

Penn State Smeal College of Business

Master of Professional Studies in Management and Organizational Leadership

Dear incoming MMOL students,

The Smeal Career Services team welcomes you to the "**Class of 2018.**" While you are planning the logistics of relocating to State College, and anticipating your year of studies, the recruiting cycle will begin shortly after you arrive. We want to help you prepare to capitalize on the opportunities available to you during the fall recruiting season.

Our experience has consistently proven that three factors are essential for 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 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**.

We are asking you to complete two deliverables that are directly related to developing a focused career strategy and a professional resume. 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 and MMOL Career Services team for assistance.

Your Smeal MBA and MMOL Career Services team:

Matt Soroka, Associate Director MBA and MMOL Career Services (mas95@psu.edu)

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

Updating Your Resume:

A critical step in successfully launching your 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 "Melissa M. O'Leary" 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 [Melissa M. O'Leary](#) resume template.

Please return your resume as a Word attachment in an e-mail to Matt Soroka at mas95@psu.edu for receipt no later than Monday, June 12.

Developing Your Personal Career Strategy (PCS):

One measure of a successful MMOL 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 career goals is directly related to the quality of your strategy and plans.**

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-MMOL 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 \(PCS\)](#).

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 MMOL Orientation.

We look forward to working with you over the next year.

Sincerely,

Smeal MBA and MMOL Career Services Team

