

June 25, 2020

Dear Students,

The MBA Career Development Team is thrilled to welcome you to the beginning of your MBA career journey! You are probably asking yourself, “Really? I need to think about my career journey already?” The short answer is, yes.

We are committed to your success and want to make sure that you are ready to embark on your career development from day one. Your summer career pre-work will provide you with an introduction to core career skills and prepare you to arrive on campus ready to take advantage of all that Questrom has to offer.

We often hear from students by late September that they wish they had spent more time on their career pre-work during the summer so that balancing career and academics in the fall would be much easier. With this student feedback in mind, we hope you find the inspiration to invest significant and thoughtful time in yourself and your own success by thoroughly completing all of the career pre-work *by the expected deadlines*. If you have major events this summer that make meeting these deadlines difficult, please email me at mcohen08@bu.edu so we can figure out a solution together.

When you arrive on campus in the fall, you will take the ES723 Career Class. This will be a time to intentionally think about your career goals, strategies for reaching them, and how best to communicate them through your resume, LinkedIn, cover letters, networking and interviewing.

You will find all career pre-work instruction details on QuestromTools under **MBA Career Site-1st Years >ES723 >Summer Pre-Work**. (Please allow 48 hours after setting up your BU email account to gain access to QuestromTools.) You can also access the MBA Career Pre-work Instructions Summary here for easy reference.

Your summer career pre-work includes:

SUMMER CARER PRE-WORK	Mandatory Deadline
A. Watch Career Webinars: Intro to Career Development & Your Targeted Search Plan	July 6
B. Complete Professional Master List & Resume	
B1. Complete Professional Master List (PML) – Not mandatory, but strongly suggested by July 6 for a thorough, personal career review before creating your resume.	
B2. Upload resume into Vmock to receive your first score	July 6
B3. Revise resume using Vmock system feedback until you reach a score of 85+. Then, use the Network Feedback Button to contact your First Resume Reviewer .	July 17

<p>B4. Obtain Initial Approval from your <i>First Resume Reviewer</i> and email your resume to your <i>Second Reviewer-Career Coach</i>.</p>	<p>July 31</p>
<p>B5. Obtain final approval from <i>Second Reviewer-Career Coach</i> and upload to Handshake for inclusion in the Digital Resume Book for employers.</p>	<p>August 14</p>
<p>B6. Upload final PML to Handshake. Not mandatory, but strongly encouraged by August 14 to share detailed information with your <i>Primary Career Coach</i>, and ultimately, with relevant Industry Relations Manager (IRM)</p>	

We look forward to working with you throughout the summer to ensure you are set up for success in the fall. Feel free to reach out to me directly if you have any questions.

Sincerely,

Mark Cohen

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He/Him/His

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