

Career Guide for Consulting Careers



Introduction

Thank you for reviewing this guide to Career Planning for Consulting Careers. The Cohen Career Center is your partner in the educational process. We provide access to career development programs, services, connections, and resources, empowering you to pursue your post-graduate plans and navigate lifelong career changes. This guide offers specific strategies and resources for Consulting Careers. The Cohen Career Center partners with the Mason School of Business to provide targeted career advising resources for business students. As career development professionals, all members of the Cohen Career Center advising team are accessible to students from all majors and career interests. In addition to this generalist role, our staff members are also responsible for unique career verticals and industry liaison roles, such as Business Careers.

Core Competencies for Careers in Consulting

The National Association of Colleges and Employers (NACE) compiles research data from employers and recruiting professionals to determine the key career expectations for recent graduates. These core competencies are a list of skills required by a majority of employers hiring candidates for internship and entry level roles across industries and functional areas. The following infographic provides specific detail for each of the eight core competencies.

As you build your resume, draft your cover letter, and prepare for interviews, consider the following competencies as they relate to your specific background and experience. Employers are looking for candidates with the ability to articulate and/or demonstrate these skills. In addition to these comprehensive skills, following are specific recommendations for opportunities to highlight your skills to prospective employers as a student who minored in Management and Organizational Leadership or concentrated in Consulting.

| NACE Competency | Definition: | Strategies for students interested in Consulting: |
|---|--|--|
|  <p data-bbox="248 1493 409 1518">Critical Thinking</p> | <ul data-bbox="578 1297 1013 1409" style="list-style-type: none"> • Exercise sound reasoning to analyze issues • Make decisions, overcome problems • Obtain, interpret, and use knowledge, facts, and data | <ul data-bbox="1045 1297 1481 1541" style="list-style-type: none"> • Highlight skills and knowledge developed as part of your core course requirements. • Discuss the evaluation strategies learned as part of your Business Intelligence course. • Detail your experience with problem-solving strategies learned within Applied Predictive Analytics. |
|  <p data-bbox="175 1814 483 1839">Oral & Written Communication</p> | <ul data-bbox="578 1591 1013 1734" style="list-style-type: none"> • Articulate thoughts and ideas clearly • Effectively communicate to persons inside and outside the organization • Demonstrates public speaking skills • Can write and edit written pieces | <ul data-bbox="1045 1591 1481 1929" style="list-style-type: none"> • Consultants are expected to communicate effectively with clients. Identify your strongest class presentations and written assignments, and be able to discuss them. • Participate in Case Competitions or Stock Pitch competitions • During internships, on-campus, jobs, part-time jobs, and campus leadership programs, look for opportunities to draft and edit written content or present information to groups. |



Teamwork & Collaboration

- Ability to work with diverse cultures, races, ages, genders, religions, lifestyles & viewpoints
- Build collaborative relationships with colleagues and customers
- Negotiate and manage conflict

- Seek opportunities to complete **team-based data projects**. For team projects assigned during classes, reflect on your role within the group and take notes on the experience.
- Take advantage of on-campus **case competitions** hosted by employers.
- During interviews, relate the positive results of the experiences to prospective employers.



Digital Technology

- Select and use appropriate technology to accomplish a given task
- Demonstrate effective adaptability to new and emerging technologies

- Develop your digital proficiency by learning business application software in **BUAD 330 (Computer Skills for Business)** that you take as part of the block
- Master the use of financial software tools through **BUAD 325 (Equity and Portfolio Management)**



Leadership

- Leverage the strengths of others to achieve common goals
- Use interpersonal skills to coach and develop others
- Use empathetic skills to guide, motivate, organize, prioritize, and delegate work

- This is extremely important in Consulting
- Explore opportunities to take on **leadership roles** with your student organizations, team, or community.
- Consider **volunteer** opportunities with local organizations or your hometown during the summer.
- **Mentor a younger student** and help guide that peer by pointing out appropriate resources: classes to take, clubs to join.



Professionalism

- Demonstrate personal accountability and effective work habits
- Demonstrate integrity and ethical behavior
- Acts responsibly with the interests of the larger community in mind

- Demonstrate personal and professional accountability and effective work habits: punctuality, ethical behavior, time-management, and non-verbal communication.
- Consider attending the annual **Etiquette Lunch** hosted by the Cohen Career Center.
- If you are in need of professional attire, utilize the **Dress to Impress** career closet housed in the Cohen Career Center or attend the **Suit Up** event and to buy discounted clothes.



Career Management

- Articulate skills, strengths, knowledge and experiences relevant to the position desired
- Identify and explore career goals
- Recognize areas necessary for professional growth

- Build professional, clear **resumes** and compelling, well written **cover letters**.
- Utilize **Executive Partners (EPs)** and professors to learn more about the profession.



Global & Intercultural Fluency

- Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations & religions
- Demonstrate openness, inclusiveness, sensitivity and respectful interactions

- **Study abroad** to develop an appreciation of other cultures and educational systems. Check with the **Reves International Center for Studies** for opportunities.
- Consider adding the official designation of **“International Emphasis”** to your BBA degree. Consult with the Undergraduate Business Office & the Business Majors Curriculum Guide for the requirements.

What should I be doing to get ahead?

TRIBE CAREERS

- TribeCareers is W&M's jobs and internships database, where employers post their jobs, where you search for positions that interest you, and where you submit your applications. Make sure to update your profile, and upload the latest copy of your resume. Tribe Careers is where you also learn of upcoming events and RSVP for career panels and employer information sessions.

STAY INFORMED

- **Business Careers Newsletter** – Sign up to receive Cohen's weekly newsletter through your Tribe Careers account.

STAY INVOLVED

- **Consulting Club** – The Consulting Club is a great way to get involved. They offer projects and practice case review as well as connections to consulting alumni. Sign up for their listserv to learn of their meetings, special events. To find the current point of contact, go to the Tribelink: <https://tribelink.wm.edu/organization/consulting>
- **Case Competitions** – many companies like Accenture offer opportunities to participate in case competitions. These are beneficial experiences that will introduce you to the field of consulting.

TAKE ADVANTAGE OF SPECIAL OPPORTUNITIES for students interested in Consulting

- **Employer Tables & Informal Chats.** During the FALL and SPRING semester, certain organizations sponsor employer tables in the Sadler lobby and Mason lobby. PwC's table has a walk-up resume review in the Mason lobby. Deloitte reserves time for you to speak informally with their recruiter at The Daily Grind. Check your Tribe Careers account for when and where they will be on campus.
- **Meet the Firms.** Held every FALL semester, this half-day accounting career expo is co-sponsored by the Cohen Career Center and the Graduate Career Management Center (GCMC) in the Mason School. The morning consists of a series of career panels given by business professionals who discuss topics such as the different fields of consulting, and how to "ace a case" interview, among others. The afternoon involves an informal networking session where students can speak with employers and learn more about their organizations.

Other Resources

Learn more about the Consulting profession:

- **Vault** – Vault contains information on the Top 50 Consulting Firms plus career guides devoted to consulting. You can also find resources on Case Interviewing. (*Access Vault from your Tribe Careers account by searching for the heading "External Job Resources"*).
- **ManagementConsulted.com** – a good general website that covers topics about how to build a resume, why management consulting vs banking, and it also has a paid section for case interview prep etc.
- **Caseinterview.com** – similar to the above, gives good advice from an experienced consultant. He also has authored a helpful book, Case Interview Secrets.
- **Hacking the Case Interview** by Taylor Warfield – a good book with sound case interview prep advice
- **Candid Careers** – Watch short videos of individuals who work in the Consulting field. Hear directly from them on what a typical work day is like, pros and cons of the job, and their recommendations for young professionals. (*Access Candid Careers from the Cohen website under the heading of Career/Major Exploration*).
- **O*NET Online** – Read in-depth information on specific consulting areas. Learn about education requirements, employment trends, and average salaries on the national, state, and local level.
- **MBA Casebooks** - Many top-tier MBA consulting clubs create casebooks that provide mock case interviews that you can use to practice. Sometimes casebooks also include information about various consulting firms as well.

Professional Associations:

Professional associations serve as the formal organization for a profession. Professional associations set the standard for the industry. They also host workshops and webinars to meet the ongoing educational training. Students can often join associations at a discounted rate.

- Association of Management Consulting Firms <http://www.amcf.org/>
- Institute of Management Consultants <http://www.imcusa.org/>
- International Council of Management Consulting Institutes <https://www.cmc-global.org/>

- Professional and Technical Consultants Association <http://www.patca.org/>
- Fishbowl App – if you have completed an internship in consulting, you may join this forum: <https://www.fishbowlapp.com/>

Employers

Following are top employers who are actively recruiting, interviewing, and/or hiring William & Mary students for Consulting Careers. This list represents a small sample of the organizations recruiting for consulting positions.

The average reported, first-destination salary for William & Mary students entering the consulting field is **\$68,000**. **\$60,000-77,500** was the reported salary range.

| | |
|--|---|
| <p>Accenture*+ Berkeley Research Group* Booz Allen Hamilton*+ CapitalOne*+ CGI Federal* Deloitte*+ Epic EY*+ Grant Thornton*+ IBM*+</p> <p><i>*Organizations that have posted positions and/or held info sessions on-campus</i></p> | <p>LEK KPMG*+ Navigant* Parson’s Corporation PwC*+ Oliver Wyman Ankura* Cornerstone Research ClearView Healthcare Partners</p> <p><i>+Organizations with an active on-campus recruiting presence (on-campus interviews and career fairs)</i></p> |
|--|---|

Job Titles

| | | |
|---|---|--|
| <p>Consultant Business Consultant Project Manager Health Care Consultant Financial Consultant</p> | <p>Associate Advisor Technical Consultant Telecom Consultant Legal Consultant</p> | <p>Partner Strategist Strategy Consultant Management and Operations Change Management Consultant</p> |
|---|---|--|

ANNA Z. JONES

Cell: (555) 555-5555 | Email: annazjones@email.wm.edu

Current Address:

CSU 5555 PO BOX 5555
Williamsburg, VA 55555

Permanent Address:

5555 Name
City, ST 55555

EDUCATION

William & Mary,

Bachelor of Business Administration

Major: Finance, Minor: Management and Operations; GPA: X.Y

Williamsburg, VA
May 20ZZ

- *Language Skills:* Proficient in written and spoken Spanish
- *Computer Skills:* Proficient in Microsoft Office Suite and Database Systems

University of Exeter

Study Abroad

Exeter, UK
Fall 20XX

- *Coursework:* International Business Law, Global Political Environment

RELEVANT EXPERIENCE

Boston Consulting Group

Summer Intern

San Francisco, CA
May 20YY- August 20YY

- Developed a value proposition through identifying 30 million dollars in operational cost savings focused in area of supply chain logistics
- Partnered on five-person case team with a consumer packaged goods client, aimed at implementing new customer relationship management system for thorough tracking of customer communications
- Examined and processed data for potential quality defects for automotive client and conducted several experiments to proof theories about defect causes
- Participated in weekly case team strategy sessions to build professional portfolio of services
- Interacted with client teams to learn and strategize best practices for long-term goals

Savi Technology

Solutions Summer Intern

Washington, DC
May 20XX- August XX

- Analyzed sales process, reviewed database, and implemented change to efficiently follow sales leads and increase revenue
- Assessed customer needs and conducted demonstrations of Savi products and RFID solutions at trade-shows and various client sites
- Collaborated with top management to understand training and logistical needs in order to plan and organize an annual training seminar

OTHER EXPERIENCE

Strathmore Hall Foundation, Inc.

Marketing Intern

Bethesda, MD
June 20WW – August 20WW

- Drafted press releases and assist with organizing press clippings
- Created and proofed publications, advertisements, and emails to the general public
- Operated box office on an as needed basis by: professionally interacting with customers by addressing questions and solving problems; reconciling cash and credit card payments

ACTIVITIES

Alpha Kappa Psi, Professional Business Fraternity

Vice President

Williamsburg, VA
August 20VV - Present

- Communicate with chapter members concerning new policies through social media and email
- Increased fundraising dollars from previous year by 10% through creating informational pamphlets

Consulting Club

Member

Williamsburg, VA
20WW-Present

- Club analyzed, presented and helped implement a case study for a commercial firm
- Helped mentor younger students in case interview prep

Lacrosse Team

Captain

Williamsburg, VA
August 20VV – Present

- Devote an average of 20 hours per week to practice, travel, and competition on division I team, while managing a full academic course load

AWARDS AND HONORS

- William and Mary Sharp Scholar, integrating academic studies, research, and community engagement
- National Society of Collegiate Scholars, William and Mary Chapter Member