**MSBA Winter Break Checklist**

As you head into the winter break here is your snapshot of things to be working on now so you’re ready to focus on academics again during the spring term

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| Activity | Action Item | Resources (most on CBCC Website) |
| Exploration / Networking | * Review job descriptions for target positions – highlight skill and competencies required to determine reasons why you want the job * Create list of targeted organizations/connections (at least 20 – including reach, mid-level and safety positions) * Connect with at least 3-5 people for an informational interview to make a connection and understand their role * Meet with coach to discuss top companies and strategy * Set up alerts for Roles of interest on company websites and job sites | * [Exploration](https://sites.google.com/umn.edu/gbcc/students/career-exploration/exploration-and-discovery?authuser=0) * [Company Research](https://sites.google.com/umn.edu/gbcc/students/company-research?authuser=0) * [Networking](https://sites.google.com/umn.edu/gbcc/students/networking?authuser=0) * [LinkedIn Jobs](https://www.linkedin.com/jobs/) * [Indeed](https://www.indeed.com/) |
| Resume | * Update resume with fall case competition and data science projects * Use VMock (1-2 times) to gain additional feedback, then get approved by a coach * Upload updated default resume to Handshake ASAP | * [Resumes](https://sites.google.com/umn.edu/gbcc/students/resumes?authuser=0) * [VMock](https://sites.google.com/umn.edu/gbcc/students/resumes?authuser=0#h.dzxglsqsd2q8) |
| Cover Letters | * Create a draft cover letter based on a specific job description of interest * Have one of your cover letters reviewed by a coach | * [Cover Letters](https://sites.google.com/umn.edu/gbcc/students/cover-letters?authuser=0) |
| Online Presence | * Adjust LinkedIn profile to match updated resume * Sync LinkedIn headline, summary, and skills to maximize SEO * Update [Github](https://github.com/) account with recent projects and add readme notes to highlight your work *(if pursuing more technical role)* * Get started with your LinkedIn 3-2-1 strategy: Like 3 comments or posts each week, Comment on 2 posts each week, Post/re-post at least 1 article a week with a comment | * [LinkedIn Tips](https://sites.google.com/umn.edu/gbcc/students/linkedin?authuser=0) |
| Behavioral Interview | * Use [Interview Preparation Workbook](https://drive.google.com/a/umn.edu/file/d/1QHWpXtJ8SrCgUGB8lVLev89nf7z6FyA_/view?usp=sharing) to develop one STAR story for each key competency. * Use [STAR Story Matrix Workbook](https://docs.google.com/spreadsheets/d/1921N9wbVq0qciQW5jAJFp0ftrVGwXQEo/edit?usp=sharing&ouid=115631634024849026495&rtpof=true&sd=true) to develop your stories. * Watch [videos](https://sites.google.com/umn.edu/gbcc/students/interview-preparation/behavioral-interview-preparation?authuser=0#h.aqyc0u49a5vv) on how to answer effective TMAY * Schedule at least 1-2 small group sessions for spring term (more to be added to Handshake in mid-January – under events) * Utilize [InterviewPrep](https://sites.google.com/umn.edu/gbcc/students/interview-preparation/behavioral-interview-preparation?authuser=0#h.qbkxvom5oh1h) or [Yoodli](https://app.yoodli.ai/) to practice answers, then partner with classmates to practice some more * Set up coaching appointment with a coach to practice (via Handshake ) | * [Interview Prep](https://sites.google.com/umn.edu/gbcc/students/interview-preparation/behavioral-interview-preparation?authuser=0#h.qbkxvom5oh1h) - practice tool * [Interview webpage](https://sites.google.com/umn.edu/gbcc/students/interview-preparation/behavioral-interview-preparation?authuser=0) |
| Technical Interview | * Create/update ‘cheat sheet’ notes from fall classes – you will use this for quick referrals during upcoming technical interviews * Practice 1+ questions on Interview Query every day * Utilize resources such as [Leetcode](https://leetcode.com/), [HackerRank](https://www.hackerrank.com/), and [DailyCodingProblem](https://www.dailycodingproblem.com/) to practice for the coding interview | * [Interview Query](https://sites.google.com/umn.edu/gbcc/students/interview-preparation/functional-prep?authuser=0#h.9fky0dyaeob8) – MSBA students have free premium access |
| Case Interview | * Read [Case Interviewing Overview](https://sites.google.com/a/umn.edu/csom-gbcc/Case%20Interviewing.pdf?attredirects=0) and [Carlson Consulting Case Book](https://docs.google.com/presentation/d/1OTjPodyTfWJ4mBUHZ3HHTqIpltvD_TtkZhSylXL8qqE/edit?usp=sharing) * Practice at least 5 case questions using examples provided on the website. * Skim Case In Point *(book is available to borrow from CBCC lobby)* | * [Case Interviewing Webpage](https://sites.google.com/umn.edu/gbcc/students/interview-preparation/functional-prep?authuser=0#h.1buuodkomj41) |