

## TOOLKIT FOR MBA 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 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.

## Sample Cover Letter

Taylor B. Business  
500 N. Green Street  
Chicago, IL 60610

February 1, 2020

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 2020. 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](mailto: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 Chicago, IL  
Master of Business Administration 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 City, State, Country (if international)  
Job Title 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 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](#) 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, 0-3 years of experience

### TAYLOR B. BUSINESS

Chicago, IL | tbusiness@luc.edu | mobile: 312-888-2232 | LinkedIn/URL

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#### PROFESSIONAL PROFILE:

Results-oriented and strategic business leader with strong analytical, quantitative and communication skills. Pursuing MBA and seeking a business role with opportunity to add value and bring innovation to a multi-national firm or corporation.

#### CORE COMPETENCIES:

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

#### EDUCATION:

**Loyola University Chicago, Quinlan School of Business**

Chicago, IL

**Master of Business Administration**

Expected Month, Year

Cumulative GPA: 3.8/4.0

Highlighted 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

Southeast Asia

**Rutgers University, Rutgers Business School**

Newark, NJ

**Bachelor of Science in Finance**

Month, Year

#### PROFESSIONAL EXPERIENCE:

**Multinational Corporation**

Chicago, IL

**Operations Development Associate**

Start Month, Year – End Month, Year

- Supported leadership team and effectively identified operational and technical processes to assure accuracy in effective daily operations of business enterprises and consistently exceeded the quality target goals
- Selected by manager to train 3 new employees in overall department onboarding and operations and was chosen for Company's Future Leaders Development Program based on strong performance and leadership potential
- Researched, reviewed, wrote and edited new policies and procedures as assigned by operations leadership team resulting in achieving goals ahead of schedule and earning favorable reviews from operations director
- Analyzed sections of financial reports and assured accuracy and compliance with regulatory requirements

**ABC International Corporation**

Chicago, IL

**Business Intern**

Start Month, Year - End Month, Year

- Applied Microsoft Project and SharePoint to effectively assist team of six operational managers with planning and allocating resources for a large-scale software conversion that was successfully implemented 2 days before the deadline
- Analyzed large data sets and over one hundred reports and effectively reported on trends that favorably impacted quarterly cost-savings reports and monitored division expenditures
- Selected by manager to lead a new project management software review and trial that resulted in presentation to managers and recommendations for successful produce purchase
- Assisted manager in generating budget proposals and monitoring projects that ensured accuracy

#### PROFESSIONAL AFFILIATIONS:

**International Business Society, Quinlan Student Chapter Member**

2018-Present

#### COMMUNITY SERVICE:

**Ronald McDonald Charities, Chicago, IL**

2017-Present

- Selected to serve as fundraising team captain and generated highest level of engagement and fundraising over \$5,000 by creatively motivating and leading a team of 15 members

## Sample Resume, 3-5 years of experience

### TAYLOR B. BUSINESS

Chicago, IL | tbusiness@luc.edu | mobile: 312-888-2232 | LinkedIn/URL

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#### 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

Chicago, IL

##### 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

Chicago, IL

##### 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

Chicago, IL

##### Master of Business Administration

Expected Month, Year

Cumulative GPA: 3.85/4.0

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

Southeast Asia

##### Rutgers University, Rutgers Business School

Newark, NJ

##### Bachelor of Science in Finance

Month, Year

#### PROFESSIONAL AFFILIATIONS:

International Finance Management Association, Chicago Chapter Member

2018-Present

#### LEADERSHIP and COMMUNITY SERVICE:

##### Chicago Food Depository, Chicago, IL

2017-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

## Relevant Job Titles

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

## 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 broad business knowledge and insights 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 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](#)
- [Behavioral Interviewing](#)

