



## Loop Capital Summer 2023 Internship Program

**Loop Capital**, founded in 1997, is a full-service investment bank, brokerage and advisory firm that provides creative capital solutions for corporate, governmental and institutional entities across the globe.

Loop Capital Markets and its affiliates serve clients in corporate and public finance, financial advisory services, taxable, tax-exempt and global equity research, sales and trading, analytical services, and financial consulting services.

Headquartered in Chicago, the firm has over 200 professionals in over 20 offices across the country. Find more information at: [www.loopcapital.com](http://www.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.

### 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, 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, CREATE, & FactSet Basics
- » Internship Best Practices
- » Effective Presentations
- » Networking and Business Etiquette
- » Financial Literacy and Creating Wealth
- » 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

### Application Process

1. **Getting Started:** A description of each available internship position is posted online at: [www.loopcapital.com/careers/internships/](http://www.loopcapital.com/careers/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](#). Also available by scanning the QR Code below:



3. **Interview:** Identified candidates will be invited to interview with their potential team and supervisors.  
*\*Due to COVID-19, interviews will be virtual.*
4. **Selection:** Chosen candidates will be notified by phone that they've been selected for the internship program.
5. **General inquiries can be sent to:** [internships@loopcapital.com](mailto:internships@loopcapital.com)

# Loop Capital Summer 2023 Internship Program

	Corporate Finance	Loop Capital Consulting Services	Transition Management	Information Technology	Public Finance
Overview	This department under-writes 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.	This department provides valuation, financial due diligence among other services to projects relating to mergers and acquisitions, financial reporting and compliance. Participants interested in business valuation will perform market and industry analysis and draft reports.	This department is engaged by institutional clients to coordinate and execute the trading, settlement and performance reporting of asset allocation changes in the client's investment portfolios. The intern will support the Transition Management and Global Equity teams in the completion of various ad-hoc projects.	This department is responsible for supporting the operational compliance of IT systems and networks across Loop Capital's 21 offices. One of the most hands-on positions in the program, the IT intern will learn to set up work stations, install hard drives, docking stations and troubleshoot IT issues.	This department is dedicated to providing specialized banking practices to public sector clients in healthcare, housing, project finance and transportation. Interns will learn to conduct debt profiles as well as market, bondholder, and credit analysis. Students will assist the Public Finance team in debt presentations and reports.
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. Shadow during conference calls, public fund board meetings and presentations.	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.	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 Power Point. 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.	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, smart phones, video and fax operations is a plus.	Undergraduate student with a strong interest in finance. Highly analytical and able to work with mathematical concepts like discounted cash flow and basic statistical principles, among others. Intermediate to advanced knowledge of the Microsoft Suite. Very strong attention to detail.
Preferred Major	Accounting, Finance, Business, Economics, Statistics, Applied Math, Engineering	Accounting, Finance, Business Management, Applied Math	Economics, Finance, Marketing or other Business/Finance related majors	Information Technology, Computer Science, Software Engineering	Finance, Business, Economics, Applied Math, Statistics

# Loop Capital Summer 2023 Internship Program

	<b>Legal &amp; Compliance</b>	<b>Human Resources</b>	<b>Equity Research</b>	<b>Fixed Income - Sales and Trading</b>
<b>Overview</b>	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.	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 well as all summer interns.	The Equity Research team delivers industry and company specific fundamental stock analyses, with coverage in oil field services and equipment, internet, media and entertainment, semiconductors and transportation, to enhance clients' portfolio decisions. The intern will be able to shadow team members across the research process.	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.
<b>Essential Duties</b>	Support the Chief Compliance Officer and General Counsel in conducting research on securities regulations and compliance issues. Develop compliance checklists, reviewing and redlining agreements.	Use Outlook and Word to prepare correspondence, forms and reports. Use excellent attention to detail and organization to assist with the coordination and implementation of the summer internship program. Use Excel to maintain and update spreadsheets for applicant tracking and university recruitment.	Support Equity Research members on projects, as well as day-to-day tasks. Assist in the development of market presentations. Examine market data and industry trends, providing findings to the team.	Use Excel to create spreadsheets, market monitors, pricing matrices and product-specific analysis. Assist analysts by conducting client-related research. Support the team by monitoring trading desk inventory and product spreads and values.
<b>Qualifications</b>	Currently enrolled as a law student with strong academic credentials. Highly analytical, ethical. Excellent communicator. Ability to work independently. Securities industry experience preferred.	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.	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.	Undergraduate student with a record of high academic achievement. Fundamental research and math skills. Knowledge of Bloomberg and fixed income instruments preferred. Attention to detail, enthusiasm and demonstrated thoroughness in work product.
<b>Preferred Major</b>	Law	Human Resources, Organizational Management, Business, Psychology, Labor Relations	Finance, Statistics, Business, Economics, Applied Math, Engineering	Accounting, Finance, Business, Economics, Statistics, Applied Math, Engineering