



Dear Student,

Your resume and **Personal Career Strategy (PCS)** are due today! Please return your resume and PCS as **Word attachments in an e-mail to Matthew Soroka at mas95@psu.edu**. We look forward to working with you and sharing feedback.

To help you prepare for orientation and prepare your MMOL employment applications, we've included links to webcasts below.

[Resume Tips](#)

[Cover Letter Writing](#)

[Perfect Pitch](#)

[Researching a Company: The Value Bridge \(Matt Sheehan\)](#)

You will receive a spiral bound copy of the Career Guide as part of orientation. We're also including a link here to the [Smeal MMOL Career Guide](#) so you have an opportunity to familiarize yourself with the material during the summer months.

To help you prepare for your initial conversations with employers, we've included recommended text books from each of our faculty champions. Reviewing the first few chapters should be helpful to you, especially if you're changing careers.

Finance: Principles of Finance with Microsoft Excel 2nd Ed. with CD by Simon Benninga.

Marketing: Marketing Strategy: Based on First Principles and Data Analytics by Robert Palmatier and Shrihari Sridhar.

Supply Chain Management: Supply Chain Management (5th Edition) by Sunil Chopra and Peter Meindl. Older editions are fine.

To discuss your resume, PCS, or career-related questions, please schedule a meeting with one of our career coaches, either Brenda Fabian (blf25@psu.edu) or Matt Soroka (mas95@psu.edu). Links to both career coaches' calendars are included below.

Sincerely,

[Matt Soroka, Associate Director, Calendar](#)

[Brenda Fabian, Director, Calendar](#)

Your Smeal MMOL career services team:

Matthew Soroka, Associate Director MMOL Career Services (mas95@psu.edu)

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



PennState
Smeal College of Business