

Career Seminar



Or
*How to Construct
An Interview Folder*

Fall 2016

Professor Leslie K. McNew
Executive Scholar in Residence, Benedictine University
Managing Partner, MMspire Trading
www.mmspiretrading.com

Table of Contents



Executive Summary	page 3
Exact Folder to Use	page 4
How to Divide Material in Your Folder	page 5 - 6
Interview Folder Cover Letter	page 7 - 8
Non-official Grade Transcript	page 8
Examples of Previous Work	page 9
Skills Employers Want to Hire NOW	page 10 - 13
Top 10 Interview Questions	page 14

Executive Summary

Why Construct an Interview Folder?

- All your information is in one neat packet
- Concrete demonstration of your unique ‘products’
- Illustration of your unique ‘tool kit’
(your hard and soft skills)
- Leave your business card with your information
- Hard copy of your background information:
 - Easy access to letters of reference
 - Provide a hard copy of your resume
 - Printed copy of your unofficial transcript

The interview folder is a reminder of who you are, what your “product” is and why someone should hire you. It is a easy access marketing tool.



The Benedictine Interview Folder



We will be using the Roaring Springs Folder from the Benedictine Bookstore. Inside it should have a slot for your business card (left hand side pocket). If there is no slot, center your card on the left hand side pocket and tape your card in with one sheet of packing tape)



<ALL NOTEBOOKS, BINDERS & FOLDERS



ROARING SPRINGS
IMPRINTED
LAMINATED
PORTFOLIO
\$1.98

SELECT A STYLE



1

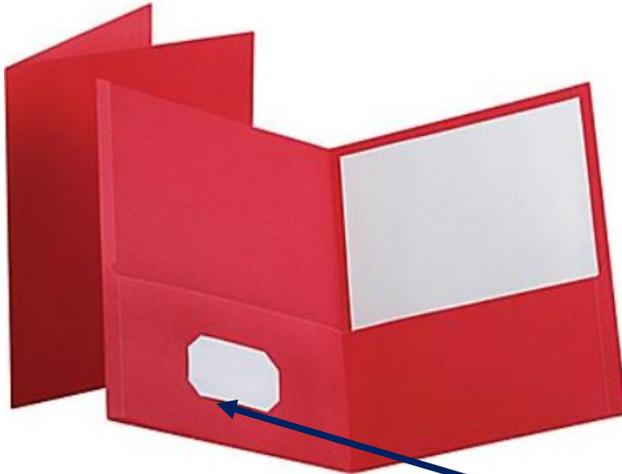
ADD TO CART

2 pocket laminated portfolio

http://ben.bncollege.com/webapp/wcs/stores/servlet/Roaring_Springs_Imprinted_Laminated_Portfolio/ProductDisplay?parentCatId=40363&imageId=1040847&level=&graphicId=CUS01000&categoryId=40475&catalogId=10002&langId=-1&storeId=43556&productId=400000021008&topCatId=40351

The Benedictine Interview Folder: Where to Place Your Card

Inside it should have a slot for your business card (left hand side pocket). If there is no slot, center your card on the left hand side pocket and tape your card in with one sheet of packing tape)



Put your card here

What's in an Interview Folder

We all arrange our material in the same pockets for an interview folder



Left Side of Folder Labeled A

- Interview Folder Cover Letter
- Resume
- Unofficial transcript from Benedictine University
- Letter of Recommendations: need two

Right Side of Folder Labeled B

Demonstration of desirable career skills

see the next few pages for example of current skills that employers find desirable. Make your own list of the skills you wish to illustrate

Interview Folder Cover Letter



See Interview Folder Sample Cover Letter at:

<http://www.mmspiretrading.com/personal-career-skills.html>

THIS COVER LETTER MUST FIT ON ONE PAGE

First Paragraph:

who recommended you or where you found this exact position (use full name) at this exact company (full name of company), when you are graduating and what is your degree

Second Paragraph:

what have you done that is unique – worked two jobs, had an especially interesting **internship, worked for MMspire Trading, climbed Mt Everet**

Third Paragraph:

Description of what makes you unique. In the sample, the person was the COO of MMspire Trading Company and he describes his notable contribution

Description of what is located on Right Side of Folder:

This folder contains some of my work from the last 2 years and recommendations from both a professor and supervisor. The left side of the folder contains my background information:

- Resume
- Unofficial transcript from Benedictine University
- Letter of Recommendations: Prof. Leslie K McNew, Current Supervisor

Interview Folder Cover Letter Continued



See Interview Folder Sample Cover Letter at:

<http://www.mmspiretrading.com/personal-career-skills.html>

THIS COVER LETTER MUST FIT ON ONE PAGE

Description of what is located on Left Side of Folder

This description MUST cover EXACT skills (hard or soft) that you wish to illustrate in order to obtain this position.

The right side of the folder contains the completed projects both within my internship experience and my class work that demonstrate my ability to lead a team, make quick decisions and solve problems, communicate, plan, organize and prioritize work and process information. The projects are as follows:

- Self-Maintained Foreign Exchange trading record & account statement from broker
- Report given to Benedictine that changed University procedure regarding the review of transfer credit
- Recent Profit and Loss Report from the Mmspire Trading that also contains returns rationale
- Mmspire Spring Advisory Board Presentation
- Banking Report Calculations slide deck that I put together to explain our returns philosophy.

Final Paragraph:

This is your wrap up paragraph

Thank the company for letting you submit your work

Reference your resume as a place to find further information and contact details

Sign off by saying that you look forward to hearing from them soon, etc

Side A of Folder: Non-Official Grade Transcript

- Go to your online school records and find your Unofficial Online Academic Transcript.

- Print it. Include on the right side of your interview folder.

- A non-official transcript will include:

- Grades
- Courses
- The semester the course was taken
- The number of credits of the course

- Why to Bring it:
- Displays successes and failures subtly
- Shows honesty and reliability

Home My Information Student **Your Records** Financial Aid Help Proxy Menu

Search Go

Student Records

Review Your DARS

Review your degree audit using the Banner DARS tool.

Degree Works

Students can run and review their degree audit.

With Degree Works students can track progress towards degree completion, plan for fu
Please use Internet Explorer or Fire Fox when running Degree Works audits. We are cur

Final Grades

View your final grades.

A grade of MG indicates the grade has not been received from the instructor. Questions

* Summer Term 1 grades will be available after 4 p.m. Thursday, July 7th.

Online Academic Transcript

Use this tool to view an *unofficial* University transcript.

Unofficial Transcript			
Name: Student ID:			
Institution Info: Northern Arizona University			
Print Date: 11/05/2012			
Other Institutions Attended:			
External Degrees:			
High School Degrees:			
Transfer Credit from:		Transfer Credits	
Applied Transfer UOPD-Degree Seeking Program			
Incoming Course:	PSY 101	INTRO TO PSYCHOLOGY	3.00 C 2009 FALL SEM
Transferred to Term:	Spring 2011 as	PSY 101	INTRODUCTION TO PSYCHOLOGY
Incoming Course:	PHIL 101	INTRO TO PHILOSOPHY	3.00 T 2010 SPR SEM
Transferred to Term:	Spring 2011 as	PHI 101	INTRODUCTION TO PHILOSOPHY
Incoming Course:	ECON 101	MICROECONOMIC PRINCIPLES	3.00 T 2009 FALL SEM
Transferred to Term:	Spring 2011 as	ECON 101	PRINCIPLES OF ECONOMICS, MICRO
Incoming Course:	ECN 101	INTRO BUSINESS/ECON	3.00 B 2009 FALL SEM
Transferred to Term:	Spring 2011 as	ECN 101	ECO 100 LEVEL TRANSFER
Incoming Course:	BIO 101	INTRODUCTION TO BIOLOGY	4.00 C 2009 FALL SEM
Transferred to Term:	Spring 2011 as	BIO 101	PRINCIPLES OF BIOLOGY
Incoming Course:	BIO 101	PRINCIPLES OF BIOLOGY	3.00 T 1.00 T
Transferred to Term:	Spring 2011 as	BIO 101	PRINCIPLES OF BIOLOGY, LAB
Incoming Course:	ART 101	ART APPRECIATION	3.00 C 2010 SPR SEM
Transferred to Term:	Spring 2011 as	ART 101	ART APPRECIATION
Incoming Course:	COMM 101	INTRODUCTION TO SPEECH	3.00 B 2009 FALL SEM
Transferred to Term:	Spring 2011 as	COMM 101	COMM 100 LEVEL TRANSFER
Incoming Course:	ENGL 101	ENGLISH COMPOSITION	4.00 B 2010 SPR SEM
Transferred to Term:	Spring 2011 as	ENGL 101	ENGL 100 LEVEL TRANSFER
Incoming Course:	MATH 101	INTERMEDIATE ALGEBRA	5.00 C 2009 FALL SEM
Transferred to Term:	Spring 2011 as	MATH 101	INTRO TO COLLEGE WRITING
Incoming Course:	MUS 101	MUSIC APPRECIATION	3.00 D 2009 FALL SEM
Transferred to Term:	Spring 2011 as	MUS 101	MUSIC APPRECIATION
Incoming Course:	PHI 101	INTRO TO PHILOSOPHY	3.00 T 2010 FALL SEM
Transferred to Term:	Spring 2011 as	PHI 101	PHI 100 LEVEL EDUCATION
Incoming Course:	MUS 101	MUSIC APPRECIATION	3.00 C 2010 FALL SEM
Transferred to Term:	Spring 2011 as	MUS 101	MUS 100 LEVEL TRANSFER

Side B of Folder: Demonstration of Desirable Skills for Career



No matter what you have studied in school, whether anthropology or French or computer science, you will have had to learn the top five skills on the list. The trick is to demonstrate that you have those skills through your cover letter, résumé, interview and provide examples in your interview folder.

Think about class projects where you have been a team member or leader and jobs where you have had to plan and prioritize. Describe those skills specifically in your résumé and cover letter and in your job interview.

1. Ability to work in a team structure
2. Ability to make decisions and solve problems (tie)
3. Ability to communicate verbally with people inside and outside an organization
4. Ability to plan, organize and prioritize work
5. Ability to obtain and process information
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Ability to create and/or edit written reports
10. Ability to sell and influence others

Side B of Folder Demonstration of Desirable Skills for Career: More Concrete Skills

THE 21 MOST VALUABLE CAREER SKILLS
 These high-demand skills give you the best shot at getting a higher salary than your peers, across multiple types of jobs.

RANK	SKILL	WHAT IT INVOLVES	PAY PREMIUM
1	SAS (Statistical Analysis System)	Understanding of this data analysis software commands the highest salary premiums on our list.	6.1%
2	Data Mining/Data Warehousing	These skills involve integrating large data sets and combing through them for patterns with bottom-line impact.	5.1%
3	Search Engine Marketing	Digital marketing is hot. Being able to reach customers via search engine ads gives you an edge.	5.0%
4	Data Modeling	This database design skill is correlated with a juicy pay bump across several job types, from the sciences to finance.	5.0%
5	Contract Negotiation	It's not just for lawyers. Negotiating chops also command higher pay in business, finance, and management jobs.	5.0%
6	Software Development	From the sciences to engineering, people who can build and customize digital tools wind up earning more.	4.9%
7	Strategic Project Management	The value here stems from a tricky balancing act: high-level thinking plus careful management of details.	4.4%
8	Strategic Planning	This skill has a trickier, higher pay, a better shot at an executive role, and a calling card in a wide range of industries.	4.3%
9	Technical Sales	Sales pros typically fatten their paycheck if they can handle technologically complex products and services.	4.3%
10	Customer Service Metrics	With greater focus on customers' experience, companies want staff who can track user satisfaction and anticipate future needs.	4.3%
11	Financial Analysis	Managing costs, revenue, and (ultimately) profitability makes you a key team asset.	4.0%
12	Risk Management/Risk Control	The ability to assess and minimize operational threats yields a pay premium in fields ranging from business to health care.	3.9%
13	SAP Material Management	This piece of software is important for managing purchasing, inventory, and other elements of a supply chain.	3.9%
14	Business Analysis	Workers who can identify business needs and solutions tend to earn more across a broad range of occupations.	3.8%
15	IT Security and Infrastructure	A wave of high-profile hacks has driven employers to pay more for people who can protect tech systems from breaches.	3.7%
16	Lean Manufacturing	This skill set, focused on reducing waste, is tied to a management philosophy that grew out of a Toyota manufacturing system.	3.6%
17	Forecasting	Companies value this skill, which pairs management insights with historical data to generate business outlooks.	3.5%
18	Clinical Education	The ability to teach patient procedures correlates with higher pay in health care and social sciences as well as education.	3.4%
19	Computer-Aided Design/Manufacturing	These digital product design skills pay off in fields as varied as health care and engineering.	3.4%
20	Systems Troubleshooting	Earn more in several fields with this problem-solving approach, which methodically diagnoses and repairs operational failures.	3.3%
21	New Business Development	Bringing in partners and brokering revenue-generating deals are good ways to pump up your paycheck.	3.0%

NOTES: Analysis identified skills that delivered a 1% or greater pay boost across three or more of the Department of Labor's 20 major occupation groups, holding other factors (such as title, location, and years of experience) constant. Full methodology on page 47. SOURCE: PayScale.com, MACE Research.

JUNE 2016 MONEY.COM 45

MONEY Magazine, June, 2016 is a fantastic issue for you to read to examine how to find a job, what skills pay more, how to get a raise, what to wear, how to line up a mentor, etc.

This list on the left is from MONEY. Make sure you know the definition of each skill in your industry and can speak to it on your resume, cover letter and interview folder.

Side B of Folder: Basic Soft Skills Examples



- Willingness to learn and to keep learning in a fast paced environment
- Work effectively with a cross cultural team. We desire an aptitude to work with others for long hours in a tight space.
- Communicate complex thoughts in an effective manner (verbally and written): for example the ability to explain a technical issue effectively and teach it to others using Excel and PowerPoint
- The ability to adapt to changes / pick up new technology quickly and adjust to the continually changing market environment
- Sound research skills. The ability to provide a possible answer to an issue by relying on in-depth research to frame multiple perspectives.
- Project management skills: Organization, planning and effectively implementing projects and tasks for yourself and other team members. Building project management plans by using research and implementing tools (such as existing presentations) is paramount to success.
- Strong problem-solving skills: The ability to use creativity, reasoning, past experience, information and available resources to resolve issues in a team environment.
- Development and optimization of business procedures and quantification of results.
- Very strong work ethic: take initiative, be reliable and do the job correctly the first time.
- Ability to manage and prioritize your own work without micromanagement supervision
- We desire a high emotional intelligence: strong social skills, social awareness and self-management skills.

Side B of Folder: Basic Hard Skills Examples

- Technical skills include the knowledge of accounting, budgeting, financial reporting, research and analysis of data. You must be more than familiar with programs such as MS Excel, Access, and PowerPoint to handle spreadsheets, large amount of data and prepare high quality presentations.
- Strong analytical skills, be accurate, detect and correct errors, keep deadlines and be able to work both independently or as part of a team.
- Use of excel with large data sets including pivot tables, macros, enhanced calls to VBA, complex graphing is necessary. You must be able to make excel dance.
- Solid grounding in the understanding of basic analytics and their productive use in Excel, and to leverage this basic understanding to more complex problems. You will need the ability to manage large pools of data and solve problems.
- Strong Inductive and Deductive Analytical Skills: Inductive analysis, also called pattern analysis, involves seeing patterns in data and inferring cause-and- effect relationships between different data points (understanding the ramifications of the changing patterns). Deductive analysis starts with an expectation based on previous experience, like “three months after housing sales start to increase, we see sales of our products increase,” and assesses whether that relationship might be changing and should be retested. Information to develop and evaluate options and implement solutions
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
 - The ability to form a good hypothesis: it can be tested, it is fragile and it is clear.
 - The ability to apply Occam’s Razor Hypothesis: when there are competing theories, its is best to examine the simplest one first (the one that makes the fewest assumptions).
- Research ability including data collection from web
- Mathematics: probability and statistics
- Finance skill: portfolio theory, derivatives, options foreign exchange
- Communication skills in power point for analysis presentation. Superior ease of use.
- Ease with new technology such as trading platforms FXCM and Bloomberg. Bloomberg Essentials: Commodities, Equities, Fixed Income and FX.

Top 10 Interview Questions



Use the below questions to determine what you should bring as examples of previous work that will boost your interview credentials.

Top 10 Interview Questions:

1. Tell me about yourself.
2. Why should I hire you?
3. What is your long-range objective?
4. How has your education prepared you for your career? (Good one if you have past school project valuable to job)
5. Are you a team player?
6. Have you ever had a conflict with a boss or professor? How was it resolved?
7. What is your greatest weakness?
8. If I were to ask your professors to describe you, what would they say?
9. What qualities do you feel a successful manager should have?
10. If you had to live your life over again, what one thing would you change?