

Penn State Smeal MBA

Corporate Connections. Career Results.



The Smeal MBA Career Services team welcomes you to the "**Class of 2018.**" While you are planning the logistics of relocating to State College, and anticipating your first year of studies, the internship recruiting cycle will begin shortly after you arrive. The first major on-campus recruiting event is the **Supply Chain Career Fair**, August 30-September 1 followed by the **Corporate Associates Career Fair**, September 12. This means we need to begin working together to ensure you are well prepared to capitalize on internship opportunities during the fall recruiting season.

Our experience has consistently proven that three factors are essential for MBA-level professional success:

1. A focused career strategy
2. A results-oriented, professional resume
3. Polished and professional interviewing skills

To meet the high expectations of MBA-level recruiters and hiring managers, each of these steps requires serious time, thought and effort. To ensure that you are in the best position to capitalize on every potential career opportunity, we are beginning the preparation process with our **Summer Smart-start Program**.

During your MBA experience “deliverables” will be a common term. In the **Summer Smart-start Program**, we are asking you to complete two deliverables that are directly related to developing a focused career strategy and an MBA-level resume. **Upon completion of these deliverables, please return them to us no later than Monday, June 13.** Completion of these deliverables is a prerequisite for using Smeal’s on-campus job posting service SmealConnect.

Each of the exercises is described in detail below and if you have questions, contact either member of the Smeal MBA Career Services team for assistance.

Your Smeal MBA Career Services team:

Brenda Fabian, Director MBA Career Services (blf25@psu.edu)

Emily Giacomini, Associate Director MBA Career Services (ejg18@psu.edu)

Updating Your Resume:

A critical step in successfully launching your MBA career is developing and refining your primary marketing document - your resume. To assist you, we have created a template that you are welcome to use which will allow you to easily convert your current resume information into a format that is well received by recruiters. We refer to this template as the "John Q. College" resume; and our experience has proven that it is an effective tool for standardizing resume content and teaching resume development.

Follow this link to access the [John Q. College resume template](#).

The John Q. College resume template is in Microsoft Word format. You will see that the font, bullet, and paragraph formats have been preset. Please copy and paste, or type the text from your current resume and then delete the existing John Q. text, being careful not to delete the formatting codes. To preserve the formatting, you need to do this item by item (i.e. name, address, company name, position title, dates, and each individual bullet line).

For example, place your cursor in front of the "J" in John, type your full name, and then use the "delete" key to remove the "John Q. College" text. In this way, your name now has the same position, font size, and font style as the original template text. If you decide to copy and paste an item (say a single bullet line from your original resume), place the cursor just before the first text character in the template before completing the paste operation. Then, simply use the "delete" key to remove the John Q. bullet text.

If you have more bullet lines than the template displays, place your cursor to the far right of any bullet line, press the "enter" or "return" key and another bullet will automatically pop up. Finally, because you are now a student in the Smeal MBA program, do not delete this entry at the beginning of the "Education" section because the entry appropriately displays your anticipated graduation date from Smeal.

Please return your resume as a Word attachment in an e-mail to Brenda Fabian at blf25@psu.edu for receipt no later than Monday, June 13.

Developing Your Personal Career Strategy (PCS):

One measure of a successful MBA experience is reflected in your ability to secure a full-time position within your chosen career field. The most successful students have a clear career focus, supported by a carefully crafted strategy and implementation plan.

While you will learn much more about the PCS process when you arrive on campus, the **pre-arrival work is critical**. Students have consistently told us that, after understanding how important this task is, they wished they had taken more time to complete it more thoroughly. We strongly encourage you to take this task seriously

and allocate the time necessary to complete it. You will soon learn that the achievement of your MBA goals is directly related to the quality of your strategy and plans.

This pre-work requires you to read the PCS Manual and thoughtfully complete the exercises designed to assist you in clarifying your goals, strategy and plan. We understand that some of you may only have a general idea of your post-MBA career path. Others may be undecided about what academic portfolios to pursue. Regardless, you will benefit from: a) learning where you are in your career development process, b) understanding what you need to do to move forward, and c) providing us with information to determine how we can assist you.

Follow this link to access the [Personal Career Strategy](#) (PCS).

Smeal MBA Alumni Board Mentor Program

September 1st and 2nd you will meet with your MBA Alumni Board Mentor (Mentor assignments will be jointly determined by the Alumni Board and the Career Services team).

In your meetings, your mentor will review your PCS and resume and offer advice.

For us to orchestrate this process, submit your completed PCS Appendices to Brenda Fabian, Director MBA Career Services (blf25@psu.edu) by Monday, June 13.

Developing Your Branding Message and Behavior Based Interview Responses

As you have time during the summer months, please work on your branding message ([view the document here](#)) and responses to behavior based interview questions ([view the document here](#)). Practice using the [STAR](#) method when you respond to these interview questions. We'll begin practicing and refining your responses during MBA Orientation.

We look forward to working with you over the next two years.

Sincerely,

Brenda, Emily, Paul and Carol

Smeal MBA Career Services and Employer Relations Teams