



CAREER GUIDE

for undergraduate students

TUFTS CAREER CENTER

We will help you identify your career goals and gain the competencies, resources, contacts, and tools necessary to achieve them. Whether you are deciding on a major or career, looking for an internship or job, or considering graduate school, we can help.

Mission

To foster transformational experiences that shape the professional, academic and personal development of Tufts students and alumni for lifelong impact.

Vision

That every Jumbo is prepared for a lifetime of fulfilling career opportunities.



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YOUR CAREER DEVELOPMENT JOURNEY

The career development process is a lifelong journey. The earlier you begin to focus on your career development, the better prepared you will be to make decisions and pursue the opportunities available to you. Good news: There are a variety of things you can do now to prepare for your future! Every class and experience will build your competencies, focus your interests and inform your goals. From individual advising to career education tools and programs, the Career Center offers extensive resources to help you explore options and develop strategies for pursuing those goals.

[Here are the basic elements of your career development journey:](#)



Explore

Get to know yourself: What do you enjoy? What are your strengths? Begin to identify your competencies, transferable skills, interests, values and personality preferences. Gaining awareness of these core “satisfiers” will help you link to potential career fields. Start researching career possibilities and think about the connections between experiences and careers.

Action Steps:

- Visit *Learn More About ... Exploring Your Interests, Careers & Majors* on the Career Center site for info about competencies and career readiness, self-assessment tools, and more
- Begin to identify majors that fit your interests and competencies, and eventually decide on major(s)/minor(s)
- Review the list of organizations/clubs (via the Office of Campus Life) and join clubs that will help you develop your competencies and interests
- Gather information on different fields, industries and companies
- Take advantage of the Career Center’s virtual workshops and programs



Build

Polish your resume and cover letter writing skills. Refine your career goals and strategy. Test career paths through career conversations (a.k.a. informational interviewing), shadowing, internships, and part-time and summer jobs, and determine potential career direction(s).

Action Steps:

- Create/revise/finalize resume and have one of our career fellows or career advisors review it
- Get help writing an effective cover letter and/or artist statement
- Learn to present your goals and competencies in networking conversations
- Conduct career conversations (use The Herd to find alumni!) and/or shadow people working in interesting fields
- Create a LinkedIn profile and join groups like the Tufts University Career Network and other professional groups
- Practice interview skills; set up a mock interview
- Explore opportunities to gain relevant work experience through an internship, job or fellowship
- If interested in grad school, research schools, visit campuses or take a virtual tour, and take standardized tests
- Attend events such as virtual career workshops, industry fairs, and employer programs



Launch

Make informed and meaningful career decisions. Remember that the choices you make today will not define your entire career path. Instead, focus on the experiences you would like to gain over the next couple of years.

Action Steps:

- Chat with a career advisor who can help with your decision making or career planning
- Tailor your self-marketing materials (e.g., resume, cover letter) to individual employers and jobs
- Get help writing your personal statement if you are applying to graduate or professional schools
- Continue to strengthen your interviewing skills
- Apply to positions/schools; analyze offers from employers and grad schools; learn/practice negotiation basics
- If you have accepted a job, tell us about it through the Handshake *First Destination Survey*
- Reflect on your career journey through an internship/job/fellowship or grad program (remember: this is a life-long process!)

IMPORTANCE OF SELF-ASSESSMENT

Self-assessment is the first step toward choosing a fulfilling career path. View the sections below and worksheets on the Career Center website to help you reflect.

Career Center Resources for Exploring Competencies, Interests, Values, Transferable Skills, and Personality

Tools available on the *Learn More About ... Exploring Your Interests, Careers & Majors* section of the Career Center site:

- Skills Inventory
- What's Your Skillset?
- O*Net Online Skills Search
- Interests Checklist
- Interests Questionnaire
- Career Interests Game
- Work Values Inventory
- Family & Culture Assessment
- Career Competencies Worksheets

Interests

What do you like to do in your spare time? Which courses and activities do you most enjoy? If you consider these things, you'll often come up with common themes running through your personal narrative.

Values

Values play an integral role in career satisfaction. Do you prefer risk or stability? Variety or routine? Teamwork or autonomy? Finding work environments that align with your values is often just as important as the actual tasks involved in a job or internship.

Transferable Skills

As the name implies, transferable skills are those that can carry over to many environments, whether from home to school, school to work, or beyond. These broad-based skills, such as communication skills, problem-solving and taking initiative, are highly sought after by employers for their applicability across different settings.

Personality

Understanding your personality preferences is an important part of choosing a fulfilling career path. Personality can be defined as a combination of qualities that form an individual's distinctive character, influencing how you see, experience and interact with the world. For instance, how and with whom do you prefer to spend your time? How do you approach new projects or activities? How do you make big decisions?

COMPETENCIES AND CAREER READINESS

Career readiness is the attainment and demonstration of competencies that broadly prepare college graduates for a successful transition to the workplace. Think about the competencies that enable you to succeed. These can include broader areas such as global/intercultural fluency or leadership, but can also encompass what we and many employers refer to as transferable skills, such as the ability to work in a team. All competencies can be developed over time through a variety of experiences (community service, internships, student clubs, coursework) and apply to many career fields. **Based on competencies developed by the National Association of Colleges and Employers (NACE), the Tufts Career Center is committed to helping students develop/enhance the following competencies. Refer to the *Competencies and Career Readiness* resource on the Career Center website for ways to develop each of these.**

Critical Thinking/Problem Solving

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may

Oral/Written Communications

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

Civic Engagement

Work with others to define, analyze, and address public, political, or community problems. The individual is able to deliberate with others, collaborate to make change, and form relationships that manifest such civic virtues as tolerance and respect.

Teamwork/Collaboration

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.

Digital Technology

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

Global/Intercultural Fluency

Value, respect, and learn from diverse cultures, races, ages, sexes or genders, sexual orientations, gender identity and/or expression, abilities, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individual differences.

Leadership

Leverage strengths of others to achieve common goals and use interpersonal skills to coach and develop others. The individual is able to assess and manage emotions; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Professionalism/Work Ethic

Demonstrate effective work habits and personal accountability, e.g., working productively with others, practicing punctuality and time management, and understanding the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from mistakes.

Career Management

Identify and articulate one's strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate/explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

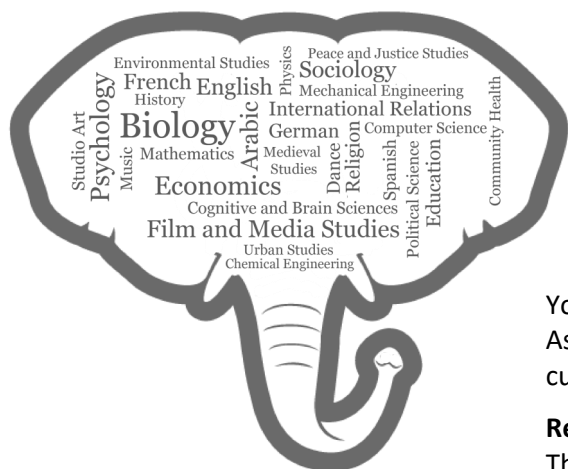


Did You Know?

Tufts students have access to thousands of online courses and training videos via **LinkedIn Learning**. After you log in, try searching “career development” for tools to help you strengthen your career competencies.

<https://access.tufts.edu/linkedin-learning>

CHOOSE A MAJOR AND RESEARCH CAREERS



Some students arrive at Tufts knowing what they want to major in, but many more spend the first few years exploring their options. Speak with a career advisor if you have questions about how your major may impact your future career options.

Good news: Unless you are planning to enter a technical field, such as engineering, you can obtain the competencies necessary to succeed through any of the 100+ majors offered at Tufts.

You will excel at a major if you select a subject area that you enjoy studying. Ask yourself: Which classes have you liked so far? Are there others you are curious about?

Remember: Selecting a major and selecting a career are not the same thing. The following tasks will help you as you make decisions related to majors.

Develop Competencies and Transferable Skills

Beyond the competencies you will gain in any major at Tufts, employers value those that you develop outside the classroom. Consider participating in internships, volunteer service, and extracurricular activities.

Set Up Career Conversations

These short conversations (a.k.a. informational interviews, self-initiated chats with people you find interesting) are a great way to explore majors. Talking with alumni, upperclassmen, faculty and others can help you determine which major might be a good fit for you. Visit the *Learn More About ... Networking* section of this guide for more about the process, and view sample conversation questions on the next page.

Continue Exploring

In addition to conversations with fellow students, faculty, and Tufts alumni ...

- Visit the *Learn More About ... Exploring Your Interests, Careers & Majors* on the Career Center site for **What Can I Do With This Major?** which allows you to explore career options across a variety of majors. You'll also find worksheets and other tools to help you reflect on your interests, personality, competencies and values and how they connect to possible majors and careers.
- Check out the sites of Tufts academic departments for info on majoring in that discipline, courses offered & faculty.
- Get advice from your Pre-Major/Major Advisor, Senior Academic Advisor or Advising Dean.
- Think about which competencies you would like to develop, or which classes your ideal major would include.

Major Myths

Myth: Only certain majors are practical when it comes to finding a job.

Reality: Employers are more interested in your competencies and experience than in any specific major. Liberal arts & engineering students gain a variety of transferable skills or "soft skills" that are highly valuable to employers.

Myth: If I want to go to law school or medical school, I have fewer choices for majors.

Reality: There is no required major for law school or medical school. Your ability to think analytically and communicate clearly will be important for law and medicine. In addition, Tufts has pre-law and pre-health advisors to discuss the requirements for law and medical schools.

Myth: Majoring in engineering will limit me to working only in engineering.

Reality: Engineering skills and expertise are more valuable than ever in a variety of fields. Tufts Engineering students have pursued careers in technical writing, finance, law, medicine and more.

The more you know about various career fields, employers and types of jobs within organizations, the easier it will be to find internships and jobs, or decide to apply to graduate school.

We encourage you to meet with a career advisor to discuss ways to research your career options. You can also gather plenty of information at the career education and networking programs we hold throughout the year.

Explore Careers Through Networking

While you explore career fields through networking and the many resources described in this guide and online, ask yourself:

1. Can I see myself working in this particular career area?
2. Does it match with my interests as well as I had anticipated?
3. Will it afford me the lifestyle I seek?
4. Does it use my top competencies and match my top values and strengths?

Learn about Majors and Career Fields Through Career Conversations

As you get started, keep these things in mind:

Have fun! You're asking questions to gain an insider's view of a major and/or career field. It's a short discussion, not something that should intimidate you.

Ask your friends about their majors or the career fields they intend to pursue, and then ask them for names of other people who could help you. Get a variety of opinions so you can see many sides of the same story.

- Why did you choose your major?
- Why are you interested in this career field?
- What do you like/dislike about the major/career path?
- Which competencies have you strengthened through your major? How do they relate to your field of interest?
- What does your four-year schedule look like?
- What do you want to do after you graduate?
- Who are the most interesting professors and what were the most helpful classes you took?

For more about the Career Conversation process, see page 18 of this guide.

Factors to Consider in Career Research

Education and skill requirements: What educational background or specific competencies does this career field typically require? Will you need a graduate degree to get a job?

Typical positions: Where does an entry-level or experienced employee fit within this field? How do responsibilities vary at different levels?

Day-to-day job operations: What does a typical day look like for an employee? How do the roles of various team members differ?

Industry trends and developments: What is the future of this field? Trends? Is it expanding?

Personality traits/experiences valued by the field: Which traits are necessary for success? Are there experiences that many in this field share?

Salary information: What type of salary can you anticipate, given your education and experience level? What is the salary range as you progress? Visit the Salary and Cost of Living career resource for tools to help you.

Hiring cycles and recruiting practices: When and how does the industry hire? Some industries have unique recruiting practices, e.g., engineering, finance and consulting companies tend to recruit during the fall semester, while nonprofits tend to hire later in the spring. Carefully research the hiring timelines for your targeted field(s).

Geographic location: Are opportunities in your desired career field primarily located in specific areas of the country/world? Would you be happy living there? Can you work remotely?



Sample Questions About
Majors & Career Fields

WRITE A RESUME

Your resume is a summary (the big picture) of your competencies and experiences, both paid and unpaid. You may have one or two versions of your resume, but you'll have a customized cover letter for each position. **Here's how you can start your resume from scratch!**

EDUCATION

For current students or recent alum, the education section should come first, with the most recent education listed first. You can include: Your institution and location, your degree, major(s) and, if applicable, minor(s), and your expected graduation date.

Optional: Study abroad programs, previous institutions, high school, relevant courses, GPA

Consider: What do these facts demonstrate about you? How does it add to your candidacy?

SKILLS

List relevant skills — these might range from technical skills, e.g., expertise using a digital tool, to experience-based skills, e.g., project management or database design. This section can also include certifications, languages, etc. As this section grows, you may divide it into several distinct skills sections like Software Expertise, Lab Skills, Teaching Skills, Design Skills, etc.

Consider creating a digital portfolio!

If you're considering a technical or creative field, it's helpful to have a portfolio to demonstrate your work and abilities. This could be a blog, website, or video channel and may include a summary of experiences/ skills, images of artwork, projects or design samples, audio/video, charts, schematics, and/or writing samples. Provide a link to your portfolio at the top of your resume along with your name and contact information.

Visit the Career Center site for online portfolio tips and tools.

Visit the Career Center website for a list of resume action verbs, a sample reference sheet, and more tips for tailoring your document.

EXPERIENCE

Don't just tell the employer your responsibilities — communicate your accomplishments and transferable skills. You may include full or part-time work, summer jobs, internships, research, academic projects, campus leadership, volunteer opportunities, etc. You can highlight different themes that are relevant to the role in different sections (e.g., Research, Leadership, Volunteer Experience).

- List experiences in reverse chronological order within each section (most recent first)
- Include names and locations of the organizations where your experiences took place and the titles of your roles
- Include start and end dates for your experiences. If ongoing, list an end date as "Present"
- Describe your experience in accomplishment statements (bullet points), including:

Action Verb + **Accomplishment** + **Method** (+ context + results, if applicable)
or in other words ...

Action Verb + **What You Did** + **How You Did It** (+ details! + the impact)

RESUME CHECKLIST

Is your resume ...

- ☐ Easy to read with a simple, clean font (e.g. Times, Arial, Garamond) 10 to 12 pt. font and 0.5 to 1 in. margins
- ☐ Error free (grammar & spelling)?
- ☐ Devoid of personal pronouns (I, me, my, we)?
- ☐ Concise?
- ☐ Reverse chronological?
- ☐ Tailored to the type(s) of opportunities you are seeking?

Does your resume ...

- ☐ Effectively communicate your relevant skills and experience?
- ☐ Use consistent formatting for dates, accomplishments, etc.?
- ☐ Display your strongest or most relevant qualifications near the top of the page or section?
- ☐ Highlight all your related/transferable experience?
- ☐ Use action verbs and results-oriented language to describe your experience?
- ☐ Display on screen without formatting errors as a PDF attachment?
- ☐ Emphasize your strengths and highlight what is unique about your competencies and experiences?
- ☐ Use keywords from the job description when appropriate?

The following are AS&E and SMFA resume samples

NAME

Phone number | Tufts email

Some resumes, particularly for younger students, include high school educational or experiential info. Consider if this would add to the story that you're telling your reader.

EDUCATION

Tufts University, Medford, MA
Candidate for Bachelor of Arts

Once declared, students may list major(s) and minor(s). GPA is optional.

Expected May 20xx

Saratoga Springs High School, Saratoga Springs, NY
High School Diploma

June 20xx

(Optional) Students may consider tailored section headings to draw attention to relevant themes in their experiences.

YOUTH DEVELOPMENT EXPERIENCE

Happy Valley Summer Camp, Saratoga Springs, *Camp Counselor*

May 20xx-Aug20xx

- Planned, coordinated, and executed activities while guiding group of 20 middle school campers in personal growth and daily living skills
- Assisted in the direction and supervision of campers in their living unit and during activities while championing program initiatives and camp mission
- Safeguarded personal property, camp equipment, and facilities
- Provided leadership to campers in all areas and acted as a role model in cleanliness, punctuality, chores, rules and sportsmanship
- Planned and hosted end of summer bonfire by securing fire permit and needed materials and teaching safe bonfire procedures to campers

Hudson Valley YMCA, Saratoga Springs, *Teen Mentor*

May 20xx-Aug 20xx (Seasonal)

- Facilitated small group discussions about issues such as dating, fitness, education, and alcohol and drug awareness to promote a healthy, people-centered approach to harm reduction
- Contributed to and participated in training program and weekly meetings with YMCA staff to strengthen group facilitation skills

ADDITIONAL EXPERIENCE

Serenity Housing, Ballston Spa, NY, *Receptionist*

Jan 20xx – Aug 20xx

- Provided warm and attentive customer service by greeting clients and answering phone calls in a high-volume sales office
- Reviewed office databases to update and improve current filing system

Psychology Club, Saratoga Springs High School, *Vice President*

Sept 20xx – June 20xx

- Moderated weekly meetings consisting of 25 members by keeping track of time, taking notes, and announcing agenda items
- Coordinated monthly one-time volunteer opportunities for members by partnering with area community organizations
- Coordinated speaker series by researching local psychology professors to come talk with our group and share about their research

SKILLS AND INTERESTS

Computer: MS Excel, PowerPoint

Language: Proficient in Spanish

Interests: Skiing, soccer, basketball, hiking, film

Sample section headings include:

Work Experience, Relevant Experience, Leadership Additional Experience, Research, Relevant Courses, Community Service, Professional Associations, and Industry-focused headings, e.g., Community Health Experience or News & Public Affairs Experience

Name
Cell Phone • Email

EDUCATION

Tufts University

Bachelor of Arts in International Relations (Middle Eastern Focus); Minor in Finance

Medford, MA

Expected May 20xx

Relevant Courses: Microeconomic Theory, Business Law, Entrepreneurship and Business Plan, Industrial Economics, International Economics, Entrepreneurial Marketing, Entrepreneurial Finance, Statistics, Calculus, Linear Algebra

University of Queensland, Brisbane, Australia

Relevant courses and study abroad (if applicable)
can be listed in the Education section.

Spring 20xx

FINANCIAL EXPERIENCE

Neuberger Berman

New York, NY

Portfolio Management Intern and Legal & Compliance Intern

June – August 20xx

- Researched and analyzed portfolio holdings as part of ongoing due diligence efforts of industry-leading equity portfolio manager specializing in master limited partnerships (\$2.5B AUM as of 8/20xx)
- Prepared report on future prospects of liquid natural gas and presented findings to portfolio management group
- Reviewed investment management agreements with attorneys in Legal & Compliance department and documented specific terms, including most favored nation clauses, for institutional and high net worth clients
- Studied articles from industry publications involving regulatory actions and fines imposed on financial firms and developed summaries for inclusion in firm's annual training presentations
- Developed filing system for documentation associated with pledge and lien accounts at firm
- Partnered with firm's corporate social responsibility arm and Association to Benefit Children by volunteering to help underprivileged children explore New York Metropolitan Museum of Art

Wealth Management Intern – Dallas, TX

June – August 20xx

- Prepared client asset analyses in Microsoft Excel for meetings with high net worth and ultra-high net worth individuals
- Updated client information in computer database to ensure that portfolio managers had current information
- Provided initial training to new full-time employee including instruction on compiling asset summaries
- Researched charitable foundations, leading to several taken on as new clients

Wellington Capital

Brisbane, Australia

Intern

April – June 20xx

- Communicated with shareholders regarding upcoming shareholder votes in funds collectively worth \$230MM AUD
- Assisted supervisors by compiling and binding research materials, helping with mailings, and printing as required

LEADERSHIP

Tufts Financial Group

Medford, MA

Vice President

September 20xx – Present

- Serve on the executive board of a student-run investment group managing \$150,000
- Liaise with alumni to develop outreach initiatives such as finding alumni speakers and coordinating events
- Led a team of 20 students and analyze and identify high-potential, undervalued stocks and present to TFG members
- Research and pitch companies for inclusion in portfolio; successful pitches include Express Scripts and Exxon Mobil
- Mentor junior analysts by explaining financial metrics and valuation methods, including DCFs and Comps
- Initiated Analyst Resource Center with 100+ books and additional online resources with industry expertise and advice

Office of Residential Life and Learning, Tufts University

Medford, MA

Resident Assistant

August 20xx – Present

- Advise 40 undergraduate students, organize floor programs, and help resolve personal, academic, and administrative issues
- Monitor two dormitories, ensuring the safety and security of 300 residents
- Participate in extensive training focused on community building and conflict resolution

Tufts Consulting Collective

Medford, MA

Project Manager

January 20xx – Present

- Lead a team of student consultants to provide pricing and marketing strategy for a media start-up
- Perform financial valuation for the company to attract investors

SKILLS AND INTERESTS

Language: Fluent in English and Chinese, Proficient in French

Computer: Proficient in Visual Basic, Excel, PowerPoint, Bloomberg, Dealogic, SAS, and Stata

Interests: Rafting, Rock Climbing, Soccer, and Historical Fiction

Name

Phone number | Tufts email | github.com/myname

Engineers may have sections such as: Technical Skills, Research or Design Projects, Relevant Courses, and/or Lab Experience or Skills

EDUCATION

Tufts University, Medford, MA

May 20xx

Bachelor of Science in Computer Science, Minor in Music Engineering
GPA 3.53, Dean's List

Relevant Courses: Computer Architecture; The Art of Commercial Software Development; Programming Languages; Music Apps on the iPad; Intro to Software Design and Analysis; Music Information Retrieval; Music & Art of Engineering; Computer Tools for Musicians; Acoustics

TECHNICAL SKILLS

Software/Tools: Microsoft Office; AutoCAD, MATLAB, GarageBand, ProTools, Sibelius, Reason, Digital Performer

Programming Languages: Visual Basic, C/C++, Java, Python

PROJECTS

Earth Navigation, Introduction to Computer Science, Tufts University

Sept - Dec 20xx

- Designed program that simulated navigation of Earth's Surface using Java

House Plant Simulator, Introduction to computer Science, Tufts University

Sept - Dec 20xx

- Built software program that simulated and visualized how plants grow using C++

TravelPro, Tufts University PolyHack Competition

Jan 20xx

- Co-Produced project idea, developed pseudocode and integrated program with Tripadvisor API

Electronic Musical Instrument, Electronic Instruments, Tufts University

Feb - May 20xx

- Designed and built electronic musical instrument with two other teammates
- Programmed computer to interpret signals based on colors pressed by musician

Use present tense verbs for work or activities still underway.

EXPERIENCE

Student Teacher Outreach Mentorship Program (STOMP)

June 20xx - Present

STOMP Per

- Teach engineering concepts to sixth grade students at West Somerville neighborhood school on a weekly basis by creating lesson plans and presenting instruction
- Provide mentorship to students through developing individualized relationships outside of instruction time

Stevenson Lumber Co., Stevenson, CT

Sept 20xx - Feb 20xx

Yard Helper/Delivery Truck Driver

- Promoted to delivery truck driver from yard helper after six weeks, based on performance and dependability

ATHLETICS

Tufts University Varsity Football

Sept 20xx - Present

Starting Defensive Back/Gunner

- Liaise with coaching staff on an on-going basis to enhance team cohesiveness
- Led tours of athletic facilities to prospective student-athletes and their families
- Learn and execute the policies and procedures governed by the NCAA
- Dedicate over 20 hours a week to training, practice and games

ACTIVITIES

Kids Day, Tufts University, *Student Organization Coordinator*

June 20xx - Present

Computer Science Exchange, Tufts University, *Member*

Sept 20xx - Dec 20xx

No Homer's Club, **Dodge Ball Benefit Game**, Tufts University

Sept 20xx

STUDENT NAME

GRAPHIC DESIGNER

Note: When using a creative design for your resume, remember not to overdo it with visuals, graphics, colors, and shading. Instead, let your website/online portfolio showcase your style.

P : +123 456 789

E : student.name@tufts.edu

W : www.myportfolio.com

EDUCATION

Bachelor of Arts in English
Bachelor of Fine Arts in Studio Art
Minor in Film and Media Studies

Tufts University, Medford, MA
Expected Graduation: May 20xx

Paris Descartes University, Paris, France
Tufts in Paris Program: Jan - June 20xx

RELEVANT COURSES

Creative Writing

Intermediate Journalism

Directing for Film

SKILLS

- HTML, CSS ☒ ☒ ☐ ☐
- Microsoft Office ☒ ☒ ☒ ☒
- Adobe Creative Suite ☒ ☒ ☒ ☐
- Final Cut Pro, Avid ☒ ☒ ☐ ☐

CONNECT WITH ME

T : yourTwitter

I : yourInstagram

L : yourLinkedIn

WORK EXPERIENCE

London Vogue, London, UK

Offered and accepted Summer Editorial Intern position; subsequently cancelled due to COVID-19

Teen Vogue, New York, NY, *Digital Media Intern*, June – Aug 20xx

- Managed social media channels including Instagram and YouTube by creating two summer campaigns consisting of regular on-message posts, resulting in a following increase of 20%
- Created and edited bi-weekly content for fashion career advice blog on website
- Assisted on photo/video shoots and with post-production editing using Photoshop Advanced
- Revised intern manual, including hard copy and web content

Jimmy Choo, New York, NY, *Graphic Design Intern*, June – Aug 20xx

- Assisted graphic designer with design projects for in-store and online advertising using Adobe Creative Suite
- Maximized promotion of brand through drafting a social media strategy and creating weekly content on Instagram, Facebook, TikTok and Twitter
- Developed and edited press releases for newsworthy events

CAMPUS AND COMMUNITY LEADERSHIP

Tufts Daily, Tufts University, Medford MA, *Pop Culture Editor*, Sept 20xx – Present

- Review staff articles for the pop culture pages on a weekly basis, checking for content quality, grammar, and spelling
- Author a monthly letter from the editor specialized on pop culture highlights

Entertainment Board, Tufts University, Medford MA, Sept 20xx – Present

- Attend monthly board meetings to plan upcoming events
- Coordinated a career panel by recruiting alumni working in the industry and promoting event to student body

Tufts University Social Collective, Tufts University, Medford MA, Sept 20XX – Present

- Serve on the senior committee, providing leadership and support for the planning and coordination of senior celebration
- Transitioned 7 events from in person to virtual during the pandemic by researching ways to create community online, working with vendors, and updating promotional materials to reflect changes

It's important to understand what potential employers are looking for in a strong resume. Here is another way to format the same resume for employers that prefer a traditional format.

Your Name

(617) 555-8432
student@smfa.tufts.edu

EDUCATION

Tufts University, Medford, MA

May 20xx

Bachelor of Arts in English, Bachelor of Fine Arts in Studio Art, Minor in Film and Media Studies

Relevant Courses: Creative Writing, Intermediate Journalism, Direction for Film

Paris Descartes University, Paris, France
Tufts in Paris Program

If you were offered and accepted an internship that was cancelled due to COVID-19, you may choose to list the information on your resume or in your cover letter.

Jan – June 20xx

EXPERIENCE

London Vogue, London, UK

Offered and accepted Summer Editorial Intern position; subsequently cancelled due to COVID-19

Teen Vogue, New York, New York

June – Aug 20xx

Digital Media Intern

- Managed social media channels including Instagram and YouTube by creating 2 summer campaigns consisting of regular on-message posts, resulting in a following increase of 20%
- Created and edited content for bi-weekly fashion career advice blog on website
- Assisted on photo/video shoots and with post-production editing using Photoshop Advanced
- Revised intern manual, including hard copy materials and website content

Jimmy Choo, New York, NY

June – Aug 20xx

Graphic Design Intern

- Assisted graphic designer with design projects for in-store and online advertising using Adobe Creative Suite
- Maximized promotion of brand through drafting a social media strategy and creating weekly content on Instagram, Facebook, TikTok and Twitter
- Developed and edited press releases for newsworthy events

CAMPUS AND COMMUNITY LEADERSHIP

Tufts Daily, Tufts University, Medford MA

Sept 20xx – Present

Pop Culture Editor

- Review staff articles for pop culture pages on a weekly basis, checking for content quality, grammar, and spelling
- Author a monthly letter from the editor specializing in pop culture highlights

Entertainment Board, Tufts University, Medford MA

Sept 20xx – Present

- Attend monthly board meetings to plan upcoming events
- Coordinated a career panel by recruiting alumni working in the industry and promoting event to study body

Tufts University Social Collective (TUSC), Tufts University, Medford MA Sept 20XX – Present

- Serve on the senior committee, providing leadership and support for the planning and coordination of senior celebration
- Transitioned 7 events from in person to virtual during the pandemic by researching ways to create community online, working with vendors, and updating promotional materials to reflect changes

SKILLS

Fluent in Microsoft Office

Advanced skills in Adobe Creative Suite

Intermediate skills in HTML, CSS, Final Cut Pro, and Avid

NAME
(617) 432-8765
student@gmail.com

EDUCATION

Tufts University, Medford, MA

May xxxx

Bachelor of Science in Chemical Engineering

Relevant Courses: Physical Chemistry of Polymers, Hazardous Waste Treatment Technology, Chemical and Biological Separations, Surface and Colloid Chemistry, Reactor Design, Data Structures, Process Dynamics and Controls

ENGINEERING EXPERIENCE

Aramco Services Company

May xxxx – Present

Gas Separations Intern, Cambridge, MA

- Separated gas molecules for experiments by casting membranes for post processing and characterization
- Experimented with various hollow fiber dopes and conditions by separating and testing membranes using the laserquadra knife
- Functionalized membranes using cross-linking techniques
- Investigated mechanical and thermal properties of various polymers by examining molecules utilizing various strength microscopes
- Conducted single gas tests for performance testing by running separated gas molecules through functioner machine

Smart Polymers, Membranes and Separations Laboratory

Undergraduate Research Assistant, Tufts University, MA

January xxxx – May xxxx

- Manufactured polymer membranes and dyes for filtration tests by using a staking polymer technique
- Collected and modeled diffusion rate data on different dyes utilizing a diffuser
- Synthesized zwitterionic copolymers for brackish water testing
- Characterized novel copolymer membranes using FTIR and TGA
- Tested frack wastewater flux and fouling resistance by using a frack measurer

Bits Bytes & Bots

Instructor, Anytown, NY

June xxxx – August xxxx

- Taught multiple classes involving Robotics, Game Maker, and Scratch by creating lesson plans and providing weekly instruction
- Guided 20-30 campers through their daily schedule and led fun social transition activities
- Solved any issues that arose between students and with the camp's computers by utilizing training in conflict resolution
- Created curriculum for other instructors to use in future classes by archiving lesson plans and assessments

Marine Biotechnology Laboratory

Intern, University of Connecticut, Stamford, CT

June – August xxxx

- Cultivated and gathered seaweed plants in labs and rivers carefully as to preserve the local ocean floor
- Investigated the fluorescence of ground seaweed using blue and black lights and tracked observations

SKILLS

Lab: Polymer synthesis, characterization, NMR, DSC, FTIR, TGA, DMA

Computer: Visual Basic, C++, Python, HTML and CSS

Language: Proficient Spanish

WRITE COVER LETTERS

A cover letter answers the question that your resume can't: *Why?*

Use your cover letter to help the employer understand your motivation and to provide an introduction to your personality and values, beyond what is communicated in your resume.

Why are you applying to this position? Why are you interested in this particular organization?

Your cover letter should demonstrate that you are a good fit for their organization and the role for which you are applying. Think about your cover letter as a way to “connect the dots” between your resume (your past) and the job description (your future).

Your resume and cover letter are also examples of your writing skills and attention to detail, so treat them like important homework assignments! **Have both reviewed by a career advisor or career fellow before sending to an employer. Use the worksheet below to brainstorm as you review the Anatomy of a Cover Letter on the next page.**

Should I always include a cover letter with my resume?

Even if it isn't requested, it's generally a good idea to send a letter. You'll be able to tailor your application to an individual organization/position and stand out from the crowd.

Cover Letter Worksheet	
<p>Top 3 skills the employer is looking for</p> <p><i>Example: Strong written communication skills</i></p>	<p>Your example or experience that demonstrates the skill</p> <p>Example:</p> <ul style="list-style-type: none">• <i>coordinate email campaign during internship</i>• <i>wrote and edited monthly newsletters for club</i>

Anatomy of a Cover Letter

NAME

Local address | Phone number | Tufts email

Include the same heading you have on your resume with name and contact information.

Month, Day, Year

Include the current date and the employer address

Employer Name

Street Address

City, State, Zip Code

Ideally, you'll address a specific person, e.g., "Dear Mr./Ms. Last Name" or "Dear First Name Last Name." Use a general greeting like "Dear Hiring Manager/Team" if you're unable to address your letter to a specific person.

Dear Hiring Team:

Introductory Paragraph:

Provide a brief introduction that includes the title of the position and a broad statement about your interest in the role. Your introductory paragraph should introduce the employer to why you are a good fit and the skill set that best qualifies you for the job.

This is also where you can mention where you learned about the opportunity.

It is with excitement that I submit my application for the Summer Intern position with the Women's Foundation of New York. I am a sophomore at Tufts University majoring in Political Science and Spanish. I have a strong passion for making a difference in the lives of others, and am eager for the opportunity to develop my leadership skills while strengthening the economic well-being of New York's women and their families. I would welcome the chance to create meaningful impact in the community and apply my recent experiences in event planning and fundraising.

Body Paragraph 1—

Qualifications: Use active language to demonstrate the two or three top skills, qualifications, or qualities that the employer is seeking for this position. Share your related experiences and explain their relevance to the position. Use specifics about the skills you've gained. Do not copy and paste from your resume. This paragraph provides you with an opportunity to tell a new and more in-depth story, beyond what the employer reads on your resume.

As an Intern at Rosie's Place, I gained insight into one of the most difficult challenges that our country's homeless families face — employment. I developed a proposal and successfully planned and coordinated the logistics for the first ever job fair. Through my innovative outreach efforts, I recruited 50 companies to come on-site to interview and hire our clients. I learned about the needs of this population and collaborated with stakeholders to come up with creative solutions to impact their lives. While interning at the nonprofit, I also gained insight into its political arm and welcome the opportunity to learn more about policy advocacy and grantmaking. Through my experience with the Tufts Alumnae Association, I have developed my persuasive communication skills to fundraise for two annual phonathons. During the most recent phonathon, I doubled the amount of calls I made and raised 50% more money. I am eager to learn how I can continue to develop these communication skills and apply them in an advocacy setting.

I am drawn to your commitment to building a more just and equitable New York through cultivating strong leadership among women in the community. I want to be involved in the work that the Women's Foundation of New York is doing to train local leaders to pass new laws that impact economic prosperity. My resourcefulness, collaborative spirit, and strong sense of civic duty make me an excellent fit for this Summer Intern position at the Women's Foundation of New York.

Body Paragraph 2—

Defining your interest and fit:

Communicate your interest and enthusiasm for the position and the organization. Discuss why *you specifically* want to work for this employer and why this organization and/or role would be uniquely suited for you. How do your interests, passions, or the skills you want to develop relate to this opportunity?

Thank you for your consideration of my application, and I look forward to further discussing my interests and qualifications with you. I can be reached at (987) 654-3210 or by email at ssecondy@tufts.edu at your convenience.

Sincerely,
Alex Example

Final Paragraph: This is a brief conclusion where you can reiterate your excitement about applying or summarize some personal characteristics (soft skills) that you bring to the job. Conclude with a thank you and your contact info.

Don't forget to sign your cover letter!

The following cover letter samples show a few different approaches that students have used to demonstrate their fit for particular opportunities.

NAME

Local address | Phone number | Tufts email

Month, Day, Year

The Shoreline Clinic
Street Address
City, State, Zip Code

Dear Hiring Team:

I am eager to use my training through the Tufts University Clinical Psychology major to facilitate teamwork and communication among patients, families, and the medical care team at The Shoreline Clinic. Through my health care internships, hospital volunteer service, and academic coursework, I have acquired the communication, analytical, and patient-centered skills that demonstrate my professional commitment to patient care and mental health, all of which have prepared me to contribute to your mission as a Patient Assistant.

My extensive dedication to health care, as exemplified by my years as a volunteer at Lawrence Memorial Hospital and as a leader on the Tufts Student Health Advisory Board, have taught me the nuances of providing health in its broadest terms, from the miniscule, yet crucial aspects of patient care to policies that directly impact population access to health services. Tying this understanding of health to concrete action steps are the collaboration skills I strengthened as a clinical team member at both Massachusetts Mental Health Clinic and Lawrence Memorial Hospital.

Furthermore, my academic coursework on psychotherapy and experience as a program coordinator for Tufts Freshman Orientation Community Service sharpened my communication, analytical thinking, and problem solving skills as a clear communicator and critical thinker who can contribute to The Shoreline Clinic's work while learning quickly on my feet. I understand the importance of listening – to patients, providers, and my colleagues – and synthesizing different viewpoints to co-create a solution that suits all.

Last but not least, I am drawn to The Shoreline Clinic's commitment to innovative health care through strengthening the provider-patient relationship. As a previous family caretaker, and as someone on the other side who has not only supported the provision of care in a medical care team but also as an assistant group therapist, I understand the importance of clear provider-patient communication and the systems that support it. My relevant experience in health care, collaborative projects, and clinical psychology make me an excellent fit for a Patient Assistant to support The Shoreline Clinic's work.

As you seek a candidate who can adapt quickly and contribute to your compassionate treatment teams, I hope you will consider my credentials. You may contact me at (000) 000-0000 or name.name@tufts.edu. Thank you for your consideration.

Sincerely,

Your Name

Emily Example

Email: eexample02@tufts.edu **phone:** (461)-555-3426

Month, Day, Year

Ms. Eleanor Jones
Director of Human Resources
Green Energy
Address
City, State, Zip

Dear Ms. Jones,

The areas of renewable energy engineering and efficiency have always sparked my interest, so I was excited to see the opening for a Green Engineer 1 at Green Energy. As a senior at Tufts University earning a BS in Electrical Engineering, I am confident that my electrical engineering background will provide a helpful perspective on the energy challenges you're facing. In particular, I look forward to working on the Sun project referenced in your organization's latest blog post titled "Using the Sun." I admire Green Energy's commitment to tracking emissions and increasing efficiency at all stages of production, and I am eager to be a part of the team that continues to drive these emissions lower.

At Tufts, I have taken a number of relevant traditional and project-based classes. One such project was a research study involving room temperature plasma deposition for the creation of low cost solar cells. I learned how to conduct hands-on work with plasma deposits and conducted a literature review about low cost solar cells. It was this research that led to my interest in energy sustainability from an electrical engineering perspective. Through my other coursework and projects, I have developed strong engineering and mathematical skills, including the use of powerful tools such as MATLAB. In addition, I have worked on several team projects that have strengthened my group-oriented skills, and I am well prepared to collaborate with interdisciplinary engineering teams.

Green Energy's commitment to sustainable energy and willingness to experiment with new methodologies is exciting to me. I am also connected to Green Energy's commitment to giving back and have been engaged in making a difference in my community from a young age. Community is a value that I share with Green Energy, and I look forward to the opportunity to be a part of a team that works together to provide sustainable and low-cost energy for communities.

Thank you so much for your consideration. I look forward to the opportunity to learn more about this opportunity and discuss my interests and qualifications. Please feel free to contact me through email at eexample02@tufts.edu or by phone at (461)-555-3426.

Kind Regards,
Emily Example

BUILD YOUR NETWORK

Networking is the process of building connections and forming a professional community. Connecting with people who share professional interests can help you learn more about majors, career paths, internships, jobs, graduate school, and more.

Elevator Pitch

Connecting with people you don't know

Be ready for surprise opportunities by preparing an elevator pitch, a 30-second statement introducing yourself with a few key facts. Mention your major or majors you're considering, and 1-2 things about your background that relate to potential career interests.

Career Conversations

Also known as informational interviews, they're the most popular example of strategic networking

Career conversations are informal discussions with people who can give you insider perspectives on jobs, employers, or industries. They allow you to brainstorm with knowledgeable individuals about your career interests, enlist expert guidance, share your goals, and position yourself as a *potential* candidate for the future.

Like all networking, career conversations are a form of research. Determine learning goals according to your stage of career development. First-year students may focus on career exploration; seniors launching a job search may be more tightly focused on specific occupations or industries.



80%

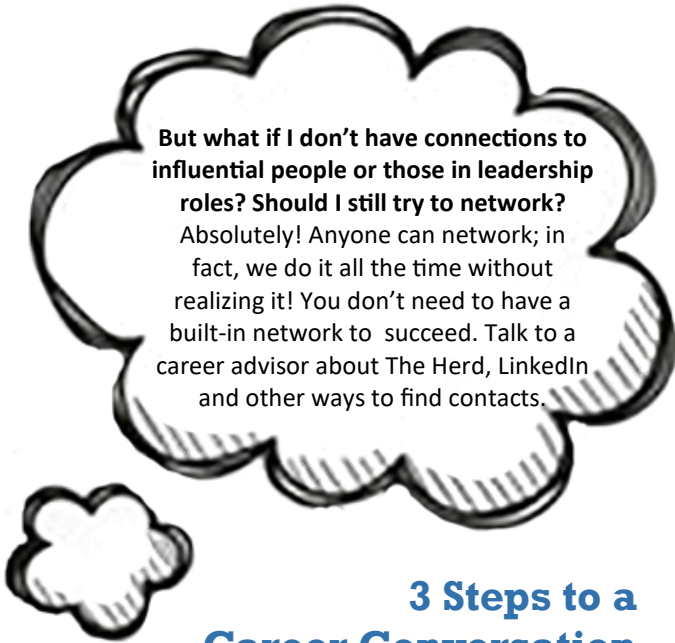
Available jobs that are not advertised



70 - 80%

Job seekers who find positions through referrals, a.k.a. networking

Before applying online, identify and reach out to employees whom you may know through Tufts or other sources.



But what if I don't have connections to influential people or those in leadership roles? Should I still try to network?
Absolutely! Anyone can network; in fact, we do it all the time without realizing it! You don't need to have a built-in network to succeed. Talk to a career advisor about The Herd, LinkedIn and other ways to find contacts.

3 Steps to a Career Conversation

Goal Setting	Exchange of Information	Follow Up
Perhaps you want an internship. Or maybe you're a senior feeling overwhelmed at the prospect of a job search. Getting an internship or a job is a BIG goal, involving many smaller goals. Make the process more manageable by breaking your goal into steps that are clear and measurable. Schedule a meeting with a career advisor to guide you through this process. Once you have a better sense of your competencies, interests and values, you're ready to explore where you best fit in the workplace. Ask yourself, "Who has firsthand knowledge and experience to help me figure this out?" Make a list of people/primary sources.	<p>During your conversations, you'll be talking with busy people so make the most of their time. Prepare as if it were a presentation or exam. Design questions to get info about a job, company or industry that can't be found online. Consider the details that will be helpful in your search and use open-ended questions:</p> <ul style="list-style-type: none">▪ Which skills are most valuable in this field?▪ What's your ideal profile when hiring a new team member?▪ Are there courses or activities that would help me prepare for this work?▪ If you were in my position, with an interest in _____, which steps would you take today?▪ Based on my interests, who else should I be talking to? <p>Be ready to answer questions about yourself and your interests, too!</p>	<p>How will you be remembered? Your first follow-up should be a thank you note, handwritten or email. In your follow-up, be as specific as possible; for example, citing particularly helpful advice from your contact or new decisions you've made as a result of the meeting. Keep accurate records and find reasons to stay in touch with your contacts. This helps them think of you when they learn of a possible opportunity or interesting lead. After the thank you note, future communication should be carefully timed and based on mutual career interests. A career advisor can help you with this and all aspects of your networking.</p>

USE LINKEDIN AND THE HERD

LinkedIn is the world's largest professional network with more than 706 million users in more than 200 countries and territories. Log in at www.linkedin.com to create an account and follow the profile prompts to begin.

Your profile is similar to your resume in that it is carefully and professionally written and includes information that is relevant to your career objectives and job/internship search.

Tufts University Career Network on LinkedIn

After establishing your LinkedIn profile, be sure to join the largest Tufts' group — a great place for networking with Tufts alumni, requesting career advice & more!

Remember: LinkedIn is a supplement to and not a substitute for networking via virtual events and in person. The Career Center hosts many events to help students and alumni network with each other and employers, including: virtual industry fairs, Professional in Residence programs, and more!

LinkedIn for Students

Visit <https://university.linkedin.com/linkedin-for-students> for the following:



Tips for improving your LinkedIn profile, including a profile checklist for college students



Advice for using LinkedIn for your internship or job search via The Student Job Hunting Handbook



Ways to build your professional brand and communicate effectively on LinkedIn



Join The Herd and Find Alumni Mentors

The Herd is our online community for alumni-student flash mentoring — one-time or short-term mentoring centered around tactical meetings that provide timely knowledge for students. Sign up today to start reaching out to alumni mentors who can provide Insider tips for their industries.

<https://tufts.peoplegrove.com>



See page 21 for sample outreach messages!

Join the Tufts Online Community

... and connect with fellow Jumbos today!

The Online Community is a site for Tufts students and alumni offering free services designed to help you make the most of your Tufts connections.

Register today and you'll be able to use the Directory to find alumni from all Tufts schools who have interesting career backgrounds. Talk to a career advisor about how you might reach out to individuals and request career conversations.

<https://alumniandfriends.tufts.edu/join-our-community>

Remember: You're not asking for a job!

This is the surest way to sabotage a networking conversation because most people don't have jobs to offer at any given point in time. (They DO have valuable info, advice, and a network of contacts.) Instead, ask open-ended questions. You'll keep the conversation on a positive note, build rapport with your contact, and learn useful info that supports your career search.

Key Profile Areas on LinkedIn

LinkedIn is your chance to make a strong first impression with networking contacts online. Your profile provides a snapshot of your qualifications and is often one of the first things that appears in a Google search for your name.

Photo

We recommend a headshot, i.e., a photo of you alone, wearing professional attire, rather than a cropped photo of yourself with others. Remember, it will be the first image that networking contacts have of you. If you don't have a headshot, ask a friend to take a current picture of you.

Headline

This is the first thing other LinkedIn users will see, so make sure it is simple and engaging. Create a statement that speaks to your goals, interests, or professional skills, e.g. "Writer, digital editor, photographer," "Junior majoring in International Relations seeking a summer internship."

Summary

A short version of what you do and why – or what you would like to do and why. Connect with your reader by writing in the first person and always keep it professional. For example:

I have a strong background in writing and editing, including experience as a reporter for The Tufts Daily and an intern for the Boston Globe newspaper. As a leader for Tufts Imaginet, the Tufts Marketing and Advertising Club, I'm developing practical skills that connect to my goal of pursuing a career in marketing or public relations.

Experience

Include employment, internships, and involvement with clubs or activities, regardless of whether they were paid experiences or not. LinkedIn provides headlines to help you organize your Experiences, e.g., Work Experience vs. Volunteer Experience. You may also add relevant info to the Accomplishments section, such as Honors & Awards, Courses, Projects and Languages.

Skills and Endorsements

You have the option of including key words representing skills you possess, and your connections may also endorse you as having specific skills. More importantly, LinkedIn allows you list brief recommendations from supervisors, professors, and others who can speak to your abilities.

Education

Include Tufts, the degree you are seeking or have earned, and your declared major(s) and minor(s). If you are a current student, include your expected graduation year. Highlight academic honors and academic projects, such as a thesis or other course projects.



Forming Connections

Once you've created a LinkedIn profile, start building your network with people you know and trust. Invite friends, relatives, work colleagues, and internship supervisors to link with you. Edit the generic LinkedIn invitation message and tailor it to each person.

LinkedIn Groups

Joining groups, like the Tufts University Career Network, is one of the best ways to find and reach out to potential networking contacts on LinkedIn. Even if you are not connected, you can still send several free messages per month to fellow members of the same group. See our message examples in the next section before reaching out to a contact.

There are more than 250 Tufts groups with thousands of members on LinkedIn!

Sample Messages for Career Conversations & Networking

LinkedIn connection

Subject line: Tufts IR Major Seeking Career Advice

Dear Mr./Ms. (Last Name),

I'm a junior majoring in IR at Tufts and I found your name through the Tufts University Career Network on LinkedIn. From your profile, I see that you've worked at a variety of NGOs, most recently in Syria.

As I've focused my studies on the Middle East, including time spent studying abroad in Cairo, I'd like to return to the region after college. I'd love to hear about your experiences living and working there, as well as any advice you might have for me as I plan for an international job search.

I wonder if it might be possible to speak, at your convenience, on the phone or via Zoom or Face Time?

Thanks and Go Jumbos!
Your Name

The Herd mentoring request

Dear Mr./Ms. (Last Name),

As a Tufts sophomore with an interest in healthcare consulting, I'm contacting you to learn about your career path. I reviewed your brief bio in The Herd, and I'm curious about how you used your time at Tufts to prepare for future jobs. My experience through the Community Health major and leadership in a health-related student organization have sparked my interest in and exploration of this sector.

I see that you had several internships prior to your first job as an Analyst. It would be helpful to hear about your experience as an intern and the transition to a full-time position in the field.

Would it be possible to meet or speak with you to discuss my questions about healthcare consulting? I understand that you're very busy and appreciate any time you may be able to offer.

Thanks for your consideration.

Sincerely,
Your Name

Thank you

Subject line: Thank you from Tufts student

Dear Mr./Ms. (Last Name),

I learned a great deal about Simon & Schuster in our conversation yesterday and it affirmed my interest in pursuing a publishing career. I especially enjoyed hearing about your graduate studies in publishing at Columbia. Thank you for sharing your advice and experience with me.

I plan to contact [Name of Person] for information about her experience at [Company Name]. Thank you so much for this referral; I'm eager to learn more about the production side of the business. I'll keep you updated on my progress.

I appreciate your assistance and your willingness to be part of last night's event.

Best Regards,
Your Name

Networking Etiquette Tips

- **Carefully craft your subject line.** "Career question from Tufts senior," "Referral from Professor Smith"
- **Keep your messages brief and be sure to proofread.** Don't begin with "My name is ..." Your recipient will see your name in the from line and in your closing signature.
- **Say "thank you."**
- **No response?** Strategize with a career advisor about follow-up.

Referral

Subject line: Referral from [Name]

Dear Mr./Ms. [Last Name],

[Name], my Psychology professor, encouraged me to get in touch with you to learn more about your work at [Organization Name]. I'm interested in nonprofits, and in particular, those related to mental health counseling. I read your biography online and would like to learn more about your transition from client services to development.

Would it be possible to schedule a 20-minute phone call at your convenience? I know I would benefit from hearing about your experiences. Thank you for considering my request.

Sincerely,
Your Name

Important Reminder:

These emails should serve as a *guide* and *should not* be used in "copy and paste" messages. You'll find greater success with messages that are written in your voice and reflect efforts to tailor the correspondence to your reader.

FIND INTERNSHIPS AND JOBS

Effective job and internship searches are comprised of many elements: **self-assessment, research, exploration, and decision making**. Whether you're looking for an internship, part-time or full-time job, fellowship or gap year program, the Career Center is ready to assist you. Visit the Career Center site for job and internship search strategies and position listings for different career fields and geographic locations.

Sample Tufts Resources



Thousands of internships & jobs posted by employers interested in hiring Tufts students



Interactive career platform with info on navigating the visa process (for international students), searching for jobs, building one's network, and more. Particularly useful for international students and those interested in global opportunities

Visit the Career Center site for many more resources and career field-specific search sites.

What is the Tufts Recruiting Program?

Virtual Interviews and Resume Drops:

Employers collect applications in Handshake and interview students for full-time jobs and internships. These companies also offer resume drops/collections, with interviews scheduled after the review process.

Virtual Industry Fairs and Recruiting

Events: In addition to our fall and spring virtual fairs, Tufts promotes numerous recruiting opportunities, both virtual fairs and employer-sponsored events.



Evaluating and Negotiating

Offers — Visit the Career Center site for info on factors to consider when evaluating offers and tips for negotiating salary and benefits.

Checklist for Your Job or Internship Search

Engage in self-assessment: Use the tools and worksheets on our website to help you think about what you're looking for in a job or internship. Talk to a career advisor for guidance.

Establish a timeline and specific goals for your search:

Schedule your search into your week, much as you would a class or activity. Set SMART (specific, measurable, achievable, relevant, and time-bound) goals for yourself.

Learn about career paths and employers: Visit the *Explore Interests, Careers and Majors* section of the Career Center site for career exploration tools and a look at where fellow Jumbos go after graduation. Determine two or three potential career fields that are compatible with your interests, skills and values.

Network with people in your field(s) of interest: Talk to peers, friends, family, Tufts alumni, professors, supervisors, and others to continue learning about careers and employers. Visit the *Networking* section of our site for networking strategies.

Refine your application materials: Update your resume. Perfect your cover letters. Sharpen interviewing skills by practicing with Big Interview (see p. 27!), a career advisor and trusted friends.

Search for internships or jobs and determine how well they meet with your criteria: Visit the *Internship* and *Job* sections of the Career Center site for resources like Handshake and many more websites for career fields that interest you. Keep your Handshake profile up-to-date to receive job/internship listings that match your interests, and consider making your profile public to allow employers to find you.

Tailor your documents and apply to positions: Submit resumes and cover letters targeted to individual employers.

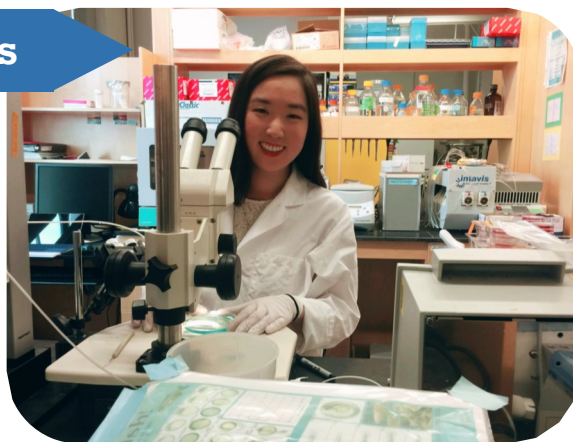
Follow up on applications and plan next steps: Create a spreadsheet or system to track your progress. List employers of interest, contacts, important dates, and next steps. Follow up with employers about a week or two after applying (unless they specifically prohibit follow-up). Ask about the status of your application, get info about the hiring timeline (unless those details are already online), or offer additional materials.

Read our Career eNews and follow our social channels: Scan eNews and look at our calendar to stay informed about upcoming career programs, employer events, and application deadlines. Follow us on Instagram (@tuftscarercenter) to learn about events and resources.

Career Center Summer Internship Grants

The Career Center funds 40-50 undergraduate students each summer doing unpaid internships for a minimum of 300 hours. These funds offer students the opportunity to explore career fields and gain experience. Selected students will receive \$4,000. Students must secure an internship prior to the grant application deadlines.

Visit the *Internship Funding* section of the Career Center site for complete info, including application details and deadlines, selection criteria & requirements for recipients. **Fall 2020 updates forthcoming.**



Career Center Virtual Industry Fairs

Our Virtual Industry Fairs, hosted via Handshake, are open to ALL class years, majors and programs interested in connecting with the attending employers.

What kinds of employers will be at the fairs?

Employers looking to hire students for entry-level positions for after graduation.

Employers looking to speak with students about possible internships.

Employers looking to teach students about their organizations.

When you register for a virtual industry fair, you will be able to make a schedule to meet with employers in both 1-on-1 and group sessions. We encourage you to fill in any gaps in your schedule with new employers who you may not have considered before to learn about more opportunities and expand your network.

RSVP for Virtual Fairs and Prepare for the Fair Sessions on Handshake!



Career Center YouTube Playlists

Check out our YouTube channel for recordings of career workshops, industry-focused panel discussions, and more. You'll find videos organized in the following playlists:

Resiliency and Stress Management

Job and Internship Search

Networking, Personal Branding, LinkedIn & The Herd

Resumes and Cover Letters

Industry Check-Ins

Interviewing ... *and more!*

<https://www.youtube.com/user/TuftsCareerServices/playlists>

Playlists by Topic
Workshops
Expert Panels



All on Demand!

Received a Job Offer?

Congrats! Visit *Finding Jobs & Fellowships* on the Career Center site for resources that address factors to consider when evaluating offers and tips for negotiating salary and benefits.

PREPARE FOR INTERVIEWS

Interviewing is a skill. The more you practice, the better you'll do! The Career Center offers mock interviews to help you strengthen your interviewing skills. Schedule an appointment via Handshake *before* you have an interview so you'll have extra time to prepare.

Before the Interview

- **Review your resume.** Be prepared to discuss *every* bullet point, from internships and jobs to courses & activities.
- **Assess yourself and develop career objectives.** Identify strengths and weaknesses, interests and skills. Employers are looking for transferable skills as well as candidates who have carefully considered their goals and can connect these goals to the position and organization.
- **Research the employer.** Learn its history as well as its current position and future prospects. Begin with the employer's website and proceed to trade journals, professional organizations, and media coverage. Familiarize yourself with the employer's mission, culture and challenges. Finally, find out the nature of the interview (one discussion with HR? multiple conversations with future co-workers?) before you go in.
- **Speak with alumni** who work at the organization or in the same industry (this is called informational interviewing or having a career conversation). You can identify individuals through LinkedIn and The Herd.
- **Assess yourself and develop career objectives.** Why are you interested in the organization? This particular position? Why are you the best person for the job?
- **Practice. Practice. Practice.** Prepare responses to common interview questions, practice using **Big Interview** (see p. 26!) and rehearse out loud with a trusted friend or with a career advisor in a mock interview to ensure a professional, articulate performance. Likewise, consider questions that you would like to ask the employer to convey your research, interest, and enthusiasm.
- **Choose your interview outfit.** Choose attire that is appropriate for the organization. Not sure what that is? You can ask the recruiter or hiring manager. Wear something that you're comfortable in and that represents your most polished version of you.
- **Do a trial run.** For virtual interviews, test your technology. If meeting in person, consider a test run to ensure you know how to get there — and how long it could take. Don't forget about weather and transportation delays.

Sample Questions Asked by Employers

Getting to Know You

- Tell me about yourself.
- Why/how are you qualified for this position?
- What do you know about our organization? Our products? Services? Competition?
- Why do you want to work here?
- What are your strengths? Weaknesses?
- Why should we hire you over another candidate?
- Of which three achievements are you most proud?
- Who are your role models? Why?
- What motivates you?
- Have you had difficulty getting along with a professor (supervisor, co-worker)? Explain.
- Do you prefer to work independently? With supervision?

Your Education

- How did you choose your college? Why did you choose your major?
- Which classes do you like best? Least? Why?
- Would you change anything about your education?
- In which campus activities do/did you participate?

Your Education, continued

- Do your grades accurately reflect your ability? Why or why not?
- Did you pay for any portion of your education?
- Describe the skills you've gained through your coursework and projects.

Your Experience

- What did you most/least enjoy about your last job or internship?
- Which skills do you enjoy using?
- Have you ever spoken before a group of people?
- Have you ever quit a job? Withdrawn from a course?
- How would a former supervisor describe you and your work?

Your Career Goals

- Describe your ideal job and work environment.
- What other types of positions are you considering?
- Where do you want to be in five years?
- Do you plan to go to graduate school?
- Would you be willing to relocate?

The Day of the Interview

Get off to a good start

- Check your appearance and grooming; Have your resume ready to share on screen or bring extra copies.
- Whether virtual or in person, be ready 15 minutes early (at your destination or seated at your computer in a calm environment with a glass of water) so you don't appear rushed or hassled.
- The interview begins at the moment you begin interacting with the employer. (Candidates tell stories of meeting VIPs – unknowingly – in the parking lot!)
- Behave respectfully with everyone you meet, from administrative assistants to managers.
- The first 60 seconds create lasting impressions. Offer a firm handshake, greet the interviewer by name, and don't be lulled by 'small talk.' You're being evaluated from many angles, including informal conversation.
- Be aware of your non-verbal communication, especially your eye contact and physical posture.
- Display energy and enthusiasm in a way that fits your personal style. Be YOU.

Keep up the momentum

- When the recruiter begins discussing the organization or position, ask questions if you need clarification or want to know more. Be sure you have a clear understanding of the job, the requirements, and the challenges. Your questions should highlight your interest and knowledge of the organization and industry.
- The interviewer will ask about your qualifications as well as areas where they may have concerns. Be prepared to deal with aspects of your background that could be construed as negative (e.g., low GPA, few outside activities, no related work experience). Strategize with a career advisor about these things.
- Watch your grammar and enunciation.
- Never criticize a former employer. Never bring up salary or benefits in the first interview.

Conclude with confidence

- As you conclude, the recruiter is assessing your overall performance. Remain enthusiastic and courteous.
- If you're unclear about next steps in the process, ask for clarification, e.g., *"When do you expect to make a decision regarding this position?"*

After the Interview

Jot down the pertinent facts you want to remember and make note of questions as preparation for future interviews. Within 24 hours, send a thank you email to those who interviewed you. Emphasize your interest in working for the organization and how you can contribute. Use this as an opportunity to briefly clarify or mention something you might have overlooked in the interview. When writing an email, be as formal as you would in a snail mail letter.

Your Turn: Questions You Can Ask Employers

- What is the most significant challenge facing this organization?
This department?
- What kinds of assignments might I expect initially?
- How is training provided for new employees?
- How much opportunity is there for _____?
Fill in the blank with a skill that you want to use (e.g., writing, research)
- Which skills and qualities are you looking for in a strong candidate?
- Does this position require more teamwork or more independent work?
- What are the department's goals for this year?
- What do you like best about working for this organization?
- How often are performance reviews given?
- How would you describe this organization compared to its competitors?
- Which characteristics do achievers in this company share?

Expect the Unexpected

*Who's our CEO?
What's the last book you read?
Describe your most creative costume.
Tell me about your most awkward moment.*

Some recruiters have favorite questions. These inquiries are designed to observe your processing: the way you think, behave, and respond. Besides doing the research we've recommended (which would give you the CEO's name), you cannot predict all these questions. Stop and think. Respond carefully. Use humor, if it comes naturally. Don't just give the answer – give the reason for the answer.

Behavioral Interviewing

Behavioral interviewing is a popular interview framework because employers believe it will illustrate how you – as an employee – will function in a new organization. Employers will pose a problem or describe a scenario and ask how you would handle it. This style of interviewing allows you to demonstrate how you manage challenges, awkward situations, and stress.



To prepare for behavioral interviewing, you should develop stories from all your experiences: employment, internships, and extracurricular activities. These examples should show your strengths, achievements, work style, teamwork, initiative. When asked to describe a situation, choose an appropriate example and adapt to fit the question. The more stories you develop, the better equipped you are for behavioral interviewing.

If you've done your research on the position, organization, and industry, you'll have a good sense of what is needed in an intern or entry-level candidate. Knowing this, you can create a list of stories that match those needs. For example, if you know the employer requires individuals to work in teams, be ready with stories of your team work.

Mastering Behavioral Interviewing with the STAR Method

The STAR Method is a framework that will help you organize your stories to give the 'big picture,' get quickly to the point, and make a positive impression.

Emphasize your achievements and attitude, yet remember to include some evidence of struggles or turnarounds. Keep each story to 2 – 4 minutes, and when you conclude, you may want to invite questions from your interviewer to ensure that you accurately interpreted the question and provided helpful information.



S — What was the **situation**?

Briefly describe the background to give context to your example; be specific and succinct

T — What was the **task**?

Identify what you set out to accomplish, giving the employer a sense of your thought process

A — What **action** did you take?

Describe your actions. Which skills did you use? If you were part of a team, focus on *your* role

R — What was the **result**?

What did you achieve or learn? What could be done differently to improve upon the outcome?

Remember: Develop 6—8 stories from different experiences, e.g., an internship, part-time job, volunteer experience, activity, or class project, rather than drawing all your stories from one experience.



Use Big Interview, our interview training system, to strengthen your interviewing skills anytime, from anywhere. Register for an account in the *Preparing for Interviews* section of the Career Center site.

Sample Behavioral Interviewing Questions

- Describe a project or experience where you worked as part of a team.
- Discuss a situation where you resolved a conflict.
- Talk about your leadership skills.
- Tell about a time when you persuaded someone or successfully pitched an idea.
- Describe a time when you worked under stress and demonstrated your coping skills.
- Tell about a time when you provided a solution or improved something for an employer.
- Tell about a time when you set and achieved a goal.
- Tell me about a time when you had too much to do and how you prioritized your tasks.
- Describe the most creative project or presentation you've completed.
- Tell me about a difficult decision you've made in the past year.
- Describe a time when you failed.
- Discuss a time when things didn't go as planned and how you responded to the situation.

APPLY TO GRADUATE SCHOOL

Applying to grad school can be a daunting process, whether you're finishing your undergrad degree, completing another degree program or working full-time. We encourage you to bring specific questions to a 1-on-1 appointment where a career advisor will discuss your goals and guide you in developing a course of action.

Evaluating Graduate Programs

A school's reputation is an important factor, but it's often overrated. The most important criteria involve how well the program matches your specific interests, abilities, academic background and finances. To make sure a program meets your needs, do the following:

Consult with faculty and students in your intended field.

- **Talk to professors and read professional journals** to find people who are researching and publishing in your area of interest. You could gain valuable info to differentiate yourself from others.
- **Seek out those already in your chosen line of work.** Ask how their grad school/program influenced their career development.

Evaluate the specific program.

The quality and reputation of a program and its professors is more important than the overall status of the institution. Stay focused on how a program will help you get to the next step of your career.

Use The Herd and LinkedIn groups.

Find alumni and others with grad degrees similar to the one(s) you're researching and learn from their advice.

Consider the financial aid package.

Ask about the duration of funding and the possibility of increased funding depending on your academic performance.

What You'll Need to Apply

Pay careful attention to instructions, as different schools and programs can have vastly different requirements.

Testing & Transcripts

Testing information (GRE, MCAT, LSAT, GMAT) is available in the *Applying to Graduate or Professional School* section of the Career Center site. Consult individual test sites if you need info regarding test fee assistance/reduction programs. Official transcripts are available free of charge from the Tufts Registrar's Office (in person or by mail). Plan ahead to ensure you will receive your documents by the appropriate deadlines.

Letters of Recommendation

- **Choose people who know you well**, e.g., professors, faculty advisors, work supervisors and others. Avoid the CEO trap. Unless the head of the company really knows you, this will work against you. Schools are more impressed by letters with specific examples that show your interests/abilities.
- **Find enthusiastic recommenders.** A lukewarm endorsement makes you a weaker candidate in a program's eyes.
- **Select people who know you in different ways.** Three people raving about your research skills is less effective than three individuals who can highlight three different skills like research, leadership and writing.
- **Give your recommenders plenty of time.** Allow one to two months to write your letters. Check in with them after a couple of weeks or a month to ask if they need additional info. This also serves as a gentle reminder.
- **Provide everything the recommender needs.** Make sure each person has your resume, personal statement, and research info, if applicable. Don't forget any forms, stamped/addressed envelopes, and other details specific to your target schools.
- **Say thank you.** This is good manners 101. Do it for that reason alone.

Is Grad School Right for You?

The decision is highly individual; however, it could be a good fit if you are:

- Pursuing a specific occupation that requires an advanced degree such as medicine, law, university teaching
- Committed to a specific field of study and want to gain knowledge and expertise
- Aware of how an advanced degree will further your career goals

Before you make the decision, research what's needed to succeed in the field you choose. In some cases, you may flourish with a bachelor's degree. There are many career options for different Tufts majors.



Personal Statements

The most effective statements hook a reader right at the start. Admissions counselors only spend one to two minutes per essay, so invite them to linger on yours with a compelling introduction.

- **Think first.** Reflect on how best to tell your story and develop an outline before you start writing.
- **Tell a story.** Choose a turning point, important lesson, or self-discovery that corresponds to the essay question, demonstrates why you are applying to this particular program, and shows why you are a fit. Tailor statements to each graduate program.
- **Be you.** This is your opportunity to stand out from the crowd. Authenticity is the most effective differentiator.

If you're stuck, ask yourself: Who is my audience? What is my goal? Remembering these things will help you stay true to your purpose.

Personal Statement Assistance

Tufts Career Center: Request an appointment so one of our career advisors can review your statement. You may want to ask for the advisor's email address and send your statement ahead of time.

StARR (Student Accessibility & Academic Resource) Center: Writing consultants are available to meet 1-on-1 with students at any stage in the writing process, both for class assignments and professional or grad school applications/statements.

Sample Graduate School Timeline

Review this list of tasks as you move through the application process. Keep in mind that timelines always vary by individual.

If you're thinking about medical school, visit the Tufts Pre-Health Advising site at uss.tufts.edu/hpa.

If you're thinking about law school, visit the *Apply to Graduate or Professional School* section of the Career Center site for Pre-Law Advising info.

If you're an alumna/us or grad student applying to grad or professional school, you'll complete similar tasks but in a different time frame than the one shown here. Consult a career advisor for assistance in structuring your timeline.

Available on the Career Center site:

School-Specific Resources for ...

Medical Schools & Health-Related Programs

Law School

Business School

Graduate Study in AS&E

Ph.D. Programs

Paying for Grad School

From school funding to loans and external scholarships/aid

Advice from Alumni and Faculty

A cross-section of alumni and faculty discuss all aspects of the application process. Regardless of specific academic and professional focus, these individuals offer important general information.

Junior Year, First Semester (or earlier)

- Think about prospective careers and whether you'll need additional education to succeed in that field
- Talk to Career Center staff, faculty, Tufts alumni and family about careers and grad school options
- Attend grad school fairs

Junior Year, Second Semester

- Review the questions you considered in first semester
- Begin to explore grad schools online
- Start researching the appropriate tests (GRE, GMAT, LSAT, etc.)

Summer Before Senior Year

- Plan for admissions tests, including when and where to take them and how to study for them
- Tour nearby grad schools, keeping in mind that some may not be in session
- Examine applications for several schools and begin to narrow your choices
- Explore school-sponsored and outside funding opportunities

Senior Year, First Semester

- Once you have all your syllabi, create a timetable of your exams, papers, and other requirements and think about how your grad school applications will fit in your schedule
 - Solicit letters of recommendation
 - Draft your personal statement
- By Thanksgiving, or earlier, if necessary:**
- Complete your personal statement
 - Have recommendations on file
 - Complete and mail your applications

Senior Year, Second Semester

- Visit and evaluate accepted schools

Tufts Career Center
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419 Boston Avenue
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go.tufts.edu/careercenter
617-627-3299

EXPLORE | BUILD | LAUNCH

