



Internship Program

- Duration: **Full Time:** 10-12 weeks (Summer)
- **Part-Time:** 15-20 weeks (Fall/Spring)

Objective:

Equip finance majors with hands-on experience in diverse aspects of financial advisory, including budgeting, planning strategy, trading, portfolio design, risk management, account management, research, compliance, and marketing.

Eligibility:

- Currently enrolled in a bachelor's or master's program with a major in Finance, Financial Planning, Investment Management, Economics, Business, Marketing, or a related field.
- Standing as a Junior, Senior, or Graduate student with a minimum GPA of 3.0.
- Applications from students majoring in other fields will be considered on a case-by-case basis, particularly if they demonstrate strong interest or relevant experience in finance and financial advisory.

Application Process:

Application Submission email the following to **info@ecigx.com**:

- Cover Letter
- Resume Submission
- Academic Transcripts
- Two Letters of Recommendation

Video Conference Interview

Key Components and Tasks:

1. **Budget Analysis:**
 - Identifying clients without a firm budget.



CIGX·LLC

- Assisting in developing and analyzing client budgets.
- 2. Planning Strategy Development:**
 - Identifying clients in need of comprehensive planning.
 - Participating in the development of financial planning strategies.
- 3. Trading (Advisory Only):**
 - Understanding advisory-based trading processes and strategies.
- 4. Portfolio Design (Advisory Only):**
 - Developing mock investment committee scenarios.
 - Assisting in portfolio construction and analysis.
- 5. Risk Management (Advisory Only):**
 - Learning about various risk management techniques and tools.
- 6. Account Applications (Preliminary Only):**
 - Assisting in the preparation and review of account applications.
- 7. Account Maintenance (Advisory Only):**
 - Engaging in the process of maintaining and updating client accounts.
- 8. Meeting Participation (Preliminary or Joint):**
 - Attending meetings with client permission or assisting in meeting preparation.
- 9. Research (All Aspects):**
 - Conducting research on various topics including tax, financial planning, economics, and finance.
 - Assigned individual research topics.
- 10. Content Creation (All Aspects):**
 - Writing articles and blog posts related to financial topics.
- 11. Financial Compliance Research:**
 - Researching compliance topics, like testimonials in financial marketing.
- 12. Marketing (All Aspects):**
 - Participating in marketing strategy development and execution.

Performance Evaluation:

- Regular assessments based on task completion, research quality, and contribution to projects.



FINRA-Related Disclaimers:

1. **Compliance with FINRA Regulations:** This internship program, including its training and activities, adheres to FINRA regulations and industry standards.
2. **No Licensing Provided:** Participation in this program does not confer any FINRA licenses. Interns interested in obtaining FINRA licenses must do so through separate, accredited channels.
3. **Ethical Standards and Confidentiality:** Interns must uphold the highest ethical standards as stipulated by FINRA. This includes strict confidentiality regarding any client information. All names, dates of birth, and Social Security Numbers (SSNs) are to be withheld from interns to ensure privacy and compliance with data protection laws.
4. **Review and Approval Process:** All activities, including research, content creation, and client-related tasks, will be subject to review and approval by the firm's compliance and operations teams. This ensures all intern activities align with regulatory requirements and firm policies.
5. **Non-Registered Status:** Interns are not registered representatives of the firm and are not authorized to conduct transactions or provide advice on behalf of the firm unless explicitly stated and supervised.

Note:

Participation in this program is for educational and experiential purposes only and should not be construed as employment or a promise of future employment with the firm or in the finance industry. All interns are expected to adhere to the firm's policies and regulatory requirements.