Life after Tufts? As you explore options and make decisions about your post-graduate plans, the Career Center is ready to assist you. An effective job search is comprised of many elements: self-assessment, research, exploration, and decision-making. Here is some information to help you get started:

### How do Tufts students find jobs?

**Online:** The Career Center posts jobs on Jumbo Jobs: our online database for jobs, internships, and the Campus Recruiting program. We also recommend going directly to employer sites and using the links provided on our website as listed below.

**Campus Events:** Employers host info sessions and alumni speak on career panels and attend networking events held throughout the academic year. Check the Calendar on our website and read our weekly eNews for the latest events.

**Tufts Career Fairs and Events for Seniors:** Attend the Fall Career Fair, the Spring Job & Internship Fair, and events for seniors throughout the year. Speak with people to obtain information about organizations and possible job opportunities.

**Career & Internship Connection:** Attend interview days & career fairs for Liberal Arts & Engineering students in Boston, New York, DC and Los Angeles. Check the Career Center Calendar for dates.

**Tufts Career Center Workshops & Programs:** Be sure to check our Calendar for Job Search Boot Camp and more for Seniors.

**Networking:** Many students find useful advice about the job search by speaking with Tufts alumni, faculty, friends, family, and others who work in fields of interest. Create a profile on LinkedIn and join the *Tufts Career Networking Group* moderated by the Tufts Career Center. This group, along with many Tufts Groups (and others on LinkedIn) provide great opportunities to search for and message networking contacts.

**Social Media Outlets:** Become a fan of the Career Center Facebook page and follow @TuftsCareer on Twitter to learn about new job openings. Read our blog for advice from career advisors, current students, and alumni. Remember to join LinkedIn (look for numerous Tufts LinkedIn groups including the *Tufts Career Networking Group*) to cultivate new contacts and network to find jobs.

**Contact Employers Directly:** Make a targeted list of employers of interest and contact them directly. Search employer databases, LinkedIn, and Twitter to find and connect with organizations and hiring managers by industry and geographic location.

### Resources on the Career Center website

| Jumbo Jobs | Jobs and internships received by the Career Center are posted here (Login also on student home page) |
| Careers A-Z | Recommended sites for career research and job listings, categorized by career field and compiled by the Career Center |
| Career Fields in International Affairs | Detailed descriptions of 30 career paths in international affairs |
| Career Spots | Short videos covering a variety of career-related topics |
| Current Jobs for Graduates | Job listings targeting the liberal arts population |
| Going Global | Resources for those seeking work in 35 countries, including country and city guides, international job and internship listings, H1B resources for international students & more |
| Liberal Arts Career Network (LACN) | Job and internship listing site for liberal arts students |
| Opportunities in Public Affairs | DC area jobs and internships in fields such as government, PR, advocacy, and media |
| Spotlight on Careers | Websites and career information for 40+ fields |
| Tufts Career Networking Group (on LinkedIn) | Reach out to Tufts alumni in a variety of fields for career information and advice |

### Fellowships & Service

| Idealist | Job, internship, and volunteer opportunities in the nonprofit sector |
| Indeed, Simply Hired, and others | Aggregators that compile results from many internship/job posting sites |
| O*Net Online | Occupational data compiled by the US Dept. of Labor |
| Riley Guide | A detailed listing of field-specific websites and entry-level job sites |
| USAJobs | The official job listing site of the US Federal Government |
| Wetfeet.com | Helpful resources and articles for job-seekers |
CHECKLIST FOR YOUR JOB SEARCH

☑ Establish specific goals
Determine two or three potential career fields that are compatible with your interests, skills and values. Career advising can help you acquire this focus. Call 617.627.3299 to schedule an appointment.

Recommended Web Resources: “Exploring Careers” & “Exploring Majors” sections of Career Center website

Recommended Services:
- 30-minute career advising appointment (self-assessment, job search strategies, graduate school)
- Mock interview appointment
- Drop-in hours in Dowling Hall - Mondays/Wednesdays/Fridays from 12-3pm & Tuesdays/Thursdays from 1-4pm; an advisor answers your questions (up to 15 minutes); no appointment needed.
- Drop-in hours in Engineering Buildings - Mondays from 11:30am-12:30pm in Sci-Tech; Tuesdays from 2:30-4:30pm in Anderson; and Thursdays from 3-5pm in Halligan.

☑ Prepare your marketing materials and skills
Update your resume. Perfect your cover letters. Sharpen your interviewing skills by practicing.

Recommended Services: Online resume and cover letter guides with tips and samples; drop-in hours

☑ Identify and research potential employers by using a variety of resources
- Web resources listed on the reverse side of this page, including Jumbo Jobs and the Campus Recruiting Program
- Career Center programs—career panels, networking events, information sessions
- Networking contacts, including alumni from the Tufts Career Networking Group on LinkedIn
- Professional associations
- Career Fairs (on campus and off)

☑ Read our weekly eNews and blog, become a fan of our Facebook page, and follow us on Twitter
Scan the Career eNews and look at our online calendar to stay informed about upcoming programs, application deadlines, and opportunities of interest to seniors. Read our blog for advice from alumni and employers, tips from career advisors & more. Become a fan of “Career Center Ambassadors” on Facebook and follow @TuftsCareer to learn about new jobs, internships, and helpful resources.

☑ Get organized and stay on schedule
Think of your job search as another class. Schedule time into your week on a regular basis. Create a system to track your progress, i.e. spreadsheet or file system. List employers of interest, contacts, important dates, and next steps.

☑ Initiate contact with employers
Establish a list of potential employers within the targeted fields you have identified from your research. Send your resume with a focused cover letter and then follow up.

☑ Follow up with all contacts
It is your responsibility to follow up with employers within a week or two after applying for a position to reiterate interest. General questions you may ask when following up with an employer:
- What is the status of my application?
- What is your timeline for hiring? (unless this information is already stated)
- May I provide any additional materials for you?