

IOWA

Pomerantz Career Center

Resumes & Job Search

Pomerantz Career Center

Actuarial Science Club, Statistics & Data Science, Sept. 16, 2024

Please sign in here

Lynne Sebille-White | lynne-sebille-white@uiowa.edu



Pomerantz Career Center

Hours: 8 am-5 pm
Monday-Friday, open all year

Career Coaches

Available by appointment
(in-person, Zoom, or phone)

Peer Advisor Drop-In Hours:

Monday-Thursday, 10 am-3 pm
+ Zoom appts. available with peers
(when classes are in session)



NEW My Career Path

<http://careerpath.uiowa.edu/>



STEP 1:

Go to careerpath.uiowa.edu and sign in using your HawkID and password.



STEP 2:

Select your preferences.



STEP 3:

My Career Path will provide suggested activities based on your preferences and student profile. Organize activities by using the hide, save, and completed buttons. Click "My Completed Activities" to explore your progress chart and how completed activities advance your career milestones.

Why Use My Career Path?

- Receive personalized suggestions based on your career interests and plans
- Learn about career development resources and opportunities at The University of Iowa
- Track your progress to see how completed activities advance your career milestones
- Access exclusive learning content to hone your skills
- Prepare for career fairs and interviews
- Feel confident in your career pathway preparation

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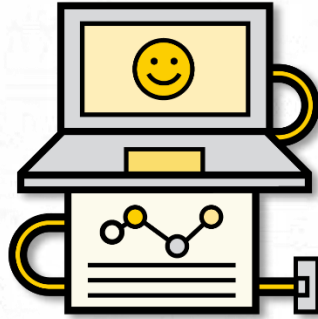
CAREER COMMUNITI



Arts, Media & Entertainment



Business



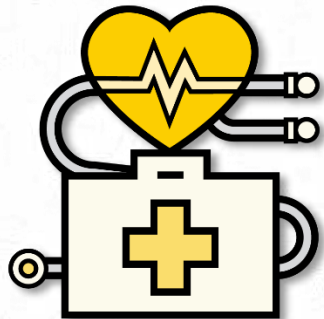
Data & Information Technology



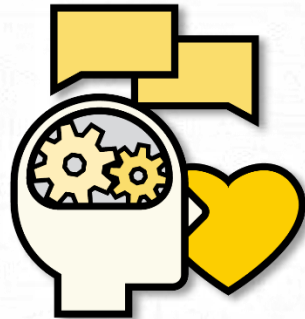
Education



Environment & Sustainability



Health & Wellness



Helping & Counseling



Leadership, Entrepreneurship & Innovation



Law & Public Service



Science Research

Resumes

Resume Formatting



General Guidelines:

- Typically 1 page
- 10-12 point font
- .75 - 1.0 inch margins (leave white space)
- Experiences listed in reverse chronological order
- Proofread and spell check!!!!
- Avoid using templates
- Save as a pdf file
- See: <https://careers.uiowa.edu/resumes>

Samples

→ <https://careers.uiowa.edu/resumes#actuary-resume>

→ More Samples:
<https://careers.uiowa.edu/resumes#samples>

→ Key = match employer needs with your experiences & skills

NUMER I, CAL

(319) 555-6543 | numer-i-cal@uiowa.edu

ACTUARIAL EXAMS

Exam P - Passed

Exam FM - Passed

Exam C - Sitting

Dec. 2018

Jun. 2019

Dec. 2019

EDUCATION

The University of Iowa, Iowa City, IA

B.S. Actuarial Science

GPA: 3.3/4.0 – Dean's List 5 semesters

Anticipated May 2020

COMPUTER SKILLS

Languages: Python, SQL

Software: Microsoft Access, Microsoft Excel, Microsoft VBA

CLASS EXPERIENCE

Mathematics of Finance

- Explored the derivatives markets and determined pricing models using actuarial applications
- Used Excel to extract important pieces of information from large data sets

Spring 2019

Calculus I, II, III

Fall 2016, Spring 2017, Fall 2017

- Learned about the ability to use integrals and differentiation to solve multivariable problems

Computer Science I

- Used Python to determine statistical significance from data sets

Fall 2018

WORK EXPERIENCE

Computer Lab Monitor

The University of Iowa, Iowa City, IA

- Monitored computer lab of 25 computers
- Provided technical assistance on a daily basis to 100+ students
- Coordinated and facilitated technical instruction sessions for students as needed

Aug. 2017 - Present

Book Store Clerk

The University Book Store, Iowa City, IA

- Prioritized restocking order according to customer demand
- Assisted 50+ students daily in locating textbooks during the start of the semester
- Reconciled cash drawers with an average of \$4,000 nightly

May 2016 - Aug. 2017

COLLEGE ACTIVITIES

Secretary, Phi Kappa Tau Fraternity

- Organized 5 volunteer events to support local non-profit organizations

Jan. 2018 - Present

Member, Actuarial Science Club

- Attended weekly meetings on various relevant topics to the actuary field
- Volunteered time to assist at the local animal shelter
- Connected with many professionals in the field to ensure career pursuits were in line

Aug. 2016 - Present

IOWA

Pomerantz Career Center

Resume Sections

Other possibilities...

- Class Projects
- Internship Experience
- Research Experience
- Leadership Experience
- Volunteer Experience
- Honors & Awards

IOWA

View >> Header and Footer >> Add Unit

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MATHEMATICS OF FINANCE

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Aug. 2016 - Present

Writing Descriptive Bullet Points

SKILL

(power verb)

+

What you DID

(job responsibility)

+

RESULTS/OUTCOME

(how/why)

Examples

Basic: Assisted with inventory (missing the what)

Great: Collaborated with team members to reconcile inventory discrepancies of 500+ medical supplies accurately (answers the what)

Basic: Provided quality customer service (missing the how)

Great: Provided quality customer service utilizing active listening skills to promptly resolve complaints (answers the how)

Applicant Tracking Systems (ATS)

ATS is designed to help employers source talent, evaluate potential, track interview processes, assess performance, and make offers to candidates quickly.

Here is what to focus on:

1. Use keywords—tailor your resume and use similar wording
2. Create a simple format—use simple font, avoid columns, logos, pictures
3. Use standard section headings—Education, Work Experience, Course Highlights
4. Utilize basic language and avoid acronyms
5. Submit as a PDF

Handshake & LinkedIn

Update your profiles

BASICS

- ✓ Grad date, school year, major, GPA, work authorization, privacy settings

CAREER INTEREST

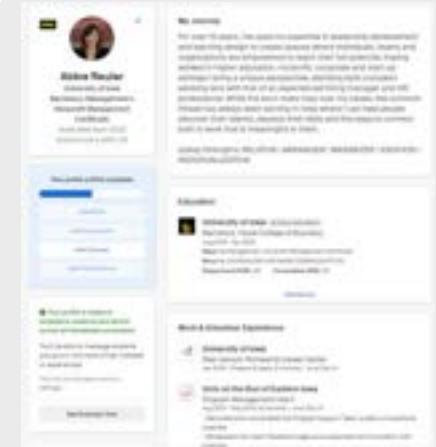
- ✓ Job roles, industries, locations

EXPERIENCES

- ✓ Courses, skills, previous work

UPLOAD RESUME

 Handshake



Linked 

Handshake

>> <https://uiowa.joinhandshake.com/login>

Basics

Grad date, school year, major, GPA, work authorization, privacy settings

Career Interests

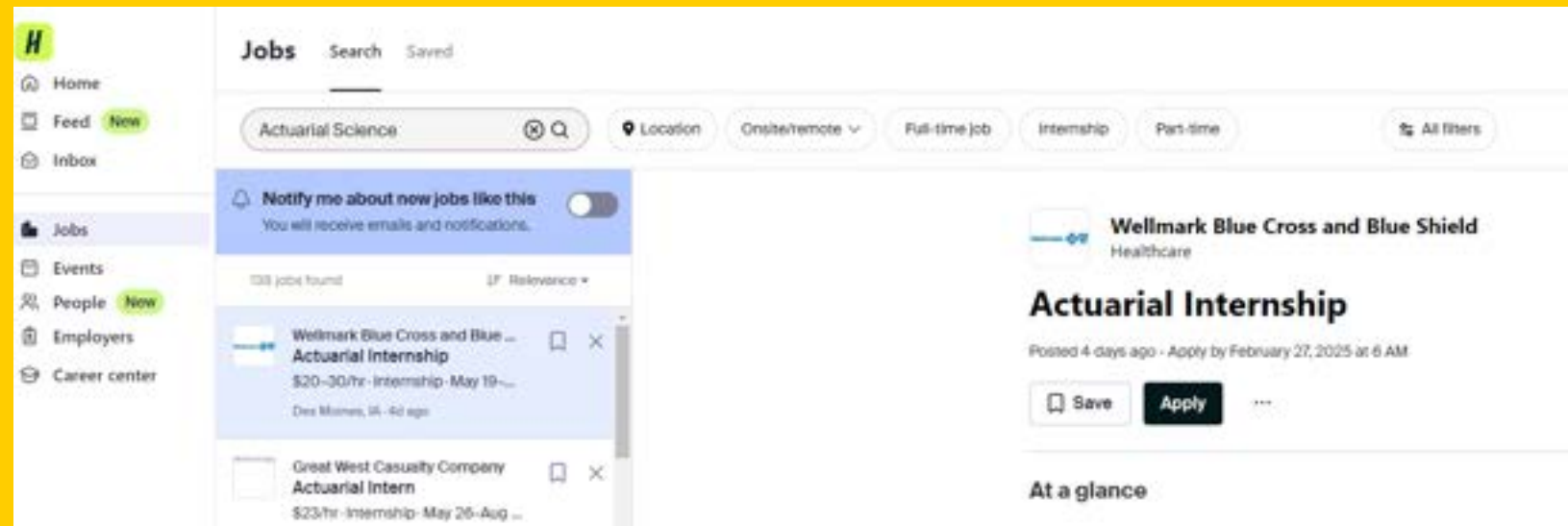
Job roles, industries, locations

Experiences

Courses, skills, previous work

Upload Resume

Search for positions, check out networking/educational events, and explore employers.



The screenshot displays the Handshake job search interface. On the left is a navigation menu with options: Home, Feed (marked 'New'), Inbox, Jobs (selected), Events, People (marked 'New'), Employers, and Career center. The main content area shows search filters for 'Actuarial Science' and 'Location'. Below the filters, there is a notification toggle for 'Notify me about new jobs like this'. A list of job results is shown, including 'Wellmark Blue Cross and Blue Shield Actuarial Internship' and 'Great West Casualty Company Actuarial Intern'. On the right, a detailed view of the 'Wellmark Blue Cross and Blue Shield Actuarial Internship' is shown, including the company logo, job title, posting date, and application deadline, with 'Save' and 'Apply' buttons.

Handshake

Search & Apply

- **Define Your Search**
 - Keywords
 - Filters
 - Locations
 - Mock interviews
- **Save Jobs of Interest**
 - Get notifications
 - See more relevant recommendations
- **Leverage Connections**
 - Peers, family, professors, past colleagues
- **Apply**
 - Apply, quick apply, apply externally

Research & Connect with Employers

- Follow Companies on Handshake & LinkedIn
- Attend Employer-Hosted Virtual and In-person Events
- Attend Job/Internship Fairs
- Reply to Recruiters



Keywords & More



Data & Information Technology:
<https://careers.uiowa.edu/career-communities/data-info-tech>

Suggested Search Terms for Jobs & Internships

*When searching for a position in a tech field
try searching by the technical skills you want to use:*

Java | Python | C++ | Rstudio
SQL | SAS | HTML | Excel | etc.

Actuary & Math Interest

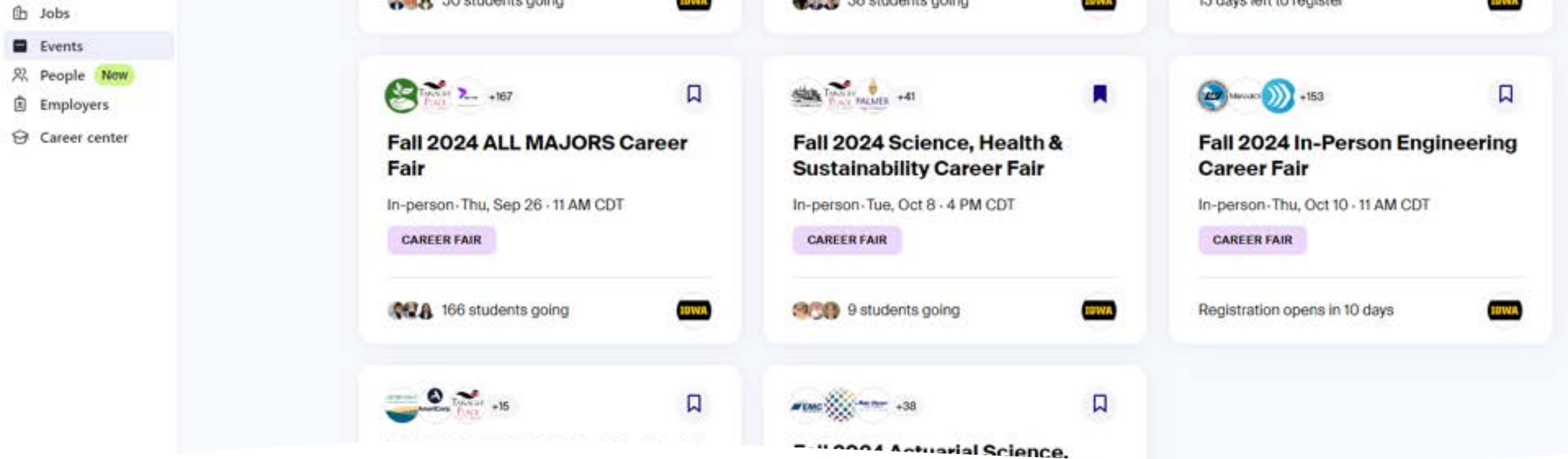
- Actuarial Analyst
- Actuarial Assistant
- Actuary
- Applied Mathematician
- Insurance Risk Manager
- Insurance Underwriter
- Mathematician
- Numerical Analyst
- Pharmaceutical Statistician
- Risk Analyst
- Statistician
- Underwriter

Computer Software & Programming Interest

- Applications Programmer
- Back End Developer
- Computer Mathematician
- Computer Operator
- Front End Developer

Data, Stats, & Informatics Related Interest

- Applications Analyst
- Bioinformaticist
- Business Analyst
- Chemical Informaticist
- Computer Support Service Specialist
- Circuit Designer
- Data Mapper
- Data Analyst
- Data Systems Engineer
- Database Analyst
- Database Designer
- Digital Artist
- Health Informaticist
- Human-Computer Interface Designer
- Information Architect
- Information Systems Manager
- Logistics Coordinator
- Management Analyst
- IT Consultant
- Market Research Analyst
- Network Manager
- Network Support Analyst
- Operations Research Analyst



Career Fairs

- Favorite and Join Event
- Attend in-person
- View participating employers in advance
- Research employers and their openings beforehand
- Apply to positions prior in Handshake
- Download Handshake app to help locate employers during event

[Details](#) [Map](#) [Employers](#) [Employers I'm following](#)

CLEAR

Filters

Employer Search

Location

Enter a location

Categories

-
- Accepts All Majors
-
-
- Accepts OPT/CPT
-
-
- Will sponsor or doesn't require US work visa

Job Types

-
- Internship (36)
-
-
- Job (23)
-
-
- Graduate School (1)

[View all](#)

Employment Types

-
- Full-Time (33)
-
-
- Part-Time (5)

[View all](#)

School Years

**Allianz Life**

Booth: #1

📍 5701 Golden Hills Dr, Minneapolis, MN 55416, USA

👤 Insurance

<http://www.allianzlife.com>

For those with the confidence to succeed. Allianz Life. What you do here matters. Allianz Life Insurance Company of North America, one of FORTUNE's 100 Best Companies to Work For, has been keeping its promises since 1896. Today, it carries on that tradition, helping families achieve their retirement income and protection goals with a variety of annuities and life insurance products. As a...

[View Details](#) [Follow](#)**American Equity Investment Life Insurance Company**

Booth: #2

📍 6000 Westown Parkway, West Des Moines, Iowa 50266, ...

👤 Insurance

<http://www.american-equity.com>

American Equity Investment Life Insurance Company is a leading retirement income provider specializing in fixed index annuities designed to protect principal and guarantee income. American Equity is committed to quality products and high-level customer service, integrity, excellence and safety, delivering customers the promise of protected growth of their savings and the dignity of a...

[View Details](#) [Follow](#)**Athene USA**

Booth: #3

📍 7700 Mills Civic Parkway, West Des Moines, IA 50266

👤 Insurance

<https://www.athene.com/>

Working at Athene is more than an internship— it's a game changer for your career. Being an intern at Athene is seeing your idea come into fruition through collaborating with a team. It's doing meaningful work with talented people. All internships are designed for you to create innovative solutions for our customers and the industry. Our internships are about making a difference in our...

MARK YOUR CALENDAR: UPCOMING FAIRS, TREKS & EVENTS

August

- ✔ **Student Employment Job Fair**
Wednesday, Aug. 28, 11 a.m.–2 p.m. | Main Lounge, IMU

September

- ✔ **Science & Nature Trek**
Thursday & Friday, Sept. 12–13, | Minneapolis, MN
- ✔ **Actuarial Science, Insurance & Risk Management Career Fair**
Wednesday, Sept. 18, 1–4 p.m. | International Ballroom, IMU
- ✔ **Veteran & Employer Morning Meet Up**
Thursday, Sept. 26, 9:30–10:30 a.m. | 214 CALH
- ✔ **Fall All Majors Career Fair**
Thursday, Sept. 26, 11 a.m.–4 p.m.
Main Lounge & International Ballroom, IMU

VISIT → [CAREERS.UIOWA.EDU](https://careers.uiowa.edu) TO LEARN MORE

October

- ✔ **Business & IT Trek**
Wednesday, Oct. 2 | West Des Moines, IA
- ✔ **Science, Health & Sustainability Career Fair**
Tuesday, Oct. 8, 4–6 p.m. | International Ballroom, IMU
- ✔ **Engineering Career Fair**
Thursday, Oct. 10, 11 a.m.–4 p.m.
Main Lounge & International Ballroom, IMU
- ✔ **Writing & Publishing Trek**
Thursday & Friday, Oct. 17–18 | Chicago, IL

November

- ✔ **Therapeutic Recreation Trek**
Friday, Nov. 8 | Des Moines, IA
- ✔ **Forensics & Criminology Trek**
Thursday & Friday, Nov. 14–15 | St. Louis, MO



CAREER TREK: BUSINESS & IT

October 2 | West Des Moines, IA

Join the Pomerantz Career Center on a day trip to West Des Moines!

We will be meeting with the West Des Moines Chamber of Commerce and five local organizations who are interested in sharing the opportunities they have in IT, finance, business management, and more.

Explore what a day at Des Moines' top employers looks like. Engage with executives, connect with Young Professionals, and tour workspaces. These companies are eager to meet students like you and offer opportunities—including potential summer 2025 internships.

Partnering employers:

- Hy-Vee
- Farm Bureau Financial Services
- Merchants Bonding Company
- Wellabe
- IMT

This trek is FREE to attend - transportation and food are provided!

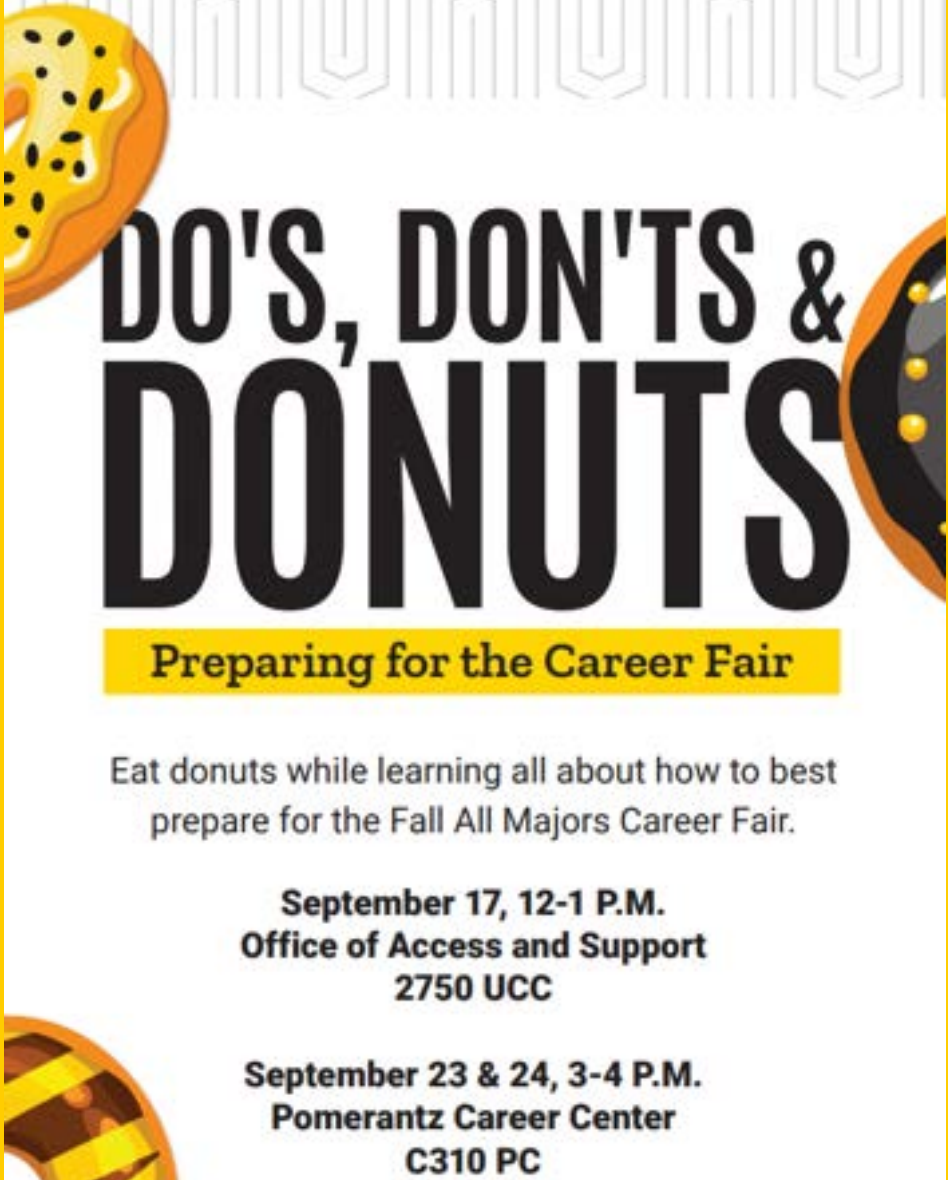
Learn more
and register on
Handshake below!

→ [UIOWA.CAREERS/BUSTREK](https://uiowa.careers/bustrek)



Career Fair Prep

- [Create an 'Elevator Pitch'](#)
Professional Introduction
Who You Are + Specific Objective +
How You Have Shown It + Open Ended Question
- Update & Review Your Resume
- Practice Interview Skills
[Mock Interview Program](#)
[Big Interview](#)
- [Tips for Connecting at Events](#)



DO'S, DON'TS & DONUTS

Preparing for the Career Fair

Eat donuts while learning all about how to best prepare for the Fall All Majors Career Fair.

September 17, 12-1 P.M.
Office of Access and Support
2750 UCC

September 23 & 24, 3-4 P.M.
Pomerantz Career Center
C310 PC

MOCK INTERVIEW *checklist*

- Create or update your resume
- Have a Career Peer Advisor or Career Advisor review your resume virtually:
careers.uiowa.edu/form/resume-review
- Upload your resume to Handshake
- In Handshake, click on “Jobs” and search by “Mock” in the search bar
- Sign up for one of the dates (right)
Limited space available. Sign up 7–10 days prior to the mock interview
- For in-person mock interviews arrive at the Career Center (PC C310) 10 minutes early
- For virtual mock interviews, access the link provided to you by the employer & arrive 5 minutes early
- Professional dress is recommended for all mock interviews

September Mock Interviews

September 17th

CDW

Chicago Jesuit Academy

September 18th

F & G Life

TTI

September 19th

CRST

October Mock Interviews

October 15th

Leepfrog

October 16th

Leepfrog

October 17th

CDW

careers.uiowa.edu

IOWA

Pomerantz
Career Center

Individuals with disabilities are encouraged to attend all University of Iowa events. If you are a person with a disability and require an accommodation in order to participate in this event, please contact the Pomerantz Career Center, (319)-335-1023.



Questions?