

ANDERSON FEMBA CAREER CHEAT SHEET

All students looking to switch jobs or careers should be at one of the following stages. Items mandatory for OCR are on page 2.
 DISCLAIMER: This cheat sheet is a work in progress and only reflects my personal advice. The information has been compiled from various sources available to all Anderson students. Send feedback & comments to emad.hasan@ucla.edu

Pre-requisites

- Willingness to switch a job or career
- 3-10 hrs/week (6mo – 1 yr for the whole process)

- Marketing Plan(s)
- Resume(s) & CV
- Networking Template
- Elevator Pitch

- Job Interview
- Inside Contacts

Process

1. Explore

- **DISCOVER YOUR PATH**
Meet with Career Coach (7) to do the following exercises. This will help you figure out what MBA career path you should choose
 - Career Leaders
 - Career Anchors
 - 360 - feedback
- Attend the All day workshop (3/year) (6)
- **MARKETING PLAN & ELEVATOR PITCH**
 - Work with career coach to develop your story (why and how you will end up in your new job)
 - Also practice your elevator pitch & develop networking template (get peer review)
- **RESUME & CL**
 - MBA resumes look very different than your undergrad ones (1)
 - Develop resume and get feedback from career coach and mentors

2. Job Search

- **WHERE TO LOOK**
Use at least the following resources for networking
 - [Parker CMC classified \(5\)](#)
 - [LinkedIn \(4\)](#)
 - [Anderson Alumni directory](#)
 - [Alumni list serves \(3\)](#)
 - On-Campus Recruiting
 - Student Clubs
 - Networking events (6)
- **ONLINE NETWORKING**
Most of the times you will be reaching out to people through emails. This requires the following
 - A great simple template email with some personalization
 - Each of these emails should take you about 15-45 mins to craft
 - If you hear back, setup an information interview over the phone
- **JOB POSTS**
 - If you find a job post, it is extremely important that you find a contact within the company. Very unlikely to hear back without a contact.
- Treat company sponsored networking events as job interviews

3. Interview

- **INTERVIEW PREPARATION**
Once you land a job interview, ALWAYS prepare well for it.
 - Research company & position using Hoovers database (UCLA)
 - Research compensation for position on glassdoor.com
 - Research Industry by reading I/B/E/S World Report
- **DAY OF THE INTERVIEW**
Always convey that you are prepared (2), have the required skills and will be a good cultural fit.
 - PHONE: Setup a conference for a specific time and find a quiet room.
 - IN PERSON: First impression is very important
- **NEGOTIATIONS**
Delay salary conversation till after the interview if possible. Once an offer is made, use everything from Org behavior class to negotiate! Use Parker CMC to determine what a good offer is.

Deliverables

- Marketing plan(s) & Pitch
- Resume(s) & Cover Letters
- Networking Templates

- Primary & Secondary Contacts
- Job Interviews

- Final Job Offer

Resources

1. Parker CMC's cover letter-writing page:
<https://parkercmc.anderson.ucla.edu/careerresources/letterwriting/>
2. Interviewing tips and tools:
<https://parkercmc.anderson.ucla.edu/OPMBA/CareerTools/Interviewing/>
3. Anderson Alumni email lists:
<http://www.anderson.ucla.edu/x34145.xml>
4. UCLA Anderson Alumni Network on LinkedIn:
http://www.linkedin.com/groups?home=&aid=32&trk=anet_ucla
5. Parker CMC Job Postings:
<http://alumni.anderson.ucla.edu/career>
6. FEMBA-friendly events calendar:
<http://tinyurl.com/femba-events>
7. ProMBA CMC Appointment Scheduler:
http://parkercmc.anderson.ucla.edu/opmba/Counseling/cu_schedule.aspx

Integrity

- RSVP = I WILL BE THERE!
- Be Professional! (Dress code, punctual, etc)
- No cell phones or computers
- **DON'T F*#k it up for the rest of us!!!**

Who should do OCR?

If you are looking to switch into Management Consulting, Investment Banking or a Marketing career, OCR provides a very methodical way to get in. But remember, that its not the only way to get into those careers. OCR also offers other careers and in general is highly recommended to participate in.

2nd Year FEMBA's Looking for Internship

1. Full Day Career Workshop
2. OCR Webinar
3. Parker CMC Orientation Workshop
4. Letter of commitment
5. Employer Letter
6. CMC Format Resume & CL

Career Specific Requirements

Management Consulting

- Join MCA
- Join MCA FACT Team
- Do at least minimum number of Cases
- Attend at least Minimum Number of Events

Investment Banking

- Join IFA
- Join IFA FACT Team
- Minimum Number of Mock Interviews

Marketing

- Join MA
- Join MA FACT team

3rd Year FEMBA's looking for Full Time Positions

(IN WORK)