

## WELCOME BACK TO CAMPUS

The Africana Center, in collaboration with Career Services programs and events, has developed the Ready to Go Toolkit. This program is designed to provide you with opportunities to practice interview and job search techniques that are essential to your future career success.

During my freshman year (08-09) as Director of The Africana Center, I have met many extraordinary Tufts students. Students who are filled with talent and are invested in the university and the larger, global community. Students who are able to balance their civic involvement and participation in student organizations with fun and entertaining social relationships .

I have met Tufts administrators and faculty members who are committed to helping you excel in your academic studies. And, I have discovered a wide array of campus resources, events and programs that are designed to broaden your perspective and help you affect changes in your sphere of influence and the world beyond Tufts.

I encourage you to take full advantage of all the resources that are available to you at Tufts. By doing this, you will find that your future is ready for you—and you will be Ready to GO!

Sincerely,  
Katrina Moore

**Stay informed!**  
Visit [The Africana Center website](#) and [Facebook page](#) for news about upcoming activities and events

## CLASS OF 2010

# READY TO GO Toolkit



The Africana Center at Tufts University  
8 Professors Row  
Medford, MA 02155  
617-627-3372  
Website: [ase/tufts.edu/africana](http://ase/tufts.edu/africana)  
Katrina Moore, Director



## SENIOR YEAR CAREER PLANNING CHECKLIST

The **Senior Year Checklist** will include career focused and applying—for- jobs type tasks such as establishing references and creating resumes and cover letters that you will need to complete before graduating from college. It will also include graduation requirement reminders that will help to keep you on track and reduce the stress of preparing to leave Tufts.

## NETWORKING PRACTICE SESSIONS

**30 Second Commercial:** Making a strong first impression is key to a successful interviewing and networking experience. One of the first opportunities to make this impression is often in response to the question "Tell me about yourself." This practice session will help you to develop a commercial that can be used at an interview, in a cover letter or introducing yourself at professional networking events.

## BUSINESS ETIQUETTE LUNCH

Interviews are often stressful and can be even more stressful when you are expected to eat and talk at the same time. One of the reasons employers take candidates out for lunch or dinner is to evaluate their social skills and to see if they can handle themselves gracefully under pressure.

The **Business Etiquette Lunch** will provide an opportunity to practice your communication and interpersonal skills with alumni and business professionals as well as your table etiquette in a more relaxed environment.

## LIFE CHOICES WORKSHOP

Graduating from college is a major milestone and is a stepping stone to future life achievements.

Based on the Randall S. Hansen, Ph.D, article " **So You've Graduated College... What's Next for You? Eight Critical Issues Facing New Grads**, this workshop will focus on eight critical life choices you will need to deal with as you move onward with your life in your transition from college to career.