

# Penn State Smeal MBA

Corporate Connections. Career Results.

Dear incoming MBA students,

The Smeal MBA Career Services team welcomes you to the "**Class of 2019.**" 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 29-31 followed by the **Smeal Corporate Partner Career Fair**, September 11. 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**.

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 12.** 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](mailto:blf25@psu.edu))

Matthew Soroka, Associate Director MBA Career Services ([mas95@psu.edu](mailto:mas95@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 "Mary B. Adams" 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 [Mary B. Adams resume template](#).

**Please return your resume as a Word attachment in an e-mail to Brenda Fabian at [blf25@psu.edu](mailto:blf25@psu.edu) for receipt no later than Monday, June 12.**

### **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.

The 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**

August 24<sup>th</sup> and 25<sup>th</sup> you will meet with your MBA Alumni Board Mentor. 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](mailto:blf25@psu.edu)) by Monday, June 12.**

### **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, Matt, Paul, Kim, and Carol- Smeal MBA Career Services and Employer Relations Teams

