

**TOBIN
& COMPANY**
INVESTMENT BANKING GRP.

Breaking into Investment Banking

TOBIN
& COMPANY



Justine Tobin

Board Member * Entrepreneur *
Investment Banker

Tobin & Company Investment Banking Group LLC •
Columbia Business School
Charlotte, North Carolina • 500+ 

Experienced Board Member and Qualified Financial
Expert (QFE). Regulatory Risk and Compliance
Expert. Founder and CEO. Entrepreneur and Busine...

Justine E. Tobin – Managing Partner

Justine Tobin brings thirty-five years of experience in mergers and acquisitions and corporate finance to the clients of Tobin & Company Investment Banking Group. With extensive financial, analytical and deal-making experience, Ms. Tobin brings unsurpassed bulge-bracket execution expertise to Tobin & Company's clients.

Prior to founding Tobin & Company, Justine served clients as an investment banker at Bank of America, Salomon Brothers Inc. and Goldman, Sachs & Company. In her roles at these premier financial institutions, Justine advised Fortune 1000 companies on every aspect of their corporate financing and strategic activity. She also co-founded the High Yield Finance Group at Bank of America and was an instrumental member of the mergers and acquisitions group of Salomon Brothers Inc. Justine guided clients through a complex acquisition strategy of a nationalized telephone system, executed several IPO's and secondary equity offerings and completed financings in the high grade, high yield, bank-financing and convertible-debt markets. Justine also wrote fairness opinions and complex valuation assessments for several high-profile companies.

Justine earned her MBA in Finance from Columbia Business School in New York City. She also earned her BBA with a double major in Finance and International Business, along with a minor in French, from the University of Texas at Austin. She holds the Series 28, 24, 7, 79, 63 and 99 securities license designations from FINRA. Justine serves as the Executive Representative, the Chief Financial Officer and the Chief Compliance Officer of Tobin & Company Securities LLC.

Table of Contents

	<u>Page</u>
Understanding Investment Banking	1
What is Investment Banking?	2
Different Services Financial Institutions Provide	3
Investment Banking Structure	4
Being a Successful Investment Banking Analyst	5
Breaking Into Investment Banking	6
What to do Now	7
What is a Target School?	8
Target vs. Non-Target School	9
Selecting a Major and Grades	10
How To Get Involved	11
Work Experience and Internships	12
Why You Need Work Experience and Internships	13
Investment Banking Interview Preparation	14
My Story and Behavioral Questions	15
Technical Questions	16
Interview Nerves and Being On Time	17
Job Search	18
Finding Job Opportunities	19
Contact Information	20

Understanding Investment Banking

What is Investment Banking?

Investment Banking

An **Investment Bank** is a broad term that refers to organizations that do some combination of the following functions:



Source: Market Business News

Investment Banks act as intermediaries between investors (who have money to invest) and corporations (who require capital to grow and run their businesses)

Different Services Financial Institutions Provide

Investment Banking

- Provide strategic, financial and valuation advisory services
- Raise capital through the issuance of equity, debt, or hybrid securities
- Advise companies in merger and acquisition and restructuring deals
- Offer specialized products and services that satisfy the needs of corporate and government clients

Retail Banking

- Maintain checking and savings accounts for businesses and individuals
- Offer credit and debit card services
- Provide mortgages and personal loans
- Insurance
- Fund management

Corporate Banking

- Loans and other credit products
- Treasury and cash management services for managing the working capital and currency conversion
- Underwriting services
- Employer services

Wealth Management

- Retirement Planning
- Tax Planning
- Investment Planning
- Insurance and Liability Management
- Estate and Legacy Planning

Investment Banking Structure

Front, Middle and Back Office Roles

Front Office: High pressure, long hours and generally have the highest salaries (Investment Banking, Sales & Trading and Research)

Middle Office: Usually consists of risk management, financial control, corporate treasury and compliance departments

Back Office: Referred to as 'Operations'; usually are tasked with administrative roles, which play a vital part in overall functioning of the bank

Hierarchy

- Head, Vice Chair or another special title
- Managing Director
- Director
- Vice President
- Associate
- Analyst
- Intern

Being a Successful Investment Banking Analyst

Responsibilities

Includes but not limited to:

- Creating financial models such as: discounted cash flows, public comparables and transaction comparables.
- Analyzing financial statements
- Performing due diligence on various projects and deals
- Preparing marketing material and pitchbooks for senior bankers
- Conducting industry research
- Managing emails and administrative tasks

Required Skills and Qualities

- Highly analytical
- Ability to take initiative
- Ability to be a good listener and pay close attention to detail
- Possess the qualities of a self-starter but also the ability to work as a team player
- Business communication and email/phone etiquette
- Proficient in Microsoft Office Applications (Excel, Word, PowerPoint and Outlook)

As you move to more senior positions at an investment bank, your ability to network, communicate and sell becomes more important

Breaking into Investment Banking

What to do Now

Developing your “My Story”

This is your foundation for breaking into Investment Banking

- From the very start and throughout your college/professional career you are crafting your story
- You want whoever you are speaking to be genuinely interested in you and impressed
- It is extremely important to have a well-crafted, interesting and non-fictional story about life leading up to your decision to pursue Investment Banking

Networking - Start NOW!

- Use your friends and family
- Be resourceful with Alumni Databases and LinkedIn
- Do research before a call or meeting
- Ask for informational interviews and show genuine interest in that person before **“Your ask”**
- **“Your ask”** – For advice, introductions or an opportunity to join their firm
- Follow-up with email or handwritten letters

Most important thing to remember when networking is to demonstrate:

- Business communication skills
- Email and phone call etiquette

What is a Target School?

Target Schools are universities that investment banks focus their recruitment for their incoming Analysts. These universities provide informational sessions, networking events and on-campus first round interviews.

List of U.S. Target Schools

Sorted Alphabetically:

- Amherst College
- Bates College
- Bowdoin College
- Brown University
- Colby College
- Columbia University
- Cornell University
- Dartmouth College
- Duke University
- Harvard University
- Middlebury College
- Massachusetts Institute of Technology
- Northwestern University
- New York University
- Princeton University
- Stanford University
- University of Chicago
- University of North Carolina at Chapel Hill
- University of Pennsylvania
- University of Southern California
- University of Texas at Austin
- Williams College
- Yale University

Source: www.corporatefinanceinstitute.com

Target vs. Non-Target

Benefits

Target School:

- On-Campus Events & Interviews
- More than a handful of candidates get invited to “super-day” interviews
- Recruiting process tends to be expedient

Non-Target:

- There are none

Bottom-Line

- If you're at a Target School that's great
- If not, you CAN break into investment banking from a Non-Target school, but it will require more dedication and networking

Selecting a Major and Getting your Grades

Business Related Majors

These majors will translate well in your career in Investment Banking:

- Accounting
- Business Management
- Economics
- Finance
- International Business
- Supply Chain Management and Logistics

Other Majors

These majors translate well into finance because they demonstrate your ability to handle technically challenging problems:

- Chemistry
- Computer Science
- Engineering
- Mathematics
- Physics

Non-Related Majors

Non-related related majors are acceptable but:

- You will need to justify your interest in Finance
- Demonstrate ability to learn the technical concepts in your interviews

Such as:

- Foreign Languages
- Journalism
- History
- Psychology

Grades

Maintain a high GPA:

- Important metric used by Investment Banks to evaluate a candidate.
- If you have a low GPA then be prepared to explain why and justify.

Involvement on Campus

Being involved on campus is a great way to:

- Build your network
- Demonstrate social and leadership skills
- Express your interests and passions

Clubs

- Business or non-business-related clubs
- Great opportunity to further education and network
- Hold positions such as:
 - President, Vice President, Treasurer etc.

Social/Greek Organizations

- Great opportunity to make friends and network
- Hold positions such as:
 - President, Vice President, Treasurer etc.

Tutoring/Other On-Campus Services

- Tutoring fellow students is a great way to show your willingness to help others
- Volunteering to participate in other on-campus services shows your time management skills

Work Experience and Internships

Why You Need Work Experience and Internships

Work Experience

It's important to demonstrate your experience working and earning your own money

- This can be any seasonal or part-time job you have worked

Internships

It's important to have some professional work/internships experience because you:

- Demonstrate your ability to work in a professional environment
- Gain experience in a field that interest you and helps you decide if you want to continue pursuing that path

Getting these early internships:

- Use friends, family and alumni networks
- Be resourceful online searching through job boards such as: LinkedIn, Glassdoor and Indeed

Make it a priority to get this type of experience because it usually results in full-time offers or opens doors for your next job

Investment Banking Interview Preparation

My Story and Behavioral Questions

First question asked: “Tell me about yourself” or “Walk me through your resume”

At this point you should have a well-crafted “My Story”

Structure Example:

- **Background** (Such as: where you were raised or School you attended)
- **Why Finance** (When you first found interest in Finance)
- **Growing Interest** (Skills and work experience over time to prepare you for this job)
- **Your Future** (Why you want to work at this firm or group)

Source: www.mergersandinquisitions.com

Behavioral Questions

The best way to prepare is to familiarize yourself with common questions found online and to use the **STAR** method when answering:

Situation: Introduce the situation to the employer and set the context

Task: Describe the task you had to complete, including expectations and challenges

Action: Explain what you did, and how you did it

Results: Explain the results of your efforts, with accomplishments, rewards and impact

These questions are asked to determine who you are, how you operate and if you’ll be a good addition to the team

Technical Questions

- Unlike behavioral questions, there are wrong answers for technical questions
- So the best thing to do is to use all your available resources to educate yourself

University Library and Textbooks

- Use your University Library to research and read books on:
 - Accounting, Finance, Economics and Valuation
- Purchase or rent books online if they aren't available at your University Library
 - Recommendation:

Investment Banking: Valuation, Leveraged Buyouts, and Mergers and Acquisitions by Joshua Rosenbaum and Joshua Pearl

Online Financial Modeling Courses

Understanding financial modeling will give you an advantage as a first-year analyst and in interviews

Complete courses such as:

- Breaking Into Wall Street (breakingintowallstreet.com)
- Wall Street Prep (wallstreetprep.com)
- Training The Street (trainingthestreet.com)
- Udemy (udemy.com)
- Coursera (coursera.org)

Interview Nerves and Being On Time

Mock Interviews

- Mock interviews are a great way to practice your interviewing skills and help you manage your nerves answering questions
- You can ask a peer, friend or family member to give you the mock interview
- Try to remember that the person interviewing you was once in the same position as you

Recruitment Window

Most investment banks have certain “recruitment windows” in which they recruit for their incoming analyst class. It’s important to be aware of when this starts and to be on time

- If you’re not sure when recruitment starts, look on the company’s website
- Still unable to find the recruitment window?
 - Ask Human Resources or the professionals you’re networking with from the firm that interest you

Job Search

Finding Job Opportunities

- First you should look on the company website for Career Opportunities.
 - Job openings
 - Internship programs
 - Recruitment information
 - Application Portals

If you can't find these things, contact the Human Resources Department and ask for information.

- Go on LinkedIn to find analyst and set up informational interviews.
 - During the call ask about recruitment at their firm.
- Use friends, family and alumni networks
- Lastly, be resourceful online searching through job boards such as: LinkedIn, Glassdoor and Indeed

Contact Information

Tobin & Company Investment Banking Group LLC

Company Name

Tobin & Company Investment Banking Group LLC
Member FINRA/SIPC

Company Address

112 South Tryon Street, Suite 1760
Charlotte, NC 28284

Office Number

704.334.2772

Company Website

www.TobinandCo.com

Email Addresses

Justine@tobinandco.com
Team@tobinandco.com