

TOOLKIT FOR M.S. in BUSINESS DATA ANALYTICS STUDENTS

You may use this toolkit as a specialized and convenient resource with updated business and career information relevant to your graduate business degree, education, skills and career development.

Access and customize your 4-page [Quinlan Graduate Business Individual Career Progression Plan](#)

Information included in this toolkit:

- ✓ Career resources
- ✓ Key components of a cover letter
- ✓ Sample cover letter
- ✓ Key components of a professional resume
- ✓ Sample resumes
- ✓ Relevant job titles
- ✓ Professional organizations
- ✓ Interview preparation

Career Resources

[Handshake](#) – Loyola University Chicago’s interactive career management tool that connects students to alumni and employers. Read current and relevant job and internship descriptions to help you know marketable and desired knowledge, skills, and experience.

[GoinGlobal](#) – Offers a variety of resources for those interested in gaining experience abroad. Research career guides that are city, state, and country specific; or take a look at lists of companies that have submitted H1B applications within the past 12 months in your area. You can also perform a targeted global internship or job search using several criteria.

[O*NET OnLine](#) – Online tool for career exploration and job analysis.

[Crain's Chicago Business](#) – Login with your LUC user ID and password to access online content through Loyola University Libraries.

[Wall Street Journal](#) – The Wall Street Journal is the world’s leading business publication with coverage of the last 90 days and search abilities back 4 years. Login with your LUC user ID and password to access online content through Loyola University Libraries. Every 180 days users must refresh (or click through Libraries’ link again).

Key Components of a Cover Letter

A cover letter is your customized written introduction of yourself relevant to your job search interests (it may also be a digital email message) and it may be read before, and/or after, you and/or your resume has received a hiring professional's attention. The cover letter is concise and should complement the resume by specifically highlighting your qualifications and experience relevant to why you are a match for the specific position and company/opportunity.

Be particularly responsive to the job or internship description requirements.

Your cover letter may also be read and re-read before, during and after your interview(s) by a number of individuals involved in the selection and hiring process.

Also, you may type the key components of a cover letter, into an email message body and attach a resume PDF, as mentioned in the cover letter/email message.

Visit [here](#) for the **Business Career Services cover letter guide**.

From the top:

Your Heading: This usually includes your first and last name (middle initial optional). Your mailing address, city, state and zip code serves as the mailing address included in business letters. You may also format it similar to the heading on your resume.

Full Date: (Month, Date, Year) This is important as cover letters are not time stamped like email messages.

Employer's heading: This includes Employer's/Recruiter's name (if known*)
Employer's Title, Name of Company/Organization, Street Address, City, State, Zip Code

Salutation: Dear Mr./Ms./Dr. (Last name of contact):

or

Dear Hiring Manager/Recruiter (*If the last name of the contact is unknown):

(Do not write: To Whom It May Concern)

Paragraph 1: Address your specific reason for writing to the individual/company as it relates to the employer's hiring or talent needs. Distinguish yourself in the first paragraph to give them some context:
As a Master of Science in Business Data Analytics student at Quinlan School of Business with 2+ years of business analytics experience ...

Paragraph 2 and 3: Describe how your skills, knowledge and experience and other attributes qualify you for the position and demonstrate that you are well-suited for the opportunity. Indicate confidence that you will excel in the role and be an asset to the organization/employer.

Paragraph 4: Show gratitude and mention follow-up or next steps in closing and ending the letter

Signature:

Sincerely,

Full first and last name

Signature as appropriate

If resume is attached or enclosed: mention this.

Sample Cover Letter

Mario D. Business
1000 N. State Street
Chicago, IL 60610

February 1, 2020

Ms. Samantha Hanson
Data Analytics Manager
XXX Firm, LLP
122 N. State Street, #3000
Chicago, IL 60603

Dear Ms. Hanson,

It was a pleasure to meet you at the recent Data Analytics Seminar hosted at Loyola University Chicago Quinlan School of Business. I appreciated your insightful remarks about data decision science and future career opportunities at your firm. I am also writing to express my strong interest in the Data Analytics Senior Associate role. I am confident that my strong analytical and leadership skills will enable me to add value to your Data Science team and clients.

Currently, I am pursuing a Master of Science in Business Data Analytics which I expect to complete in May 2020. I offer in-depth experience in analyzing big data, applying statistical models, and addressing practical business applications using tools such as Python, R, SAS, Tableau and SQL to develop solutions and key insights relevant to client service, consulting, and building innovative solutions.

I have a track record for taking initiative and demonstrating strong leadership skills as evidenced by my success in creating a new special interest group and growing membership of the Data Science Association organization from twenty to forty students, while enhancing collaboration with business school professors and practitioners and researchers. I also pitched a new Business Data Competition and created an inaugural and successful event that was recognized by faculty and thought leaders in the field.

Thank you in advance for your thoughtful consideration of my qualifications. I have attached my resume and welcome the opportunity to talk with you further or schedule an in-person interview at your convenience.

Sincerely,
Mario D. Business
[Signature]

312-888-2322
mbusiness@luc.edu

Enclosed: Resume

Key Components of a Professional Resume

Heading: This usually includes first and last name (middle initial optional). Your street address is not usually needed; city and state is often sufficient. Include one phone number and one email address, as this is required. LinkedIn URL is optional though frequently listed.

Professional Profile or Professional Summary: This can vary in length (2-4 lines) and format, however, aim to make it concise and demonstrative of the overall value you offer as a professional. You may include your unique strengths, skills, year of industry experience in a way that distinguishes you and matches you to the position/role you are seeking.

Core Competencies or Skills: These can be listed in bullet-pointed columns (usually 6-9).

Education: This is listed in reverse chronological order, so the master's degree/university is listed before your bachelor's degree and institution. Always include location, city, state, (country if it is international).

Example:

Loyola University Chicago, Quinlan School of Business
Master of Science in Business Data Analytics

Chicago, IL
Expected Graduation Month, Year

- ✓ Include cumulative GPA if it is 3.5/4.0 or above
- ✓ List names of completed courses and/or courses in progress, though distinguish which they are

Professional Experience: Always include most relevant work and professional experience.

Example:

Name of the Organization
Job Title

City, State, Country
Start Month, Year – End Month, Year

- Include 3-6 bullet points that convey your challenges, achievements, and results
- Quantify and/or qualify results to offer specific, measurable and memorable accomplishments that convey the value to the organization

Follow this formula when writing bullet points: Action Verb + Task = Impact

- Reflect Challenge, Achievement, Result (CAR)
- Quantify and Qualify Results when appropriate

Professional Affiliations/Associations: It is encouraged to include.

Example:

American Analytics Association, Member

2016-Present

Leadership: It is encouraged to include.

Community Service/Volunteerism: It is encouraged to include.

Awards and Recognition: It is encouraged to include.

Resume Design

There is quite a bit of variability in resume design and format today, however, there are some basic guidelines shared by many recruiting and career professionals.

Recommended fonts: Arial, Georgia, Garamond, Helvetica, Calibri (10-12-point font size. Your name may be slightly larger than the rest of the content on the resume).

Formatting and Readability: Send as a PDF unless requested in another format. Name the document "Your Full Name_Resume" or something similar.

One page is frequently considered appropriate for graduate students with 1-5 years of experience depending on your scope of experience and accomplishments. If the resume is more than 1 ½ pages, it may be better to condense it to one page unless it is a compelling, full, two pages of content.

Ensure all spacing is correct and leverage white space. Use only text as opposed to symbols or text boxes. Avoid using first person pronouns like "I", and "we".

Customization: Create a basic resume which reflects all your experience and then customize it each time you apply to a new role, by being responsive to the job description and requirements. Be sure to match key competencies, qualification, skills, or company values listed in the job description to which you are applying.

After you create an updated draft of your resume, login to [Handshake](#) to schedule a personalized resume review appointment. During your appointment you will receive strategic resume customization recommendations that will be based on your unique career goals from your Graduate Career Coach.

Sample Resume

MARIO B. BUSINESS

Chicago, IL | mbusiness@luc.edu | 312-888-2322 | LinkedIn URL

PROFESSIONAL PROFILE: Quantitatively-oriented business professional pursuing M.S. Business Data Analytics with 3+ years of experience in client service roles in fast-paced business enterprises. Strengths include information systems knowledge and proficiency in leveraging data visualization software to inform and communicate strategic business decisions.

CORE COMPETENCIES:

Analyzing Big Data • Statistical Models • Practical Business Application • Python • R • SAS • Tableau
SQL • Client Service • Consulting • Building Solutions

EDUCATION:

Loyola University Chicago, Quinlan Graduate School of Business

Chicago, IL

Master of Science in Business Data Analytics

Expected: May 2020

Cumulative GPA: 3.8/4.0

Completed courses include:

Rutgers University, Rutgers Business School

Newark, NJ

Bachelor of Science in Finance, Minor in Spanish

Month, Year

PROFESSIONAL EXPERIENCE:

Applied Health Systems

Chicago, IL

Data Analyst Associate

Start Month, Year-End Month, Year

- Created clean data sets, and applied statistical models and software to effectively analyze trends in admissions and discharges
- Identified weekend delays as reason for costly extra day stays which led to new process improvements that resulted in over 1.5 million savings for the health system in one year
- Coordinated and ensured team of 20 data analysts to create training modules and designed a new tracking system for managers to document compliance effectively which supported overall productivity and accreditation of organization
- Identified data irregularities and created project solutions for managers to consider and two were selected as top priorities for firm and resulted in receiving an award
- Provided timely reports to firm management and effectively monitored performance of security units which maximized operational efficiency

ABO International Corporation

Chicago, IL

Internship

Start Month, Year-End Month, Year

- Assisted accountant with managing accounts payable, accounts receivable, reconciliations, making quarterly estimated tax payments and preparing tax returns
- Reported on variances in quarterly costing reports and monitored and recorded company performance metrics
- Performed bank reconciliation and assisted in generating budgets and forecasts on a quarterly basis

PROFESSIONAL AFFILIATIONS:

Data and Information Systems Association, Member

2016-Present

Rambler Investment Fund

2019-Present

Society for Data Management, Chicago Chapter

2018-Present

Relevant Job Titles

- Business Data Analyst
- Business Intelligence Analyst

Professional Organizations

Connect with Loyola and Quinlan Business Leadership HUB resources, programs, events, and networks for continuous learning and professional development

[Loyola Business Leadership Hub](#) – The Loyola Business Leadership Hub draws on the expertise of Loyola students, faculty, staff, and global connections to help organizations succeed. The Loyola Business Leadership Hub has centers specializing in [social enterprise and responsibility](#), [family business](#), [supply chain](#), [risk management](#), [professional development](#), [student-run business](#) and [innovation](#).

[Ignite Lab](#) – The Ignite Lab enables students, staff, and faculty at Loyola University Chicago to turn their entrepreneurial ideas into reality.

[Loyola's 1871 membership](#) – 1871 connects early-stage startups with educational resources, potential investors, and a community of like-minded individuals and companies. Loyola's 1871 membership is available to current students, faculty, and staff from any area of the university, who can demonstrate that they are engaged in entrepreneurial pursuits that would be advanced by accessing 1871.

Connect with national associations and resources; conferences, programs, events, networks, and webinars for continuous learning and professional development

[American Society for Information Science and Technology \(ASIS&T\)](#)

[Association for Computing Machinery \(ACM\)](#)

[Association for Information Systems \(AIS\)](#)

[Information Systems Audit and Control Association \(ISACA\)](#)

[Information Systems Security Association \(ISSA\)](#)

[Association for Women in Computing](#)

[Society for Information Management \(SIM\)](#)

[Information Systems Consortium \(ISC²\)](#)

[Computer Professionals for Social Responsibility](#)

Connect with professional multicultural national associations and resources

[Prospanica](#)

[National Black MBA Association](#)

[Ascend Pan-Asian Leaders](#)

Interview Preparation

- [How to Ace the 50 Most Common Interview Questions](#)
- [Preparing for a Skype Interview](#)
- [5-Minute Interview Review](#)