

Bachelor of Science in Business Administration with a major in Finance

Finance majors complete rigorous study in investments, portfolio management, financial markets and institutions, financial management, multinational financial management, and personal financial planning. Students may choose from a variety of electives based on their career goals. For example, if they want to pursue a career in the financial services industry, they may choose tax accounting as an elective to complement their courses on personal financial planning, investments and portfolio management. Similarly, individuals interested in a career in corporate finance may choose among advanced business computer applications, advanced business statistics, and managerial accounting. The curriculum for finance majors emphasizes the use of computers with special attention given to spreadsheet software. Based on feedback from the business community, it is recommended that students complete one or more internships to be successful and competitive when entering this field.

Career types associated with Finance

Enterprising - "Leader"
Social - "Helper"
Conventional - "Organizer"

Related skills, values and qualities

- Strong quantitative and problem-solving skills
- Aptitude for accuracy and detail
- Ability to organize, analyze or interpret data
- Excellent interpersonal skills and proficiency in written and oral communications
- Strong organizational skills and ability to adapt to change
- Sense of confidence and ability to present oneself in a professional manner
- Ability to work in a team environment
- Proficiency with computers and software and qualities

Courses Finance majors typically enjoy

- Accounting
- Business
- Business Mathematics
- Computer Operations
- Computer Programming
- Economics
- Mathematics
- Statistics

Common interests of Finance majors

- Participating in investment activities (real or virtual)
- Working part-time in a bank, saving and loan, or credit union
- Serving as a treasurer for an organization
- Solving problems using analytical and logical processes
- Joining finance-related organizations such as the American Bankers Association
- Attending finance-related lectures, trade shows, or conventions

For more information about the major

Contact the Department of Business Administration
233 deFrancesco, 610-683-4580,
or visit www.kutztown.edu/Finance

KU Majors related to Finance

Accounting, Management, Computer Science.

Enterprising students may also be interested in: Advertising*, Communication Design, Communication Studies, Criminal Justice, Economics*, Elementary Education, English-Professional Writing, Environmental Science, History, International Studies*, Sport Management, Literature*, Marketing, Multicultural Studies*, Political Science, Psychology, Public Administration, Public Relations*, Secondary Education, Social Work, Special Education, Women's Studies*, Writing*.

*minor only

FOUR STEPS TO SUCCESS

EXPLORE

DISCOVER

EXPERIENCE

IMPLEMENT

1ST YEAR

- Enroll in the Career Exploration Certificate.
- Attend info sessions to learn about career development and personal branding.
- Take a career assessment to identify and confirm interests.
- Get involved in campus clubs and organizations.
- Develop basic workplace skills through jobs or volunteer work.
- Talk with professors, family, and friends about career ideas.
- Conduct informational interviews with professionals working in fields of interest.
- Develop a relationship with your professors and faculty advisor.

2ND YEAR

- Meet with CDC career coach.
- Attend info sessions to learn about resume writing, and externships.
- Confirm your choice of major and consider options for double major or minor.
- Research careers of interest.
- Complete a job shadowing (externship) experience.
- Seek meaningful employment or volunteer work in a field related to your major.
- Explore options for undergraduate research and study abroad.
- Write a resume and have it reviewed by the CDC.
- Manage your online presence.

3RD YEAR

- Enroll in the Career Success Certificate.
- Complete an internship and/or undergraduate research.
- Attend info sessions about internships, interviewing, job search strategies, and grad school.
- Build a LinkedIn profile and continue to monitor your online presence.
- Complete a mock interview.
- Build skills through research projects, part-time employment, and volunteer work.
- Participate in Careers Cafe & networking programs.
- Attend internship & job fairs.
- Take on a leadership role in a student organization or work.
- Consider graduate school options and prepare for

4TH YEAR

- Attend your senior kick-off and other info sessions to prepare for job search/grad school.
- Update your resume and LinkedIn profile.
- Create cover letter drafts.
- Gain experience through internships and/or undergraduate research.
- Secure references for job/grad school applications.
- Create your "30 second" commercial.
- Meet with CDC to develop job search strategies.
- Research employers.
- Network with professionals through events and social media.
- Join a professional organization in your discipline.
- Attend the senior etiquette dinner.
- Participate in job fairs and on-campus interviewing.

Sample Career Titles

Finance majors can be found working in a wide variety of career fields. Here are just some career titles that may be of interest. Please note that some jobs may require further education and training.

- Account Executive
- Actuary
- Appraiser/Assessor
- Audit Manager
- Bank Economist
- Bank Manager
- Budget Analyst
- Business Analyst
- Business Loan Administrator
- Business Manager
- Chief Executive Officer
- Chief Financial Officer
- Claim Adjuster/Examiner
- Commodities Trader
- Consumer Loan Officer
- Controller
- Cost Manager
- Credit Analyst
- Credit Counselor
- Credit Manager
- Estimator
- External Auditor
- Financial Aid Officer
- Finance Writer
- Financial Analyst
- Financial Consultant
- Financial Planner
- Foreign Exchange Trader
- Government Official
- Industrial/Institutional Buyer
- Insurance Agent/Broker
- Internal Auditor
- International Banking Officer
- International Trade Specialist
- Investment Banker
- Investment Researcher
- Investor Relations
- Market Research Analyst
- Mergers Manager
- Mutual Fund Manager
- Mutual Fund Trader
- Payroll Administrator
- Portfolio Analyst
- Property Manager
- Purchasing Agent
- Rate Analyst
- Real Estate Developer
- Sales Analyst
- Securities Analyst/Broker
- Statistician
- Stockbroker
- Systems Analyst
- Treasurer
- Treasury Management Specialist
- Trust Analyst
- Underwriter

Common Internship Sites and Employers

Finance majors often find internships and employment in the following industries:

- Banks/Financial Institutions
- Colleges/Universities
- Corporations
- Credit Unions
- Credit Rating Agencies
- Financial Planning Agencies & Firms
- Insurance Companies
- International Agencies
- Law Firms
- Military
- Mutual Fund Companies
- Non-Profit Organizations
- Publishers
- Real Estate Brokers
- Small Businesses
- State/Federal Governments



Handshake is the primary online resource for preparing and connecting students and alumni with employers.
www.kutztown.edu/handshake

Useful Websites for Finance Majors

Whether you are researching related career fields, applying for internships or jobs, or planning to join a professional association, these websites are for you!

Industry Information and Job Search Sites

- Career Bank
www.careerbank.com
- Careers in Finance
www.careers-in-finance.com
- e-Financial Careers
www.efinancialcareers.com
- Finance Major Tips
www.financemajortips.com
- Financial Job Bank
www.financialjobbank.com
- LinkedIn Jobs
www.linkedin.com/jobs

Professional Associations

- American Bankers Association
www.aba.com/default.htm
- American Finance Association
www.afajof.org
- CFA Institute
www.cfainstitute.org
- Financial Managers Association
www.fma.org
- The Risk Management Association
www.rmahq.org/RMA
- Financial Planning Association
www.fpanet.org
- Certified Financial Planner Board of Standards
www.cfp.net

Building Your Resume for a Career in Finance

Building a strong resume for your career field starts long before you ever start your job search. Employers want to hire graduates who not only have the necessary educational background but also have experience applying that knowledge to real life situations.

Francesca Finance

ffina000@live.kutztown.edu, 555-555-5555

QUALIFICATIONS

- Experience with analyzing and managing financial data
- Ability to effectively communicate with diverse populations
- Strong leadership and presentation skills
- Proficient in QuickBooks, JavaScript, Adobe Photoshop, Mac OSX and Microsoft Office

EDUCATION

B.S.B.A. Kutztown University of Pennsylvania (AACSB Accredited)
Major: Finance, Minor: Economics
Dean's List

Kutztown, PA
May 20xx
Fall 20xx-Spring 20xx

Related Courses: Personal Financial Planning, Investment Portfolio Management, Financial Markets and Institutions, Intermediate Financial Management, Multinational Financial Management, Macroeconomics, Microeconomics

Take note of the skills and knowledge obtained through your educational background and hands-on experiences. Highlight transferable skills such as leadership and communication.

INTERNSHIP & EXTERNSHIP EXPERIENCE

DMS Funds

Financial Analyst Intern

- Assisted in establishment of mutual funds that invested in emerging markets
- Performed research focused on new frontier market opportunities
- Complied, analyzed and presented financial data
- Aided company-wide migration to paperless time card system

Student Extern

- Observed collection and analysis of financial information
- Witnessed process of constructing financial reports

Leesport, PA
Summer 20xx

Nov 20xx

Learn more about your field and develop the necessary skills for employment by gaining hands-on experience through externships, internships, part-time jobs and related volunteer positions.

RELATED EXPERIENCE

Kutztown University Applied Investment Management (AIM) Program
Financial Analyst

- Selected to manage University endowment portfolio of \$260,000
- Worked with team of top finance students to pitch buying, selling or holding stocks
- Presented weekly economic reports regarding current portfolio holdings to faculty

Kutztown, PA
Aug-May 20xx

Develop professionally through campus involvement and professional memberships. This illustrates responsibility, leadership abilities and time management skills.

CAMPUS INVOLVEMENT & LEADERSHIP

President, Financial Management Association: Kutztown University Chapter

- Coordinate professional speaker events, networking events and company information sessions
- Organize and facilitate weekly Chapter meetings

Member

Volunteer, Special Olympics, Kutztown University

Spring 20xx- Present

Fall 20xx-Present

Spring 20xx & 20xx

PROFESSIONAL DEVELOPMENT

American Finance Association

Career Success Certificate, Kutztown University Career Development Center

Career Exploration Certificate, Kutztown University Career Development Center

Fall 20xx-Present

Spring 20xx

Fall 20xx

WORK EXPERIENCE

Kutztown University Health & Wellness Center

Desk Receptionist

- Schedule appointments, manage waiting room, record and file confidential information

Kutztown, PA

Fall 20xx-Present