

# Big Red Investment Club Networking Guide



## Resume Guide:

To download this resume below, please visit our website @ [www.unlbric.com](http://www.unlbric.com).

### Tips:

- Assure that there is not too much whitespace – you want it to be content filled with sufficient context
- Experience section should incorporate 3-5 experiences with 2-4 bullet points each
- Use the ACR method
  - o Action, context, result
  - o Example:
    - “Managed a team of three financial analysts at XYZ Capital Management, achieving an 18% increase in returns, outperforming the benchmark by 6%, resulting in \$50 million of additional client investments”

<div style="font-size: 1.2em; font-weight: bold; margin-bottom: 5px;">[Name]</div> <div style="font-size: 0.8em; margin: 0;">[City, State Abbreviation]   [Phone Number]   [Email Address]   [LinkedIn URL]</div>	
<div style="font-weight: bold; font-size: 0.9em; margin-bottom: 5px;">EDUCATION</div> <div style="display: flex; justify-content: space-between;"><div style="width: 60%;"><div style="font-weight: bold; font-size: 0.8em; margin-bottom: 5px;">[University Name]</div><div style="font-size: 0.8em; margin-bottom: 5px;"><i>Bachelor of [Arts/Science] in [Major]</i></div><ul style="list-style-type: none"><li>GPA: [xx] / 4.0</li><li>Honors: [xx]</li><li>Relevant Coursework: [Economics / Accounting / Finance classes, anything business-related]</li></ul></div><div style="width: 35%; text-align: right;"><div style="font-size: 0.8em; margin-bottom: 5px;">[City], [State/Country]</div><div style="font-size: 0.8em; margin: 0;">Expected [Graduation Date]</div></div></div>	
<div style="font-weight: bold; font-size: 0.9em; margin-bottom: 5px;">WORK &amp; LEADERSHIP EXPERIENCE</div> <div style="display: flex; justify-content: space-between;"><div style="width: 60%;"><div style="font-weight: bold; font-size: 0.8em; margin-bottom: 5px;">[Company]</div><div style="font-size: 0.8em; margin-bottom: 5px;"><i>[Role] Intern</i></div><ul style="list-style-type: none"><li>[Summary sentence stating what you did and the overall results of your work]</li><li>[Describe project #1]<ul style="list-style-type: none"><li>Example - [Led team to do xx, which resulted in more efficiency / time or money saved / higher sales]</li></ul></li><li>[Describe project #2]<ul style="list-style-type: none"><li>Example - [Analyzed xx and concluded that key factor was xx, which made project viable / not viable; resulted in company proceeding with project]</li></ul></li><li>[Describe project #3]<ul style="list-style-type: none"><li>Example - [Created xx new method for doing xx; led to increased efficiency / sales]</li></ul></li></ul></div><div style="width: 35%; text-align: right;"><div style="font-size: 0.8em; margin-bottom: 5px;">[Start Date] – [End Date]   Lincoln, NE</div></div></div>	
<div style="display: flex; justify-content: space-between;"><div style="width: 60%;"><div style="font-weight: bold; font-size: 0.8em; margin-bottom: 5px;">Cornhusker Fund</div><div style="font-size: 0.8em; margin-bottom: 5px;"><i>Equity Research Associate</i></div><ul style="list-style-type: none"><li>Collaborated with a team of 3 analysts to research and analyze small-cap stocks, culminating in the development and presentation of a comprehensive equity research report evaluated by CFA judges</li><li>Proficiently conducted stock valuations, including discounted cash flow and comparable company analysis, contributing to well-informed investment decisions within a \$575,000+ student-managed fund</li></ul></div><div style="width: 35%; text-align: right;"><div style="font-size: 0.8em; margin-bottom: 5px;">[Start Date] – [End Date]   Lincoln, NE</div></div></div>	
<div style="display: flex; justify-content: space-between;"><div style="width: 60%;"><div style="font-weight: bold; font-size: 0.8em; margin-bottom: 5px;">Big Red Investment Club</div><div style="font-size: 0.8em; margin-bottom: 5px;"><i>Member</i></div><ul style="list-style-type: none"><li>Attended weekly meetings with industry experts, gaining insights into finance sectors such as investment banking, equity, and venture capital</li><li>Actively participated in selecting equities for a \$575,000+ fund, honing analytical skills and decision-making abilities</li><li>Established connections with industry professionals, expanding knowledge of career opportunities in finance</li></ul></div><div style="width: 35%; text-align: right;"><div style="font-size: 0.8em; margin-bottom: 5px;">[Start Date] – [End Date]   Lincoln, NE</div></div></div>	
<div style="font-weight: bold; font-size: 0.9em; margin-bottom: 5px;">SKILLS, ACTIVITIES &amp; INTERESTS</div> <div style="font-size: 0.8em; margin: 0;"><div style="margin-bottom: 5px;">Languages: Fluent in [xx]; Conversational Proficiency in [xx]</div><div style="margin-bottom: 5px;">Technical Skills: [List any programming languages – not MS Office/Excel]</div><div style="margin-bottom: 5px;">Certifications &amp; Training: [Any extra courses or programs relevant to finance]</div><div style="margin-bottom: 5px;">Activities: [Student Clubs, Volunteer Work, Independent Activities]</div><div style="margin-bottom: 5px;">Interests: [Keep this to 1-2 lines and be specific; do not go overboard]</div></div>	

# Big Red Investment Club Networking Guide



## Cold Email:

### Tips:

- If you are reaching out to an analyst or an entry to mid level position, address them by their first name. Conversely, if they are in a senior role/older, use Mr. or Ms.
- Change up the wording in each email – especially if it is to numerous people in the same firm. Ensure the formatting is neat and presentable – not in one paragraph
- Always attach your resume to the email; this will help add context and interest to the recipient
- In the email or subject line, always try to include some connection you have with the individual – whether that may be an alumni, club alumni, fraternity/sorority, etc. This will boost your chances of receiving a response
- If you have a referral, name it in the email. This will spike your odds of a reply
- Schedule send the email for the morning

### Example:

Subject: Nebraska BBA interested in [POSITION/INDUSTRY] at [COMPANY NAME]

*\*\*Note: If the recipient is at a firm outside of Nebraska but attended a Big 10 school, change 'Nebraska BBA' to 'Big 10 Student'\*\**

Hi [NAME],

I hope this note finds you well. My name is [XXXXX], and I am currently a [ACADEMIC YEAR] pursuing my BBA at the University of Nebraska-Lincoln interested in [POSITION/INDUSTRY] opportunities at [COMPANY NAME].

I was wondering if you have any availability in the coming weeks for a quick phone call to learn more about your experience at this firm, as well as any advice you might have for a [ACADEMIC YEAR] interested in the [POSITION (Internship)] at your firm.

I understand you must be busy, but if your schedule permits, I'd be more than happy to find a time that works best for your schedule. In case it's helpful to provide more context on my background, I have attached my resume below for your reference.

Thank you,

[YOUR\_NAME]

Email Signature

*\*\*Note: Add this example signature below to your husker/personal email address\*\**

### Example:

**Nicholas Coffey**

B.B.A. Finance

University of Nebraska-Lincoln | Class of 2024

123-456-7890 | [ncoffey9@huskers.unl.edu](mailto:ncoffey9@huskers.unl.edu)

<https://www.linkedin.com/in/nicholas-coffey/>

## Networking Call:

These are often also referred to as 'coffee chats', or 'informational interviews.'

### Tips:

- Be respectful of their time – usually want the duration of the call to last about 20-30 minutes
- Make it conversational; they took time out of their day to help you! It's not an interview.
- Begin the conversation by introducing yourself
  - o *"Hi, my name is [XXXXX], I'm the Nebraska student who reached out to you last week. Is now still a good time to chat?"*
- You can also start off like you would a normal conversation, then thank them for hopping on the call with you.
  - o Using your connection to them is critical here
- After your introduction and small talk, give them your 'elevator pitch'
  - o *"I know you must be very busy but thank you again for taking the time to speak with me today– I really appreciate it. If it's alright with you, I'd love to provide you with a quick background, just to provide some context, and then hopefully learn more about your & your experience at [FIRM\_NAME]?"*
- They will likely discuss with you their background and career journey. Be attentive and follow-up with questions about them
- After providing your background, transition to your questions:
  - o *"With that being said, I'd love to learn more about you and how you found yourself in the industry?"*
- It is strongly recommended to take notes on the call, preferably on an excel sheet. We have made one for you; this can be found on our website @ [www.unlbric.com](http://www.unlbric.com)
- Remember: They were once in your shoes and want to help you. Treat it like a conversation.

### Sample questions:

- *"Really excited about the opportunity to learn, and you've been here for X years. Do you still feel like you are learning each day and how much have you grown in the past year?"*
- *"What are some of the main takeaways that you have from your [ROLE] experience?"*
- *"What was your career path like for [ROLE]?"*
- *"Why did you choose to start your career in [ROLE]?"*
- *"In your eyes, what traits or behaviors make a top [ROLE]?"*
- *"Can you tell me about the most interesting or challenging project you worked on and what your responsibilities were in the process?"*