

Spring 2024 Career Development Checklist



Gerald J. and Dorothy R. Friedman
School of Nutrition Science and Policy
**ELLIE BLOCK AND FAMILY
CAREER SERVICES CENTER**

- Attend at least three workshops this semester** – Learn how to optimize your career search at Friedman by developing specific career development skills. View the [BCC workshops](#) that make most sense to fill your skill gaps.
- Attend an Employer Information Session** – Join the BCC and featured organizations to learn more about their mission, culture, people, and priorities. Included are current and anticipated employment opportunities.
- Attend a Career Conversation** – Introduce yourself, network, and consider potential career paths from professionals in the food and nutrition space, with breakfast or lunch included.
- Schedule a 1:1 advising appointment** with the Career Center – Join us to talk about all things career related including self-assessment tools, the job search process, resume reviews, and salary negotiation tactics. Schedule your appointment via [Handshake](#).
- Complete self-assessment tools** – Consider your unique personality, best skills, interests, aptitudes, and life goals. Leverage the [skills assessment tools](#).
- Begin identifying the types of roles, industries and sectors that interest you the most.**
 - Explore options on the BCC website: [Exploring What You Can Do with Your Friedman Degree](#).
 - Research/create list of roles, industries, and sectors. Utilize LinkedIn “Job Save” function to keep an internal list of jobs of interest.
- Schedule at least one [networking conversation](#) per month with people doing work that you find fascinating.** Each of the ‘Career Directions’ on the Block Career Center website includes [Featured Alumni](#) who have volunteered to speak with students and share advice in brief conversations. You can also reach out to other alumni and people on LinkedIn. Join the [Tufts Friedman School Alumni Association LinkedIn group](#).
- Create a resume that is customized for your area(s) of interest.** Check out our office’s [Building a Strategic Resume guide](#) for tips and samples, specifically curated for Friedman students. Schedule and complete a resume review with the career center, and/or [VMock](#), our new online smart resume builder.
- Build a LinkedIn profile** that highlights your chosen professional interests and goals.
 - Utilize built-in LinkedIn prompts and recommendations to improve your profile.
 - Check out the [LinkedIn Masterclass – Video Training Course](#).
 - Have a peer and/or career center advisor review your LinkedIn profile.
- Begin your summer internship or research experience search.** It’s not too early to being now!
 - [Explore the internship information](#) on the Block Career Center website.

- Identify and apply for three internships/directed studies of interest.
 - Review opportunities posted on the Block Career Center [Jobs & Internships page](#).
- **Get involved with student organizations**, professional associations, and build relationships with faculty and others working in your areas of interest. Build your network, no matter where you are in your degree program.