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 de Franceso, 610-683-4580,
or visit www.kutztown.edu/Finance

KU Majors related to Finance

Accounting, Management, Computer Science.


*minor only
FOUR STEPS TO SUCCESS

EXPLORE

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.

DISCOVER

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.

EXPERIENCE

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

IMPLEMENT

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

KU Career Network is the primary online resource for preparing and connecting students and alumni with employers. www.kutztown.edu/KUCN

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
- e-Financial Careers
  www.efinancialcareers.com
- Finance Major Tips
  www.financemajortips.com
- Financial Job Bank
  www.financialjobbank.com
- Financial Job Network: Global Listing of Finance Jobs
  www.financialjobnet.com
- Wall Street Journal Digital Network
  www.fins.com/Finance
- 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
- Financial Women International
  www.fwi.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
123 Employment Avenue, Kutztown, PA 19530
frince000@live.kutztown.edu 555-555-5555

OBJECTIVE
A full-time position in the field of finance with a focus on financial analysis and planning.

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) Kutztown, PA
Major: Finance, Minor: Economics May 20xx
Dean’s List Fall 20xx-Spring 20xx


INTERNSHIP & EXternship EXPERIENCE
DNS Funds
Financial Analyst Intern
• Assisted in establishment of mutual funds that invested in emerging markets
• Performed research focused on new frontier market opportunities
• Compiled, 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

RelateD experience
Kutztown University Applied Investment Management (AIM) Program Kutztown, PA
Financial Analyst Aug-May 20xx
• 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

Campus INVolvEMENT & LEADERSHIP
President, Financial Management Association; Kutztown University Chapter Spring 20xx- Present
• Coordinate professional speaker events, networking events and company information sessions
• Organize and facilitate weekly chapter meetings
Member Fall 20xx-Present
• Volunteer, Special Olympics, Kutztown University Spring 20xx & 20xx

Professional developMent
American Finance Association
Career Success Certificate, Kutztown University Career Development Center Fall 20xx-Present
Career Exploration Certificate, Kutztown University Career Development Center Spring 20xx

Work experience
Kutztown University Health & Wellness Center Kutztown, PA
Desk Receptionist Fall 20xx-Present
• Schedule appointments, manage waiting room, record and file confidential information

For More Information on Finance Careers or to speak to a Career Counselor, contact KU Career Development Center
113 Stratton Administration Center * 610-683-4067 * careerhelp@kutztown.edu * www.kutztown.edu/careercenter