

A Day in the Life of a KeyBanc Capital Markets® Analyst



Here's what you can expect in our full-time Analyst Program.

We asked Analysts who've been through this career-path program to answer the most frequently asked questions about this position. Alicia, in Cleveland, Ohio, shared some experiences as a KeyBanc Capital Markets® (KBCM) Analyst.

Q. What is your typical day like in this Program?

I usually arrive between 7:30 a.m. and 9:00 a.m., depending on the group. The first part of my day may be spent giving market update reports, providing market research or editing and finishing tasks from the previous day. Many daily tasks for a KBCM Analyst include creating material for deal flows, like pitch books and reports. The length of day can depend on the group you are placed with or the current deal activity in that group. The pace of work can depend on the group placement as well, but typically it will be a fast-paced environment, with many assignments or projects to manage at the same time, plus calls or meetings throughout the day.

Q. What areas can Analysts rotate through in this program? And, how many rotations do you go through?

The KBCM Analyst program is a direct placement program. Each Analyst has a chance to explore open groups and geographies through information sessions and informational interviews in Cleveland during the 10-week Analyst training program. Potential groups may include Industrial, Healthcare, Consumer, Technology, Utilities, Real Estate, Equity Research, M&A, Leveraged Finance, Syndications, Debt Capital Markets, High

Grade/High Yield, and PLM. Potential placement cities could include Cleveland, Columbus, New York City, Boston, Charlotte, Chicago, Dallas, Houston, San Francisco, Portland, and Seattle.

Q. What is the typical career path for someone who starts as an Analyst in this program?

Typically an Analyst will reach the Associate level in approximately 3½ years. From there the typical steps in KBCM are as follows: Vice President, Managing Director, Director, and Segment Head.

Q. What would you say are the most important traits an Analyst needs to be most successful in this program?

There are three traits that are a definite advantage for an Analyst to have:

- **Attention to detail** – Analysts are given a lot of responsibility very early on. As an Analyst, you are creating documents that could go in front of clients, lawyers, etc., for deals. It's important to catch errors to decrease further edit requests from the senior bankers in your group.
- **Time management** – Find a flow and timing that works for you and your group. Manage your time effectively, knowing that something could come up at the last minute and may take all of your attention and efforts away from what you are currently working on.
- **Intellectually curious** – Research topics, ask questions, be generally interested in the markets and business items that may affect your group and business.

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Q. What is your favorite part of being an Analyst in this program?

The level of responsibility given to an Analyst. Typically KBCM groups are staffed on the lean side, giving Analysts a greater chance to contribute faster. This also offers a great opportunity to work directly with senior bankers more frequently than what one might experience at a competitor.

Q: What do I need to know before applying for the program?

Preferred Majors: Open to all majors, but typically hire Finance, Accounting, Economics, Engineering or Mathematics.

Minimum GPA: Minimum cumulative 3.3 GPA or above preferred.

Certifications: Analysts will obtain licenses once placed. These may include Series 79, Series 63, Series 7, etc.

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