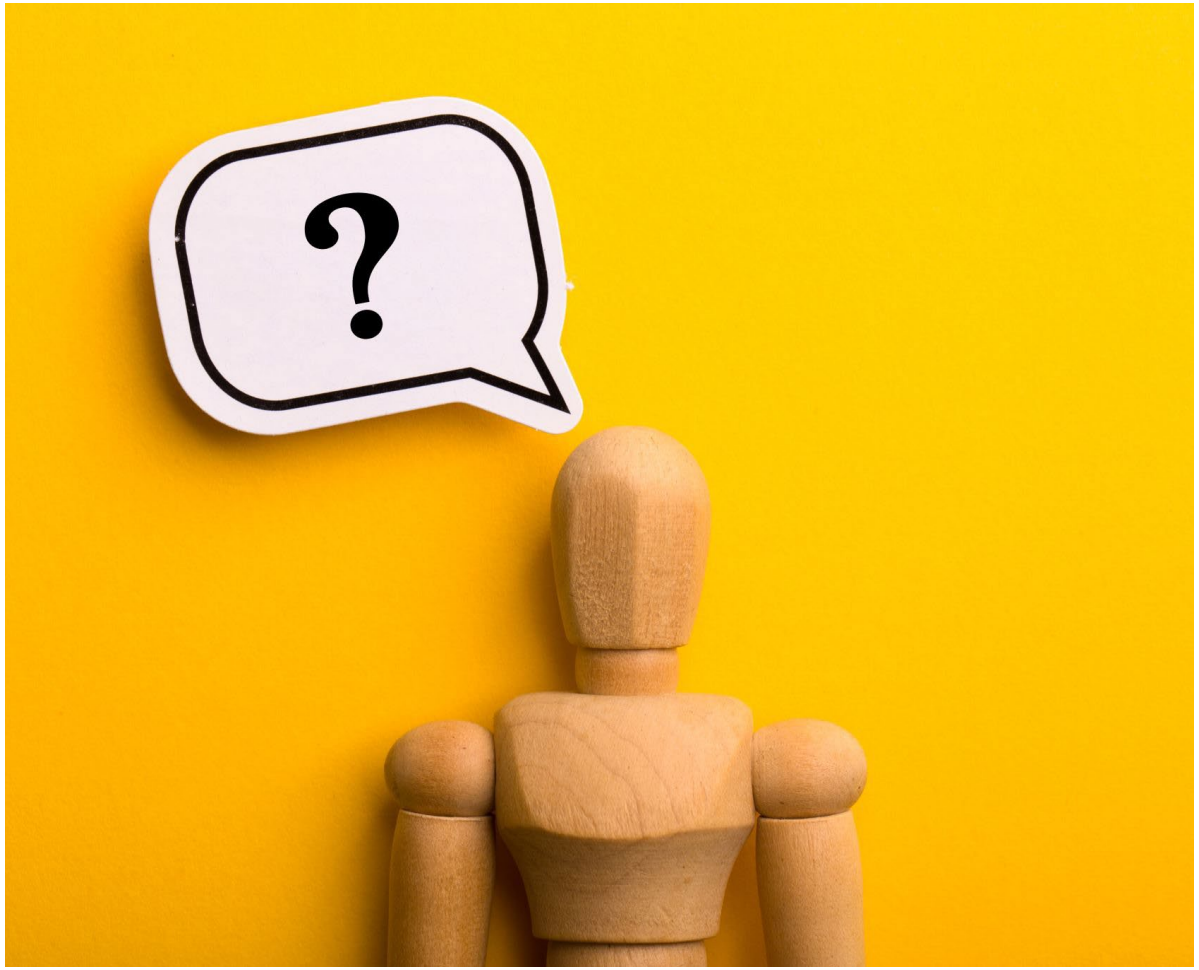
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Making Your Case

- Why are you a match for the job?
  - Identify the employer's "wish list"
  - Identify your skills & experiences
  - Create a table if it helps!



DRAWING CONNECTIONS

Draw connections between what employers want and what you have.

What employer wants	Evidence I have it
Time management	Effectively balanced role as club president and a full-course load while maintaining Honour Roll status.
Verbal communication	Prepared and delivered 15-minute presentation to a panel of judges; received feedback that ideas were clearly communicated and convincing.
Microsoft Excel	Created functional Excel spreadsheet to club meetings; increased efficiency of scheduling process.

HIGHLIGHTING YOUR SKILLS & EXPERIENCE IN A RESUME

SKILLS CAN COME FROM ANYWHERE



Image from: https://blog.jobactive.gov.au/how-to-write-about-skills-experience-your-resume

- Formal / informal training, courses, workshops
- Relevant skills/experience:
  - Paid jobs
  - Volunteering
  - Student club
  - Extracurricular activities
- Relevant projects/achievements
- Awards and recognitions

Quote: THE EMPLOYER PERSPECTIVE

“Imagine a doctor's résumé... do you want the doctor's résumé to say, **"has worked with patients”** or **“familiarity with medical practices"** or do you want her to say **"successfully performed 20 surgeries"** and leave all that other stuff off? [Use] the highest value points and leave the other stuff to be implied.”

Director of Product Management, Primal

Summary of Qualifications

A "highlight reel" of 4-6 points that demonstrate your fit for the job.

- Relevant experience/accomplishments related to your field/industry.
- Relevant knowledge/skills/expertise (language, technical, transferrable).
- Education/awards that complement practical experience.
- Relevant personal characteristics and attributes.
- Specialized training/education relevant to the objective.
- Strengthen bullet points by referencing where or how you developed the above skill

SUMMARY OF QUALIFICATIONS 1

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- Interested in quantitative finance with an academic background in accounting and stats
- Enthusiastic individual and strong work ethic
- Excellent communication and interpersonal skills.
- Familiar with Microsoft Office Suite and data analysis
- Involved in extracurriculars

VS

SUMMARY OF QUALIFICATIONS 2

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- Enthusiastic individual and strong work ethic
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- Involved in extracurriculars

VS

SUMMARY OF QUALIFICATIONS

- Passionate about quantitative finance with strong academic foundation in finance, statistics and data analysis
- Skilled in financial modeling, equity valuation techniques, and interpreting financial statements developed through investment projects and internships in the finance industry
- 4+ years experience analyzing and presenting data with Excel and PowerPoint; familiar with PowerBI
- Excellent communication and collaboration skills with the ability to develop strong team relationships
- Active participant in finance-related extracurriculars including investment clubs and case competitions

WRITING EXPERIENCE BULLET POINTS

- **Paint a picture with words** (help the employer envision you doing those jobs).
- **WHAT—HOW—WHY**

WHAT you did	HOW you did it	WHY it's important
• Action or achievement verb (e.g., arranged, updated, prepared)	• Tool (e.g., programming language) • Approach/methodology • Adverb (e.g., effectively, accurately) • Role (e.g., member, treasurer)	• Result or accomplishment • Outcome • Impact • Quantify where possible

Examples:

- Designed client database using MS Access, doubling the speed of information retrieval
- Delivered engaging tutorials as a peer tutor to groups of 50 first-year physics students

DESCRIBING YOUR SKILLS / EXPERIENCE



VS

Sales Associate, Campus Bookstore | Ottawa, ON

- Helped customers at the store cash register.
- Used Microsoft Excel to enter data.
- Answered questions and provided customer service.

DESCRIBING YOUR SKILLS / EXPERIENCE 1



strong action verb + what + how + why + highlighting a skill

Sales Associate, Campus Bookstore | Ottawa, ON

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VS

Sales Associate, Campus Bookstore | Ottawa, ON

- Communicated **effectively with customers in-person, over email, and on the phone to ensure satisfaction when responding to inquiries.**
- Improved inventory management and tracking by creating data storage spreadsheets using Excel.
- Commended on 2 occasions for outstanding problem-solving and customer service by the store manager.

DESCRIBING YOUR SKILLS / EXPERIENCE



VS

Teaching Assistant, Financial Data Analytics | Waterloo, ON

- Helped professor with various tasks, including grading and running tutorials
- Answered student questions during office hours
- Assisted in preparing materials and activities for lectures, contributing ideas.
- Supported students with assignments

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Teaching Assistant, Financial Data Analytics | Waterloo, ON

- Facilitated weekly tutorials of 25 students to reinforce concepts in asset pricing and portfolio management, enhancing student comprehension
- Graded assignments and exams, providing constructive feedback to help students improve their understanding of course material
- Designed interactive learning activities, making complex topics more accessible and engaging; received positive feedback in course evaluations

STRONG VERBS & IMPACT

DESCRIBING YOUR SKILLS / EXPERIENCE



VS

Investment Project, University of Waterloo | Waterloo, ON

- Worked on an investment strategies project and used Excel to make charts
- Participated in group meetings
- Reviewed data to come up with solutions
- Completed a presentation on findings to the class

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WHAT, HOW & WHY

Investment Project, University of Waterloo | Waterloo, ON

- Analyzed multiple investment strategies by comparing performance metrics and risk profiles, to identify the most resilient approach
- Designed visual dashboards in Excel to illustrate portfolio trends
- Collaborated with a team of 5, participating in weekly check-ins to share progress and provide feedback on each other's work
- Presented insights to the class, using PowerPoint and Excel to explain our teams' investment recommendations

INTERVIEWS

SCENARIO 1: INTRODUCTORY QUESTIONS

Scenario 1: Answering Introductory Questions

Bel Kim (they/them) is being interviewed for a Customer Solutions role for a local start-up. The first question the interviewers ask Bel is “Tell us a little about yourself.” Bel shares that they are an MA student in X program, that they grew up in Winnipeg, they really enjoy playing role playing video games in their spare time. They conclude with “yeah, that’s me!”

Identify a problem and offer a solution that would prevent or mitigate this problem

ANSWERING QUESTIONS: "TELL ME ABOUT YOURSELF"

Focus on 3-5 highlights that are most relevant to the job or field. Draw on all sources, including paid/unpaid work, academics and extracurricular activities.

Consider:

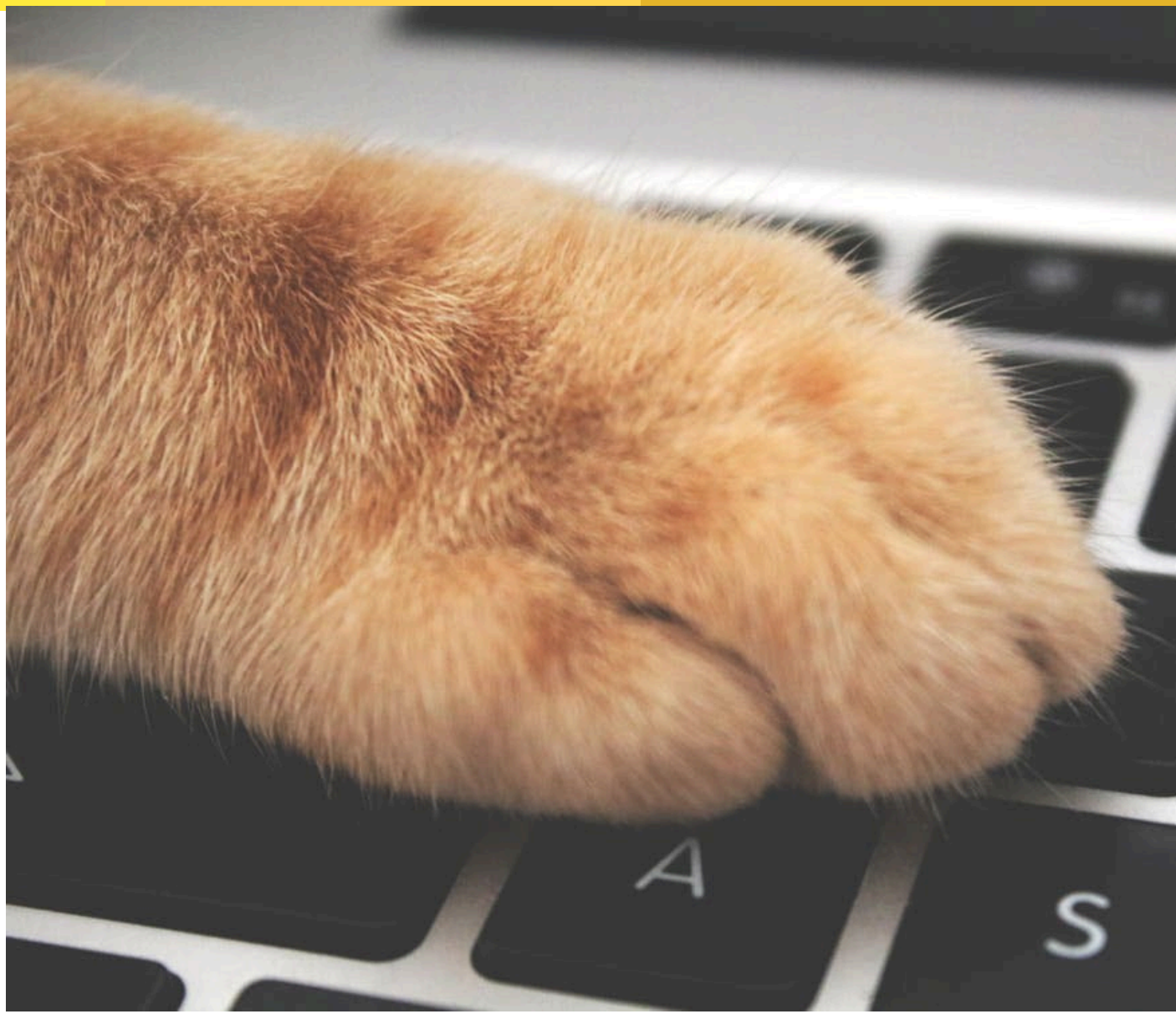
- How did you get interested in this industry?
- What are your relevant skills, knowledge and experiences?
- What have you done to develop these skills and knowledge?
- Where are you now?
- What are you excited about for the future?

Connect your highlights to the job by telling them why your background is a great fit for the company.



One model for “Tell me about yourself?

- P = profile
- A = academic
- W = work or volunteer
- S = skills



SCENARIO 2:
TELL ME ABOUT A TIME WHEN...

Scenario 2: Tell me about a time when…

Halfway through the interview, Maria (she/her) is asked, "Tell me about a time you experienced a conflict with a colleague and how did you resolve the situation."

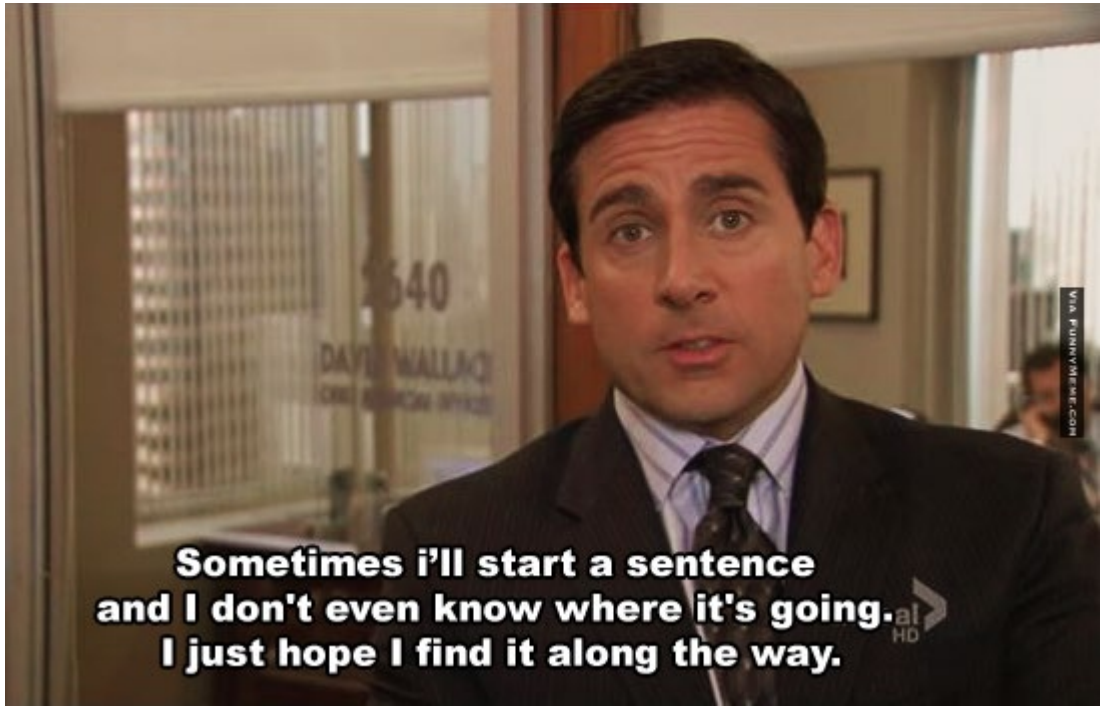
Maria was caught off guard; despite knowing that she might be asked this question, she never really thought she experienced any *major* conflict. Sure, some disagreements here or there but nothing she would classify as "conflict." So, she chooses to share this info:

She tells the interviewer that she hasn't had any major conflicts since she ensures that everything is clearly communicated and that any disagreements are handled amicably.

Identify a problem and offer a solution that would prevent or mitigate this problem

BEHAVIOUR-BASED QUESTIONS

Philosophy: What you've done in the past will predict your future behaviours



- Typically will begin with:
  - Tell me about a time when…
  - Give me an example of…
  - Describe a situation in which…

STAR Approach

- **S**ituation (provide brief background/context)
- **T**ask (describe what you needed to do)
- **A**ction (explain what you did and how, highlighting skills)
- **R**esult (describe positive outcome)



An example of how to use the STAR model

(Situation and Task) When I worked at ABC Company, I was assigned a task to collaborate with a colleague in the marketing team to finish a web page design. Unfortunately, his deadline expectations were unrealistic, given workload and technical steps needed.

(Action) So, I invited him to get together for lunch. I ask him about his teams' needs and their timelines. I repeated what I heard to make sure I understood what he said. Then, I walked him through the steps that I need to take to ensure the project was done accurately and how much time it takes to complete each step.

(Result) After our conversation, we both had a clearer understanding of each other's constraints. We agreed on a revised timeline that gave me enough time to do the work properly while still meeting his team's campaign goals. The final web page launched on time, received positive feedback from both teams, and was used as a reference for future cross-team projects.

QUESTIONS TO ASK AT THE END OF AN INTERVIEW

The best questions to ask are the ones you're genuinely curious about. Research the company and ask about something specific! Make sure the answer isn't "googleable." Some general ideas:

- What do you expect the JOB TITLE to accomplish in the first month/3 months?
- What aspects of the role do you believe to be the most rewarding or the most challenging?
- What are the key priorities for someone in this role?
- Can you give me an example of the types of projects I might be involved in?
- In what ways can I prepare for this job, if I am the successful candidate?

MOVING FORWARD

- Practice your STAR response out loud with a friend, in front of a mirror, or record yourself
- Watch our recorded workshops (cover letter, networking, interviews, etc.)
- Check out CareerHub: careerhub.uwaterloo.ca/

QUESTIONS?

WE'D LOVE TO HEAR FROM YOU!

These workshops are for you! We are always looking for ways to improve. Please complete the feedback survey delivered to your inbox



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