

Applying for Jobs

Where to Find Job Openings

Foster MBA Jobs

We post jobs and internships throughout the year. Companies will select to receive resumes and cover letters via one of the following methods:

- **Resume Collect** – candidates upload their documents and apply through Foster MBA Jobs. The submitted documents are sent to the employer the morning after the deadline.
- **On-Campus Recruiting** – candidates, again, apply through Foster MBA Jobs and documents are sent to the company the next morning. By selecting On-Campus Recruiting, the employer has agreed to hold the first-round interviews on campus. Check Foster MBA Jobs to see if you have been selected for an interview and to schedule your interview time.
- **Web Job Listing** – candidates are directed to apply through the company. An email address or website will be provided. Two important things to note about Web Job Listings:
 1. Apply as soon as you see a Web Job Listing posted. The application deadlines seen in Foster MBA Jobs are arbitrary.
 2. Web Job Listings are just as important as Resume Collects and On-Campus Recruiting. The posting company will be looking for Foster MBA candidates; they just require

you to apply through their system versus Foster MBA Jobs.

Networking / Company Websites

There is a trend developing where more companies require students to apply through their website. They may post the position with us, but require candidates to apply online. In this situation, it is very important that you have made an effort to make a personal connection at the company.

A “personal connection” does not mean bothering the HR recruiters, as they are extremely busy and usually are not able to help you. Work with us on coming up with a “Networking Plan” to get to know other individuals in the company – ideally, hiring managers and others with whom you might work.

Career Fairs and Other Recruiting Events

Each year we host the Fall and Spring Forums to help get you connected to companies. Use these events as an opportunity to learn more about the company, their culture and what positions they may have available.

There are also a number of Recruiting Events held throughout the academic year. Make sure to attend Meet-the-Firms, Fireside Chats, and on-site company events as all of these are planned so that candidates and recruiters/hiring managers can meet.

Job Boards

There are a number of job boards and generic websites out there through which you can apply for jobs. These sites are good to see what postings are out there, but check with us to

see if we can assist you in making a personal connection.

Applying for Jobs/Internships

1. Prepare your resume – tailor the document for the position (see Applications below)
2. Prepare your cover letter – individualize for each job (see below)
3. Apply via Foster MBA Jobs, website, email, etc.

FAQ:

Q. How long should I wait to hear from a company before I check on the status of my application?

A. If the job is posted through Foster MBA Jobs, check in with us first. If you found the job through the company's website, wait at least one week. Take each company on a case-by-case basis and work with us about the best way to check on your application.

Applications

Although you prepared a basic version of your resume at the beginning of the year, you should re-work it for each application that you submit. Most likely, this first resume reflects where you've been in your career.

When you apply for specific jobs, your resume should instead reflect where you want to go professionally—i.e. into the position for which you are applying.

Ideally the accomplishments you choose to highlight in your resume should correspond to the key requirements listed in the job description. However substantial your experience might be, you won't be a viable candidate unless your experience is relevant to the position. It's your job to make this relevance as obvious as possible.

Chances are, many of your accomplishments are relevant—you just need to think and speak of them in appropriate terms. Often this entails translating your experience into the language and culture of the target company. Good research (for example, from informational interviews)

will give you the opportunity to learn what language to use and which accomplishments to highlight.

Make the connection between your experience and the requirements of the role explicit. Don't make the recruiters read between the lines to see that you are a good match for the position. They won't!

Use a FIT document (example below) to help frame your experience relative to the job description. Remember, though, that employers often have additional requirements that aren't spelled out in the job description. You can learn these through informational interviews with people in the company or industry.

Cover Letters

Unless otherwise directed, always include a cover letter with your application. A cover letter is often the first thing a potential employer sees, so it should be compelling enough that he or she wants to learn more about you in your resume. And like your resume, your cover letter should

FIT Document

Job Requirement	Relevant Experience
Operational Effectiveness and Safety	I have directly facilitated increases in revenue of up to 12% and reduced costs by as much as 33% while improving productivity and efficiency.

offer information about yourself that is relevant to the target position and company. The more specific your letter, the stronger your application will be. Choosing the strongest points, draw on your FIT document to identify how your experience speaks to the job in question.

numerous books. Refer to these examples for inspiration, but never copy them outright! The most effective cover letters are ones that are specific to a particular position in a particular company—and moreover, that show a bit of the applicant’s personality.

Sample cover letters are available online (including in the Sample Documents section of your Foster MBA Jobs account) and in

Date

Your Name

Your Address

Your Phone Number

Your Email Address

Contact Name

Contact Address

Dear Contact Name:

Opener: 2-3 sentences. Describes 1) who you are (e.g. first year MBA student at the UW Foster School of Business with a concentration in marketing); 2) what you want (e.g. apply for the Product Manager internship or set up a 15 minute phone conversation to learn about your experience with XYZ company); and, if appropriate, 3) how you learned about the position or got the person’s contact information (e.g. internship posted on our school’s job site or got their contact information from Professor ABC).

Body: 3-4 sentences each in one or two paragraphs. 1) Link your skills, experiences and interests to the needs of the company. Don’t rehash your resume but rather choose those select (4-5) things that play to your strengths and differentiate you from the competition. Be succinct; and 2) Talk about what draws you the industry, company and specific opportunity. What differentiates them? Don’t suck up and don’t tell them their business, but show them you’ve done your homework about why you’d be great fit.

Closer: 1-2 sentences. 1) Thank the contact for their consideration; and, as appropriate, either 2) tell them you look forward to hearing from them, if you’re applying for a posted job, or that you’ll contact them on specific date, at least a week in the future, to discuss an appropriate next step (e.g. schedule the phone conversation).

Sincerely,

Your Name

Note: This format can be applied to an email less the date and with all your contact information at the end. Your email should be less than one screen and your entire letter less than a page.