Program Overview

The Loop Capital Summer Internship Program offers a paid ten-week immersion in the financial services business through work in Loop Capital’s various divisions, including Investment Banking—Corporate and Public Finance, Transition Management, Global Equity Research, Sales and Trading, Analytical Services, Financial Consulting Services, and Information Technology. Prospective interns will be allowed to apply for specific divisions and affiliates. The program also includes weekly workshops, outings to professional events and conferences, and a final presentation to senior management. Internship positions are offered in Loop Capital’s Chicago, New York and Los Angeles offices only.

Students will be challenged to stretch themselves intellectually and to make contributions to real projects. Through this program, students gain hands-on experience that supports efforts to acquire full-time positions in the industry, while obtaining skills that will be useful throughout their personal and professional lives.

Professional Workshops

- Bloomberg, Capital IQ, and FactSet Basics
- Effective Presentations
- Financial Literacy and Creating Wealth
- Internship Best Practices
- Networking and Business Etiquette
- Turning Conflict into Cooperation

Program Requirements

- Undergraduate or graduate student in strong academic standing
- U.S. Citizen or student authorized to work in the U.S.
- High level of personal motivation/ability to work independently on multiple projects at one time
- Strong interpersonal and communication skills
- Proficiency with Microsoft Word, Excel, and Power Point
- Bloomberg, Capital IQ, and FactSet Basics
- Effective Presentations
- Financial Literacy and Creating Wealth
- Internship Best Practices
- Networking and Business Etiquette
- Turning Conflict into Cooperation

Application Process

1. Getting Started: A description of each available internship position is posted online at: www.loopcapital.com/internships

2. Apply: Submit your application with your resume, cover letter and latest transcripts to the open intern position of your choice on our Careers website. The deadline to submit your application is February 15, 2019.

3. Interview: Identified candidates will be invited to interview with their potential team and supervisors.

4. Selection: Chosen candidates will be notified by phone that they’ve been selected for the internship program.

General inquiries can be sent to: internships@loopcapital.com

---

Loop Capital is committed to providing an equal employment opportunity for all applicants for employment without regard to race, color, religion, sex, age, national origin, disability, military status or any other category protected by applicable law.
**Overview**

This department underwrites public debt and equity securities, facilitates M&A transactions, and provides financial advisory and capital raising services to public and private entities across the globe. Students will work with the entire corporate banking team in support of various strategic and tactical financial transactions for corporate clients.

**Essential Duties**

- **Analyze detailed corporate and financial information; prepare financial models/valuation analyses and pitch books for marketing and execution purposes; support transaction execution across all products and services; execute economic, industry and sector research; and support bankers with analytical and research needs for clients and prospects.**
- **Use Capital IQ and Capital IQ commands and study SEC filings to design queries for projects. Use Excel to create financial spreadsheet models based on client-driven engagements. Generate ad hoc reports for the team using Capital IQ, IBIS World, Royalty Source and PrivCo.**
- **Support the Transition Management and Global Equity teams as needed. Use the entire Microsoft Suite to create and update data files. Generate reports and research information using FinDaily, BD Advanced, P&I online and other research sources. Shallow during conference calls, public fund board meetings and presentations.**
- **Use Excel to create and update databases. Use data to support the team in constructing institutional holders reports, refunding updates and crossover refunding. Participate in and shadow due diligence calls. Research economic and municipal issuance calendars for relevant transaction details.**

**Qualifications**

| Undergraduate student with a record of high academic achievement. Ability to excel in a fast paced, entrepreneurial environment. Excellent communication skills. Intermediate knowledge of Excel, Word and PowerPoint. The candidate must possess a strong quantitative background. |
| Junior or Senior college student. Experience with Microsoft Office, particularly Word, Excel, and Power Point. Basic to intermediate understanding of accounting and finance concepts. Strong communication skills and the ability to work independently as well as part of a team. |
| Undergraduate student with a strong interest in financial markets, sales and marketing. Intermediate level knowledge of Excel and Microsoft Office Suite. Excellent attention to detail, demonstrated enthusiasm and self-motivation. Ability to thoroughly research information and convey work accurately. |

**Preferred Major**

- Accounting, Finance, Business, Economics, Statistics, Applied Math, Engineering
- Accounting, Finance, Business Management, Marketing or other Business/Finance related majors
- Economics, Finance, Computer Science, Software Engineering
- Information Technology, Computer Science, Software Engineering
- Finance, Business, Economics, Applied Math, Statistics

**Major**

- Engineering
- Statistics, Applied Math, Business, Economics

*Quantitative background must possess a strong understanding of accounting and finance concepts. Strong communication skills and the ability to work independently as well as part of a team. Required to have an intermediate level knowledge of Excel and Microsoft Office Suite. Excellent attention to detail, demonstrated enthusiasm and self-motivation. Ability to thoroughly research information and convey work accurately. 

**Support IT team members in hardware and software installation and maintenance. Use excellent customer service to troubleshoot and resolve desk support phone calls. Use technical acumen to provide support for smart phone devices and PC applications. 

**Support the Transition Management and Global Equity teams as needed. Use the entire Microsoft Suite to create and update data files. Generate reports and research information using FinDaily, BD Advanced, P&I online and other research sources. Shallow during conference calls, public fund board meetings and presentations. 

**Use Excel to create and update databases. Use data to support the team in constructing institutional holders reports, refunding updates and crossover refunding. Participate in and shadow due diligence calls. Research economic and municipal issuance calendars for relevant transaction details. 


**Undergraduate student with strong academic credentials, particularly in computer network, programs and systems courses. Experience with Windows 7, Windows 2008 Server, Office 2010, Exchange 2007/2010, Office 365. Experience with Cloud applications preferred. Basic understanding of landlines, smartphones, video and fax operations is a plus.**
<table>
<thead>
<tr>
<th>Overview</th>
<th>This department uses research and analytics to formulate commentary on the economy, monetary policy and public finance issues. Interns interested in analysis and quantitative modeling will support the team by working on advanced research products pertaining to state pension plans and municipal investing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Duties</td>
<td>The legal and compliance departments ensure the firm has internal controls to adequately manage risks, while protecting Loop’s business interests. The departments actively work to stay abreast of Securities regulations and rule changes. The intern will conduct legal research and application of rules to firm practices.</td>
</tr>
<tr>
<td></td>
<td>This department manages recruitment, benefits administration, employee development, employment legalities as well as the planning and execution of the internship program. Participants interested in organizational management strategies, and planning, will support the HR team as all summer interns.</td>
</tr>
<tr>
<td>Qualifications</td>
<td>Master’s degree student enrolled in an MBA, MPP, MF, or related area. Strong communication capabilities with a proficiency in research paper structuring, including the use of required citation and sourcing conventions. Strong attention to detail and proofreading skills. Ability to proactively work independently and advance on multiple research projects successfully.</td>
</tr>
<tr>
<td></td>
<td>Currently enrolled as a law student with strong academic credentials. Highly analytical, ethical. Excellent communicator. Ability to work independently. Securities industry experience preferred.</td>
</tr>
<tr>
<td></td>
<td>Graduate student with a demonstrated record of strong academic performance. Excellent communication skills. Advanced knowledge of Microsoft Office Suite, specifically Excel, Outlook and Word. Enthusiasm and excellent organizational skills.</td>
</tr>
<tr>
<td></td>
<td>Graduate student with a strong academic record. Interest in analyzing industry trends, annual reports and financial filings. Strong quantitative and analytical skills. Proficiency in Microsoft Suite, specifically Excel. Attention to detail and interest in financial markets.</td>
</tr>
<tr>
<td>Preferred for*</td>
<td>Economics, Statistics, Accounting, Finance, Business Administration, Law</td>
</tr>
<tr>
<td></td>
<td>Accounting, Finance, Business, Economics, Statistics, Applied Math, Engineering</td>
</tr>
</tbody>
</table>

This department provides a comprehensive array of fixed income instruments to institutional investors, including pension funds, investment management firms, corporations, endowments and other large managers of capital. Participants will work with either our taxable or non-taxable desks.