Internship Seminar
ACADEMIC YEAR 2016-2017
Professor: Michael Counihan

Course Description

Students will learn about the different careers and areas within finance; strategies for how to approach companies and to secure internship and full time job offers will be introduced.

Objective(s)

- Understand which areas within the world of finance to target for the internship and job search
- Create a plan for how to systematically and consistently approach the finance career search
- Learn and execute strategies for reaching out to companies to secure interviews
- Successfully prepare for and perform technical finance interviews

Methodology

Lecture, discussion, workshop

Evaluation criteria

30% Attendance/Participation
30% Ongoing work, updated in student shared google doc
40% Internship Reviews
Contents

Sessions 1: The universe of financial careers

a. What are the different sub-sectors of this universe, and which jobs fall into each sub-sector
b. In depth descriptions of the main career areas and the main careers
c. What are the different tasks performed in each of the common roles
d. What types of people thrive in which types of roles
e. The skill set you will gain in different roles and what are the related careers where you can leverage these for the future
f. Tools and ways to help you figure out which types of careers might be great if you feel a little lost or can’t decide which areas to focus on

Session 2: More on financial career universe & deciding on areas of focus

a. The importance of staying informed about financial news and recommendations on how to do so
b. How to use knowledge of personal skills to think about what careers within Finance could be the best match
c. Tying in the personal aspect of strengths, weaknesses, and interests; with which Finance Careers could be most suitable
d. Reviewing the universe of financial careers again, to see how it all ties together

Sessions 3: Strategy for job/internship search

a. An overview of the main activities in a successful job search
b. A time-line of when these activities should be happening and at approximately what intensity
c. Campus and personal resources to deploy throughout this process
d. Some résumé tips, on tailoring it to finance careers
Session 4: Creating a great personal finance story

A great personal Finance Story conveys your history and enthusiasm for finance and the role. This Finance Story is a personal statement, similar to an elevator pitch, to be used in many situations. The students should ideally have 2 versions of this story, and choose one to be used depending on the context/situation. Some different contexts of use:

a. Meetings with new finance contacts
b. Networking Situations
c. Emails to contacts and prospective employers
d. Job interviews

Sessions 5: Preparing for the finance interview

e. General things that all people need to know to make an excellent impression during a finance interview
f. Specific things to know depending on which areas and roles within finance are being pursued
g. Technical questions will be discussed, as well as brain teasers. Common difficult questions will be covered, as well as the best approach to respond to all types of challenge questions.

Sessions 6-7: Review Sessions

In late January, and in April, sessions will be held (one in each time frame) to review all key topics in the internship and job pursuit. After reviewing main topics, question and answer will take place to go over any areas of doubt or concern

Additional: One-on-One Sessions

Given the personal nature of the intern/job search process, and the fact that a wide variety of unique challenges and circumstances take place, one-on-one sessions are
made available and encouraged, for a variety of reasons, including but not limited to: practicing pitches / personal finance stories, improving resumes & cover letters, and creating and modifying general strategy in the job search process, and more.

**Bio of Professor**

Mike has spent the majority of his 12 year career in investment banking, company financing, fundraising, and M&A. He has lived in San Francisco, New York, London and Barcelona; while working both at major investment banks, Merrill Lynch and Citigroup, and boutique firms such as Prime Capital Investors and NewTech Capital today.

In addition to extensive financial work, Michael launched technology startups in both collaborative consumption and flash sales e-commerce.

Michael completed his MBA at IESE Business School, and University of Chicago – Booth School of Business, and he also earned the Chartered Financial Analyst (CFA) designation.