



Graduate Student

CAREER GUIDE

For Master's and Ph.D. Students

TUFTS GRADUATE STUDENT CAREER GUIDE

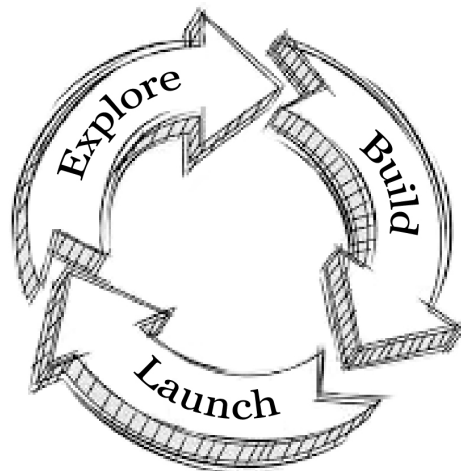
Designing your career is an ongoing process that will continue throughout your lifetime. The Tufts Career Center can be used as a career planning resource both during and after your graduate training.

The Tufts Graduate Student Career Guide has been created to help students at the Master’s and Ph.D. levels begin the process of navigating career decisions and successfully planning for careers. We hope it will strengthen your self-awareness and help you realize how your graduate education opens the door to a vast array of career options.

Throughout the Guide, you’ll find information about the career discovery process and professional development opportunities as well as tools to help you achieve your career goals. Additionally, we encourage you to meet with a career advisor to discuss your individual job search strategy.

The process below is one that you’ll repeat throughout your career journey.

These 3 stages complement and build upon one another:



EXPLORE YOUR OPTIONS

Investigate career possibilities and begin to develop an appreciation for the variety of paths available to you. Grow your personal network as a way of both researching careers and generating leads.

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LAUNCH YOUR ACTION PLAN

Formulate an action plan and continue your career journey with the skills to excel in interview situations and negotiate job offers.

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BUILD YOUR BRAND

Think about how your career research matches with your skills, interests, and personal background. Create an “elevator pitch” and craft cover letters and resumes, thereby marketing yourself and what you have to offer to a potential employer.

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Whether you’re just starting to think about career options or are already in the process of applying for jobs, you’ll enhance your career success by incorporating the tools and resources outlined in this guide.

WORKSHOPS AND EVENTS

Keep an eye out for programs offered through the Career Center, the Graduate School of Arts and Sciences and the School of Engineering, designed to enhance your career readiness and professional skills.

QUICK TIP

Log into Handshake via the Career Center website to schedule career advising appointments, search for jobs, and more.

EXPLORE YOUR OPTIONS

There are many ways to explore career opportunities. In the **Explore**, **Build**, and **Launch** sections that follow you'll learn about networking and informational interviewing, assessing your skills and competencies, preparing self-marketing materials, strengthening interview skills, and more. Throughout your time as a grad student at Tufts, we encourage you to gain experience in these different methods of career exploration and preparation so you can build connections and maximize your success.

THE POWER OF NETWORKING

What is Networking?

It's the single most effective way to explore careers and find work. In fact, according to multiple sources, as many as 85% of all jobs are filled via networking! Networking is a great way to turn contacts into connections and develop professional relationships.

Networking = Research

You're collecting useful info on industries, career paths, job roles, skills needed, future trends, and how to break into an industry. Speaking to people — alumni, family, friends, colleagues — helps you learn more about the world of work and where you best fit. Networking can be serendipitous (e.g., chatting in line at a coffee shop or on an airplane) or strategic (e.g., attending a conference reception or meeting with someone 1-on-1 for an informational interview).

Networking is Mutually Beneficial

Networking is more about the relationships you develop rather than the things others can do for you. The goal is to build sustainable, mutually beneficial relationships. As a graduate student, you may wonder how much you have to offer in a networking situation. Grad school trains you to be an expert in your field, which puts you at the cutting edge of emerging ideas. By reading journals, staying involved in research, and attending events, you have access to a wealth of knowledge that people who work outside of academia may not have. You may also have personal experiences that interest others, such as international travel, tech expertise or shared hobbies.

Questions to Ask in a Networking Situation

Questions about their experience and the job

Tell me about your typical day at work. • Which skills or experiences are most valuable to have in your field? • Which qualifications are required for someone to work in this position? • What do you like most about your job? • What are some challenges of your work? • Tell me about your career path and how you got your current position. • What do you think has made you successful throughout your career?

Questions about the industry, future, trends

Where do you see your career/position within this organization going from here? • What is your impression of how your industry or organization will grow or change in 5 years? • What are some of the challenges your industry is currently facing? • What are some of the long-term trends in your organization?

Questions about breaking into field, advice, additional contacts

What experience would be valuable to have before getting a job in this industry? • Which skills did you gain from your (graduate) education that helped you in your career? • What advice do you have for someone with my background who wants to enter this field? • Can you suggest additional contacts who might be willing to share their experiences?

Grad school is a great time to start networking

- Discounted member rates for professional organizations
- Student rates at conferences and other social events
- Access to free networking events with alumni and talks hosted at Tufts
- Good rule of thumb: Attend a couple of conferences or alumni events per year with unique attendees whose career interests overlap with yours. Create goals before attending so you'll be sure to meet new people in addition to reconnecting with familiar faces.

INFORMATIONAL INTERVIEWING

An informational interview IS ... A conversation you have with someone who is working in a field, job, or organization that you're interested in.

It is NOT ... A traditional job interview. Rather than asking for a job, you're seeking **advice and insight**. While you may be interested in working for the organization, this shouldn't be a topic of conversation. Instead of talking about yourself and what you offer, take this opportunity to learn about the people you're interviewing and their roles.

Why are they important?

This is a chance for you to learn firsthand about an organization or career path you're interested in pursuing. It's a great chance to learn about the skills you'll need to develop during your graduate training and what it's like to be employed in a particular field or with a specific organization. Going beyond a job description, informational interviews can offer you insider information about the day-to-day activities of people working in areas that interest you.

This is also a way for you to expand your network. While not the purpose of the interview, having these conversations may lead to the discovery of job openings before they're posted. Like all networking, informational interviewing is a form of research. Determine learning goals according to your stage of career development. First-year grad students may focus on career exploration, while those launching a job search may be more tightly focused on specific occupations or industries.

1

SCHEDULE THE MEETING

Most people are not only happy to talk about their experiences, they're willing to meet with you to share that information. Start the search within your own network and branch out from there. Often, having a common connection with someone who you're interested in speaking with can make this process feel more personal.

2

PREPARE FOR THE INTERVIEW

Prepare for an informational interview as you would a job interview by gaining as much info as you can about the person you'll be speaking with and the organization they work for. This will be a lot like using the research skills you have developed during your graduate degree. Visit the organization's website and check out the LinkedIn profiles of people who work there. Not only will this help you engage in more meaningful and informed conversation, but it can also give you ideas about the questions you might want to ask.

CONDUCT THE INTERVIEW

There may be many questions you want to ask. When creating your list, ask yourself: What info am I looking for? Write down your questions so you don't forget them. You may only have 15-20 minutes with this individual, so try to limit yourself to five or six questions. Although it's called an interview, this should feel more like a conversation. Express enthusiasm and interest by asking follow-up questions and engaging with the other person.

3

FOLLOW UP

After the informational interview, it's customary to send the person a note to thank them for taking the time to meet with you. (Email is the easiest and quickest way to do this.) The sooner you reach out, the better. Experts recommend doing this immediately following your meeting so the information is fresh in your mind.

4

Sample Request

Dear Ms. Winter,

As a graduate student in the Tufts University [department] program, I came across your name in the Tufts University Career Network on LinkedIn. I'm interested in speaking with you about your professional experiences and [highlight something specific if relevant]. I'm currently conducting career research in the [name of workplace sector] and would appreciate the opportunity to learn about your career path.

Would it be possible to arrange a 15-20 minute discussion of these topics? If so, I would be happy to schedule a Zoom meeting or phone call at a day and time that's convenient for you.

Thank you in advance for your time and I look forward to the opportunity to connect.

Sincerely,
[Your full name and contact information]

Sample Thank You

Dear Mr. Smith,

Thank you for speaking with me this afternoon. It was fascinating to hear about your personal career path in addition to learning about the internal structure of The Company, Inc. It was both informative and encouraging to hear about your success in this field.

I greatly appreciate your advice on seeking out an internship opportunity with your organization. At your suggestion, I have contacted Teresa Field about the matter and will be meeting with her next week. I truly appreciate your willingness to speak with me and look forward to staying in touch.

Best Regards,
[Your full name and contact information]

YOUR LINKEDIN PROFILE CHECKLIST

Maintaining a strong virtual presence is one way to add value to your personal network. Through LinkedIn you have the opportunity to connect with fellow grad students, alumni, potential employers, and others. Use your profile as an additional way to showcase some of your skills, experiences, and achievements. Visit the Career Center website for LinkedIn tips, including resources to help you increase the strength of your profile and the likelihood that people will contact you in the future.

<input type="checkbox"/> Headline	<input type="checkbox"/> Profile Picture	<input type="checkbox"/> Summary
Your headline will serve as your online elevator pitch. It should be a short but memorable professional slogan about your areas of interest or expertise and which kinds of opportunities you're looking for via LinkedIn.	Choose a profile picture where you're alone (i.e., rather than a cropped photo of yourself with others) and in professional dress. Use a current and welcoming photo. <i>Profiles with pictures are 14 times more likely to be viewed!</i>	Write a short summary that includes information about your qualifications, skills, relevant work or extracurricular activities, and accomplishments. Include a brief statement about your plans and goals for the future. Feel free to use your headline as a template when writing this section.
<input type="checkbox"/> Work Experience	<input type="checkbox"/> Education	<input type="checkbox"/> Volunteer Experience
List any previous and/or current jobs, along with what you accomplished at each. You can also share examples of your work by including media (e.g., photos, videos) or documents (e.g., excerpts of writing that you're particularly proud of).	Start this section with your graduate degree, followed by all of your additional post-secondary training. Include information about your institution, majors and minors, thesis title, courses, and program.	Showcase volunteer experiences and highlight organizations and causes that you care about. According to LinkedIn, 42% of hiring managers view volunteer experience as equal to formal work experience, and 1 in 5 has chosen a candidate based on their previous volunteer work.
<input type="checkbox"/> Accomplishments	<input type="checkbox"/> Projects	<input type="checkbox"/> Recommendations
List your accomplishments to optimize your profile for talent seekers. These can include publications (links to peer-reviewed work and other relevant writing); certifications; patents; courses (list by course name, not number); honors and awards; languages; and more.	Projects can be a particularly important piece of the Accomplishments section for grad students. List anything from course assignments to entrepreneurial activities, as well as your thesis. Include project names and information about what you did and how. If relevant, you can also include a URL that will direct viewers to the project's website.	Ask employers, colleagues, professors, clients, or classmates who have worked with you closely to write brief recommendations on your behalf. This will add credibility to your skills and strengths. Try to get a range of recommendations from people you've collaborated with in unique settings.

Important Profile Tips

- 1. Customize your URL** by changing the default link to one that includes your full name. This will increase the chances that people will easily find your LinkedIn profile when searching for you online.
- 2. Consider including your contact information** (e.g., email address, Twitter or Instagram handle, link to an ePortfolio) in your profile summary if you would like others beyond your direct connections to have access to the info.
- 3. Add skills and endorsements to your profile.** If you like, you have the option of adding key skills relevant to the careers that appeal to you. Your connections can then endorse you for the things you're best at and you can do the same for them.
- 4. Think about making your profile visible to others.** Visit your public profile settings to edit the visibility of your profile. This controls how often your info will appear in search engines, e.g., if a potential employer googles your name.

YOUR TRANSFERABLE SKILLS CHECKLIST

You have more skills than you think! When you identify them, you can highlight them in your resume and cover letters and use them to tell stories in interviews. Check off the skills that you have developed.

Communication

- ☐ Listen actively
- ☐ Present effectively to groups at all levels
- ☐ Edit and proofread documents
- ☐ Write reports, manuscripts, processes
- ☐ Teach new skills
- ☐ Express ideas verbally
- ☐ Translate written material

Leadership

- ☐ Explain goals, processes, culture
- ☐ Facilitate meetings and discussions
- ☐ Forecast spending and create budget
- ☐ Delegate tasks and direct others' work
- ☐ Make decisions and recommendations
- ☐ Recruit and/or train new members
- ☐ Build relationships with stakeholders

Technical

- ☐ Evaluate quantitative or qualitative data
- ☐ Model processes digitally
- ☐ Build prototypes
- ☐ Develop frameworks and ensure quality
- ☐ Run experiments and trials
- ☐ Collect data through fieldwork
- ☐ Keep up to date in specialized area

Professionalism

- ☐ Adapt easily to changing situations
- ☐ Learn new skills quickly
- ☐ Demonstrate integrity & ethical behavior
- ☐ Produce high-quality work/meet deadlines
- ☐ Demonstrate respect for all
- ☐ Take responsibility for mistakes

Coaching & Consulting

- ☐ Mentor, coach, or guide people
- ☐ Motivate & inspire others to do their best
- ☐ Set high standards for yourself and others
- ☐ Coordinate activities of various groups
- ☐ Demonstrate knowledge and expertise
- ☐ Provide constructive feedback in writing and in person

Interpersonal & Teamwork

- ☐ Relate to diverse populations
- ☐ Understand perspectives of others
- ☐ Provide constructive feedback
- ☐ Mediate conflict
- ☐ Collaborate to achieve results
- ☐ Build and maintain relationships

Project Management

- ☐ Set goals and achievable objectives
- ☐ Organize information, projects and resources
- ☐ Plan projects
- ☐ Prioritize and schedule tasks and/or events
- ☐ Monitor progress or status of project
- ☐ Practice continuous improvement
- ☐ Collect and review all documentation

Research & Analysis

- ☐ Recognize and/or identify problems
- ☐ Analyze problems or issues
- ☐ Research by gathering information/data
- ☐ Synthesize info from many sources
- ☐ Interpret underlying info from themes
- ☐ Evaluate options to reach conclusion
- ☐ Prepare materials for view

Critical Thinking & Problem Solving

- ☐ Brainstorm ideas and possibilities
- ☐ Apply logic to issues and problems
- ☐ Compare and contrast possibilities
- ☐ Use both facts & intuition as needed
- ☐ Anticipate possible obstacles
- ☐ "Think outside the box"

Creative/Innovation

- ☐ Create prose/artwork/music/graphics
- ☐ Design exhibits/concepts/lesson plans
- ☐ Direct groups of people
- ☐ Invent new products or processes
- ☐ Perform in play/dance/television
- ☐ Choreograph dances or plays

Top 5 skill areas to use in my LinkedIn profile and documents:

- 1.
- 2.
- 3.
- 4.
- 5.

BUILD YOUR BRAND

Building your brand includes everything that helps to market you and the value you will add to an organization. From your 30-second elevator pitch (see below) to your cover letters and resumes, you are branding yourself and making it easy for potential employers to identify you as someone who could be a good fit for their organization. The next few pages will provide guidance and examples of each of these marketing documents.

Please note: The samples in this guide are intended to show a variety of formatting options. While your particular discipline may not be represented, the stylistic conventions are applicable to many fields.

CREATE AN ELEVATOR PITCH

Through networking and other experiences you'll introduce yourself to many people. Being prepared to answer opening questions such as "What do you do?" or "Tell me about yourself?" will make introductions easier and lead to deeper, more meaningful dialogue. This self-introduction, known as an "elevator pitch" (because you could say it concisely in an elevator between floors) is a way of presenting yourself in 30 seconds or less.

Remember that even though you're coming prepared with something to say, the conversation should still be natural. You may want to use the elevator pitch as a template, but it's always more important to be present and engaged in the conversation. Think of this as a backup in case you find yourself struggling with what to say.

Here are some ideas for what to include in your pitch:

Who You Are

What is your name?
University? Degree? Field?

Example: I'm finishing up my PhD in Psychology at Tufts University with a concentration in experimental psychology.

What You Do

What is your background?
Specialization?
What are your strengths?
Interests? Qualifications?

Example: My research relates to behavioral analysis, particularly ... [describe work in layperson's terms].

What You Want to Do

What are you looking for?
What are your hopes for the future of your career?

Example: I'm interested in transferring my skills into a career in User Experience. How did you leverage your PhD in your User Experience role at X Company?

Give it a try! Write an elevator pitch

Imagine that you're meeting a potential employer for the first time. Jot down some ideas for your elevator pitch and practice it on friends and family until it feels natural and comfortable (without sounding rehearsed!). Remember to try to keep it under 30 seconds.

My elevator pitch

RESUMES VS. CURRICULUM VITAE VS. COVER LETTERS

Preparing a resume for jobs outside academia is very different from writing an academic curriculum vitae (CV). These documents represent **distinct forms of self-marketing** both in terms of content and format. Outlined below is a direct comparison of the resume, CV, and cover letter.

	Resume	Academic CV	Cover Letter
Purpose What does it do?	Provides a snapshot of you as a professional by highlighting skills developed during your previous experience (i.e., your grad degree, past work) that is relevant to a particular position and employer	Provides a comprehensive and exhaustive list of your entire career or “course of life” as a scholar	Highlights relevant and specific experiences from your resume or CV that show your fit for an individual job or organization
Audience Who is reading it?	Employers in the private, public or nonprofit sector	Fellow academics or researchers	Same audience as your resume or CV (the cover letter is often read first)
Applicability When should I use it?	When applying for positions outside academia (i.e., nonprofit, government, or private sector)	When applying for awards and scholarships, graduate programs, research opportunities, teaching positions and fellowships	Always include a cover letter when applying for positions within and outside academia, unless otherwise stated
Content Which info is included?	Summary of experiences and skills (either occupational or academic) most pertinent to the job	Full list of professional and educational history, including research, publications, presentations, service and awards	Relevant experiences and skills that are substantiated with concrete examples and information about why you are interested in and a good fit for the position
Focus Which experiences are most relevant?	Career experiences (i.e., work, internships, volunteer, extracurricular) and skills you’ve developed as a result	Academic achievements and scholarly potential	Those experiences, skills, or qualifications that most strongly align with the needs of the organization
Emphasis How should I talk about my previous experience?	How you contribute (i.e., skills and process with a focus on job relevance, plus accomplishments and outcomes)	What you contribute (i.e., knowledge and productivity with a focus on accumulation)	Speak to the individual employer (i.e., why you’re interested in working for them, how your skills and experiences will help them)
Length How many pages is it?	Typically 1 - 2 pages	No limit (tends to be at least 4 pages for early career scholars and 50+ pages for accomplished scholars)	1 page maximum
References Are references included?	Not listed	May be listed at the end of the document	Not listed, though it’s customary to mention the names of people who recommended you apply

RESUME WRITING

Resume writing is a constructive process: you're creating a document based on the values or desires of a potential employer. When applying for jobs outside of academia, resumes (as opposed to CVs) are the typical format. For more information on CVs and the academic job search, go to the *Academic Job Search* page in the Grad Student section of the Tufts Career Center website.

Organize Your Headings

Even something as simple as the order in which you present information can be important to an employer. It is common practice to order the sections of your resume based on their relevance to the job. You can also customize the headings you use to further tailor your resume (e.g., Child Development Experience, Leadership Experience, or Start-up Experience to name a few). Given that most recruiters will only take a few moments to review your resume, the more easily accessible the information, the better.

Showcase Your Skills

As a graduate student, you probably have more relevant experience than you think, both paid and unpaid. The things you've learned through academia and beyond (e.g. civic engagement, club memberships, or committee service) have helped you develop transferable skills and relevant competencies. Rather than think of your resume as a place to feature your employment, think of it as a place to showcase your skills. Don't hesitate to include volunteer positions, projects, and your thesis, as these likely highlight skills that will be relevant to future jobs.

Tailor Your Resume to the Job

By writing a resume customized to the job you're interested in, you're more likely to be viewed as a worthy candidate. Think of a job posting as the blueprint that can be used to tailor your resume in a way that highlights your relevant experiences and expertise. When reviewing a job posting, first go through with a highlighter and note key responsibilities and duties. Think about how you've developed these skills in your graduate training or previous experience and how you can show these qualities in your resume. Pay attention to the language and terms commonly used in the advertisement and reflect this in your own writing.

DID YOU KNOW?

Recruiters spend an average of *6 seconds* reading your resume before deciding if you'll be a good candidate for the position.

Use Action Words to Set the Tone

The first word (i.e., the action verb) of each bullet in your resume should add something to what you're saying by setting the tone for the rest of the point. Use the job posting or organization's website to help you identify relevant skills and qualities that the employer is looking for in an applicant. See below for an example of how using key words can emphasize different skills for the same experience:

1. Example:

Created a novel assessment tool as part of a team, which has been used in four post-secondary institutions throughout North America to determine the success of a new training methodology.

2. Example:

Collaborated with a multidisciplinary team of grad students and academic professionals in the development of an assessment tool used to measure training outcomes.

While both of these points speak to the same experience, each emphasizes different skills or qualities that the student used to accomplish the task. In the first example, the emphasis is on creation and the process of developing a new tool. In the second example, the emphasis is on teamwork and collaboration. For a list of action verbs you can use to tailor your resume, visit the *Resume* section of the Career Center website and the transferable skills checklist on page 5.

Write Accomplishment Statements

Accomplishment statements highlight what you've achieved in a particular position. Rather than simply stating your job duties and tasks, writing accomplishment statements allows you to make your point more impactful by highlighting the skills and personal qualities you've gained from previous experiences. By following this equation, your resume will be more interesting, more readable, and more successful.

Sample accomplishment statement

Original: Designed PhD research project and completed the project from inception to completion.

Revised: Designed a multi-stage research project requiring detailed data analysis and extensive field sampling which led to a successful grant application of \$60K

Resume Checklist: Does your resume meet these requirements?

- ☐ Neat with appropriate spacing and consistent font usage (e.g., 10 - 12 pt Times or Calibri); margins 0.5" or greater
- ☐ Use **bold**, *italics*, underlining and CAPS sparingly
- ☐ Incorporate bullets instead of paragraphs under each experience to make action verbs stand out
- ☐ Easy to read; eyes drawn to important information; free of grammatical, typographical, and spelling errors
- ☐ Use language and keywords from the job description when possible
- ☐ Emphasize your strengths, highlight your accomplishments, and quantify your results

NAME

Street Address, City, State Zip • Phone Number • Email Address

EDUCATION

Tufts University, Medford, MA

Master of Arts, Child Study and Human Development, expected May 20XX

Concentration: Child and Family Policy

Thesis: Parenting Cognitions and Parenting Stress among Young Mothers

Peace Corps Youth Development Project Training, Honduras, Month – Month Year

University of Arizona, Tucson, AZ

Bachelor of Arts *magna cum laude* in Psychology, Month, Year

RESEARCH

Massachusetts Healthy Families Program Evaluation, Tufts University, Medford, MA

Graduate Research Assistant, Month Year – Present

- Collect comprehensive quantitative and qualitative data for statewide evaluation of newborn home visiting program for adolescent mothers
- Supervise all Spanish language data collection and data management

Global Children at Risk Graduate Seminar, Tufts University, Boston, MA and Medford, MA

Head Teaching Assistant, Month Year – Month Year

- Developed seminar on international child development in diverse vulnerable populations
- Reviewed literature and briefed faculty on current research, programming, and legislation on child trafficking, street children, child refugees, and homeless families
- Managed course web site using wiki technology

Applied Behavioral Health Policy Center, Tucson, AZ

Program Evaluation Research Assistant, Month Year – Month Year

- Interviewed emotionally troubled youth and their caregivers in Spanish and English

DIRECT SERVICE

La Estancia Child Rescue Center, Peace Corps, Honduras

Program Co-Administrator, Month Year – Month Year

- Planned and directed programming, resulting in case management, life skills development, and elementary education classes for 30 homeless children
- Facilitated sustainable collaboration between program and US rotary clubs, leading to increase in medical care and educational scholarships for children

Independent Tutoring, Tucson, AZ

Family Assistant & Mentor, Month Year – Month Year

- Developed individualized learning and life skill strategies for two children with ADHD
- Managed daily household functioning and facilitated children's academic success

SKILLS

Language: Fluent in Spanish, with ACTFL Spanish Proficiency score of *Superior*

Data Analysis: Proficient in SPSS statistical analysis & ATLAS.ti qualitative analysis computer programs

Name

Street Address | City, State Zip | Phone number | Email address

EDUCATION

Tufts University, Medford, MA

Master of Arts in Urban & Environmental Policy & Planning Program, Month Year

Bachelor of Arts in International Relations, cum laude, Month Year

CLIMATE AND ENERGY POLICY EXPERIENCE

Sustainability Fellow, Meister Consultants Group, Boston, MA, Date-Date

- Researched state and federal renewable energy incentives and developed model analyzing policy interactions
- Consulted to mid-cap IT platform manufacturer responding to Carbon Disclosure Project information request
- Drafted report evaluating major renewable energy market opportunities created by federal stimulus package
- Identified and researched methodologies for setting feed-in tariff rates and analyzed FIT legislation
- Contributed to European Climate Foundation report outlining 50 civil society initiatives on climate change
- Improved negotiation, mediation, and facilitation skills by participating in internal training sessions

Program Assistant, Local Governments for Sustainability, Boston, MA, Date – Date

- Completed municipal greenhouse gas emissions inventory for the Town of Natick, MA
- Managed partnership with City of Boston on CleanAir Cabs project, promoting hybrid taxis through grants
- Coordinated partnership with EPA *Community Energy Challenge*; led webinars on program complementarities
- Developed member toolkits and resources, including guide on municipal recycling and waste management

Energy Efficiency Coordinator, Energy & Environment Office, City of Medford, MA, Date – Date

- Secured funding and retained consultants for 100 kW wind turbine project (erected January 2009)
- Completed energy consumption study of municipal buildings, evaluated efficiency with EnergySTAR software, coordinated stakeholder discussions of results, initiated audit process through utility assessment program
- Coordinated public outreach efforts to increase residents' renewable energy and climate change awareness

Associate Analyst, Foresite Energy Services, LLC, Boston, MA, Date – Date

- Created and analyzed financial models of regulated natural gas pipeline companies to determine rates
- Reviewed regulatory filings and rated case discovery documents; prepared exhibits for written testimony

PUBLISHED WORKS

Author A, **Author B**, and Author C. (Date). "Wastewater Treatment Plants and Green Power Markets: An Updated Survey of State Policy," *BioCycle*, Publication Date

Author A, Author B, Author C, and Author D. (Date). USA Energie und Klimapolitik: Akteure und Trends im Date [U.S. Energy and Climate Policy: Players and Trends] Published in German at URL

CIVIC ENGAGEMENT

Burton Chill Program, Boston, Volunteer & Mentor, Dates

Tufts Student Planning & Policy Association, Officer, Dates

Appalachian Mountain Club, Boston Chapter, Member and Volunteer Trip Leader, Dates

Medford Clean Energy Committee, Member & Web Manager, Dates

OUTDOOR ACTIVITIES

Completed six-month "thru-hike" of 2,200-mile *Appalachian Trail* from Georgia to Maine, Dates

Hiked all 48 New Hampshire 4000-foot peaks, Dates

Completed training courses in trip leadership, winter hiking, wilderness first aid, and outdoor rock climbing

First Lastname

first.last@tufts.edu | 555.555.1212 | Address

Education

Tufts University, Medford, MA

Ph.D., Cognitive Science, expected May 20XX

Area of Concentration: Emotion Regulation, Affective Neuroscience

Dissertation: The impact of mindfulness on the use of situation selection

Awards & Honors:

- Montenegrin Government Scholarship of Excellence in Doctoral Studies (20XX)
- Graduate Student Research Award in Psychology, Tufts University (20XX)

Tufts University, Medford, MA

M.S., Experimental Psychology, February 20XX

Thesis: Regulating negative emotion by ending emotion-eliciting situations

Awards & Honors:

- Open Society Foundations' Global Supplementary Grant (20XX-20XX)
- Graduate Student Research Award in Psychology, Tufts University (20XX)

Jacobs University, Bremen, Germany

B.A., Psychology, May 20XX

Thesis: Self-presentation online: Avatar creation in "nonyomous" vs. anonymous online settings

Research Experience

Emotion, Brain, and Behavior Lab, Tufts University, Medford, MA

Research Assistant and Lead Investigator, 20XX-present

- Managed five studies (hypothesis generation, data collection and analyses, dissemination of results) in-lab and online (via Amazon Mechanical Turk and Turk Prime)
- Developed a task measuring people's preference for stimuli; helped adapt task for study of human-robot interaction and for study of prejudice and discrimination
- Tested over 300 participants using physiological (e.g. electrodermal activity, heart rate etc.), behavioral, and self-report measures (administered via Qualtrics)
- Helped conduct several group research projects including a study on how people perform under threat of electric shock, and an online longitudinal study with over 300 participants examining daily journaling and emotion regulation
- Conducted statistical data analyses using R, Mplus, SPSS, and Excel (e.g. multilevel models, GLMs, factor analysis, correlation)
- Published in peer-review journals and presented at national and international professional conferences
- Trained and supervised 20+ undergraduate research assistants in data collection and data clean-up; co-mentored 7 undergraduates on their senior honors thesis projects

Jacobs University, Bremen, Germany

Research Associate, 20XX-20XX

- Collaborated on a European-Union funded research project (eCUTE) on technologically enhanced learning of empathy in children and adolescents
- Conducted literature search and helped design studies
- Organized international research group meetings

Institute for Psychology and Cognition Research, Bremen, Germany

Research Intern, 20XX

- Attended Master's-level course of Electroencephalography (EEG)
- Helped collect and process EEG data for a project investigating schizophrenia

Selected Publications, Symposia, & Poster Presentations

Last, first initial & Last, A.B. (in press). *Emotion regulation compensation following situation selection failure*. Manuscript submitted for publication.

Last, first initial & Last, A.B. (March, 20XX). Individual differences in hedonic preferences for situation selection. Poster presented at the biennial International Convention of Psychological Science, Vienna, Austria.

Last, A., Last, first initial, Last, B., Last, C. & Last, D. (20XX). Too much humanness for human-robot interaction: Exposure to highly humanlike robots elicits aversive responding in observers. *Proceedings of the 33rd ACM Conference on Human Factors in Computing*.

Last, first initial, Last, A.B., Last, C.D. & Last, E.F. (20XX). Cut! That's a wrap: Regulating negative emotion by ending emotion-eliciting situations. *Frontiers in Psychology: Emotion Science*, X(1XX), 1-14. doi 10.3389/fpsyg.20XX.00165

Last, first initial, Last, A., Last, B., & Last, C. (August, 20XX). Avatars in a nonymous vs. anonymous online setting. Poster presented at the 7th conference of the Media Psychology Division (German Psychological Society), Bremen, Germany

**Full list of publications, symposia, and poster presentations available upon request*

Teaching & Mentoring Experience

Tufts University, Medford, MA

Instructor, Social Neuroscience, Summer 20XX

Teaching Assistant, Statistics in Behavioral and Social Sciences, May-Sept, 20XX)

- Graded weekly lab sections and taught students SPSS and Excel for data analysis

Graduate Writing Consultant; Fall 20XX

- Tutored students on their academic writing; designed and conducted writing workshops

Skills

Data Analysis: R, MPlus, SPSS, and Excel

Language: fluent in Serbian, conversational French and German

Sample Curriculum Vitae

Note: We’ve condensed this 4-page CV to show a variety of section headings.

Name		
email address phone number		
EDUCATION		
Ph.D. Experimental Psychology	Tufts University Advisor: Name	Year (expected)
M.S. Experimental Psychology	Tufts University Advisor: Name	Year
B.A. Mathematics, Psychology	The State University of New York College at Potsdam (SUNY Potsdam)	Year
TEACHING EXPERIENCE		
Instructor on Record, <i>Cognition</i>	Wellesley College	S Year
Lab Instructor, <i>Statistics for the Behavioral Sciences</i>	Tufts University	F Year, S Year, F Year, S Year
Teaching Assistant, <i>Cognitive Psychology</i>	Tufts University	F Year, S Year
PUBLICATIONS		
Last name, A. B. , Last name, C. D., Last name, E. F., Last name, G. H., & Last name, I. J. (Year). Stereotypes, warnings, and identity-related variables influence older adults’ susceptibility to associative false memory errors. <i>Gerontologist</i> , 57 (S2), S206-S215. doi:10.1093/geront/gnx057		
Last name, A. B. , Last name, C. D., & Last name, E. F. (Year). Retrieval practice protects memory against acute stress. <i>Science</i> , 354 (6315), 1046-1048. doi: 10.1126/science.aah5067		
WORK IN PROGRESS		
*Last name, A. B., * Last name, C. D. , & Last name, E. (R&R). Older adults become conservative responders when faced with age-related stereotypes. <i>Psychology and Aging</i> . *Equal contributions		
Last name, A. B. , Last name, C. D., Last name, E. F. & Last name, G. H. (in prep). Psychological stress differentially affects learning of misinformation for young versus older adults.		
CHAired SYMPOSIA		
Last name, A. B. (Year, Month). Symposium Chair. <i>Is Performance Best With or Without Stress? Examining the Relationship Between Stress and Cognition</i> . 28th annual meeting of the Association for Psychological Science, Chicago, IL.		
TALKS		
Last name, A. B. (Year, Month). <i>Stress and memory...and skydiving</i> . Talk given at the annual Tufts University Psychology Department Data Flash Symposium, Medford, MA.		
Last name, A. B., & Last name, C. D. (Year, Month). <i>The good and the bad about stress and memory</i> . Talk given at the International Conference on Memory, Sydney, Australia.		

Last name		2
CONFERENCE POSTERS		
Last name, A.B. , Last name, C. D., Last name, E., & Last name, G. F. (Year, Month). <i>Criterial learning is not enough: retrieval practice is necessary for strengthening memory against stress</i> . Poster to be presented at the 58 th annual meeting of the Psychonomic Society, Vancouver, British Columbia, Canada.		
Last name, A. B. , Last name, C., & Last name, D. E. (Year, Month). <i>Learning to criterion strengthens memory against psychological stress</i> . Poster to be presented at the 29 th annual meeting of the Association for Psychological Science, Boston, MA.		
HONORS AND AWARDS		
Graduate School of Arts and Sciences Outstanding Academic Scholarship (Doctoral Level) Award, Tufts University		Year
Society for Psychophysiological Research Student Travel Award		Year
FUNDING		
Center for Applied Brain and Cognitive Sciences Full Grant (Monetary amount) Co-investigator with [Names] Title: <i>The Positive and Negative Consequences of Acute Stress on Memory</i>		Year - Year
Tufts Collaborates! Seed Grant (Monetary amount) Co-investigator with [Names] Title: <i>Stress and Memory in the Elderly</i>		Year - Year
Psychology Department Graduate Fellowship, Tufts University (Monetary amount received)		Year
SERVICE		
Member, Graduate Education Committee, Tufts University		Year - Year
Invited Member, Faculty Search Committee for Applied Cognition Assistant Professor, Tufts University		Year
AFFILIATIONS		
American Psychological Association of Graduate Students Association for Psychological Science Eastern Psychological Association Psi Chi, The International Honor Society in Psychology Psychonomic Society Society for Psychophysiological Research		
METHODOLOGICAL SKILLS		
MATLAB, E-Prime, SPSS, Psychophysiology (pulse plethysmography, cortisol radioimmunoassay analysis)		

Customize Your Resume

You can highlight your experiences and skills as they relate to the jobs for which you’re applying. Sample headings include Summary of Qualifications or Highlights, Presentations, Leadership, Coursework, Projects, Skills or Certifications. It is helpful to separate your experience by industry focus, such as Research, Leadership, Civic Engagement, Health Policy, Environmental, Climate and Energy Policy, Consulting, Biomedical, etc.

Below are a few samples of headings you might choose:

HIGHLIGHTS: 8 years of leadership and managerial experience, domestically and abroad. Demonstrated analytical, project management, and communication skills.

Summary: Molecular biologist with a Master’s Degree and more than 5 years laboratory-based research experience in microbiology and molecular biology.

Professional Credentials
Licensed and Registered Occupational Therapist
American Occupational Therapy Association Member

Education
Tufts University, Medford, MA
Master of Science in Urban and Environmental Planning and Policy, May 20XX
Graduate Certificate: *Water: Systems, Science, and Society*
Thesis: *Public Participation to Improve Utilities’ Financial Stability and Drinking Water Infrastructure*

EDUCATION
Tufts University, Medford, MA – Master of Science in Economics May 20xx
Relevant Courses – Advanced Econometrics, Finance, International Economic Policy Analysis

RELEVANT COURSES
Engineering: Heat Transfer, Instruments and Experiments, System Dynamics and Controls, Mechanical Design and Fabrication
Computer Science: Algorithms, Data Structures, Computational Design, Intro to Computer Science, Theory of Computation

Planning & Sustainability Experience
Tufts University, Medford, MA
Campus Sustainability Council - Water Sub-Committee member, Date – Date

- Selected by Tufts President to collaborate with faculty, staff and students on water-wise sustainability policy
- Created strategic plan to implement community outreach and education by university staff

Massachusetts Department of Environmental Protection, Boston, MA
Bureau of Waste Prevention, Organics Waste Ban Intern, Date – Date

- Researched food waste management by commercial and industrial sectors
- Streamlined database and designed public educational material for website averaging 135 views daily

SKILLS
Software and Programming Languages: SOLIDWORKS, MATLAB, C++, LabVIEW, SQL, Visual Basic, Microsoft Office, ANSYS
Mechanical Tools: Trained to use 3D printer, laser cutter, drill press, band saw, chop saw, jump shear, tapping tools
Languages: Mandarin Chinese (fluent); Korean (beginner)

TECHNICAL SKILLS: ArcGIS, Geoda and Spatial Statistics, Social Network Mapping (Kumu), SPSS, Basic Database Management (SQLite), Basic SketchUp

PROJECTS
Urban Renewal Project Plan for the City of Redmond, OR, 20XX
Community Economic Development Feasibility Analysis for Just A Start, Cambridge, MA, 20XX

SENIOR PROJECT, Flow Control Valve: Designed low cost actuated flow control valve for a water desalination system in India.

COVER LETTER WRITING

Your cover letter is the place to show your interest in, knowledge of, and fit for a position. In this single page document, you'll connect the dots between points in your resume to clarify why your skills and experiences make you an ideal candidate. If your resume were a movie, *your cover letter would be the preview or trailer for it.*

Remember: The cover letter is about THEM, not YOU. Avoid starting every sentence with "I" and speak to how you can help meet the employer's needs, not your own. Following the format below will help you structure your cover letter in a way that addresses the important points that a potential employer is looking for.

Why Are You Writing the Letter?

State the name of the job you're applying for, your professional designation or degree name, and who, if anyone, recommended you. To make a great first impression, explain why you're interested in the position and show some knowledge about the organization.

Why Should They Hire You?

Demonstrate your skills and abilities by highlighting how your qualifications match the needs of the employer. Identify requirements for the desired position and provide examples from your work, research, or training as evidence of your competence and fit.

Why Do You Want to Work for Them?

Do your research on the organization and become familiar with their values, mission, and goals. Communicate why you chose them over any other organization and clearly state the ways in which you can add to the organization through your own unique experiences and skill set.

What's Next?

Briefly summarize what you can contribute to the organization and express your interest in further discussing the position with the employer.

Application Follow Up

Unless an employer indicates otherwise, you may follow up with a phone call or email within 5-10 days of applying. Express your continued interest and inquire about the status of the hiring process or the recruiter's timeline for filling the position. Rather than simply asking if your resume has been received, this approach is more apt to create a dialogue.

Cover Letter Tips

Find a name: Always address the hiring manager by name. This information can be found on the organization's website or you can call the office to ask. Otherwise, use "Dear Hiring Manager."

Make a connection: Cite previous conversations with mutual contacts or employees of the organization. This can include naming the person who referred you to the position.

Speak their language: Research the organization and use language that reflects how they describe themselves and their mission. Use the job posting as another source of information. Only use scientific or tech lingo if you're sure your reader will understand! Check out Melissa Marshall's TED.com page for tips on using jargon free language to communicate your skills to people outside academia.

Cover Letter Worksheet

Job requirements (Employer's top needs)	You (How do I meet those needs?)
Skills:	Skills:
Knowledge:	Knowledge:
Experience:	Experience:
Why them? What do I know about the employer?	Why me? Why am I a good match for the position/employer?

Cover Letter Checklist: Does your letter meet these requirements?

- ☐ Neat with appropriate spacing and consistent font usage (e.g., 10 - 12 pt Times or Calibri); margins 0.5" or greater
- ☐ Easy to read with clear, strong language; free of grammatical, typographical and spelling errors
- ☐ Demonstrate enthusiasm, personality and knowledge of the organization/position; written in your own style
- ☐ Focus on competencies/experiences (especially accomplishments!) that will be of most interest to an individual reader
-- without repeating everything from your resume

First Lastname

Address, City, State, Zip | 555.555.555 | First.Lastname@tufts.edu

Spotify
48 Grove St #306
Somerville, MA 02144

November 20, 20XX

Dear Spotify Recruiting Team,

I had been looking at Spotify positions for several months when I learned about your Tech Talk event at [location]. I was excited to get more information about your student internship program, meet Spotify band members, and hear about current projects. (In fact, I was so excited I showed up to the event 45 minutes early!) Learning about the complexity and ingenuity of “daily mixes”—algorithms created by engineers, the look and feel created by designers— further convinced me to apply for the Research Scientist: PhD Summer Intern role. My vast experience designing studies and analyzing data about peoples’ behavior and preferences, as well as my interpersonal and communication skills, make me a strong fit for a dynamic, creative, collaborative, and problem-solving oriented environment at Spotify.

I am currently finishing a PhD in Experimental Psychology at Tufts University, where I solve complex real-life problems about people’s emotions through carefully designed experiments and sophisticated data analytic strategies (using R, SPSS, and Mplus). In my work, I developed a task measuring how long people are willing to interact with various emotional pictures, which I later helped adapt for use in human-robot interaction experiments, culminating in a CHI publication. I believe my past experiences qualify me greatly to #JoinTheBand, where I can help you understand people’s reactions to Machine Learning-based interactions.

Having lived and worked in my home country of Montenegro, as well as Slovenia, Germany, and the United States, I have demonstrated the ability to relate to and collaborate with diverse groups of people. Recently I worked on a project with computer scientists and engineers from the US and Germany to create a video game to increase empathy in children. Through this experience, I learned to synthesize different perspectives and effectively communicate with researchers from diverse disciplines and cultures.

As an emotion researcher, I care deeply about how people relate to each other and the world around them, which now increasingly includes technology. I want to be part of a company that managed to successfully employ human-computer interaction tools in transforming the way we interact with music. I hope you will give me the chance to put my dedication to a rigorous scientific method and proficient communication skills into practice as a summer Research Scientist intern at Spotify. I am available via e-mail or phone to continue the conversation. Thank you for your consideration.

Sincerely,
First Lastname

Your Street Address
City, State Zip Code
DATE

Ms. First and Last Name
Title/Position
Employer Name
Street Address
City, State Zip Code

Note: A bulleted format can create an easy to read document for busy readers. The framework allows you to highlight the ways in which you meet the specific requirements of the position. Do not copy bulleted information from your resume; you must create original text that synthesizes your major points. This involves a series of sentence fragments without the use of the pronoun "I."

Dear Ms. Last Name,

An urban planner from (name of city) came to Tufts University recently to speak about the changing face of regulatory takings and eminent domain use. Ms. (Name) spoke enthusiastically about how changing legislature is affecting (city's) regional planning goals. We had an engaging discussion that confirmed my interest in moving to (state) to work for the City of (Name). Since then, I have completed my Master's in Urban and Environmental Policy and Planning at Tufts and I am applying for the (job title) position in your Planning Department.

The following competencies and experiences are most relevant for the [name of position] role:

- Six years of experience in higher education that has allowed me to develop an array of skills, particularly in the area of information technology, where I designed and built a virtual tour of the [name of University] campus
- Leadership skills strengthened in my position as team leader for several staff members and student interns completing the virtual tour in preparation for an upcoming undergraduate admissions cycle
- Project management experience developed through a self-led initiative involving dozens of academic departments as well as local companies, whereby we recycled more than 100 old computers and other pieces of tech equipment
- Communication skills demonstrated when writing technology standards and responsible computer use policies, which included advising colleagues on gathering qualitative data for effective evaluation of service goals.

Perhaps the most valuable part of my IT work has been the opportunity to see how technology is used pragmatically to overcome communication barriers among students, faculty, parents, and University administrators.

The Master's program at Tufts prepares graduates for a wide range of work in the urban and environmental planning fields, and what separates Tufts from other programs is its dedication to the integration of two distinct fields. (State) prides itself on protecting natural resources, particularly in their most urban areas, and the coursework at Tufts promotes a sense of harmony between city life and environmental preservation and protection. I feel this unique perspective makes me a good fit for your city planning department.

I welcome an opportunity to discuss my qualifications and interests with you. I can be reached at 000.000.0000 or name.name@gmail.com.

Sincerely,
Sign your name here

First Last Name

LAUNCH YOUR PLAN

Now that you've explored career options, identified your skills, and developed your marketing materials, you're ready to launch into interviews. This section will help you get familiar with types of interviews, including questions to expect and questions to ask, as well as how to negotiate job offers.

Interviewing is a skill. The more you practice, the better you'll do! The Career Center offers hour-long mock interviews to help you strengthen your interviewing skills.

10 Things You Should Know Before an Interview

1. **The organization and the job** -- do your research! (Organizational culture, history, current events, future prospects)
2. **How you will add value** to the organization and why you're interested in them/this position
3. **Everything on your resume** so you can explain and discuss (challenges, best parts, what you would do differently)
4. **The technical fundamentals** of what's needed for the job. This could mean going back and relearning equations or giving yourself a refresher on specific pieces of knowledge
5. **How to answer the "Tell me about yourself"** question (start with your elevator pitch, but make it specific for this job -- see page 6 for more about writing an elevator pitch)
6. **Your strengths and weaknesses** -- Be sure to describe how you're improving your weaknesses
7. **Your 6 best stories** so you can answer any behavioral interview question (see following page)
8. **The 5 things you want to make sure to tell the interviewer** before the end of the interview. Base this on the job description, which will allow you to decide which formative experiences and notable skills to share
9. **Questions you want to ask the employer** so you can better assess your fit with the organization/position
10. **How you'll think quickly and respond** if someone asks a bizarre question, e.g., If you were an animal, which one would you be? What three items would you bring to a deserted island? (*note: In many cases, your answers to these questions are less important than how you respond, i.e., keeping cool under pressure*)

Interview Formats

It is important to prepare for the medium as well as the type of interview you will have. Get as much information as you can from the person who arranged the interview. No matter the format, be ready to prove you can do the job and that you want it. Be confident, personable and enthusiastic. Some things to consider:

In Person

- Arrive 15 minutes early and dress appropriately for the interview (*tips for interview dress are available on the Career Center website*)
- Use the opportunity to convey that you are prepared, interested in and able to do the job
- Smile, listen actively, and control verbal fillers (e.g., um, like, you know)
- If interviewing with several people at one time, be sure to make eye contact with each person, not just the person asking the question(s)
- No phones (double check that yours is turned off)

Phone

- Dress as if you have an in-person interview (you'll sit taller, remember why you're on the phone and *feel* like you're in interview mode)
- Smile (you can hear a smile in a person's voice!)
- Articulate, enunciate, speak clearly and slowly, and convey enthusiasm with your voice
- Plan for a quiet environment in which to take the call (with no possibility for interruptions!) and make sure your phone is fully charged!
- Allow for silences; don't worry about filling every spare second with talking

Video/Virtual

In addition to the phone hints:

- Plan for extra time to set up technology; have a back-up plan if something malfunctions
- Ensure that the background the employer sees (e.g., the wall behind you) looks professional and is not cluttered

Other types of interviews ...

Case - Interviewer provides a challenging business scenario and the applicant must provide analysis and propose a solution. Often used by Consulting and Finance industries.

Technical - Questions are specific to the job for which you are applying. They can be brain teasers, problem solving or checking to make sure you know first principles and equations from your field.

Don't forget: Everyone you meet, from the moment you enter a potential employer's building -- or even parking lot! -- could be evaluating your candidacy for a job.

BEHAVIORAL INTERVIEWING

Behavioral interviewing is a popular interview framework based on the belief that past performance is the best predictor of future performance. Employers want to know how you will function in their organization, and this method of questioning allows them to “see” how you work through challenging situations, collaborate with others, and more.

Answering behavioral interview questions using the STAR method will ensure you give the big picture, get quickly to the point and make a positive impression.

- S – Situation** Briefly describe the context to your example; be specific and succinct
- T – Task** Identify what you set out to accomplish
- A – Action** Describe what you did. Which skills did you use? If you were on a team, what was your role?
- R – Result** What did you achieve, learn? What could you do differently to improve upon the outcome?

Use the STAR method to develop stories from a variety of experiences (employment, internships, academic work, civic engagement and other activities). These examples should show your strengths, work style, teamwork, and initiative. Emphasize your achievements and attitude, yet remember to mention some evidence of struggles or turn-arounds. 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.

QUICK TIP

Think about your transferable skills checklist (page 5) when reflecting on which stories to tell.

The more stories you develop, the better equipped you are for behavioral interviewing. Plus, if you’ve done your research on the position, organization and industry, you’ll have a good sense of what a strong candidate looks like. 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 and supervise junior staff, you’ll be ready with your teamwork and leadership stories.

Sample Interview Questions

Getting to Know You Tell me about yourself. • Why/how are you qualified for this position? • What do you know about us? • Why do you want to work here? • What are your strengths? Weaknesses? • Why should we hire you over another candidate? • Why did you choose Tufts and your particular graduate degree program? • Describe your thesis or dissertation and its contribution to the field.

Your Experience and Career Goals Where do you see yourself in five years? • Describe your ideal job and work environment. • How would a former supervisor describe you and your work? • What other types of positions are you considering? • Which of your past experiences are you most proud of and why?

Behavioral 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. • 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. • 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 situation or project where you made a mistake and what you learned from it. • Talk about a time when you had to take on something new with little to no guidance. How did you handle it?

QUESTIONS TO ASK EMPLOYERS

~ Courtesy of J.T. O'Donnell

How you respond to "Do you have any questions?" matters -- a lot! Asking good questions in an interview gives you an opportunity to stand out from other candidates and get insider info on whether this employer is a good fit for you.

Use the 4 Cs to guide you:

Connect - ask questions about the hiring manager that relate to their role at the company as a way to get to know them better.

- How did you come to work here?
- What do you love most about working here?

Corporate Culture - inquire about the qualities and traits of people who are best suited to be a part of the company.

- Which sorts of qualities do your most successful employees possess?
- How would you describe the atmosphere of this organization? Your particular department or team?

Company Challenges - identify challenges of the organization and how the job you are applying to will help overcome them.

- What's the biggest challenge the company will face this year and how will it be overcome?
- As an employee, what could I do to make a difference and have an impact on the company this year?

Closing Conversation - find out if you need to provide additional information that could help the hiring manager in their decision to choose you and get clear on the next steps in the hiring process.

- Is there anything I can clarify or provide more information about so as to help you make your decision?
- What are the next steps in the hiring process?

NEGOTIATING AN OFFER

Before you ever get an offer, and perhaps even before you apply for positions, take time to reflect on what is most important to you in your next job. Beyond salary and job location, think about things like your future colleagues and supervisor. How important is it for you to mesh well with those people? What value do you place on training, professional development and opportunities for advancement in your field?

Consider the elements of a benefits package: medical, dental, vision, life insurance, 401K (& 401K matching), sick days, vacation days, tuition reimbursement, and more. Where do those things rank in your priority order?

When you have an offer (hooray!) for a job, post-doc or internship, what comes next? You should not take a position just because it is offered. Compare the organization (mission, goals, organizational culture) and the position with the things most important to you and assess the level of matching. Are there parts of the offer that *don't* work for you that are flexible for the organization? If so, you may be able to negotiate.

Top Five Negotiation Tips

The time to negotiate is between when you receive the offer and when you accept the offer.

1. Have a minimum acceptable salary in mind. Research salaries for the job/industry/part of the country you would work in (see Salary.com and Glassdoor.com for various data points).
2. If you plan to negotiate, know what about the offer is not "delighting" you and why (in the actual negotiation, don't use personal issues like rent or cost of living as a reason to ask for more, as these will be true for all candidates).
3. Ask if there is "wiggle room" around the item in the offer you are trying to change. If the answer is no, move on to something else.
4. Don't threaten, don't push too hard, but be willing to walk away.
5. See a career advisor for help and to practice!

YOUR ACTION PLAN

It's never too early to begin to explore interests, careers and job possibilities. A lot depends on the field and job to which you'll be applying and your fit for that position. Know if you have the skills needed to be a competitive candidate and, if needed, where you can strengthen your skills/experiences.

Explore Your Options

- ☐ Engage in self-assessment by taking stock of your interests, competencies, goals and values
- ☐ Identify your transferable skills (see page 5)
- ☐ Develop action plans for 2-3 career paths, outlining target employers, jobs of interest, job search approaches you will use, search timelines for jobs of interest, action items, weekly/monthly next steps with target completion dates
- ☐ Schedule an appointment with a Career Advisor at the Tufts Career Center
- ☐ Attend career preparation and job search programs (speakers, Career Fairs, networking events, workshops)
- ☐ Participate in the Graduate School's professional development offerings
- ☐ Reach out to career-knowledgeable individuals about your next steps (Tufts alumni, colleagues in your field, professors, connections through professional associations, others in your network) and set goals for expanding your network

Build Your Brand

- ☐ Gather feedback on your professional documents and presentation skills through the Career Center (and faculty if seeking teaching positions)
- ☐ Build your LinkedIn profile, ask people to be in your network and join relevant groups, e.g., the Tufts University Career Network; Tufts Social Impact Network; Tufts Institute of the Environment
- ☐ Develop an elevator pitch (see page 6) to use at conferences, networking events and to answer "Tell me about yourself"
- ☐ Complete your profile in Handshake (Tufts' online jobs database) and upload a resume/cover letters, add relevant skills, and set up Search Alerts to be notified when jobs of interest are posted
- ☐ Finalize your job application materials. Tailor cover letters and resumes to specific position requirements and the goals of a company/organization/department

Launch Your Plan

- ☐ Inform people in your network, those with whom you have a genuine connection, that you are entering the job market. Talk about the types of opportunities you're seeking and how your skills and experience match those positions
- ☐ Reach out to Tufts alumni and others to learn about their career paths and the culture of the companies/organizations in which they're employed
- ☐ Educate yourself about the styles of interviews you might encounter and develop strategies for interview success (pages 16-18)
- ☐ Schedule a practice interview with the Career Center (If embarking on an academic job search, practice your job talk with people both familiar and unfamiliar with your work and field of study.)
- ☐ Maximize your job networking at any conferences you attend

Research the typical hiring timelines for your industry (e.g., Finance, Consulting, Engineering and Tech are often considered early hiring fields – the bulk of candidates coming directly from school are hired in the fall semester). Determine the amount of time you have to commit to your job search. The process will likely take months, not weeks. For academic jobs, begin a minimum of two years out before the time you seek to be hired.

RESOURCES FOR GRAD STUDENTS

The Career Center offers numerous resources for career exploration, networking, job searching, and ongoing career management. Visit *People We Serve ... Graduate Students* on the Career Center website for these tools and more.

Handshake	Access our online, mobile friendly, recruiting platform to find jobs, internships, and fellowships, sign up for career events, fairs, and workshops, or to schedule a meeting with an advisor.
Career Advising	Meet with a career advisor to discuss your job search strategy, review your marketing materials, or practice interviewing. Schedule an appointment through Handshake.
Workshops	Attend programs specifically designed for graduate students on topics such as resumes and CVs, networking, interviewing, and using social media in your job search. Also check out the professional development series offered through the Graduate School of Arts & Sciences (open to all graduate students).
Career Center Website	Go to the Grad Student section (under People We Serve) for additional samples of resumes, CVs, and letters as well as info on job searching and networking.
Tufts LinkedIn Groups	Access 75,000+ alumni and connect with people in your field of interest.
Imagine PhD <i>Not just for PhDs!</i>	Create a free account to assess your transferable skills and interests and explore jobs in 16 different “job families” pursued by grad students in humanities and social sciences.
myIDP	Use this free online tool for STEM grad students to learn about scientific career paths, assess your skills, and set career goals.
Interstride	Career exploration and job search resources for international students seeking work in the U.S. as well as anyone seeking work abroad.

Resources for International Graduate Students

International students often face unique barriers to finding employment that can make it more difficult to pursue their career goals. *Use this checklist to help you plan for your career after Tufts:*

- Meet with a Career Advisor at the Tufts Career Center who can provide guidance on writing U.S. resumes and cover letters, discuss job search strategies, and help you explore your career goals.
- Visit the Tufts International Center website for a wealth of information about life as a grad student, including immigration resources (e.g., visa requirements, employment authorization, OPT and CPT), tax and social security info, and more.
- Familiarize yourself with global workplace cultures. Use resources like GoinGlobal, listed above, as a starting point to help you understand the qualities that employers seek in potential employees.
- Check with the StAAR Center and I-Center for programs on strengthening English language skills
- If you plan to return to your home country or apply to jobs in other countries, be sure to keep up-to-date on what’s happening in the job market there.

Many thanks ...

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Tufts University Career Center
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617-627-3299
go.tufts.edu/careercenter

Explore

Research Career Paths
Conduct Informational Interviews
Use LinkedIn to Expand Your Network
Reflect on Your Transferable Skills

Build

Compose an Elevator Pitch
Write Resumes, CVs and Cover Letters

Launch

Prepare for Interviews and Offer Negotiation
Create Your Job Search Action Plan
Take Advantage of Tufts Resources Throughout the Process