TOOLKIT FOR MBA STUDENTS

Use this toolkit as a specialized, convenient resource with updated business and career information relevant to your graduate business degree, education, skills and ongoing career management.

Start here: Quinlan Graduate Business Individual Career Progression Plan
Get a quick overview of the career picture and customize it by setting timely SMART goals for yourself!

SCROLL DOWN for high-impact details in this multi-page toolkit including:

- Important career resources (online and accessible)
- Key components of a cover letter and sample correspondence (great for emails also!)
- Key components of a professional resume and sample resumes to get you moving
- Relevant job titles and key professional organizations
- Interview preparation tips and questions for virtual and in-person interviews and calls

Your Top Key Quinlan Career Resources

Handshake – Start with Loyola University Chicago’s interactive career management tool that connects students and alumni to employers. Read descriptions of job and internship opportunities and apply your marketable knowledge, skills, and experience. You may also sign up for events and schedule your individual, customized career coaching appointments with an experienced career management professional by using the self-schedule “Career Appointment” feature in Handshake.

MBA-Exchange.com Premium Services- Specifically offered to Quinlan MBA and MS students who are currently enrolled in MBA-and/or MS-seeking programs and accessible through six months post-degree completion. Access local, national and international MBA- level jobs and internships and career information: Start in your first quarter and use your LUC.edu e-mail address to register for your account here: https://www.mba-exchange.com/candidates/mba-candidates.php.

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.

Loyola Mentors- Access professional and alumni mentors through Quinlan’s mentoring platform.

Firsthand - Relevant and timely career resources to research industries, companies, professions, opportunities providing in-depth intelligence on industry, company, or professional roles. Login with your LUC user ID and password to access online content through Loyola University Libraries.

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.

O*NET Online – Online tool for career exploration and job analysis.
Essential 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.

Visit here for the Business Career Services cover letter guide. (Also great for email messages!) Tailor the correspondence to 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.

From the top of the page:

**Your Heading:** This usually includes your first and last name (middle initial optional). Your street address, city, state and zip code serve as the mailing address included in all 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 an MBA student at the Quinlan School of Business with 2+ years of client service 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.
Taylor B. Business  
500 N. Green Street  
Chicago, IL 60610  

February 1, 2023  

Ms. Samantha Hanson  
Strategy and Operations Manager  
ABC Corp.  
1000 N. State Street, #3000  
Chicago, IL 60603  

Dear Ms. Hanson,

It was a pleasure to meet you at the recent Business Career and Networking Fair event hosted at Loyola University Chicago Quinlan School of Business. I appreciated your insightful remarks about ABC Corporation’s new project management software, its impact on your company’s growth and the new strategic management role in your division.

Currently, I am pursuing my MBA degree at Loyola University Chicago Quinlan School of Business and expect to complete it in May of 2023. I offer analytical and operational knowledge and skills, and have effectively applied new knowledge gained in a variety of graduate business courses including (list titles of relevant courses). While working for the past 3+ years at XYZ International Corporation’s headquarters. I have applied a variety of cutting-edge software tools to successfully execute multiple, enterprise-wide projects and have effectively delivered dynamic presentations to senior leaders and other strategic decision-makers.

I also bring a track record of taking initiative and demonstrating strong leadership skills as evidenced by my success in designing a new sustainability training program which I proposed to our COO. The training program was well-received and our senior leaders asked that I introduce it into our company’s new employee onboarding training program. It is now a required piece of our annual employee training. As Vice President of the Strategic Consulting Association’s Chicago Chapter, I organized a conference for over 200 consultants from 8 different countries and launched a successful membership drive that increased members by 40% in the first year by developing new partnerships and collaborations using social media platforms. I have also participated as a mentor at Loyola and in my community, and have supported others in their professional growth and career development.

Thank you in advance for your thoughtful consideration of my qualifications. I would be thrilled to bring my skills and talents to your global strategic operations. I have attached my resume and welcome the opportunity to talk with you further or schedule a face-to-face meeting at your convenience.

Sincerely,
Taylor B. Business

[Signature]

312-888-2232  
tbusiness@luc.edu  

Enclosed: Resume
Key Components of a Professional Resume

**Heading:** This usually includes first and last name (middle initial optional), your mailing 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 Business Administration
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 (if international)
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 Institute of CPAs, Member AICPA
2016-Present

**Leadership:** It is encouraged to include.

**Community Service/Volunteerism:** It is encouraged to include some experience.

**Awards and Recognition:** It is encouraged to include some examples.
Resume Format and 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, or assure that 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](https://handshake.com) 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.
PROFESSIONAL PROFILE:
Strategic business professional pursuing MBA with demonstrated achievements in multinational business corporation and strong analytical and quantitative skills. In-depth experience and knowledge of complex operational systems with outstanding communication skills and leadership proficiency.

CORE COMPETENCIES:
Data Analysis • Forecasting • Quality Control • Project Management • Strategic and Critical Thinking
Supply Chain Management • Bilingual Spanish & English

PROFESSIONAL EXPERIENCE:
Multinational Corporation
Operations Development Manager
Start Month, Year - End Month, Year
- Provided leadership and oversight to finance team of 7 associates to effectively implement operational and technical financial systems that supported effective daily operations of business enterprise with annual revenues over $66 billion
- Created new policies and procedure for financial reviews that were approved by finance director and implemented, resulting in significant cost-savings by increasing efficiency by 10%
- Analyzed and reported financial reports and results to firm management and recommended new processes for meeting new compliance and regulatory requirements

ABC International Corporation
Business Associate
Start Month, Year - End Month, Year
- Assisted team of operational managers with planning and allocating resources for a large scale
- Analyzed large data sets and reported on trends that impacted quarterly costing reports and monitored and division expenditure variances
- Selected by manager to lead a new project management software review and trial that resulted in presentation to managers and recommendations for new product purchases
- Assisted manager in generating budget proposals and monitoring projects that ensure accuracy

EDUCATION:
Loyola University Chicago, Quinlan School of Business
Master of Business Administration
Cumulative GPA: 3.85/4.0
Expected Month, Year
Relevant completed courses: International Business Ethics, Quantitative Methods, Risk Management, Data Mining, Database Systems Business Analytics, Global Employment Relations
Study Abroad: Comparative and Consumer Behavior and Marketing in Southeast Asia

Rutgers University, Rutgers Business School
Bachelor of Science in Finance
Newark, NJ
Month, Year

PROFESSIONAL AFFILIATIONS:
International Finance Management Association, Chicago Chapter Member
2022-Present

LEADERSHIP and COMMUNITY SERVICE:
Chicago Food Depository, Chicago, IL
2022-Present
- Invited to serve on Junior Board for 4-year leadership term
- Created new fundraising strategy that increased fundraising results by 10% in first year
- Packed and delivered food to people in shelters in Chicago neighborhoods
Professional Organizations

Connect with the Loyola 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 broad business knowledge and insights with Centers: Loyola Business Leadership Hub; Loyola University Chicago (luc.edu)

Connect with Professional Multicultural National Associations and Resources

Ascend Pan-Asian Leaders
National Black MBA Association
Prospanica
MBA Veterans
Jesuit MBA Network
Jesuit Career Consortium for Students

Interview Preparation

How to Ace the 50 Most Common Interview Questions
Preparing for a Skype Interview
5-Minute Interview Review
Behavioral Interviewing

Relevant Job Titles

- Information Technology Project Manager
- Business Operations Specialist
- Business Consultant
- Financial Manager
- General and Operational Manager
- Management Analyst
- Marketing Managers
- Sustainability Specialists
- Business Intelligence Analyst