

**Matthew Baldwin's (Banc of America Securities; VU '06) "Talking Points"**  
**2007 Interviewing on Wall St. Panel Presentation**

- **Preparing for the interview:**
  - Read the **WSJ** everyday, especially Section C; watch **CNBC**, read the **Economist**, Business Week and the FT. Also, utilize **Bloomberg** and the trading room.
  - Formulate opinions on interest rates, FED, equity market, currencies & commodities.
    - You don't have to be right, but have an opinion and be able to back it up.
  - Pay attention to economic numbers: employment, CPI, PPI, housing.
  - Make sure your resume is PERFECT – first impression before meeting.
  - Research the company you are interviewing with:
    - Know who the CEO is
    - Stock Price
    - Locations
    - Growth (earnings, head count)
    - Know what they are good at: debt, equity, advising
  - Know the difference between sales, trading, research, investment banking, prop groups, buy and sell side firms and what you think you would like to go into.
  - Take advantage of practice interviews – you wouldn't play a basketball or football game with out practicing.
  
- **Day before the interview:**
  - Know your route and how long it is going to take you to get there so you will not be late.
  - If the interview is in a different city, say NY or Boston, the company will pay for you to go there, but consider going the day before and staying with a friend/family or at a hotel; even if you have to pay for the room. \$200 for one night is an investment for your future.
  - If you have a contact at the firm, reach out to them and even try to go to lunch or dinner to learn about the firm, what they do, and interview tips.
  - WEAR A SUIT; blue or white shirt and a solid tie; a black, gray or navy dress suit would be appropriate for ladies as well – leave the fashion statements at home. Do not wear tennis shoes or white socks.
  - Make sure your clothes are pressed, hair and nails are cut, and shoes are shined and wear.
  - Keep cologne, jewelry, make-up to a minimum.
  
- **The interview:**
  - Arrive early, at least 15 minutes.
  - CELL PHONE OFF, not even on vibrate when entering the building.
  - Handshakes are vital – develop a firm, comfortable handshake and keep it consistent.
  - Maintain eye contact with those you meet and especially your interviewers.
  - Be cordial to everyone - administrative assistants and HR can easily tell senior managers good or bad things they noticed about you.
  - In the interview, sell yourself and why you would like to become part of the organization – know your resume top to bottom and make sure it is up-to-date.
  - At the end, ASK QUESTIONS:
    - How did you get started in the industry?
    - What do you like best about the firm?
    - What do you see the role of an analyst/intern being?
  - If not given one, ask for a business card and thank the interviewer for the opportunity
  
- **After the interview:**
  - Send an e-mail and a hand written thank you note.
    - The interviewer will likely have a Blackberry and will be impressed to get a thank you immediately following the interview.
  - Follow up with the interviewer or HR if necessary.
  - Keep the business card; you never know when you may call on someone.