

What happens if the world's population grows 2.3% and the protein supply shrinks 1.87%?

Problem solving has always been our first order of business. Bringing clarity to a complex world is our purpose. What's yours?
bloomberg.com/careers

Connect the dots on purpose.

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Hints and Tips for your Bloomberg Application

1) What is Bloomberg?

As you put together your application, it is important to make sure you have thoroughly researched the company, our products and the role you are applying for. Bloomberg has a lot more to offer than simply the Terminal and TV.

2) Why Bloomberg?

We are very proud of the unique culture we have here. It is important to understand what makes us different, that you can articulate what it is about our culture that you like, and how you think it will help you to be successful.

3) Why Are You a Good Fit for the Role?

For Sales & Analytics Roles

This customer-facing department requires exceptional customer service skills along with a solid understanding of the financial markets our clients work within. In your CV, try to highlight your customer-facing experience, any sales experience, and your passion for finance.

For Data Roles

The work our Global Data team produces is critical to our clients' success – and it's what makes Bloomberg the most elite data source in the world. In your application, highlight relevant experience such as working with large data sets and cultivating lasting relationships. You need to show you have a keen eye for detail and a passion for understanding financial markets.

For Engineering Roles

Bloomberg's diverse community of engineers take on some of the world's most interesting and important technical challenges. We develop impactful solutions to complex, real-world problems. With new systems being rolled out daily, we make an immediate impact on global markets and we look for the best software engineers to build them. In your application, highlight your experience building applications, large or small, how you've worked in teams to produce results, and any extracurricular activities you're involved in to show us your passion for programming!

4) What can you do to prepare?

- Read through the CV and interview guides on the following pages
- Leverage the career services department at your university to help craft your resume and prepare for interviews
- Explore the following informational links to better understand our company, culture and roles:
 - **An Introduction to the Company:** <https://vimeo.com/221034159>
 - **An Introduction to our Careers:** <https://www.bloomberg.com/careers/start/>
 - **Introduction to the Analytics Department:** <http://bit.ly/1Qr9yk2>
 - **What it's like to work in Global Data:** <https://youtu.be/ewN8YKK3laE>
 - **Check out our Facebook careers page:** <https://facebook.com/BloombergCareers>

*****While the advice you find in the packet is tailored to your application to Bloomberg, most of these tips will be applicable for any internship and job application process*****

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Hints and Tips for Creating your CV

Your CV should be professional and a complete picture of your skills and experience. It should tell a story about your professional life, and also maintain a bit of your personal character.

Key components include:

- Contact details
- Academic qualifications - University should be more detailed, High School should be summarized concisely
- Work experience - Don't just list all of your roles and responsibilities. Highlight the work you have completed that had the biggest impact. Give evidence of the results of your actions.
- Charity volunteering work
- Extra-curricular activities
- For technical skills, list programming languages with appropriate proficiency level, or number of years of experience, e.g.:
 - Java (Proficient), C++ (Intermediate), C# (Basic), or
 - Java (2 years), C++ (1 year), C# (3 months), or
 - List them in order from most to least amount of experience
- For references - "References available on request" is sufficient

Advice to keep in mind:

- Target your CV to the job for which you are applying
 - If you're applying to a role in Analytics & Sales, don't say you want to become an Investment Banker
- This is your chance to make a strong first impression; make sure your CV is well-presented, well-formatted and double check there are no spelling, punctuation or grammar mistakes
- Add items that will distinguish you from peers, e.g., personal projects, online courses, etc.
- Leverage your university's career center to craft and refine your CV – **they are there to help you!**

CV Design:

Your CV should be professional, clean and simple

- A4 paper
- Single-sided
- Simple, black font
- Use one color to help sections stand out

See next page for an example CV; you do not have to use this exact format, it simply is an example of a 'good' CV layout

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JAMES E. SMITH

OBJECTIVE To acquire a technical support position that will allow me to utilize and optimize my current skills, while expanding my knowledge of the technology industry. I hope to gain experience in a challenging and rewarding environment.

SKILLS & ABILITIES Excels in a group setting providing all facets of support including troubleshooting, installation and maintenance. Easily identifies and resolves customer issues and concerns with exceptional listening skills. Excellent communication and a good understanding of IT products and principles.

EDUCATION/TRAINING **CARDIFF UNIVERSITY, BSC BUSINESS MANAGEMENT**

September 2006 – August 2009

- Relevant modules include data management and system operations
- Graduated with a 2:1 class

AN INTRODUCTION TO TECHNICAL ANALYSIS, June 2012

COMMUNICATION INSIGHTS TRAINING, July 2012

EXPERIENCE **CLIENT SUPPORT, GEEK SQUAD**

August 2012 – present

- Deliver superior customer support, anticipate future customer needs achieved through close collaboration with other departments
- Act as advisory capacity and point of contact for new hires and internal clients
- Involved in hiring and onboarding new hires into the team

ADMINISTRATOR, ABC CONFERENCES LTD

September 2009 - August 2012

- Preparation of weekly e-newsletters
- Assistance in organising/realizing exhibition receptions
- Attendance of and reporting of conference data

EXTRA CURRICULAR ACTIVITIES AND INTERESTS Native French and fluent in Spanish and German. Basic Italian. Managed the role of French Captain during my time at ABC Ltd.
Organised the Innovation speaker series for over 200 employees at Geek Squad
Scuba Diving: PADI Rescue Diver – completed over 100 dives

REFERENCES Available upon request

Hints and Tips for Your Interview

The interview is your chance to present yourself in the best light, and help explain why your unique background and skills would be a great fit for the position.

PREPARATION ADVICE:

Research

- Review the company and the department. Know as much as you can about the position, the department, the business plans/objectives, structure of the team, challenges, skills that are valued, techniques used, functions, etc.
- Read articles/online sites/relevant books to help you along the way!

Network & Resources

- Utilize anyone you know who works there to discover more
- Sign up to relevant training courses – e.g. Bloomberg Market Concepts eLearning Certificate

Practice

- Familiarize yourself with the role, determine which areas of your experiences are most valuable to the job, and practice delivering in a clear and concise manner.
- Understand why you would be motivated for this role, conduct a self-assessment

Know the Logistics of the Interview

- Know the time, place, attire and who you will be meeting and their role in the company

Be Organized

- Bring several copies of your resume and a pad/pen to take notes.

Come Prepared With Intelligent/Inquisitive Questions

- This is your opportunity to find out more about your potential future role and company
- Asking thoughtful questions shows the interviewer that you prepared for the interview, and that you are interested in the role. Examples are:
 - What do you work on in your team?
 - What are some traits you like best about the company?
 - What are you looking for in a successful employee there?

Be on time, presentable and energetic

DO'S AND DON'TS

Do's:

- Come prepared to speak to any item listed on your resume
- Ask questions of the interviewer to learn more about the role and company; good topics include department culture, growth opportunities, challenges they've faced, etc.
- Be honest about your strengths and weaknesses; always follow up with how you are aiming to improve them
- Use clear, specific examples
- Highlight your achievements, and the skills that helped you achieve them
- Be energetic and positive
- Practice!

Don'ts:

- Be informal
- Ask questions that can easily be found on the company website or by doing a bit of online research
- Speak negatively about previous roles or companies
- List any items on your CV that you will not be able to confidently speak about in the interview
- Be distracted – for instance, don't play with your phone during the interview

TIPS FOR ANSWERING 'COMPETENCY-BASED' QUESTIONS

The STAR Format is designed to help you answer competency-based questions, such as "Tell me about a time you successfully led a team"

STAR stands for:

- **Situation** – Describe the situation in which the event took place.
- **Task** – Describe the task you were asked to complete. If there was a particular problem or issue you were trying to solve, describe that here.
- **Actions** – Explain what action you took to complete the task or solve the problem.
- **Results** – Explain the result of your actions.

How to address each:

- **Situation and Task:** For these areas, you should be clear and concise. You only need to give enough information so that the interviewer understands the context and will understand the rest of your answer. Get to the point!
- **Actions:** The total time spent on your answer should be 70% about the actions you took. What did you DO? Always use 'I', don't use 'We'. The interviewers want to know what YOU did. Your actions are evidence of your transferable skills.
- **Results:** As a result of your actions, what was achieved? What evidence do you have? Stats? Data? Feedback?

TIPS FOR ENGINEERING INTERVIEWS

Engineering interviews are more technical in nature; it is important to be proficient in technical areas such as:

- Data Structures
- Time complexity (Big O notation), arrays, linked lists, binary trees, stacks, queues, etc.
- Algorithms
- Searching, sorting, recursion, etc.
- Bit manipulation, memory types, object-oriented programming concepts, multi-threading, etc.

How you approach a question is important as well:

- Make sure you understand the question
- Clarify assumptions
- Think out loud
- It is okay to start with an inefficient solution
- It is often very helpful to start with small sample cases
- Be precise and methodical in describing solutions
- Backtrack when you're stuck

Tips for success:

- Write quickly and methodically
- Detailed initial explanations (pseudo-code) help
- Write comments or talk out loud if it helps
- Use good function and variable names
- Test it and debug it – use examples to step through your code
- Check for edge cases
- Suggest minor improvements and optimizations
- Practice writing code under pressure

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AN INTRODUCTION TO FINANCE. FROM BLOOMBERG.

Course

Bloomberg Market Concepts (BMC)
MiSK-Bloomberg Partnership

Included Modules

Economics, Currencies, Fixed Income, Equities
To receive full credit, all modules must be completed

Where to take BMC

Web: <https://portal.bloombergforeducation.com/login>
(Typically \$149, complimentary for MiSK students)

Group Code*

VISION2030

What are the benefits of taking BMC?

Learn the language of finance

- Supplement your university learnings with practical knowledge of the markets
- Familiarize yourself with the Bloomberg Professional Service

Get Bloomberg on your resume, your resume on Bloomberg

- Receive a certificate and get your resume on Bloomberg
- Demonstrate your comfort with the gold standard market data platform to our network of financial employers

Discover the inner workings of the markets

- Learn what moves markets and drives valuations
- Familiarize yourself with key benchmarks that professionals monitor

How to take BMC on the web:

1. Go to <https://portal.bloombergforeducation.com/Login> and click on the "Sign Up" button.
2. Click on the **Sign up as Learner** button and create an account using preferred email address
3. Check your email, as you will be receiving instructions how to activate your account
4. Click on the **Activate My Account** link once you receive the email from Bloomberg for Education
5. Once you have activated your account, please click on the purple box for Bloomberg Market Concepts
6. Click the **student rate of \$149** and enter the **group code*** above to waive the fee – **this step is critical!**
7. Check the box to confirm that you have read and agreed to the Terms of Service

**You will not receive this complimentary credit if you do not add your group code.*

Questions? Please contact your University Relations Manager at jfox41@bloomberg.net



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