

PREPARATION

To prepare for your first contact with your Professional Mentor, we ask that ALL first-year PMP students create a Professional Resume, write a brief Personal Statement, and identify your Mentoring Goals for the year. These documents will help you describe to your mentor: Who You Are and What You Want from the program. Your resume must be completed as a condition of acceptance. We will work with you on your Personal Statement and Mentoring Goals in the Fall Workshops.

PMP seniors should update their resumes early in the fall to reflect their summer work or internship experiences and also to include any new leadership positions or extracurricular activities. New resumes need to be posted to CSO and labeled FINALPMPRESUME (no spaces), in order to be pulled for the PMP Student Resume Book. PMP student resumes in this book will be made available to all of our mentors for use in their search and recruiting processes, so don't miss out on this benefit of the PMP!

Create your Resume

Your resume will likely be the first piece of information that your mentor sees about you, so you want to make a good impression. The counselors in the Leeds Career Connections Office will work with you to make sure your resume meets Leeds School standards. They will inform the Professional Mentorship Program office when your resume review is complete. After your resume has been approved, you will need to post it on the Career Services Online site (instructions for posting your resume to CSO are included in Additional Information). When you post your resume to CSO, be sure to label it FINALPMPRESUME (no spaces), so that it can be added to the PMP Student Resume Book.

We recommend that you start on your resume as soon as you have been accepted to the program. The steps that you need to follow are outlined below. For Fall admission, your resume should be completed prior to the start of fall classes, or no later than September 1. We have provided the Leeds Resume Template and instructions for posting your resume to CSO in the Additional Information section at the back of this Handbook.

1. If you have not done so already, activate your Career Services On-Line (CSO) account at <https://www.myinterfase.com/cuboulder/studentregistration.aspx>.
2. Begin your resume review process by e-mailing a WORD FILE of your resume to Career Connections at career.connections@colorado.edu. Include in the SUBJECT LINE: PMPResume.
3. Career Connections will review resumes on a rolling basis and send resume revisions to you by return e-mail. Alternatively, you can visit Career Connections in person in Koelbel 227 (call 303-492-1808 to make an appointment). Make sure you identify yourself as a PMP Student.
4. Complete all resume revisions recommended by Career Connections. Post your revised resume to the uploaded documents section of CSO and title it FINALPMPRESUME (no spaces.) NOTE: This is an important step to ensure that we can pull your resume for the PMP Student Resume Book!

Personal Statement

Prior to contacting your mentor, every PMP student should prepare a brief personal statement to share in your first meeting. This statement should tell your mentor a little bit about who you are as a person, provide some insights into your background, strengths/weaknesses, passions and values. Some things you might want to include are:

- Information about your family, where you're from, key turning-points in your life
- Why did you come to CU? - major in business, choose your area of emphasis
- What else are you involved in? – extracurricular activities, Greek life, hobbies and interests

- What are your proudest accomplishments and why? – academic, personal, previous job experience, athletic
- What are your aspirations? – academic, personal, professional
- Who are your role models and why? – what traits do they have that you admire

This exercise also will help you to begin to think about what is really important to you and what your goals and priorities might be in the next two years. Beginning to think about who you are, what makes you unique, and being able to articulate that clearly, will be invaluable as you begin to network and interview in the coming years.

Mentoring Goals

Next, think about what you want to achieve in your mentor-mentee relationship this year. Finish the statement, “I would like my mentor to help me with . . .” It might be helpful to think about where you are now, where you’d like to be at the end of the year or semester, and what things you need help with to get there. Some possibilities include:

- Professional Knowledge or Skills, e.g., better understanding of the different careers in accounting, stronger networking skills, insights into the corporate culture of an industry or firm, suggestions for resources to be better prepared for your job search
- Experience and Practice, e.g., shadowing your mentor, attending a meeting, conference, or business/social event, practicing your “elevator pitch” and interview skills, phone interview etiquette and practice
- Clarifying Your Goals, e.g., working through questions, real-world insights, help with creating your personal “strategic plan”
- Connecting/Relationship Building, e.g., networking strategies, use of online resources, recommendations for resources, help with introductions/informational interviews

Use the “S.M.A.R.T Goal-Setting Worksheet” in the Tips and Tools section of this Handbook to help you. Come up with at least 2-3 goals for the year. Review and revise with your mentor to make sure they meet the S.M.A.R.T. goal criteria:

- Specific – Is your goal well-defined enough to be understood by your mentor?
- Measurable – How will you know when you have made progress or achieved your goal?
- Achievable – Do you have the resources to achieve your goal?
- Relevant – Is it meaningful and valuable to you personally or professionally?
- Time-limited – Do you have a deadline or phases for achieving/reviewing the goal?