



EZRA PENLAND ACTUARIAL RECRUITMENT

POINTS OF DISCUSSION



- Tailoring Your Resume
 - Exams
 - Education
 - Experience
 - Computer Skills
 - Resume
 - Interviewing
- Interviewing Tips
 - What to Expect
 - Do's and Don'ts
 - Questions to Ask



Tailoring Your Resume

EXAMS | EDUCATION | EXPERIENCE | COMPUTER SKILLS

Purpose

- Your resume is your first introduction and a means to distinguish yourself
- Highlight your strengths
- Trim the fat
 - Keep it to one page
 - No “Objective Statement”
 - No unnecessary lines / flourishes/ words

EXAMS

- Exam Progress Shows Aptitude and Commitment
- Include Both Completed and Expected
- How many exams do I need before I can get a job?
- How many is too many?



Experience

- Include Internships and Co-Ops
- Include Project and Class work in lieu of the above
- If you are including non-actuarial work, give a realistic summary



Computer Skills



- Technology plays an important role in the actuarial profession
- Must-Have Computer Skills
 - Excel
 - Access
- Should-Have Computer Skills:
 - Visual Basic (VBA)
 - SQL (Structured Query Language)
- Could-Have Computer Skills:
 - C++
 - R
 - SAS
 - Other Modeling Software (learned on the job)

EDUCATION



- Desirable candidates possess at least a bachelor's degree in a quantitative area of study:
 - Actuarial Science
 - Computer Science
 - Economics
 - Engineering
 - Finance
 - Management Information Systems (MIS)
 - Mathematics
 - Physics
 - Statistics
- Actuaries come from all walks of life

The Interview Process

- Submission of Resume
- Initial Phone Screen
- Phone Call with Team
- On Site Interview
- Offer

Interviewer Questions



- What was your favorite and least favorite class in college and why?
- How would you explain what an actuary does to someone?
- What is the most difficult actuarial concept you have learned? Can you please explain it?
- What do you know about our company?
- How would you explain the time value of money to a 5-year-old?
- Explain Data.

How to Respond

- Be enthusiastic
- The process is to show your abilities as well as your personality
- Answer the question but do not ramble
- Consider the interview as a conversation
- When asked of your “biggest weakness” cite a particular skill, not a personality trait
- Remember, you will not be in the room when the decision about hiring you is made.

Questions to Ask

- What will be expected of me in my first six months? What will be expected of me in the first year?
- What do you consider to be the most difficult aspect of the job? What is your favorite part of the job?
- How would you describe the work environment and company culture?
- Is this a new role or one to fill a vacancy?

The Killer Question

- Now that you have had the chance to review my resume and speak to me, do you have any concerns about my ability to be successful in this role?

REMEMBER TO

JOIN

**THE ENTRY-
LEVEL ACTUARY**

<http://www.linkedin.com/groups?about=&gid=3701842>





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