

Career Services

About Us

Engage with Us

Engage with Companies

Job Search

CRC [button to microsite](#)

Upcoming Events

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Video



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Quick Links

[Employment Repot](#)

[GTS](#)

[Resume Help](#)

[Correspondence](#)

[Research](#)

[Internship Survey](#)

Headline

Chicago Booth is truly a transformative experience, and Career Services will support you in that transformation, whether you are looking to advance in your pre-MBA career or prepare for a new direction.

1024 x 768 Fold Region (varies by browser / platform combination)

The mission of Career Services is to:

- Provide diverse job opportunities in leading industries
- Offer resources that enable you to identify and develop job opportunities
- Help you to be your best to take advantage of the opportunities. There are many Career Services programs to support you in your search
- Communicating honestly with you. We will share with you what we hear from recruiters and around the MBA market place, and we will give you frank feedback on your preparedness for recruiting.

Please explore the Career Services website to find all of the resources, tools and information you need in your job search.

Blog Roll

[TKTKTKTK](#)

[TKTKTKTKTK](#)

[TKTKTK](#)

[TKTKTKTK](#)

[TKTKTKTK](#)

[TKTKTK](#)

Career Services

| | | | |
|----------|----------------|-----------------------|------------|
| About Us | Engage with Us | Engage with Companies | Job Search |
|----------|----------------|-----------------------|------------|

CRC [button to microsite](#)

| |
|------------|
| Who We Are |
| Contact Us |

| |
|------------|
| Who We Are |
| Contact Us |

| |
|-----------------|
| Upcoming Events |
| TKTKTKTKTKTK |
| TKTKTKTKTKTK |

Chicago Booth includes a diverse team of professionals who are passionate about helping you be successful in your career pursuits. Our team includes a Career Management team, which directly works with students through coaching and career management programming, and an Employer Relations team that establishes/builds relationships with new employers and maintains and continuously strengthens existing employer relationships.

Career Management

The [Career Management team](#) provides career-related workshops and events, research resources, and one-on-one coaching to you throughout your job search.

Career Resources

The [Career Resources team](#) can assist you with industry and company contacts research and offers workshops and one-on-one research training appointments. The [Career Resource Center \(CRC\)](#) is located in Charles M. Harper Center, Edelstone suite 212. To renew books or schedule an appointment with a CRC staff member, please call 773.702.7406.

Employer Relations

The [Employer Relations team](#) cultivates existing and identifies new employer relationships on behalf of Chicago Booth, facilitates a robust schedule of on-campus recruiting events and interviews, and manages services such as job postings and resume referrals.

Please [contact us](#) with any questions about the job search process.

Quick Links

- [Employment Report](#)
- [GTS](#)
- [Resume Help](#)
- [Correspondence](#)
- [Research](#)
- [Internship Survey](#)

Blog Roll

- [TKTKTKTK](#)
- [TKTKTKTKTK](#)
- [TKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTK](#)

Career Services

About Us

Engage with Us

Engage with Companies

Job Search

CRC [button to microsite](#)

Who We Are

Contact Us

Home » [About Us](#)

About Us

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Quick Links

- [Employment Repot](#)
- [GTS](#)
- [Resume Help](#)
- [Correspondence](#)
- [Research](#)
- [Internship Survey](#)

Blog Roll

- [TKTKTKTK](#)
- [TKTKTKTKTK](#)
- [TKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTK](#)

Upcoming Events

TKTKTKTKTKTK

TKTKTKTKTKTK

Career Services

[About Us](#)

[Engage with Us](#)

[Engage with Companies](#)

[Job Search](#)

CRC [button to microsite](#)

Home » [About Us](#) » [Who We Are](#)

Who We Are

Contact Us

Who We Are



Julie Morton

Associate Dean, Career Services and Corporate Relations

773.834.3591

julie.morton@ChicagoBooth.edu



Krystin Flanders

Associate Dean, Career Services and Corporate Relations

773.834.3591

krystin.flanders@ChicagoBooth.edu

[Career Management Team](#) ▲

[Career Resources Team](#) ▲

[Employer Relations Team](#) ▲

1024 x 768 Fold Region (varies by browser / platform combination)

Quick Links

[Employment Repot](#)

[GTS](#)

[Resume Help](#)

[Correspondence](#)

[Research](#)

[Internship Survey](#)

Upcoming Events

TKTKTKTKTKTK

TKTKTKTKTKTK

Blog Roll

[TKTKTKTK](#)

[TKTKTKTKTK](#)

[TKTKTK](#)

[TKTKTKTK](#)

[TKTKTKTK](#)

[TKTKTK](#)

When you click on the link the contact info and photo or list of names will accordion out as shown with Julie Morton. [Uses Research Center styling.]

Career Services

[About Us](#)

[Engage with Us](#)

[Engage with Companies](#)

[Job Search](#)

CRC [button to microsite](#)

[Home](#) » [About Us](#) » [Contact Us](#)

Contact Us

Chicago Booth is home to one of the world's largest career services departments. Please contact us for more information about how we can help you:

Chicago Booth Career Services
5807 South Woodlawn Avenue
Suite 212
Chicago, Illinois 60637
Tel: 773.702.7405
Fax: 773.702.9252
Hours: Monday - Friday, 8:30 a.m. - 5 p.m.

Please email us with any questions that you may have:

 [General Questions](#)

 [E-Resume](#)

 [GTS or Job Postings](#)

 [Resume Referral Service](#)

 [On-Campus Recruiting](#)

 [Career Management](#)

 [Career Resource Center](#)

 [Recruiters/Firms](#)

 [Videoconferencing](#)

Each link with have a corresponding icon for visual representation.
[Reference Alumni Resources page]

Quick Links

- [Employment Repot](#)
- [GTS](#)
- [Resume Help](#)
- [Correspondence](#)
- [Research](#)
- [Internship Survey](#)

Blog Roll

- [TKTKTKK](#)
- [TKTKTKTKK](#)
- [TKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTK](#)

Career Services

About Us

Engage with Us

Engage with Companies

Job Search

CRC [button to microsite](#)

Events and Resources

Recruiting Information

Recruiting by Function

Industry Events

Home » [Engage with Companies](#)

Engage with Companies

Career Services develops and maintains relationships with employers to provide Booth students with opportunities across a wide range of industries and functions

Company and Industry Events/Resources

Information on corporate conversations, meet and greets, and educational events versus recruiting events. Also offers access to the Corporate Events Calendar and GTS – organizations, contacts, job postings, and on-campus interviews.

Recruiting Information

Overview of recruiting at Booth, including resume referral service, GTS job postings, and a visual timeline for the overall recruiting process

Recruiting by Function

Learn about the general recruiting process for key functions, such as consulting, entrepreneurship, PE, and investment banking.

Attending Industry Events

Information about attending corporate events, conferences, and Meet & Greets.

Quick Links

- [Employment Repot](#)
- [GTS](#)
- [Resume Help](#)
- [Correspondence](#)
- [Research](#)
- [Internship Survey](#)

Blog Roll

- [TKTKTKTK](#)
- [TKTKTKTKTK](#)
- [TKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTK](#)

1024 x 768 Fold Region (varies by browser / platform combination)

Upcoming Events

TKTKTKTKTKTK

TKTKTKKTKTKT

Career Services

[About Us](#)

[Engage with Us](#)

[Engage with Companies](#)

[Job Search](#)

CRC [button to microsite](#)

Events and Resources

Recruiting Information

Recruiting by Function

Industry Events

Home » Engage with Companies » [Recruiting by Function](#)

Recruiting by Function

An MBA opens the door to many different career areas. While the overall recruiting process can be quite similar across many different industries and functions, there are some differences to consider as you determine the career path that is right for you. To that end, we have created “Recruiting by Function” pages for the key MBA functions of interest to Booth students. They are designed to help you understand the unique steps that may exist for that function, the best practices for landing a role in the function, how to research and prepare to be successful in landing a role in the function.

[These will be their own pages with additional content]

[Business Development](#)

[Investment Management](#)

[Consulting](#)

[Marketing](#)

[Entrepreneurship](#)

[Private Equity](#)

[Finance in a Company](#)

[Social Impact/Specialized Functions](#)

[General Management](#)

[Strategic Planning](#)

[Investment Banking](#)

[Venture Capital](#)

Quick Links

- [Employment Report](#)
- [GTS](#)
- [Resume Help](#)
- [Correspondence](#)
- [Research](#)
- [Internship Survey](#)

Blog Roll

- [TKTKTKTK](#)
- [TKTKTKTKTK](#)
- [TKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTK](#)

1024 x 768 Fold Region (varies by browser / platform combination)

- About Us
- Engage with Us
- Engage with Companies
- Job Search

Home » Engage with Companies » Recruiting by Function » [Marketing](#)



- Events and Resources
- Recruiting Information
- Recruiting by Function
- Industry Events

Quick Links

- [Employment Repot](#)
- [GTS](#)
- [Resume Help](#)
- [Correspondence](#)
- [Research](#)
- [Internship Survey](#)

- Upcoming Events
- TKTKTKTKTKTK
- TKTKTKTKTKTK

Marketing

Recruiting for marketing can include both an on-campus and network based component. There are a large number of companies across a range of industries that hire Booth students. In any given year, approximately 50% of students land their marketing internships via on-campus recruiting. The remaining students land their internships via job postings, alumni contacts, and personal contacts.

Blog Roll

- [TKTKTKTK](#)
- [TKTKTKTKTK](#)
- [TKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTK](#)

1024 x 768 Fold Region (varies by browser / platform combination)

As you develop your recruiting strategy for marketing, it is important to have both a network based component as well as an on-campus based aspect to your search. This will enable you to your strategy to leverage all possible opportunities.

[Marketing Recruiting Timeline](#) [PDF for the visual timeline]

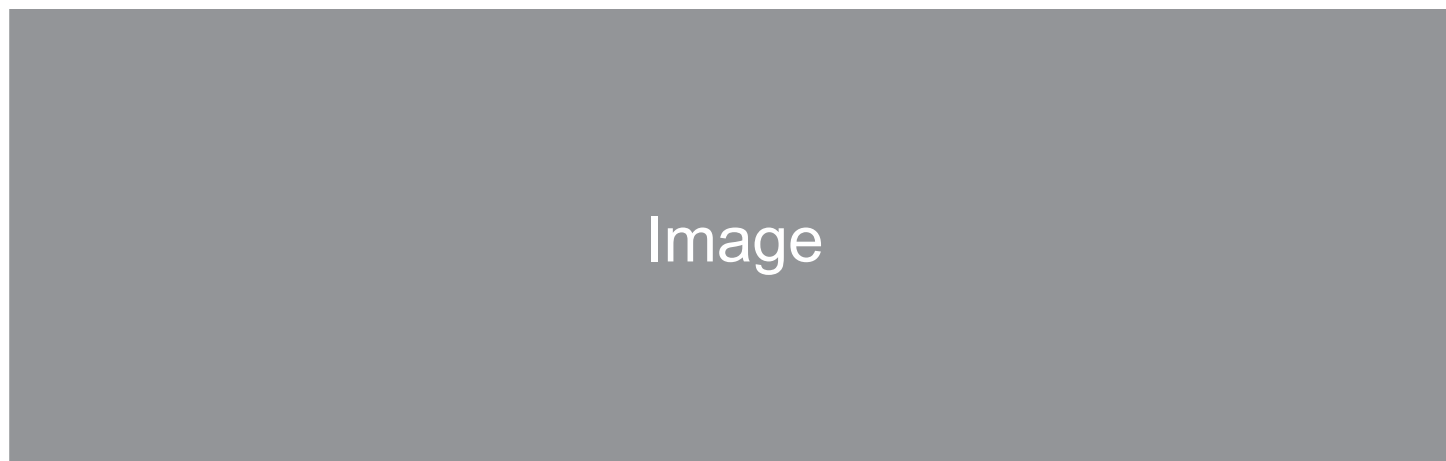
These will accordion out with the content visible underneath when you click on it]

- [Key Dates/Steps](#)
- [Resources for Marketing](#)
- [Resume Development](#)
- [Research](#)
- [Written Correspondence](#)
- [Networking](#)
- [Interview Preparation](#)
- [Offers and Negotiation](#)

| | | | |
|----------|----------------|-----------------------|------------|
| About Us | Engage with Us | Engage with Companies | Job Search |
|----------|----------------|-----------------------|------------|

| |
|------------------------|
| Events and Resources |
| Recruiting Information |
| Recruiting by Function |
| Industry Events |

Home » Engage with Companies » Recruiting by Function » [Marketing](#)



| |
|---|
| Quick Links |
| Employment Report GTS |
| Resume Help |
| Correspondence Research |
| Internship Survey |

| |
|------------------------|
| Upcoming Events |
| TKTKTKTKTKTK |
| TKTKTKTKTKTK |

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Marketing Recruiting Timeline (PDF) [\[for the visual timeline\]](#)

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| Key Dates/Steps ▲ |
| Resources for Marketing ▼ |

There are many great resources to help you prepare to successfully recruit for marketing.

Assessment and Strategy

- Take the CareerLeader (link) and review your results. Checkout the Exploring Careers (link) section of the website to find tools to assess your interests, develop a strategy, and develop a focus
- View Industry Immersion panels for Marketing on the Media Site (link) to learn more about marketing careers from recent alumni
- Once you have explored various career options, consider meeting with a Career Coach (link) or Marketing Career Advisor (link) to discuss your job search strategy, get a resume or cover letter review, or conduct a mock interview
- Review the Best practice Guide for Marketing (PDF) to gain insights from Marketing Career Advisors on how to find a Marketing internship

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| Resume Development ▲ |
| Research ▲ |
| Written Correspondence ▲ |
| Networking ▲ |
| Interview Preparation ▲ |
| Offers and Negotiation ▲ |

| |
|----------------------------|
| Blog Roll |
| TKTKTKTK |
| TKTKTKTKTK |
| TKTKTK |
| TKTKTKTK |
| TKTKTKTK |
| TKTKTK |

Career Services

- About Us
- Engage with Us
- Engage with Companies
- Job Search**
- CRC **button to microsite**

- Career Research
- Your Resume & Story
- Networking
- Interviewing & Negotiating

Home » [Job Search](#)

Job Search

Intro/overview copy

- ### Upcoming Events
- TKTKTKTKTK
 - TKTKTKTKTK

- ### Quick Links
- [Employment Repot](#)
 - [GTS](#)
 - [Resume Help](#)
 - [Correspondence](#)
 - [Research](#)
 - [Internship Survey](#)

- ### Blog Roll
- [TKTKTKK](#)
 - [TKTKTKTKK](#)
 - [TKTKTK](#)
 - [TKTKTKTK](#)
 - [TKTKTKTK](#)
 - [TKTKTK](#)

1024 x 768 Fold Region (varies by browser / platform combination)

Career Services

[About Us](#)

[Engage with Us](#)

[Engage with Companies](#)

[Job Search](#)

CRC [button to microsite](#)

Career Research

Your Resume & Story

Networking

Interviewing & Negotiating

Home » Job Search » [Your Resume & Story](#)



Quick Links

- [Employment Repot](#)
- [GTS](#)
- [Resume Help](#)
- [Correspondence](#)
- [Research](#)
- [Internship Survey](#)

Your Resume & Story

[each subhead will go to another page with content]

[Exploring Careers](#)

[Creating Written Correspondence](#)

[Conducting Research](#)

[Interviewing](#)

[Communicating Your Story and Brand](#)

[Negotiating Your Offer](#)

[Developing Your Resume](#)

[Job Search Tools](#)

[Networking](#)

Blog Roll

- [TKTKTKTK](#)
- [TKTKTKTKTK](#)
- [TKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTK](#)

1024 x 768 Fold Region (various content and image combinations)

Career Services

[About Us](#)

[Engage with Us](#)

[Engage with Companies](#)

[Job Search](#)

CRC [button to microsite](#)

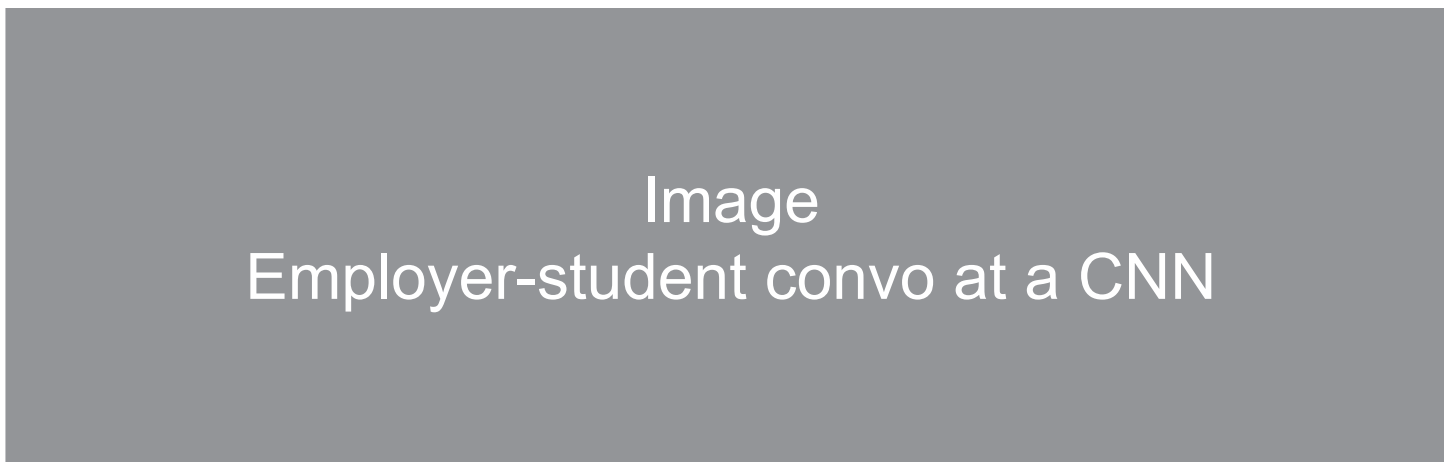
[Career Research](#)

[Your Resume & Story](#)

[Networking](#)

[Interviewing & Negotiating](#)

Home » Job Search » [Your Resume & Story](#) » [Developing Your Resume](#)



Quick Links

- [Employment Repot](#)
- [GTS](#)
- [Resume Help](#)
- [Correspondence](#)
- [Research](#)
- [Internship Survey](#)

Developing Your Resume

Developing your resume takes time and is most often the first document you will use to market yourself. Its main purpose it to generate enough interest in you that a prospective employer wants to learn more.

[Chicago Booth Templates](#)

1024 x 768 Fold Region (varies by browser / platform combination)

[Build Your Resume Resources](#)

[Refine Your Resume](#)

[Upload Your Resume](#)

Blog Roll

- [TKTKTKTK](#)
- [TKTKTKTKTK](#)
- [TKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTKTK](#)
- [TKTKTK](#)

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Career Resource Center

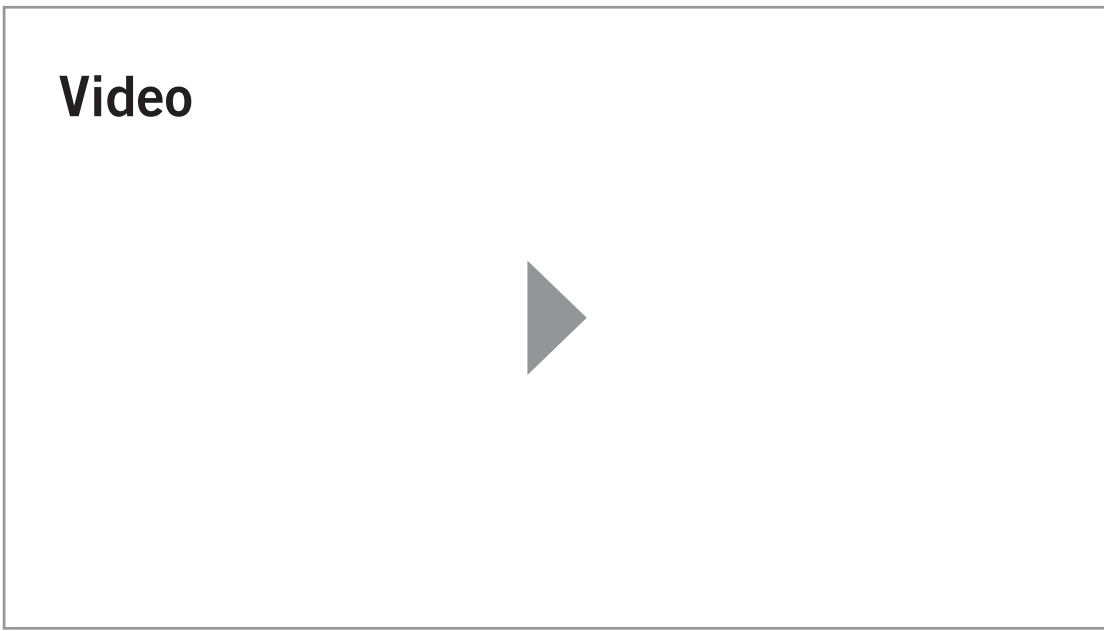
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|----------|----------|---------------|----------|
| Industry | Function | Task Specific | Location |
|----------|----------|---------------|----------|

Career Services [button back to CS](#)

Online Book Catalog
 Search for and borrow books at Harper and Gleacher locations, including all publications for Booth CRCs

Database Portal Access

Video



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Quick Links
[ABI/INFORM](#)
[Factina](#)
[Thomson One Business Source Complete](#)

Contact Us
[TKTKTKTK](#)
[TKTKTKTKTK](#)
[TKTKTK](#)

Welcome to CRC

Research is an essential component to your job search, and the Career Resource Center (CRC) is here to help. We offer many print and electronic resources to aid you as you research industries, companies, contacts, and news. We also provide research Roadmaps for a variety of industries and functions, and host programs (in addition) throughout the year to help navigate these resources.

The Harper CRC is staffed by a librarian and a manager, both of whom can help you navigate through the different stages of our career research, including meeting with you individually.

Career Resource Center

| | | | |
|----------|----------|---------------|----------|
| Industry | Function | Task Specific | Location |
|----------|----------|---------------|----------|

Career Services [button back to CS](#)

Online Book Catalog

Search for and borrow books at Harper and Gleacher locations, including all publications for Booth CRCs

Home » [Industry](#)

Research by Industry

TK intro copy

[These will be their own pages with additional content]

[Business Development](#)

[Marketing](#)

[Consulting](#)

[Private Equity](#)

[Entrepreneurship](#)

[Social Impact/Specialized Functions](#)

[Finance in a Company](#)

[Strategic Planning](#)

[General Management](#)

1024 x 768 Fold Region (various purposes, color combinations)

[Venture Capital](#)

[Investment Banking](#)

[Investment Management](#)

Quick Links

[ABI/INFORM](#)

[Factina](#)

[Thomson One](#)

[Business Source](#)

[Complete](#)

Contact Us

[TKTKTKTK](#)

[TKTKTKTKTK](#)

[TKTKTK](#)

Career Resource Center

| | | | |
|----------|----------|---------------|----------|
| Industry | Function | Task Specific | Location |
|----------|----------|---------------|----------|

Career Services [button back to CS](#)

Online Book Catalog

Search for and borrow books at Harper and Gleacher locations, including all publications for Booth CRCs

Database Portal Access

Home » Industry » [Private Equity](#)

Private Equity

TK intro copy

[These will be their own pages with additional content]

[Overview of Private Equity](#)

[Companies](#)

[News/Journals and Deal Information](#)

[Associations and Conferences](#)

[Compensation](#)

1024 x 768 Fold Region (varies by browser / platform combination)

Quick Links

- [ABI/INFORM](#)
- [Factina](#)
- [Thomson One Business Source Complete](#)

Highlights

- [Best Practices Roadmap](#)
- [Interview Preparation](#)

Contact Us

- [TKTKTKK](#)
- [TKTKTKTKK](#)
- [TKTKTK](#)

Career Resource Center

| | | | | |
|------------|----------|---------------|----------|---|
| Industry ▲ | Function | Task Specific | Location | Career Services button back to CS |
|------------|----------|---------------|----------|---|

Online Book Catalog
Search for and borrow books at Harper and Gleacher locations, including all publications for Booth CRCs

Database Portal Access

Home » Industry » [Private Equity](#)

Private Equity

TK intro copy

[These will be their own pages with additional content]

[Overview of Private Equity](#) ▲

[Companies](#) ▲

The CRC subscribes to several databases that can help you create a target list of private equity companies based on criteria that might be important to you, such as investment area, geographic location or transaction type. You can also use these databases to learn about the firm and find contacts.

1024 x 768 Fold Region (varies by browser / platform combination)

Capital IQ: Capital IQ can be used to create a target list of private equity firms by going to screenings » companies » investment type » PE/VC. Continue to use the Company Details and Investment Criteria to narrow your search. You can also create a target list of VC/PE transactions by going to screenings » transactions » investment type » PE/VC.

For further instruction on using Capital IQ, please watch the short video [video]. To request access to Capital IQ, please click [here](#) [link to Cogix poll].

LP Source: LP Source is a database that provides firm details, contact information and fundraising notes on private equity firms. A CRC staff member can log you into the database at a CRC terminal during open hours.

Thomson ONE: Thomson ONE is similar to Capital IQ in creating target lists. Go to Screenings & Analysis Private equity to perform a company search or fundraising search.

For further instruction on using Thomson ONE, please watch the short [video](#). Please note Thomson ONE will require a VPN connected if off-campus and can only be used with Internet Explorer.

Asian Venture Capital 300 China & Asia: Profiles of leading Asian VC/PE firms with country and sector analysis.

[News/Journals and Deal Information](#) ▲

[Associations and Conferences](#) ▲

[Compensation](#) ▲

Quick Links

- [ABI/INFORM](#)
- [Factina](#)
- [Thomson One](#)
- [Business Source Complete](#)

Highlights

- [Best Practices Roadmap](#)
- [Interview Preparation](#)

Contact Us

- [TKTKTKTK](#)
- [TKTKTKTKTK](#)
- [TKTKTK](#)