



WARWICK  
**STATISTICS**  
**SOCIETY**

# “Spring Weeks, Internships and Graduate Schemes”

## Information Pack

Prepared by Noor-E-Mohammad Mustun, Careers Officer 2019/20

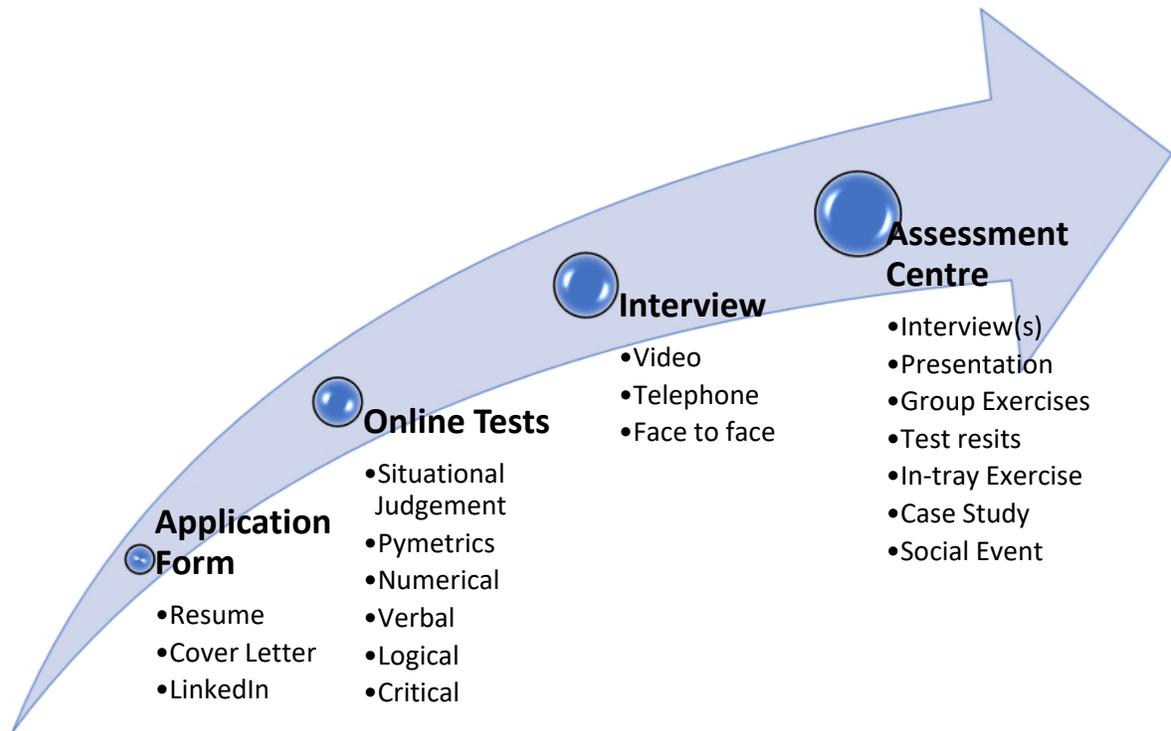
## Preface

This booklet is a student publication and does not replace the services and advice provided by Student Opportunity, which is a service underpinned by professionally qualified staff.

The purpose of this document is to help students, especially freshers gain an overview of what typical application processes for [Spring Weeks](#), [Internships](#) and [Graduate](#) jobs look like. It is not intended to be an applications guide. This Information Pack is mostly made up of links to helpful websites and some suggested practical tips are also included (remember you don't need to strictly follow all of them to be successful). Moreover, a few things to bear in mind are:

1. Consider if a spring week or internship at this time is right for you – just because others are applying doesn't mean you have to. It is important to understand that employers value many types of experiences as long as you can demonstrate the competencies that they are looking for (for example, spring weeks are not the absolute pre-requisites to secure summer internships). So, can you get experience in other ways? For example, societies, part-time work, volunteering and so on.
2. Remember that finance and consulting are not the only fields worth doing work experience in. Don't feel pressurised from other students in statistics to do finance work experience and go into this field because "my friends told me I have to do this". Statistics can lead to opportunities in medical statistics, insurance, teaching, data science, retail, law, engineering, sports statistics, gaming, machine learning/AI.
3. Many internships are very competitive, and you may find that your applications are not being successful. There is no single strategy that guarantees success. However, you could consider the following pre-application guidelines:
  - Only apply for roles you are really interested in. The application process is designed to measure your interest and commitment to a role. However, it is up to you to decide how many applications you wish to submit as this is a matter of personal preference.
  - Apply for a range of options – most competitive and less competitive opportunities - Keep an eye on the [Statistics Careers Facebook](#) page for latest opportunities, events and tips.
  - Many applications have deadlines in the Autumn Term. You can keep up to date with this by checking our [website](#), [myAdvantage](#), [TargetJobs](#), [Indeed](#), [Gradcracker](#).
  - Personal contact such as attending events with employers is likely to increase your understanding of employers and the roles that they offer – look out for employer presentations and careers fairs on [myAdvantage](#). Also, look out for workshops that help you prepare for careers fairs and networking.
4. If you are not succeeding with your applications, go and talk to a careers consultant, they may be able to help you improve your applications.

## A Typical Application Process



---

Note that some application processes may involve several rounds of interviews, especially in banking.

# The Application Form

The first stage is normally straightforward as you just need to input your basic biographical information. However, some companies may require you to complete essay-type questions during this stage. This will require doing research about the company.

Suggested Reading/Viewing:

- [Student Opportunity - Application Forms](#)
- [Student Opportunity - Researching](#)
- [The Careers Blog - How can I answer application questions more effectively?](#)
- [The Careers Blog - Why do applications get rejected?](#)
- [Careers and Skills Playlist - Applications & CVs](#)
- [Statistics Careers Moodle Course](#)
- [Careers Section of Course Handbooks](#)

A useful resource for researching companies:

- [MarketLine Advantage](#)

Some practical tips:

- Please make sure you are aware of the information in the [Letters of Reference](#) section of the Course Handbooks.
- While applications for many roles open in September, it is worth knowing that some applications open before the start of term. Many companies recruit on a rolling basis. This means that they do not wait for the deadline to start reviewing applications. So, applications will close once the positions have been filled up, which may be well before the stated deadline.
- Special note for international students: If you are hoping to find employment in the UK after graduation, please be aware that not all companies sponsor work visas. Before applying, please check on the company's website (or contact them directly) to determine if they are able to do so.

# The CV/Resume

Suggested Reading and Viewing:

- [Student Opportunity - CVs](#)
- [The Careers Blog - The do's and don'ts of a graduate CV](#)
- [The Careers Blog - How to write a cv with no experience](#)
- [Careers and Skills Playlist - CVs](#)

Some practical tips:

- Complete the [CVs: mastering the basics](#) course on Moodle.
- Make a first draft of your CV or improve your current one, using an appropriate template.
- Come to Stats Cafe to have your CV checked by the society's current Careers Officer.
- Attend a Student Opportunity [Drop-In session](#) to have your CV checked by a qualified staff member.
- Book a job search advice [appointment](#) with a careers advisor/consultant to have a third opinion on your CV. **It is very important to have multiple opinions on your CV.**

If you have no experience, no problem! There are many ways of getting the experience right on campus. These include:

- Part-time/one-off [jobs](#): You need to register with [Unitemps](#) to get started.
- [Volunteering](#): This is an easy way to get practical experience and develop important skills without a huge time commitment.
- Involvement with [societies](#) and [sports clubs](#) on campus. Employers value such leadership positions. Read [how joining a society can help your career](#).
- Course reps and the Student-Staff Liaison Committee ([SSLC](#)).

These are some addons that may go a long way in making your resume stand out from the crowd:

- The [Warwick Skills Portfolio Award](#).
- [Microsoft Office Specialist](#) Certificates.
- [Warwick Innovation Programme](#).
- CFA Institute [Investment Foundations Programme](#).
- Online Coding credentials - these are offered on websites such as [DataCamp](#), [Udemy](#), [edX](#), [Coursera](#), [Codecademy](#) and so on.

# The Cover Letter

Suggested Reading and Viewing:

- [Student Opportunity - Covering Letters](#)
- [The Careers Blog - 6 Top Tips on writing a winning cover letter](#)
- [The Careers Blog - Top 5 cover letter mistakes](#)
- [Careers and Skills Playlist - Covering Letters](#)

Some practical tips:

- Complete the [Cover Letters: the essentials](#) course on Moodle.
- Make a first draft of your Cover Letter for an application or improve an existing one, using an appropriate template.
- Come to Stats Cafe to have your Cover Letter checked by the society's current Careers Officer.
- Attend a Student Opportunity [Drop-In session](#) to have your Cover Letter checked by a qualified staff member.
- Book a job search advice [appointment](#) with a careers advisor/consultant to have a third opinion on your Cover Letter. **It is very important to have multiple opinions of your Cover Letter.**

# Your LinkedIn Profile

## Suggested Reading and Viewing:

- [The Careers Blog - Are You LinkedIn?](#)
- [The Careers Blog - Top tips to get you LinkedIn](#)
- [YouTube](#)

## Some practical tips:

- Create your own [LinkedIn](#) profile with a custom URL. Remember to make your profile visible to others.
- Follow the Warwick Statistics Society's [LinkedIn page](#) to receive updates on internship openings and deadlines.
- Follow your favourite companies and join groups (e.g. the [Statistics Alumni Group](#)) that interest you. You can find other alumni networks [here](#).
- Start building your professional network by connecting with your fellow students. Remember that using a personalised invite is much better than the generic one.
- Have your LinkedIn profile checked at Stats Café, at a Student Opportunity [Drop-In session](#) and with a [careers consultant](#). Remember that three opinions are better than one!

# Online Tests

## Suggested Reading and Viewing:

- [Student Opportunity - Testing \(Practice Tests included\)](#)
- [The Careers Blog - Aptitude tests – practice makes perfect](#)
- [The Careers Blog - Aptitude tests – How to prepare for psychometric tests](#)
- [Warwick Library - The numeracy test workbook](#)
- [Warwick Library - Verbal reasoning test workbook](#)
- [Warwick Library - Ultimate psychometric tests](#)
- [Pymetrics](#)
- [Careers and Skills Playlist – Situational Judgement Test](#)

## Some practical tips:

- If you are struggling with numerical reasoning tests, contact a [Numerical Skills Mentor](#) for support.
- Book onto a psychometric testing workshop on [MyAdvantage](#).
- Practise
- Practise
- Practise

# Interview

## Suggested Reading and Viewing:

- [Student Opportunity - Interviews](#)
- [Careers and Skills Playlist - Interviews](#)
- [Careers and Skills Playlist - Video Interviews](#)
- [Careers and Skills Playlist - Strengths Interviews](#)
- [The Careers Blog - Interviews:](#)
  - [Interviews and how to do well at them at them](#)
  - [What makes a successful interview?](#)
  - [Aligning yourself to an employer in applications and interviews](#)
  - [Interviews – How to convince an employer you want the job](#)
  - [The psychology of job interviews – challenge your negative thinking to build your confidence](#)
  - [How to crack Strengths-based interviews](#)
  - [How to crack strengths-based interviews-part 2](#)
  - [Strengths-based interviews – more top tips!](#)
  - [Preparing for telephone interviews](#)
- [Bright Network - What to Expect from a Technical Interview](#)
- [Allaboutcareers - Technical Interview](#)

## Some practical tips:

- This is a non-exhaustive list of common interview questions. It is highly recommended that you think about how you want to answer them.
  - Tell me about yourself.
  - Walk me through your resume.
  - Why do you want to work for this company?
  - Tell me a piece of news that is affecting the company.
  - Why attracts you to this role?
  - Why are you a good fit for this position?
  - Where do you see yourself in five years' time?
  - What are your greatest strengths?
  - What are your weaknesses?

- Use the **CARE** and **STARE** framework to prepare answers addressing the following competencies. Record your video responses using a **webcam**. It may take a few tries to get them right. Please note that this list is not exhaustive.
  - **Communication**
  - **Teamwork**
  - **Problem-Solving**
  - **Analytical**
  - **Presentation**
  - **Organisational**
  - **Leadership**
  - **Time Management**
  - **Emotional Intelligence**
  - **Adaptability**
  - **Commercial Awareness**
  - **Decision-making**
  - **Initiative**
  - **Research**
  
- You might also want to consider ways to demonstrate the following attributes in your answers:
  - **Confidence and Energy**
  - **A willingness to fit in and cooperate**
  - **Intellectual curiosity**
  - **Business etiquette and professionalism**
  - **A reflective approach to work and experiences**
  - **Management of self and career**
  - **Resilience and Determination**
  
- You may also contact Anastasiya Tsyhanova, Careers Officer of the Warwick Statistics Society 2018/19 on Messenger or LinkedIn to request an interview question pack.

# Assessment Centre

## Suggested Reading and Viewing:

- [Student Opportunity - Assessment Centres](#)
- [Careers and Skills Playlist - Assessment Centres](#)
- [Prospects - Assessment Centres](#)
- [TARGETjobs - Assessment centres advice](#)
- [The Careers Blog - Nine top tips for success in the case study exercise at interview](#)
- [The Careers Blog - Making the most of an assessment centre](#)
- [The Careers Blog - A quick guide to assessment centres](#)
- [The Careers Blog - Assessment Centres – 5 Lessons from the Bake-Off Tent](#)
- [The Careers Blog - Assessment centre group exercise. Watch out for....](#)
- [The Careers Blog - How to ace an assessment centre group discussion](#)
- [The Careers Blog - Assessment centres – the key to success](#)

## Some practical tips:

- Brush up on your **presentation skills**. Try delivering some mock presentations aloud and time yourself. If you will be using PowerPoint, you may watch [How to avoid Death By PowerPoint](#) by David JP Phillips to avoid common mistakes.
- Practice your aptitude tests.
- Practise mock case study exercises.
- Attend a mock assessment centre if you have the opportunity.

## Useful References

- [Student Opportunity - Careers - University of Warwick](#)
- [The Careers Blog - University of Warwick](#)
- [MyAdvantage](#)
- [Careers and Employability Service - University of Kent](#)
- [Applications and interviews - The University of Manchester](#)
- [Bright Network](#)
- [TARGETjobs](#)
- [Allabout finance careers](#)
- [Careers UK](#)
- [Prospects](#)
- [Skills You Need](#)
- [Interviewing, be at our best – Willis Towers Watson](#)
- [How can I prepare? - UBS](#)
- [Tips to apply successfully - Shell](#)
- [Hints & Tips - Santander](#)
- [Tips for success - Schroders](#)
- [Application Advice – Rothschild & Co](#)
- [Applying - RBS](#)
- [Hints and Tips - PwC](#)
- [Interview Tips - Nomura](#)
- [Interview Preparation – Morgan Stanley](#)
- [10 Biggest Interview Mistakes – Morgan Stanley](#)
- [Interviewing - McKinsey](#)
- [Your Guide to a Successful Interview - JPMorgan](#)
- [Application Tips & Hints - IBM](#)
- [An Introduction to Video Interviewing – Goldman Sachs](#)
- [Recruiter Top Tips – Deutsche Bank](#)
- [Application Tips - Deloitte](#)
- [Tips for Students and Graduates – Credit Suisse](#)
- [Application Advice - Citi](#)
- [Hints and Tips - BP](#)
- [Hints and Tips - BNP Paribas](#)
- [Hints and Tips - Barclays](#)
- [Hints and Tips - Bloomberg](#)
- [Interview Resources - BCG](#)
- [Video Interview Tips - Bank of America](#)
- [4 ways to brush up your interview skills - Accenture](#)

## Acknowledgement

I would like to express my special thanks of gratitude to the following persons for their valuable input on this project:

- Charlie Cunningham - Senior Careers Consultant (Chemistry and Statistics).
- Lynne Bayley - Head of Student Engagement & Teaching Quality Assurance.
- Anastasiya Tsyhanova - Careers Officer of the Warwick Statistics Society 2018/19.
- Carmen van-de-l'Isle - President of the Warwick Statistics Society 2019/20.
- Muhammad Siwji - Statistics Student Opportunity Engagement Agent.

## Feedback

Thank you for going through this Information Pack! We are constantly looking for ways to improve it and would love to gather your thoughts.

We'd love if you could take 5 minutes to give us some anonymous feedback and share your input.

**Take the Survey**

Join Us!

**WSS Membership**

**Like us on Facebook**

**Follow us on LinkedIn**

**Visit our Website**