

# TUFTS

CAREER SERVICES | arts + sciences + engineering

## TUFTS CAREER SERVICES

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<http://careers.tufts.edu>

### *A Lifelong Resource*

Career Services is a lifelong resource. We offer counseling appointments for Arts, Sciences & Engineering students and alumni. Call 617.627.3299 to schedule an appointment.

Office Hours  
Monday through Friday  
9am — 5pm

## STUDENT GUIDE TO TUFTS CAREER SERVICES

CAREER SERVICES

Counseling  
Internships  
Tufts Career Network  
Career Resource Library  
Career Panels & Workshops  
Recruiting Programs  
Career Fairs  
Graduate School Assistance  
Job Listings

arts +  
sciences

+  
engineering

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[HTTP://CAREERS.TUFTS.EDU](http://careers.tufts.edu)

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## OVERVIEW OF SERVICES AND PROGRAMS

*Tufts Career Services offers an array of services and programs to help you with all facets of career development and job hunting: career counseling, job and internship listings, campus recruiting, resume preparation, interviewing tips, and much more. As early as your first and second years, you are encouraged to visit Career Services to explore the link between your major and work options and to gain insights into career possibilities. Along every step toward receiving your degree, the Career Services staff is available to assist you in making and re-evaluating career decisions, setting goals, and developing skills and strategies to realize these goals. We invite you to take advantage of the services and opportunities available through our office.*

### CAREER SERVICES WEBSITE

[HTTP://CAREERS.TUFTS.EDU](http://careers.tufts.edu) provides you with up-to-date information on workshops, job fairs, and other career events. Our site includes links to helpful career planning and job search resources:

- Self assessment and skills inventories
- Career and industry information
- Job Search
- Tufts Career Network
- Internship and full-time job listings
- Calendar of Events

**CAREER COUNSELING APPOINTMENTS** vary because we focus on students' specific career needs and interests. We offer you the following options:

**Quick Questions** are 20-minute meetings to address immediate and straightforward issues, such as resume or cover letter critiques. Call the same day after 9 am to schedule a "quick question."

**Career Counseling Appointments** are available for more in-depth issues ranging from career decision making to graduate admissions to finding an internship. Call several weeks in advance to schedule.

**Resume & Cover Letter Critiques** are half-hour meetings conducted by trained Peer Advisors.

**Mock and Video Interviews** are available to refine your interview skills.

Appointments fill quickly, so plan in advance to make sure you get help before an application deadline or an important job interview! Call 617.627.3299 or drop by Career Services, 740 Dowling Hall, to schedule an appointment.

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**TUFTS CAREER NETWORK** is comprised of Tufts alumni, parents and friends who have volunteered to provide you with “insider information” about career fields, geographic areas, industry trends, job search strategy tips or additional contacts. There are 7,000 volunteers in the network, accessible through our home page, who are helping Tufts students in their career exploration.

**CAREER PANELS AND EVENTS** explain the process of the job search and examine a variety of careers. We sponsor panels featuring alumni discussing their careers and industries, from Consulting to Education to International Affairs. Other special events include Resume Critique Nights, Career and Internship Fairs, and Networking Events with Alumni. Check the website for new 15 minute tutorials on resumes and cover letters, interviewing, internship search and more.

**EMPLOYER & GRAD SCHOOL INFORMATION SESSIONS** are hosted by company and school representatives, many of whom are Tufts alumni. Although the information sessions usually coincide with a campus recruiting visit, they are open to all students. These events allow you to learn about specific companies and graduate programs, as well as to make contacts and expand your knowledge of career fields. Check eRecruiting.com on our website for schedules.

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**INTERNSHIPS** provide students real world experience which complements a challenging academic curriculum. When your resume reflects “real life” experience, employers can see that you know how to apply your knowledge on the job. Thousands of internships nationwide, paid or unpaid, part-time or full-time, are accessible through our website at <http://careers.tufts.edu>. Also, attend our series “Break Into Careers Through Internships” where you can learn from your peers the value of gaining experience through internships.

**SUMMER INTERNSHIP GRANTS** provide funding for students doing unpaid, full-time summer internships in the non-profit or public sectors. A few grants are also available to students interning in the private sector or in an entrepreneurial setting. The application process is rigorous and competitive, so attend an info session in the fall. Check our website for more

information on the Internship Grants, as well as other funding sources on campus for research or summer projects.

**CAREER ASSESSMENTS** are available to help you clarify your skills, interests, and preferences. A career counselor may suggest one or more of these assessments as an aid in your career decision-making. The Myers-Briggs Type Indicator (MBTI) is a personality assessment that reflects how your natural preferences may affect career choice and job satisfaction. The Strong Interest Inventory compares your interests to those of various occupational populations. An appointment with a career counselor is necessary prior to taking an assessment and afterwards to interpret the results.

**GRADUATE SCHOOL ASSISTANCE** is available through resources in our career library and career counseling appointments by calling 627.3299. Career Services offer workshops on applying to Graduate School as well as admissions panels and information sessions. Also, the Pre-Law and Pre-Health Professions advisors in the Office of Undergraduate Education can assist you in applying to graduate programs in law and the health professions. Call 627.2000 to meet with the pre-health or pre-law advisors.

**CAREER SERVICES RESOURCE LIBRARY** contains a multi-media collection for your career development. We maintain current books, periodicals and directories as well as a video collection of recent workshops and programs. Computers are available to work on career related research and writing.

**RESEARCH RESOURCES** have been arranged for your use as a result of our subscriptions with providers specializing in career information. The following are linked to our website.

Vault Online Library, an extensive collection of publications about careers, employers, and industries.

Going Global Guides, information-packed e-books written on 26 countries for individuals seeking work outside of their home country.

Career Search, database of more than 2 million employers searchable by your specific criteria.

Current Jobs for Graduates, job listings in various industries.

Opportunities in Public Affairs, job and internships in public affairs.

Careers A-Z, links to our favorite career sites.

## **CAMPUS RECRUITING, RESUME REFERRAL AND OFF-CAMPUS EVENTS**

These programs provide valuable leads to entry-level positions, particularly in large companies whose hiring needs require a large pool of applicants. Typically, some 150 organizations, ranging from Fortune 100 multinational firms to local start-ups, visit Tufts annually to conduct interviews with seniors and graduate students or collect resumes through a Resume Referral program. Some organizations also visit campus to recruit juniors for internships. Off-campus recruiting events are held annually in Washington D.C. and New York City. Similar to campus recruiting, resumes of interested students are sent to companies that select candidates to interview at these events. Check our website under the Recruiting Program for a list of companies participating in any of our recruiting programs.

**CAREER FAIRS** provide the opportunity to meet with representatives from a wide range of organizations to learn about internships, entry-level positions or graduate programs. The annual Career and Grad School Fair is held in the fall and an Engineering Internship Fair occurs in the spring. A series of panels called “Break into Careers with Internships” is held throughout the year. Check the online calendar for updated information about Tufts events and fairs held in Boston and other metropolitan areas.

**JOB LISTINGS** for full-time employment are available on our website. Check our Recruiting Program for organizations recruiting on campus and entry level jobs posted by Tufts.

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