

SUBS



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**YOUNG  
PROFESSIONAL  
GUIDE**

# INTRODUCTION

## ACKNOWLEDGEMENT OF COUNTRY

SUBS pays respect to the Traditional Custodians of the land on which this publication has been developed and distributed.

## GUIDES DISCLAIMER

The advice and information included in this guide is not faculty endorsed except when specifically mentioned. However, we have gone to considerable extent to ensure that the information presented is as accurate and relevant as possible. The content has been thoroughly checked and verified by the SUBS Publications team. In the event of any enquiries about the guide please contact us using the information below.

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# PRESIDENT'S ADDRESS

University is a unique journey – a time to learn, grow, and have fun while exploring opportunities and navigating challenges that come your way. Each experience shapes your character and development, both socially and professionally. University isn't just about academic achievements; it's also about discovering who you are and building relationships that can last a lifetime.

Your university years are a period of transformation, but they can also bring moments of uncertainty and anxiety. Many of us ask ourselves: Where do I start? How much am I expected to do? What opportunities are out there? These questions can feel overwhelming, especially when surrounded by some peers who seem to have everything figured out.

The official faculty society for the Business School – the Sydney University Business Society (SUBS), is here to help. This guide, prepared by SUBS' amazing Publications team is designed to help you find the right opportunities and make the most of your time as a Business School student at USYD. It provides convenient timing and advice about the experiences you may have during the application and recruitment process for professional experiences.

Remember, the most important asset during your time at university is the people around you. With friends, make memories. With mentors, make plans. Start early and reach out to those whose experiences you admire or aspire to. Take every chance to get involved and grow your network as much as you can. It is this network that enables you to learn about new opportunities, have fun, and develop a career.

So, step out of your comfort zone and put yourself in situations that challenge you. Pursue opportunities that excite and inspire you. Remember, university is not just about what you achieve, but also about the person you become along the way. SUBS is here to assist in that journey, and hopefully contribute to the network and memories that you make.

Good luck on your journey!

Julian Raja



# PUBLICATION'S ADDRESS

Here at SUBS, we know life after University is tough. Faced with seemingly limited prospects after graduation, many of us may lose faith in finding a job in one of the most competitive job markets in the world. However, post pandemic and entering into this new era of AI tech and digital innovation, Australia is in a time of revival.

*There are new opportunities hiding around every corner, if you know where to look!*

That's where we come in. Here at SUBS we have carefully curated our 2025 Young Professionals Guide for both graduate and undergraduate students here at the business school. Filled with the best tips on the market, words of wisdom from alumni and industry experts as well as exciting insights and opportunities, this guide will get you ready and roaring for life after university. Within the pages of this guide lies the keys to succeed in your future, teaching you how to stand out from the crowd and succeed in one of the most competitive job markets in the world.

Firstly, a big thank you to the Publications team - Alicia Wong, Tony Lu, Sebastian Jeo, Eran Liyanage and directors Jennifer Kim and Xavier Sawaqed - for compiling this guide. A very big thank you to the Design team - Olivia Wee, Tori Chow, Fiona Nguyen, Leah Blatchford, Linh Vu- for their amazing work making this guide look spectacular. Lastly, an immense thank you for all those involved in the guide, both the Sydney Uni Business School, fellow students, alumni and industry experts involved in making this guide our most comprehensive yet!

Whether this is your first or last semester at University, the team at SUBS and PUBS wishes you all the best with your future careers. Remember to keep an open mind and jump at opportunities that come your way, because they won't be there forever!



# CAREER TIPS

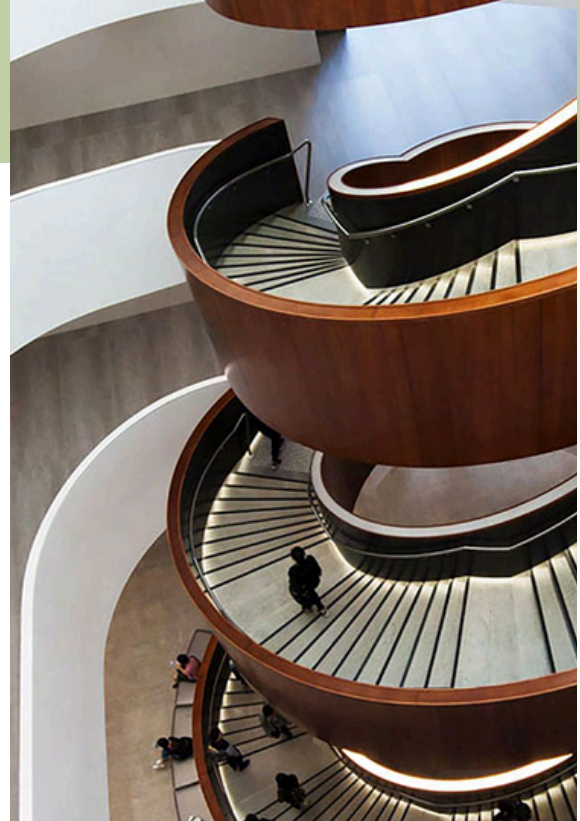
## (Internal)

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### Career and Employability Office Address

The CEO team works exclusively with Business School students to help you find, build and create your career. Its services are tailored specifically to assist Business School students, giving you the opportunity to develop your employability skills and connect with key professionals from leading organisations.

From knowing where to start your job hunt, to refining your application, to preparing for your interviews, they have the resources and the insights to give you that competitive edge. The CEO provides tailored careers support for Business School students across a number of channels. They provide everything from a personalised one-on-one counselling session through to group practice sessions, and hold skills workshops featuring top graduate employers.



Check out the Business School CEO site when you log in to Career Hub. This is where you now request a resume review, book in for Career Chats and Counselling appointments, register for EmployableU events, connect on our socials and access other important resources. Check out the CEO Canvas page for modules on career exploration, preparation, transition, and industry insights. Here you can also keep up to date with events and new job listings each week!

# Staying Resilient/Wellbeing Preface

As uni students, many of us have a lot on our plate, sometimes a lot more than we can chew. No matter where we are in our uni journey, the incessant bombardment of assignments, unnecessary overload from group tasks and high career expectations may never seem to wane, inciting overwhelming feelings of anxiety.

Not only are we trying to fine-tune the equilibrium of perfect grades and an active social life but, are also caught in that in-between fuzzy realm of figuring out what we REALLY want to do with our lives. The seemingly innocent question of “what do you want to do in the future?” may ignite a myriad of opposing emotions for many; ambition and freedom intertwined with uncertainty and doubt.

While these feelings are completely normal, they should not be normalised. Internalising career anxiety never ends well. Instead, we should employ tactics to alleviate career angst, regardless of where we are in our professional journey.

More specifically, the application process can be very draining. From the initial stages of applying with your resume to preparing for interviews to attending assessment centres, the entirety of it may be extremely daunting for many. Moreover, it is very normal for many to develop an unhealthy perspective on the process as waiting for results and dealing with rejection may not be easy to accept.

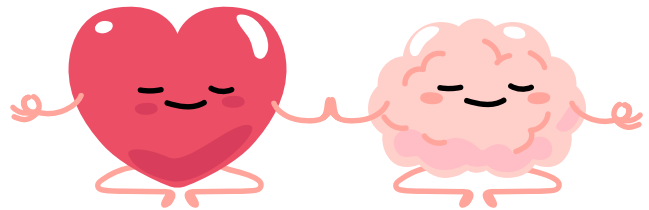
## Way in which we can combat career anxiety:

- **Discover your interests and hobbies**

Recognising how stress physically and emotionally compromises our wellbeing will allow us to take preventative measures to mitigate its negative effects. Immersing ourselves in hobbies and other outlets for at least 1 hr everyday is imperative to regulate stress levels. This may include going on a brisk walk, meeting up with friends or even reading a book.

- **Surround yourself with a good support system**

Uni is more than a rat race. Being involved in societies, attending social and networking events as well as simply



attending tutorials may facilitate one's ability to make new friends. Forging last relationships will strengthen your emotional support fabric enabling you to thrive even in stressful situations.

- **Wellbeing support at your fingertips**

Talkcampus at USYD provides students with 24/7 free and instant wellbeing support. With services available in multiple languages from anywhere in the world, support is easily accessible. You can download the talkcampus app in the app store and google store.

*Other community resources include:*

**Life line 13 11 14**

**13YARN 13 92 76**

**Mental Health Line (NSW) 1800 011 511**

**Suicide callback service 1300 659 467**

**Full Stop Australia 1800 385 578**

- **Prepare yourself well**

Preparation is key in ensuring that your nerves do not get the better of you, eliminating all your hard work. To combat the nerves it is imperative that you do your research. This ensures that you consolidate why you have chosen to apply for the role which will also allow you to reflect on how your passions and future goals align with your individual career compass.

- **Dealing with rejection and bouncing back**

As Steve Jobs once said “sometimes life hits you in the head with a brick, Don't lose faith.” Similar to dealing with job application rejections, it is no easy feat especially when you have invested a lot of time and effort into applying for the role. Accepting and overcoming rejection by reflecting on ways to improve will open the door for more fruitful opportunities. Regardless, of how you feel in the moment, always seek feedback from interviewers

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# Societies

There are numerous societies at the business school that offer students with the perfect splice of social and professional exposure. Whilst, some may join to boost a rather lacklustre resume coming into university, many of these societies fortify the pillars of a holistic, balanced university experience. In saying so, these business societies provide a unique opportunity for students to collaborate with other like-minded individuals in their respective fields and majors.

Externally, these business societies are recognised for their extensive and frequent networking events, enabling students to engage with leading professionals, providing fresh perspectives and ideas. On an internal scale, these societies also offer multiple growth aspects and leadership opportunities, which can prove useful for one's own professional development when applying for jobs in the future.

## Accounting society

Provides a strong network of like-minded students passionate about accounting or even just looking to explore the field of accounting. With multiple sponsors including the likes of PWC, EY, CPA and many more, it provides students with a great opportunity to strengthen their professional knowledge.

## Business Information System Association (BISA)

A society with a sole mission to "Connect Creative Minds", BISA focuses on converging the synergies of technology and business to create a strong network of forward-thinking individuals. With over 1000 members they run events both professional and social as well as facilitate educational workshops to strengthen technical skills.

## Beta Alpha Psi (BAP)

An internationally acclaimed honour society for students who are looking to broaden their scope in the fields of accounting, finance and business analytics. Being a member of the club affords exclusive access to BAP events, networking events and international travel.

## Business one (B1)

A non-profit student-lead consulting society that primarily focuses on solving real-world problems, consulting high-growth startups and boosting student connections. Mostly recognised for their coined, USYD-cup, a graduate-level consulting showcase which promotes professional thinking and reinforces teamwork.

## Beta Gamma Sigma (BGS)

Incepted in 1913, BGS stands as the first national honour society. Now, accredited by AACSB international, the society prides itself on their strong mission to encourage and honor academic achievement in the study of business and to celebrate professional excellence and leadership.

## Enactus

With a large global community of 72,000 students, Enactus will give you the opportunity to leverage your skills and passions about social change to impact the startup world. Whether you are a budding entrepreneur or just simply interested in enacting the UN sustainable goals they provide numerous opportunity, workshops and events for you to develop your skills.



# Societies

## **Financial Management Association of Australia (FMAA)**

An inter-university finance society that prides itself on their exceptional networking opportunities, case competitions, and workshops. With over 60 sponsors, FMAA is a great way to get your foot in the door and meet with professional individuals to lay a strong foundation.

## **Sydney University Business Analytics Association (SUBAA)**

Aims to support the development of future business analytics careers by being the most rewarding society for business students. SUBAA conducts a range of professional learning workshops and academic webinars to provide students with valuable insight.

## **Sydney Consulting Club (SCC)**

SCC delivers a transformation learning experience through case training programs, USYD business school competition and international case competition opportunities. With a strong establishment of partnerships including the likes of Kearney, PwC Strategy and Accenture, SCC hosts a range of industry seminars and workshops that you do not want to miss.

## **USYD Network for Investing and Trading (UNIT)**

UNIT is home to over 10,000 members and has branches in 6 different universities across 3 states and is currently the largest investing and trading society in Australia. It welcomes students from all academic backgrounds and aims to deliver its mission through seminars, competitions and workshops.

## **Sydney Marketing Society (SMS)**

SMS welcomes individuals with a strong passion for marketing and aims to increase the accessibility to marketing opportunities for all students regardless of their year of study and degree. Built on the three pillars increasing student-employer relationships, support professional development, foster a strong community of women.

## **Sydney Uni Business Society (SUBS)**

That's us! The official faculty society for the University of Sydney Business School. We facilitate a range of academic, professional and social events on campus to allow business students to form meaningful connections with their cohort and bridge the gap between university and industry.

## **Network of Women (NOW)**

Network of Women (NOW) – A collaboration of students from USYD who seek to be involved in an energizing environment that facilitates growth and empowers women to pursue their business aspirations. Since their inception in 2014, NOW has amassed a strong human fabric from a range of faculties. They hold a range of events from peer mentoring programs, inter-disciplinary networking, corporate events and cocktail evenings.



At the Business School, case competitions serve as invaluable opportunities for you to enhance your skills, broaden your knowledge, and engage in practical problem-solving within a competitive setting. These competitions typically involve teams of students analysing real-world business cases and presenting your solutions to a panel of judges:

## Hands-on Experience

Case competitions offer students the chance to apply theoretical concepts learned in the classroom to real-world scenarios. By tackling complex business problems, you can gain practical experience and develop problem-solving skills that are essential in your academic and professional pursuits.

1

## Teamwork and Collaboration

Collaborating with peers from diverse academic backgrounds fosters teamwork and collaboration skills. You learn to communicate effectively, delegate tasks, and leverage each team member's strengths to develop comprehensive solutions to case challenges.

2

## Critical Thinking and Analytical Skills

Case competitions require participants to think critically, analyse data, and evaluate multiple perspectives to devise innovative solutions. Engaging in strategic analysis and decision-making helps you sharpen your analytical skills and develop a deeper understanding of business dynamics.

3

## Networking Opportunities

Case competitions often attract industry professionals, alumni, and potential employers who serve as judges or sponsors. You will have the chance to network with these individuals, gain insights into various industries, and establish valuable connections that could lead to internships, mentorship opportunities, or future employment.

4

## Personal and Professional Development

Participating in case competitions challenges you to step out of your comfort zones, take on leadership roles, and overcome obstacles in a dynamic environment. These experiences contribute to personal growth, build confidence, and instil a sense of accomplishment as students tackle real-world challenges head-on.

5



The Local Industry Placement Program (IPP) is a great way to get real-world business experience while studying. You'll complete 210 unpaid hours during the semester, earning 6 credit points toward electives. This can also count toward visa work restrictions for international students.

Eligible degrees include the Bachelor of Commerce and a variety of commerce related masters programs. You'll need a WAM of 60 and at least 48 undergraduate or 24 postgraduate credit points completed to apply.

The selection process is competitive, focusing on skills like teamwork, communication, and resilience. After submitting a written application, you'll participate in a written task and assessment center, mirroring real-world recruitment.

It's important to check if you have room in your degree for the 6 elective credit points required. Placements are pass/fail, so they won't impact your WAM.

### **IPP through a Participants Eyes : Kate Hedges**

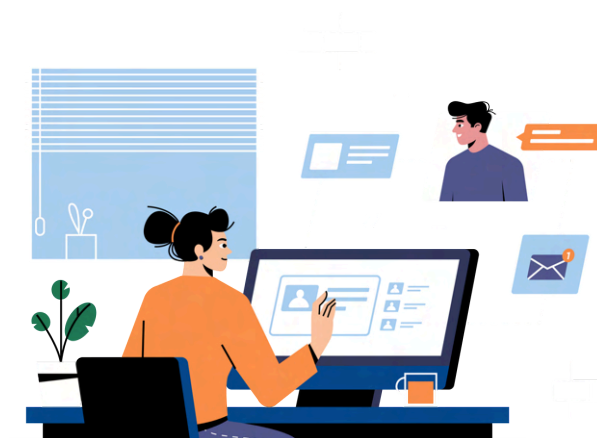
Kate is a third year Bachelor of Commerce and Science student majoring in Marketing and Immunology and Pathology, who completed her industry placement at Nestle within their marketing division.

#### **Can you explain the interview process?**

I applied through the IPP website and, once my application was accepted, I progressed to the assessment centre. There, we worked on a case study in a group setting, which tested our general business acumen. Afterward, we completed individual written tasks and problem-solving exercises.

#### **How many hours do you work at Nestle per week?**

The placement requires 210 hours in total, and I work 21 hours a week spread across three days. Two of those days are in the office, and one day I work from home.



#### **How do you manage university commitments on top of this?**

All my university classes are packed between 9am and 7pm, and the science labs make the schedule even longer. Juggling these commitments with the placement is challenging, especially since I also work casually, as the placement is unpaid.

#### **Have you found this limits your ability to pursue extracurricular interests?**

By stacking my classes, I've managed to leave myself three days for other things, which allows me to catch up with friends and continue my volunteer football coaching. Even with the 9-5 schedule on placement days, I still have some time in the mornings or afternoons to go to the gym and see friends. However, I've had to prioritise certain things, as it does limit what I can commit to.

#### **Would you recommend this program to other students?**

I'd definitely recommend it! I've learned a lot, especially how to balance part-time work alongside my placement. The networking opportunities are fantastic, as I've met people across many divisions at Nestle, which is great for future grad programs. However, it does get tough when assignments and group work come up, as coordinating schedules with others can be a challenge.

# Exchange

The University of Sydney's student exchange program offers a great opportunity for students to experience studying abroad, with a range of benefits depending on the length and type of the program.

Benefits of going on exchange include gaining global experience, enhancing your academic and personal skills, building international networks, and exploring different cultures. Both short-term and long-term exchanges offer credit towards your degree, with academic approval required.

To be eligible to go on exchange, you need to have a WAM of at least 50 and meet progression requirements of your course. For exchange programs specifically (more on this later), you need to have completed at least 24 credit points of classes.

Exchange programs vary in length and are generally split into two categories. Short-term programs last 2-6 weeks and usually take place during breaks, lowering the time and financial commitment. Long-term programs involve a semester or full year of study at a partner university, allowing for deeper immersion.

In an exchange program, you remain enrolled at the University of Sydney, and your tuition is paid to Sydney while the host university waives its fees. Non-exchange programs, on the other hand, require you to pay tuition directly to the host institution, but you may not always receive academic credit.

It's a good idea to save your elective units for studying overseas since courses there might not perfectly match your degree requirements, giving you more flexibility.

Funding options include a variety of scholarships like the Vice Chancellor's Global Mobility Scholarship (up to \$2000 depending on your destination and merit). Other scholarships, such as the New Colombo Plan and OS-HELP loans, can also assist with costs related to travel, living, and tuition. Additional funding is available for students from low socio-economic backgrounds or for Indigenous students.

## Exchange through a Participant's Eyes : George Smithers

George is a second year Bachelor of Economics student, who is currently completing a semester exchange at the University of Edinburgh.

## **Can you explain the application process?**

I began the application process in November 2023 and received a response in May 2024 before heading off on exchange in August. It consisted of several phases. First, I picked four potential universities I was interested in for my exchange. Next, I submitted a 750-word personal statement to the University of Sydney outlining why I wanted to participate in the exchange program. Afterward, I was "mapped" to one of my selected preferences, which ended up being the University of Edinburgh. I then had to submit another personal statement to Edinburgh. Finally, if both personal statements are successful, the host university sends you an offer, which you must formally commit to.

## **How did you source your accommodation?**

Finding accommodation was relatively straightforward, thanks to the university's website. I was able to secure a place that fit my budget and came with a lot of convenient amenities. It includes both breakfast and dinner, served buffet-style, which saves a lot of time on meal prep. The accommodation has shared bathrooms, but each room is equipped with its own sink, a window, and a heater.

## **Are there any visa requirements?**

Since I'm only here for four months, I didn't need to apply for a visa. However, for students planning to stay longer than six months, a student visa would be required. It's important to check visa regulations based on the length of your stay and the specific country you're visiting.

## **Are there any tips you have surrounding exchange that you have for other students?**

When planning your exchange, it's essential to think about what you want to gain from the experience. Whether it be to enhance your resume, enjoy a great social life, or travel to nearby countries. I'd also suggest joining societies and going to social events, especially in the first week—things like pub crawls can help you meet new people quickly. If you're headed to an English-speaking country, it makes socialising and adjusting much easier. Another tip is to save your electives for exchange. Most students I've met who are taking several core subjects are overwhelmed with work, leaving little time for socialising or travelling. Lastly, opting for catered accommodation is a huge time-saver.

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# CAREER TIPS - EXTERNAL



## CV Tips

Your CV or resumé is often the first thing recruiters see about you when you apply for a job. Worse, nowadays it's often an automated system that scans through your CV, and decides whether or not you'll get invited to the first interview round!

Therefore, it's absolutely vital for you to create a CV that can really showcase yourself in the best possible light, if you want to maximise your chances of landing that dream job. Don't worry if you've never done this before, and don't worry if your CV currently isn't looking as polished or even as full as you'd like it to, because that's what we're here to help you with!

In this section, we'll give you a handful of the best CV tips, as well as an easily downloadable CV template you can follow, as well as some pointers on how you can stack up your CV and become the most qualified candidate for the roles you apply to. Let's get started.

### Keep It Concise and Relevant:

Perhaps the most important tip we could give you when it comes to building up your CV would be to keep it concise and to the point. **Your CV should be no longer than one page**, especially since you're likely still a student and have limited experience.

It's common knowledge that recruiters spend **an average of just 6 seconds** reading over your CV. They're scanning through it quickly, and are looking for very specific keywords/information that would keep them reading yours for longer. Therefore, you need to make every word count. Focus on the most relevant experiences, skills, and achievements that align with the job or internship you're applying for.

Don't be afraid to play around with the layout of the template, and shift things around if you need to! There's no rule that says you have to follow that template, but it's a good starting point so try not to deviate too far from it.

## Utilise Bullet Points and Short Sentences

Remember, recruiters are merely skimming through your CV. This means you should be primarily using bullet points, not big blocks of text or paragraphs that are hard to read.

## Use Strong Action Verbs and Quantify Achievements

One of the best ways to grab an employer's attention is by starting each bullet point with a strong action verb like "led," "managed," "created," "initiated," or "optimised." This not only makes your CV more dynamic but also clearly communicates your responsibilities and impact. Whenever possible, **quantify your achievements** to provide concrete evidence of your capabilities. The rationale behind this is the fact that numbers tend to stand out more on the page and work better at catching the attention of recruiters, and therefore will play a crucial role during the few seconds the recruiter is scanning your CV. Instead of saying "handled social media for the team," say "managed social media accounts; achieving an increase in engagement by 30% over three months." Numbers speak louder than words and help employers understand the scale of your contributions.

## Highlight Key Skills:

Focus on experiences that demonstrate transferable skills like communication, teamwork, leadership, problem-solving, and adaptability. Outside of formal work experience, leadership/team roles in clubs, societies, or volunteering organisations can be extremely valuable, especially if you're early in your career and haven't got work experience yet! Furthermore, technical skills such as proficiency in Python, or data analysis tools like Power BI and Tableau are also highly sought after and worth mentioning. Even if you're not recruiting for tech roles, recruiters love seeing candidates who have an aptitude for tech!

## Optimise Your CV for Applicant Tracking Systems (ATS)

In today's digital age, most companies use Applicant Tracking Systems (ATS) to filter through CVs. Make sure your CV is ATS-friendly by avoiding fancy graphics or images that could disrupt the text scanning. Please, **do not include a photo of yourself on your CV**. Use standard section headings and include relevant keywords that match the job description. Also, save and submit your CV as a PDF to maintain formatting across different devices and software.

## Proofread Carefully:

There's nothing worse than seeing a candidate submit a CV with spelling or grammatical errors. It gives the impression that you lack attention to detail, and will almost certainly cause your CV to end up in the 'reject' pile. Proofread your CV multiple times and consider asking a friend, mentor, or career advisor to review it as well. Fresh eyes can catch mistakes you might have missed and provide valuable feedback on how to improve the content, which we could all do with every once in a while!

## Keep Your CV Updated

Finally, remember that your CV is a living document. Update it regularly with new experiences, skills, certifications, and achievements. This way, you'll always be ready to apply for opportunities as they arise, without the last-minute scramble to remember what you've done.

A well-crafted CV can significantly boost your chances of getting an interview. It's your chance to showcase your skills, experience, and potential. By following these tips and continuously refining your CV, you'll be well on your way to landing those coveted internships and jobs.

## What Can I Do if I Don't Have Enough Experiences to Put on My CV?

If your CV is still looking a little bit empty and you'd like to change that, that's likely something that's going to take a bit of time, and can't be done instantly. This means getting more involved around your university life in general, which could mean things like:

- Joining the subcommittees of professional societies
- Participating in case competitions
- Volunteering
- Doing your own side projects, such as starting a business or coding a project
- Learning a new skill, such as programming
- Actively seeking internships and part time work (even if it's not directly related to your field of study)

Playing around with the CV format can only get you so far; you have to actually have good experiences to put on it! So take the time to actively get more involved, don't be afraid to be a bit busier in your day to day life, and slowly but surely, you'll have things to fill in the gaps with.

## CV Template

To view the industry standard CV template and make it your own, click [HERE](#).

Remember, don't be afraid to play around with the layout a bit and tailor it to your experience, but make sure not to deviate too much.

Happy job hunting!

# Cover Letter Tips

Yes, we know seeing the cover letter requirement often makes us reconsider whether or not we'd actually like to continue with that application process. It's annoying. However, it's extremely important, as it is your chance to further express yourself, let your personality and story shine, beyond the limitations of your one-page CV. The job market is tough out there, and you're going to need to do everything in your power to get the job you want.

## **Personalise Each and Every Cover Letter:**

One of the most common mistakes young professionals make is sending the same generic cover letter to multiple companies. Instead, take the time to personalise each cover letter to the specific job and company you're applying to. Start by addressing the hiring manager by name if possible—this shows that you've done your research and adds a personal touch. Reference the company's values, mission, or recent news to demonstrate that you are genuinely interested in being a part of their team. Highlight how your own passions or experiences align with the requirements of the role, and make sure to express your interest through your tonality!

## **Start with a Strong Opening:**

As with any speech or written text, your opening paragraph is your chance to grab the reader's attention right away. So instead of starting with the overused "I am writing to apply for...", consider opening with a compelling statement, a relevant achievement, or a genuine expression of enthusiasm for the role.

For example, use something like: "As a second-year Business student with a passion for digital marketing and a track record of successfully increasing social media engagement by 40% during my summer internship, I was excited to see an opening for a Marketing Intern at XYZ Company." This immediately gives the employer a sense of who you are and why you're interested in the position.

Don't be afraid to add your personal touch to it too, and mention any personal stories you have that might've sparked your interest in your field of study!

## **Research the Company:**

Employers always want to know that you've taken the time to understand their company and what they're looking for in a candidate. Do your research—look into the company's culture, mission, recent projects, and industry positioning. Mention how your skills and values align with theirs. For example, "I am inspired by your company's emphasis on innovative problem solving and believe my background in multiple student consulting societies can add value to your strategy team." This shows that you're not just looking for any job, but are specifically interested in contributing to their organisation, and have exactly what they're looking for.

## **Be Concise and Focused:**

While it's tempting to share every detail of your background, a cover letter should be concise and focused. Aim for three to four paragraphs, sticking to one page. Avoid repeating information that is already on your CV; instead, use the cover letter to expand on your most relevant experiences. Be clear about why you're the best fit for the role and how you can add value to the company. Employers appreciate brevity and clarity—ensure every sentence serves a purpose.

## **Use a Professional Tone and Language:**

While a cover letter is a professional document, that doesn't mean it has to be or sound robotic. Strike a balance between professionalism and personality. Use a confident, positive, and enthusiastic tone, and let your genuine interest and excitement for the role come through. Employers often look for candidates who not only have the right skills but are also a good cultural fit for the team. By allowing a bit of your personality to show, you can make your cover letter more engaging and memorable.





Your LinkedIn profile is your personal brand in the professional world. It's where you transition from high school social media to a platform that showcases your skills, experience, and aspirations. A well-crafted profile not only highlights your potential value to employers but also strengthens your networking opportunities with industry professionals. Recruiters often see LinkedIn as an extension of job applications, so keeping your profile active and updated can make a significant difference.

## Create a Strong Headline

Your headline should be more than just your job title or degree—it's your chance to showcase your expertise and unique value. Use this space to highlight your strengths, specialisations, or career goals in a way that sets you apart from others in your field.

## Write in First Person

Unlike resumes, which are traditionally written in the third person, your LinkedIn profile should be more conversational. Writing in the first person makes your profile more engaging, authentic, and approachable. Use it as an opportunity to tell your story and connect with your audience.

## Perfect Your Profile Photo

A high-quality headshot can make a big impact, helping you convey confidence, professionalism, and personality. With the rise of platforms like Instagram, Snapchat, and BeReal, Gen Z has already mastered the art of curating the perfect picture. To ensure your LinkedIn photo is polished and professional, use a clean, uncluttered background to keep the focus on you. Dress appropriately—consider a blazer or professional outfit to enhance your credibility. Make sure your face takes up at least 50% of the frame and avoid full-body shots. Choose a high-resolution image for a sharp and polished look.

## Showcase Your Skills and Unique Abilities

Stand out by highlighting additional qualifications, languages, certifications, or unique talents. Do you have an RSA or WWCC? Are you bilingual or a trained dancer? Including these details can differentiate you from the crowd and demonstrate your diverse skill set.

## Structure Your Profile Like a Resume

Think of your LinkedIn profile as an interactive resume. Your education, experience, and accomplishments should be clearly laid out, making it easy for recruiters to see your strengths at a glance. Use bullet points to break down key achievements and highlight their impact.



*By following these tips, you'll create a LinkedIn profile that not only represents your skills and ambitions but also helps you stand out in a competitive job market.*

# Networking

Although it can sound scary (and trust us when we say, that's completely normal), networking is an extremely important part of finding a job, especially if you're in a business field. While it's certainly not a requirement in order to land a role, building a strong network can open up opportunities and pathways that otherwise never would've been possible.

For example, your interviewer could end up being someone that you met at a networking event and therefore already knew and liked you, or it could be a senior student who graduated a few years before you, whom you knew from your student club or society! You might think that this is unlikely, but it does happen, and is probably a lot more common than you might think.

## Use LinkedIn Effectively:

In today's digital age, **LinkedIn** is one of the most powerful tools for networking. It's basically your online CV that you can take anywhere you go. Make sure your LinkedIn profile is polished, professional, and up-to-date with your education, skills, experience, and any relevant achievements. Use a professional-looking photo, write a compelling headline, and craft a summary that reflects who you are and what you're passionate about. Connect with classmates, professors, industry professionals, alumni, and colleagues.

If you're going to cold-reach out to industry professionals, make sure you have something in common with them, for example having gone to the same university, doing the same major, having worked at the same summer internship, etc. That's going to be your ticket to a coffee chat with them.

## Start Early and Be Proactive:

The earlier you start networking, the better. Don't wait until you're in your final year or actively looking for a job to begin reaching out. Start building your network from your first year at university! Even if it's a little daunting, make sure to attend career fairs, industry seminars, webinars, and networking events hosted by your university or professional organisations. The more people you meet and engage with, the more opportunities you'll have to learn about different fields, gain valuable advice, and possibly secure internships or job leads later down the road.

Remember, your goal isn't solely to ask people for internships. That's not what you should be doing at all. Instead, it should be to simply get your name out there, get to know people and also build up your personal skills while you're at it! Companies are increasingly looking for 'cultural fits', and that means deciding whether or not they can see themselves working closely next to you for the next few years! There's no better way to build up your personal skills than to network and chat with industry professionals early on.





# Networking

## Leverage University Resources:

A lot of the time, university career offices will host career fairs of their own, even if they are not run by or affiliated with any of the student organisations/societies. Make sure to head to those as well, because those events tend to be even larger than society-run ones, meaning there might be more employers and more industry reps there.

Also, do check out the careers and employability offices available, because they will have consultations available to help you work out career plans, personalised CV review sessions, and more!

## Build Genuine Relationships:

Networking is not about collecting business cards or LinkedIn connections; it's about building genuine relationships. Show a real interest in the people you meet, and don't just think about what they can do for you. Be authentic, ask thoughtful questions, and listen more than you speak. When you're talking to them, think about how you can relate or connect to what they're saying. Do you have a similar background to them? Did your parents or anyone else you know have a similar background? It's always good to find connections, as it is going to make other people like you more, and increase your chances of getting follow-up coffee chats or even referrals.

## Follow Up and Stay in Touch:

After meeting someone new, it's crucial to follow up to keep the connection warm. Send a personalised follow-up email or LinkedIn message within 24-48 hours of meeting them. Reference something specific from your conversation to jog their memory and express your appreciation for their time. For example, *"Hi John, it was great meeting you at the Business Society networking event last night. I really enjoyed our conversation about the future of AI in finance, and I'd love to stay in touch and learn more about your work in this area!"* Furthermore, don't be afraid to keep in touch by updating them on things like internships you land, or news you find interesting that could impact them in their careers!

# Interview Tips



**Interview Preparation** Be sure to research the company and the role you're applying for. Interviewers often ask about your interest in the company, so it's a good idea to think about this beforehand. Check the company's website and LinkedIn—what are their values? What have they been up to recently? Is there any news about them or the role you're applying for?

1

**Crafting Your Elevator Pitch** Your elevator pitch is a short, impactful summary of who you are and what makes you unique. This is typically shared at the beginning of the interview when asked, "Tell me about yourself." Be sure to cover key points like your degree or major, work experience, achievements, and extracurriculars. Aim for around 30 seconds—long enough to give a solid introduction but short enough to keep it engaging. Practising in advance can help ensure it's clear and confident.

2

**Asking Insightful Questions** Towards the end of the interview, the interviewer will likely ask if you have any questions. Prepare a few in advance, as this demonstrates genuine interest in the company and role. You could ask about the interviewer's experiences, company culture, or how current industry trends are impacting the business.

3

**Mastering the STAR Technique** The STAR method (Situation, Task, Action, Result) is a useful framework for answering behavioural interview questions effectively. Start with the Situation—briefly explain the context, who was involved, and what task you needed to complete. Then, describe the Task—the specific challenge you faced. Next, outline the Action—the steps you took to address the challenge, why you chose them, and your role in resolving the issue. Finally, discuss the Result—the outcome of your actions, what was achieved, and what you learned. Practicing common behavioural questions like "Tell me about a time you led a team" or "Describe a time you had to work under pressure" will help you refine your responses.

4

**Succeeding on Interview Day** Dress appropriately for both in-person and video interviews—professional business attire is key. Arrive early, ideally about five minutes before the scheduled time. Pay attention to body language: smile, maintain good posture, speak clearly, and make eye contact to convey confidence. If the interview feels more casual, engage in small talk to show you're a good cultural fit. If you stumble on a question, don't dwell on it—move on confidently. Take your time when responding; speaking too quickly can make it harder to organise your thoughts. When answering questions, elaborate—don't just state what your role was, but explain what you did, what you enjoyed about it, and what you learned.

5

# Assessment Centres

Especially at the entry level, assessment centres are becoming more and more common as the competition for these roles intensifies. Companies are increasingly needing to further differentiate between candidates, beyond just their CVs and even online psychometric tests.

Assessment centres are either conducted online through Zoom or in-person at the company office. Typically, they'll involve some sort of a case study or group work task, with the purpose of giving the company a chance to assess candidates' abilities to work in teams, collaborate, and also think of solutions in real-time.

If you're applying for a highly technical position, you may be asked to conduct psychometric tests in person in a controlled environment. Otherwise, if you're applying for other business roles, you might be asked to present your findings from the case study, so that the assessors can further gauge your interpersonal, professional and soft skills

They'll be looking for things like:

*Confidence*

*Clarity*

*Your level of contribution to the team*

*Your ability to be dynamic in your problem solving approach*



Lastly, some assessment centres will involve a conventional in-person interview, especially if your first-round interviews were conducted online.

## Practise Common Exercises:

Preparation is key to performing well in assessment centres. Familiarise yourself with the most common types of exercises:

- **Group Discussions:** Practise discussing current topics or case studies with friends or peers. An easy way to practise this is to simply get more involved in your group assignments at university! Focus on contributing valuable points, listening actively, and encouraging quieter members to speak up. Avoid dominating the conversation. This is not what companies are looking for.
- **Case Studies:** Case studies usually involve analysing a business problem and presenting solutions. You can practise these by doing case competitions and generally improving upon your real-world problem solving skills, as all these case studies require is an ability to think outside the box.
- **Presentations:** Practise delivering short, structured presentations on various topics. If you haven't had enough practice from school or university, it's a good idea to watch some online courses on how to present effectively. Once again, do try to get more involved in group or class discussions in university, as that really is the best way to practise your soft skills!
- **Psychometric Tests:** Many assessment centres include numerical, verbal, or logical reasoning tests. There are heaps of free online tools you can use to practise these assessments, and a quick Google search will prove this!



# Assessment Centres

## Showcase Teamwork and Leadership:

Assessment centres often look for candidates who can work well in a team while showing leadership potential. Be collaborative, listen actively, and contribute meaningfully without dominating the discussion.

Join in the conversation wherever you can, but make sure that you contribute good ideas that actually add to the discussion, and aren't just speaking for the sake of saying something.

## Demonstrate Effective Communication:

A big part of soft skills is knowing how to effectively communicate your ideas across. This means being logical and structured in your approach to your pitches or idea-sharing. Try not to be all over the place or sound confusing, and make sure you actually know what you're talking about, as there's nothing worse than a candidate who simply speaks during the discussion and rambles off topic without adding anything meaningful to the discussion. As always, do pay attention to non-verbal cues such as eye contact and body language, make sure to smile, and look confident! These small things are often completely overlooked, but can make a huge difference in how others perceive you.

## Be Yourself and Stay Calm:

Authenticity matters. Don't try to be someone you're not, as assessors can usually tell. Stay calm under pressure and approach each task with confidence.

## Manage Time Effectively:

Keep track of time during tasks and discussions. Ensure you balance depth and breadth in your responses, especially during case studies or presentations. A common mistake made by candidates is spending too long on their planning and not enough time creating a pitch. Make sure to allocate enough time for this, and don't forget to communicate this with your team too!

## Seek Feedback:

After the assessment, always ask for feedback. Understanding your strengths and areas for improvement can help you perform better in future assessment centres, and also show your assessors that you really do care about your performance and the work you do. Even better, if you end up interacting with those same assessors again, make sure to incorporate the feedback you received into the next task if there is one.

## Psychometric Tests

Psychometric Tests These online assessments are often the next step in the recruitment process after submitting your CV and cover letter. They typically include questions designed to evaluate your personality, work style, and numerical or verbal reasoning skills.

- **Personality-Based Questions** These questions explore aspects of your personality, work preferences, and how you would handle hypothetical workplace situations. You might be asked whether you prefer working independently or in a team. While it may be tempting to answer based on what you think the company wants, it's best to be honest. These questions help assess if you're a good fit for the firm, and it's better to find out early in the process rather than later.
- **Reasoning-Based Questions** Some psychometric tests focus on numerical and verbal reasoning. The format of these questions can vary depending on the company and industry, making it difficult to prepare in the traditional sense. However, practicing online tests in advance can help you familiarize yourself with the question styles and improve your confidence.
- **Potential Video Interview** Some companies incorporate a video interview stage at this point. Unlike live interviews, there is no interviewer present—questions appear on the screen, and you record your responses. This can feel unnatural at first since there's no real-time interaction, but with practice, it becomes easier. A great way to prepare is by recording yourself answering typical interview questions to build confidence and improve your delivery.

# Expectations/Tips



*Ok so now that you have the job, how do you make a lasting first impression, manage the workload and put yourself in a position to successfully progress within the organisation?*

*To gain further insight, we interviewed **Nimay Kallianpur**, a fourth-year Bachelor of Commerce / Bachelor of Laws student, who completed an internship with Emerge Capital through 2023 and with Susquehanna over 2023/2024 Summer.*

## **What were the working hours like?**

In my various finance internships, most have adhered to an 8am to 6pm schedule, although investment banking typically required longer working hours.

## **How did you go about making a strong first impression?**

When it comes to first impressions, I find that it is extremely important to convey your enthusiasm, positive attitude and willingness to learn. I also think it is best to come across as friendly, and a keen learner rather than over-confident.

## **How much of the knowledge required for the role did you feel university prepared you for? If there were gaps, how did you address them?**

For me, I found that the Financial Valuations, M&A and Applied Portfolio Management courses in Finance provided me with the most transferable knowledge in my internships at Emerge Capital and SIG. Naturally, there was also a lot of on-the-job learning, and I found that I was able to address these knowledge gaps by having a first go and seeking feedback from a senior, or through personal research.

## **How did you balance work with external commitments during the summer holidays?**

Staying organised and time management skills made it a lot easier to juggle commitments outside of work and university. For me, I found it most effective to use a to-do list for a lot of my work deliverables together with a detailed calendar of deadlines and other commitments to help with prioritisation.

## **How important was networking and socialising within your internship, and how did it impact your overall experience in the role?**

I think networking and socialising with people at work is extremely important, and definitely improved my experiences in all previous internships. I believe it is just as important to love the work, as it is to love the people you work with everyday. Having strong communication lines with others in the team will also make working together a lot easier, and seeking feedback more seamless.

## **Are there any final tips you have for students to succeed in their internships or graduate roles?**

*Stay motivated, be hungry to succeed and make sure you are receptive to any feedback given. Don't be afraid to ask questions, or to take initiative.*







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### Summer Internship Program

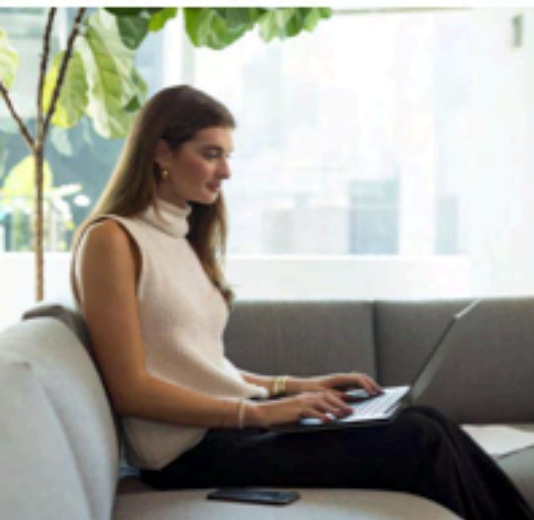
Our Summer Internship Program commences in November and runs for 10-12 weeks. On the Program, you will gain valuable practical experience that sets you up for a successful career once you complete your studies.

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# DAY IN THE LIFE



## Audit

### Day in the Life of an Auditor

**What kind of tasks do you perform on a daily basis and what are the primary responsibilities in your role?**

Working in Audit at EY, our primary objective is to provide assurance over financial statements to verify their accuracy. This includes tasks like testing accounts (such as cash and receivables), reviewing transaction histories, and checking balances to ensure proper recording. We can gain assurance either through verifying balances such as using bank confirmations or we can take samples from accounts and trace back to invoices and bank statements to validate financial records. Entry-level tasks are generally straightforward, but they become more complex as you move up.

We also do a lot of interim testing, which involves assessing a company's internal controls and procedures to determine their reliability. We also conduct stocktakes, such as visiting warehouses to verify inventory counts, like my recent visit to an aluminium can manufacturer, which was a pretty cool experience as I got exposure to a completely different industry I knew nothing about. Beyond providing assurance, we help clients improve their accounting systems and practices, more or less acting as advisors for our clients sometimes; showing that auditors can add value beyond just compliance and being a bit of a nuisance!

**What does a typical day look like for you as an audit associate at EY?**

My day typically starts early, waking up at 5:30 AM for a gym session or a surf at Manly, usually followed by a ferry ride to work. I begin working around 8:45 AM by checking emails and Teams messages, and grabbing a coffee with my favourite colleagues which is always something to look forward to. The day involves working on the previously mentioned audit projects, analysing accounts, and emailing clients for any information that I need. Lunch is often with colleagues at the outdoor rooftop terrace that the EY building has, which we'll then follow up with a walk around Circular Quay afterwards too. Usually I'll clock off around 5:15 PM, leaving me with plenty of time to do other stuff like going out for drinks, taking my dogs for a walk, or even surfing again in the afternoon if it's daylight savings!

While most days are spent at the EY office, I often spend two days a week at the client site, working from their office spaces with the rest of my project team. This can be fun as you get to work from a different location, often with a nice view, and get insight to what different offices may look like.



**Jack Bunton**



# DAY IN THE LIFE



## **What are the most interesting and most challenging parts of your job?**

The most interesting part of my job is getting exposure to various companies and industries, learning how different businesses operate, and gaining insights that boost my overall business acumen. My team is the natural resources group, so I've had lots of exposure to renewable energy companies, as well as a few other retail/industrial clients. . Personally, I think this is a really good way to better understand what I could be doing in the future, particularly as I'm still so early on in my career. It's a great way to explore the millions of options out there!

However, the work can also be challenging and confusing at times, especially when dealing with complex businesses/accounts or unfamiliar sectors. A lot of the time, I'll find myself having to ask a lot of questions to my senior associates, managers and directors which can sometimes feel a bit daunting as I feel like I should already know the answer. However, one thing anybody looking to get into audit should know is that at the intern and grad level, we are not even close to being expected to know everything. The people around me are extremely accommodating, helpful, and good to talk to. Altogether, the challenging parts about my job require adaptability and lots of problem-solving, which keeps the job engaging and is what I like to do anyways!

## **Why did you choose to begin your career in audit?**

I chose to start my career in audit because it's a fundamental path in accounting that provides a strong foundation in financial principles and general business knowledge. After experiencing both audit and tax during my internship experiences, I found that I enjoyed audit a lot more due to it having more engaging work, and diverse project scope. People often think of accounting and just think we look at numbers all day, but there's honestly a lot more to it than that.

## **What advice would you give to someone wanting to get into your position after graduating? How can they maximise their time in university to achieve this?**

For students aiming for a role in auditing, knowing people, and getting involved around uni is probably the most important thing. Join relevant business societies like SUBS, ASOC and Beta Alpha Psi (plus a whole lot more), talk to peers who've interned at your target companies, and learn from their experiences. Make sure that outside of just your grades, you've also got other experiences to prove your credibility such as case competitions and subcommittee involvement.



# DAY IN THE LIFE



I'd also stress to apply for internships early to gain practical exposure, even if it means starting out at smaller companies before your penultimate year (you're going to have to do a lot of reaching out and networking to achieve this), which is crucial for securing the big, competitive internships that everyone wants. Once you can land these, getting the grad offer becomes a whole lot easier.

## **What's special about the culture at EY, and what makes it a great place to work?**

EY's culture is supportive and engaging, with friendly colleagues and a huge emphasis on staff wellbeing. The firm has multiple wellbeing initiatives such as free coffee weeks, mental health support, and fun activities like (paid!) soccer and regular social events. The central office location, good facilities, and opportunities to connect with like-minded professionals (and grads like me) make EY a great place to work and grow so early on in my career. Not to mention the nearly 20 awesome cafes literally right outside my office!

Plus, it's clear that EY really does care about its people. For example, during the City2Surf weekend, the company booked out the top level of the Beach Road Hotel for us all to relax and hang out! We also have lots of opportunities to get involved around the community, with paid volunteer days and other fun events that are not only great for team bonding but also just a good experience overall. Yes, EY's perks and benefits are great, but there's a whole lot more that they do for us than most people know about.



# DAY IN THE LIFE



IB / M&A / Wealth Management / Fund management / Trading

## Day in the Life of a Private Equity Intern

**What kind of tasks do you perform on a daily basis during your private equity internship?**

During my private equity internship at Ellerston Capital, my role involved various responsibilities within the JAADE Private Assets Fund. One of the key tasks was **valuation reporting**, which involved creating quarterly or half-yearly reports for limited partners (LPs) or investors about the fund's performance. This required a detailed analysis of the revenue and financial progress of the portcos, evaluating the effectiveness of previously proposed business strategies, and compiling reports that would then be reviewed by the associate.

Another critical part of the internship was **assessing** potential growth companies that came in to pitch to the Ellerston investment committee (IC) for funding. I took notes during these pitches and conducted further analysis on these companies to provide recommendations and insights to the Director about feasibility. Basically giving my humble two cents on whether or not we'd want to invest in those companies.

Lastly, the role involved **assisting in creating pitches**. When companies present their 10-30 page information memorandums (IMs) to seek funding, the interns are the ones who usually review these documents and stress-test assumptions and or evidence points provided before presentation to IC. Continuing on from the IMs, I would help to conduct **financial analysis and market research** on the investment pipeline, which required a very diligent attitude to figuring out the core business fundamentals and industry landscape.

**What were the most interesting and most challenging parts of your job in private equity at Ellerston Capital?**

One of the most interesting aspects of a PE role to me is putting on an investor hat on the buy-side. It was a really interesting perspective shift to think like an actual investor – this meant questioning whether I would genuinely invest in a company if I owned the capital, and looking beyond the face value. I had to understand the unique facets of all many different companies, and critically evaluate intricacies of their business models.



**Matthew Ko**

# DAY IN THE LIFE



For example, detrending the steep EBITDA growth depicted on the IMs to be a result of various earnings adjustments or exploring that customer churn and concentration risk was higher than expected. The analogy I would paint to describe this is as if I was working on a mosaic or some kind of puzzle. It was like trying to piece together all these different factors to drive an underlying narrative that I never would've considered or even thought about when learning about finance in university. Storytelling is key in a relationship-driven business.

One of the more challenging parts of wearing an investor hat lies in dealing with the limited information available for smaller companies that come to pitch for investments. Often, these companies had very little financial data which can misconstrue aspects of their financial performance, which is completely different to the blue chips we are familiar with like Apple and Tesla. With these middle-market growth companies, we had to sift through many databases and reports whilst keeping in mind the materiality within the bigger picture.

Additionally, working in PE requires expertise in modelling and valuation, as it is usually a pathway pursued after IB. At the start, I wasn't all that comfortable with my technical foundation. However, I've found that whilst competence is desirable, the key is really to just be curious with the right attitude and be willing to learn. If you're intrinsically motivated and are willing to keep an open mind, high finance can be very interesting and you'll definitely learn a lot. It's important to find a couple mentors to give you advice for when you need a helping hand and a balanced lifestyle to get through the challenges!

## **Why have you decided to pursue a career in finance, and specifically investment banking at Moelis over the summer?**

The steep learning curve through exposure to transactions, coupled with the opportunity to learn about businesses and facilitate key strategic and commercial decisions for diverse companies interests me the most. It's an industry where both technical and soft skills are constantly honed and tested which is very important. I'm far from perfect and to be honest a good part of my motivation comes from an element of opportunity from prestige, which is a pretty common factor for many people.



# DAY IN THE LIFE



However, I believe that it's important to distinguish one's motivation in high finance careers. Pursuing banking for prestige or money isn't a good way to look at it, because when the demands of the industry hikes up, people will often find themselves stuck questioning their career choices further down the line. Instead, it is very important for people to also consider whether they would still find fulfilment and enjoyment in the job without financial incentive. I'd say, if you're interested in what you would do, surrounded by good people, and learning a lot behind a reputable brand, then the job is a great first step at the start of a career. Think of these three points as a matrix through which you examine feasibility.

Personally, I'm using this internship at Moelis over the summer as an opportunity to evaluate the banking career path and decide whether it's something I want to commit to in the long run. I have a very strong moral compass and I value lifestyle and relationships a lot - which I know may sound contradictory given my near-term career path. But hey, it's a complex world out there, and while I'm still not 100% certain about a career in banking, I'm dedicated to doing my best in whatever I do pursue and to always be re-evaluating, testing the surface area of luck and thinking long-term.

## **Why have you decided to pursue a career in finance, and specifically investment banking at Moelis over the summer?**

The **fascinating learning curve** in finance, coupled with the opportunity to learn about businesses and facilitate strategic advisory, really attracted me. It's an industry where both technical and soft skills are constantly honed and tested, which I think is really important for becoming a well rounded person. Of course, the job is also highly competitive and prestigious, which is definitely a factor that everybody considers when it comes to choosing banking as a career path.

However, I believe that pursuing these high finance careers solely for the prestige or money alone isn't a good way to look at it, as the high demands of the industry will lead people to question their career choices further down the line. Instead, it is very important for people to also consider whether they would still find fulfilment and enjoyment in the job without the financial rewards. I'd say, if you're interested in what you do, surrounded by good people, and learning a lot, then it's a good path for you to go into, especially so early on in our careers.

Personally, I'm using this internship at Moelis over the summer as an opportunity to evaluate the banking career path and decide whether it's something I want to commit to in the long run. While I'm still not 100% certain about a career in banking, I'm dedicated to doing my best in whatever I do pursue and always thinking long-term.





# DAY IN THE LIFE



## Day in the Life of an M&A Analyst at Deloitte

### How did the responsibilities in private equity compare to your role in M&A advisory at Deloitte?

In M&A advisory at Deloitte, I had decent exposure to the end-to-end lifecycle of M&A deals, – from origination to marketing, execution, and integration. In M&A, we managed deals from start to finish, and as the only intern in the team I tried to put my hand up for anything that needed help. I soon found out that of course this involved a lot of admin responsibilities such as **business development, conducting market research, and editing pitches**, but with an open mind and a desire to learn I had a few opportunities to work on a few **comps** and help out with some **due diligence** in one or two live deals – quite similar to the private equity work.

At the end of the day, M&A work operates in a similar fashion to private equity in terms of technical and soft skills. However, it's important to distinguish between the role of an investor and an advisor. At Deloitte, you can think of M&A advisory as a project manager or sales role where you're trying to position the company's best interest to the bidders, whereas at Ellerston you would be questioning these assumptions and digging deeper into the underlying fundamentals and drawbacks of potential investment opportunities.

### What did a typical day look like for you in M&A at Deloitte, from start to finish?

A typical day as an M&A intern at Deloitte started around 8:45 AM when I would arrive at the office, check my emails, and have a coffee with colleagues to start the day.

By 9AM, I'd log in and check Microsoft Teams messages to get up to scratch with the latest updates on deal flow. The core of my day usually involved the aforementioned activities like conducting market research, working on pitch decks, or reviewing the formatting of presentations. Throughout the day, I would use tools like CapitalIQ and Factset to conduct business sector scans and gather market intelligence for ongoing deals.

# DAY IN THE LIFE



I'd usually have 1-2 meetings/calls a day, during which I would often brief analysts and directors on the status/progress of the deals our team I was working on. There was a standard one-hour lunch break at noon, which is always something to look forward to if you're working with people that you enjoy being around! Always nice to head out for lunch together and go for a quick walk around Circular Quay which is right outside Deloitte's doorstep!

I'd get back to work after lunch, and sometimes fish through Deloitte's online modules for further training which is always helpful and a great way to pass the time when workloads are lighter!

The huge value prop about big 4 M&A work is that it's usually pretty flexible outside of a live deal; I usually found myself wrapping up around 5PM and rarely worked much later than that.

## **What advice would you give to someone wanting to get into your position? How can they maximise their time in university to achieve this?**

My number one piece of advice is to **be a good person**. Treat others with respect, be kind to those around you, and give where you can. As young people, we tend to pigeonhole ourselves into a mindset that will be put to the test, unravelled and altered meticulously as life presents us with various challenges and opportunities. Things will get really complex. For example, right now we tend to overstate our achievements because we're impressionable and look to sell ourselves in that 'so-important' job interview. However, as we get older we will gravitate to decision making based on alignment with core values. It's always the unexpected and seemingly insignificant things which matter the most, and it's up to us to find out what they are for us - and in extension, what is the most important for us.

You can think of a career as almost infinite rather than a finite game where you want to look for positive sum outcomes. A great first step is to deconstruct a relative mindset trained ineffectively from secondary education into an abundant one with an application and appreciation of what is. This all being said, take these thoughts with a grain of salt because one shouldn't take advice from someone who they don't want to be more like.

Zoning in on those looking for finance advice, I'd focus on a balanced approach that addresses three buckets: **academic excellence, relevant work experience, and leadership through extracurriculars**. It's important to maintain strong grades (a minimum distinction WAM), but don't let it come at the cost of a social life or the opportunity to join extracurricular societies and take on leadership roles.

# DAY IN THE LIFE



Good grades will tick a box, but it's most important to have around 2-3 relevant internships, ideally at least one in banking or corporate finance, which would give you the practical lens and the chance to really evaluate whether this is something you want to pursue. Case comps are awesome for real-world application upskilling and it's important to also stay up to date with the AFR and world events.

You should also work on building a strong network and developing your soft skills to complement your technical knowledge to become a well-rounded candidate. Search up the airport test. Most importantly, you need to be genuinely interested in business and finance, and know why you want to enter this field. If you're authentic and true to yourself, your enthusiasm and interest in the industry will set you apart in the recruiting process.

**With all this being said, I'm always open to having a chat so feel free to reach out via LinkedIn!**



# DAY IN THE LIFE



## Marketer

### Day in the life - Nestle marketer



#### **What do you do? - What are your duties and responsibilities at Nestle?**

As a marketing intern in the e-commerce division at Nestlé, I focused on enhancing our online presence for brands like KitKat and Allen's Lollies. My responsibilities included auditing e-content, assisting in website development, and creating engaging marketing materials. I collaborated with various teams to align our strategies with overall brand goals and participated in initiatives to boost our online sales through innovative digital marketing tactics.

#### **What does your typical day look like?**

During my internship at Nestlé, each day was varied and brought new tasks and challenges. I would start my mornings by finding out what needed to be done, receiving updates on newly assigned projects and ongoing initiatives. Based on this information, I would schedule my day, prioritising tasks and setting goals to ensure I stayed on track. Some days focused on auditing e-content for brands like KitKat and Allen's Lollies, while others involved analysing sales data or creating marketing materials. This dynamic work environment kept me engaged and allowed me to develop a diverse skill set, as I often collaborated with different teams to tackle various projects. Overall, the varied nature of the work made each day exciting and provided valuable insights into the marketing landscape.

#### **How have you been able to balance the splice of both uni (i.e. societies, events, subjects) and work?**

Balancing university commitments and my internship has been challenging but rewarding. I use a planner to manage my schedule effectively, prioritising tasks based on deadlines and importance. I set specific times for studying and project work, while also dedicating time for society events. Effective time management and clear communication with my professors and society leaders have been crucial in ensuring I can fulfil my responsibilities in both areas without feeling overwhelmed when working 50-60 hour weeks across my internship and actual job.



**Kayla Bellamy**



# DAY IN THE LIFE



## **What is your major? - Do you think your major has allowed you to effectively leverage your skills and apply them in the industry?**

My majors are in marketing and finance, and I believe they have significantly enhanced my ability to leverage my skills in the industry.

Finance allows me to develop strong analytical skills and a solid understanding of financial principles, which are essential for making informed decisions in any business environment. This background helps me assess market trends and evaluate the financial viability of marketing campaigns, ensuring that our strategies are both creative and effective.

Marketing, on the other hand, enables me to connect with consumers and understand their needs. It equips me with the tools to create engaging campaigns and effectively communicate brand messages. The combination of these two majors allows me to approach marketing challenges with a data-driven mindset, ensuring that I can align marketing strategies with overall business objectives while also addressing consumer interests. Together, marketing and finance provide a well-rounded skill set that is invaluable in today's competitive landscape.

## **Are there any skills (soft and/or technical) that you are required to use that uni does not teach you?**

I believe that university often overlooks the real dynamics of a workplace. While it provides valuable theoretical knowledge, skills like communication, teamwork, and emotional intelligence are typically honed through actual work experiences. Additionally, technical skills specific to certain industries, such as project management software or data analysis tools, are best mastered in practical settings. Ultimately, applying theoretical knowledge in real-world environments is essential for successfully navigating workplace challenges and building strong professional relationships.

## **What factors inspired your decision to choose marketing as a career path?**

I've always been captivated by the dynamic nature of marketing, especially how it blends creativity and strategy to understand consumer behaviour and craft compelling brand narratives. The ever-evolving and fast-paced environment keeps me engaged and provides continuous learning opportunities, which I highly value. My diverse experiences in marketing have deepened my enthusiasm for the field and inspired me to pursue it as my career.





# DAY IN THE LIFE



## **What has been the most rewarding experience at Nestlé (I.e. projects, working with a team of like minded people, working under the tutelage of professionals etc) ?**

The most rewarding experience at Nestlé has been a combination of things. Working on the e-content auditing process and assisting with the development of the new website is definitely something that initially comes to mind. Additionally, attending the TikTok Business For You Summit was a highlight, as I learned about emerging digital trends and how brands can leverage social platforms to enhance their strategies, an opportunity I would not have had access to without this internship. Finally, presenting on the importance of social commerce at the end of my internship was a great way to reflect on my learnings and contribute to Nestlé's goals.

## **What advice would you give to someone who is interested in entering this particular industry (i.e. provide tips on careers employability office, networking, interview tips)?**

Embracing a mindset of openness and learning is crucial when entering any industry, especially during internships. Instead of approaching the experience with a fixed mindset focused solely on securing a specific job or outcome, adopting a "yes mindset" allows you to view your internship as a valuable opportunity for growth. This approach encourages you to be receptive to new experiences, challenges, and feedback, which can lead to significant personal and professional development. By saying "yes" to various tasks and responsibilities, you can expand your skill set, gain insights into different aspects of the business, and build meaningful connections with colleagues. This flexibility not only enhances your overall experience but also positions you as a proactive and adaptable candidate in the eyes of potential employers. Ultimately, embracing the journey and the lessons that come with it can open doors to unexpected opportunities and enrich your career path in any field.



# DAY IN THE LIFE



## Day in the life - Equities Research UBS cadet

### What do you do? - What are duties and responsibilities of your role at UBS?

So I'm in the equities research part of UBS, which is where you are analysing specific Australian stocks and essentially coming up with a buy, sell or neutral rating on that stock. As part of that, we do lots of work with financial models and lots of report writing, basically detailing to clients what the market has missed when considering a certain stock.

As part of that, we gather information from all sorts of places; anything from regional weather station data to fast food prices. A lot of what I do relates to this, where I'm collecting data from both primary and secondary sources and then presenting that information in a way that makes sense to investors as part of our written research reports.

I also sometimes write some supplementary information in the reports, and help out the analysts on our team wherever possible, such as taking notes during meetings or helping with the maintenance or updating of the models we work with.

### What does your typical day look like?

I usually get into the office around 7:45, as in research you start early to get ahead of all the news that has happened overnight, and publish any reports on this before the market opens.

We then have a morning meeting with our sales team which I tune into, where senior analysts discuss any key insights or news on their coverage worth flagging for the day ahead.

After that, I generally spend a couple hours updating some of the different data sets we have, then making any figures or tables to show this information if anything notable has occurred.

At lunch, I either go for a run around the botanical gardens if it's a nice day, or I have lunch with the other cadets at the office. After lunch when it is a bit more quiet, this is generally when I do some work on longer pieces of research my team is writing.



**Jay Biswal**

# DAY IN THE LIFE



But in research you don't really have a typical day, as one of the companies you cover might randomly release a trading update, and then you have to drop everything and work on that. But I actually enjoy this spontaneity, and think it makes the role more exciting because you don't know what to expect on any given day.

## **How have you been able to balance the splice of both uni (i.e. societies, events and subjects) and work?**

Well, that's probably the most challenging part of the cadetship, but over the past year I've gotten better at it. The way I've found that works best for me is staying on top of this week's content at Uni, so that I can go spend time with friends or go to society events without feeling stressed or guilty about it.

But I'm definitely still on the learning curve on managing everything. While this is the ideal, I'm constantly fighting to keep up with my lectures!

## **What is the most interesting and challenging aspect of your role?**

The most interesting part of my job would probably be meeting the CEOs and CFOs of all sorts of different companies. Equity research analysts spend quite a lot of time trying to get a better understanding of how a company is performing through discussions with their management, which involves lots of meetings with key management within businesses. And it's pretty cool to be going from seeing these people in the news to sitting right across a table from you.

The most challenging part of my role as a cadet is definitely the steep learning curve. While you are still trying to grow your knowledge base, you are also having to use that knowledge to help out your team. When I first started it seemed pretty daunting and overwhelming, but as I continue to learn more, it gets a bit easier with each day.

## **Can you tell us a little bit about the work culture at UBS? What differentiates it from other banks?**

While I can't speak for what other banks are like, there's definitely a great culture at UBS. Everyone is eager to help if you ask for it, and if you've got a good idea, people are willing to listen and give you a chance.

# DAY IN THE LIFE



It's also the little things that makes it good; like the occasional free food for employees, or the UBS run team for the Sydney Corporate Cup.

UBS definitely provides you scope to develop yourself professionally, and I think you get out what you put into your time there.

**What advice would you give to individuals who are seeking to seamlessly integrate into the professional workforce? (I.e. heightened sensitivity to professionalism, mindfulness when working with industry professionals, networking abilities, being yourself etc)**

From what I can see, the most important thing is that you be yourself, and just be genuine. No one wants to hire a robot, so it's best to come across as personable and willing to learn. If you are humble and have a warm personality with a strong interest in the field, this goes a long way towards making a great impression.

I think another important thing as part of that is to be active in extra-curricular activities, to show you are a well-rounded person with interests outside of work. Whether that's volunteering or a sports team or a professional development society, just getting out there and being involved with a wider community is a great way of showing you are a well-rounded and interesting person to be around. Plus, you get a better Uni experience like that too!



# DAY IN THE LIFE



## Day in the Life - Associate Director: Transaction Analytics at EY

The next day in the life comes from **Stefan Van der Linde**, an associate director within EY's transaction analytics team. This is a more nuanced perspective, but provides high level insight into what big firms do and look for.



**What do you do? What are your duties, functions and responsibilities that you undertake as a part of your role?**

I am an Associate Director within the Transaction Analytics team at EY. Our team sits within the wider Transactions Diligence / deals team, and is responsible for performing details and in depth analysis of companies being bought/sold. The analysis uses very granular data, and builds up a profile of performance from the ground up.

**What does a typical day look like for you?**

It can vary greatly, depending on the project which I am working on. Generally I am responsible for ensuring that our projects get progressed, in order for them to be delivered on time and budget. To do this, I break execution of delivery into segments and allocate work to my team, reviewing outputs as they are built and eventually delivering these to the client. Some days I am in the tools, others I am presenting to clients. My day very much depends on what project I am working on, and where in the process of delivering the project we are.

**What would your advice be to someone out there who would like to be in your position one day?**

Get involved. Put your hand up when there are opportunities to learn. If you think someone does a cool job, grab a coffee with them to learn more. Doing these two things will lead to organic opportunities to try things, find what you like (and are good at), and then excel.





# DAY IN THE LIFE



## **What degree did you complete at university, and what aspects of that degree are most important in your current profession?**

I have a BCom, with an Accounting major. For my role, my degree (and postgrad CA qualification) are not entirely applicable, but prove that I was able to commit to something and see it through. From a technical learning perspective – most of the learning I have done has been on the job. Your degree is your key to the first door you will open in your career. From there on in, its your experience and ability to execute that matters most.

## **What are your best networking tips?**

Get a part time job so that you have something you can talk about in a professional setting, and can begin to relate to some concepts you will find are often discussed. Other than that, again get involved, and be open to learning from anyone and everyone.

## **What things do you wish you did differently, both at university and in your current role?**

Ideally I would have been more organised at Uni to get a internship, but all worked out in the end. I have nothing I wish I did differently in my current role – the steps I took along the way were essential for me to understand the opportunities out there, and where I am best placed to take advantage of these – I also met some great people along the way.

## **Do you have any advice for someone applying for your company?**

Don't overlook the basics such as baseline research of teams / divisions. Reach out to someone in the team you are looking to apply for and ask for a coffee to learn more. This won't just help you from an application perspective, but also ensures you know what you are getting into a bit more. If / when talking to people whether at a coffee, or interview – be yourself. Answer authentically and be specific.

