

Investment Banking Internship Recruitment Checklist

For Northwestern University Sophomores - Winter Recruiting Cycle

RESEARCH

- Understand the Industry:
 - Visit [Vault's IB guides](#), [Wall Street Prep's IB Primer](#); read financial news
- Explore the Handshake [Investment Banking Collection](#)
- Stay Organized:
 - Create a spreadsheet with your top firms, internship deadlines, application details, and networking contacts
- Stay in the Loop:
 - Sign up for job alerts on each firm's career page
 - Follow employer pages on Handshake & LinkedIn

LEARN

- Technical knowledge assessed in the interview:
 - Accounting
 - Excel
 - Financial Market Knowledge,
 - Financial Modeling Skills
 - Valuation methods
- Technical Interview Prep Steps:
 - Study market trends & financial news
 - Use resources for building and practicing technical skills and industry news sources on the [NCA Investment Banking Industry Page](#) under “Online Resources specific to the industry”

NETWORK

- Look for Recruitment Events on Handshake:
 - Alumni Panels
 - Employer info sessions
 - Site visits
 - Apply to [the NCA IB Trek](#) and visit top investment banks in NYC
- Steps for Strategic Networking:
 - Use the NU Network using [Our Northwestern](#)
 - Explore the Alumni tab on [the NU LinkedIn Page](#)
 - Search by: Company | Role | Graduation Year
- Connecting with Alumni - Tips to Consider
 - Conduct [Informational Interviews](#)

APPLY

- Interview Preparation:
 - [Book a Mock Behavioral Interview with NCA](#)
 - Familiarize yourself with HireVue (first-round) and “Super Days” (3–5-hour final round)
- Application Preparation:
 - Track rolling deadlines—submit ASAP
 - Tailor resumes & cover letters for each application
 - Highlight analytical/quantitative skills
 - Use bullet points with metrics and outcomes

KEEP A POSITIVE MINDSET

- Focus on You
 - Avoid comparing timelines with peers
 - Track your goals and milestones
- Develop a Support System
 - [Schedule check-ins with a career advisor](#)
 - Lean on mentors, friends, and campus resources