



Tougaloo College Senior Packet 2009-2010

CAREER OBJECTIVES

RÉSUMÉS

GRADUATE SCHOOL

JOB SEARCH

**Office of Career Services
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Tougaloo
College
TOUGALOO, MISSISSIPPI 39174

Office of Career Services

(601) 977-7821
FAX (601) 977-4495

Dear Senior,

Congratulations on reaching this milestone in your life-college graduation! In order for you to successfully complete your senior year, the Office of Career Services is committed to working with you to meet your career goal.

We will assist you in several ways. First, you are required to complete the senior credential file process which involves you completing Part 1 of the Senior Packet. This form can be completed and submitted to me electronically. Additionally, a resume is required and should be attached to the email. However, you may desire to complete and print the document and submit a hard copy along with your resume. The second phase of the process is to have a face to face interview to discuss your plans after graduation. The deadline for submission of Part 1 of the Senior Packet is Friday, December 4th.

I strongly suggest that you consult the Career Services website for resources that may help you with internship and employment opportunities; graduate and professional school selection; fellowship and assistantships; resume building and interviewing skills information. We are continuously updating and adding information to the website. If you have not completed a career assessment tool, I encourage you to complete FOCUS, an online career assessment tool that may be instrumental in providing guidance regarding your career and/or graduate school program selection. As it relates to employment opportunities, go to the link for OneWire that top financial institutions rely on to conduct searches and assist in successfully finding high quality students from colleges and universities across the country. There are also resources in the Career Center in Jamerson Hall that may be helpful to you and don't forget to seek the advice of your advisor, department chair or dean.

We strive to help you become successful leaders for tomorrow, thus please take advantage of all of the opportunities available to you. You should be working to graduate on May 9, 2010 without worry because you have a post graduate plan in place. If you feel this is unattainable, begin now don't wait until May 10, 2010 to get started. We are here for you, please come by the Office of Career Services in Jamerson Hall or contact me at 601.977.7821.

Best Regards,

Gladys Jones
Assistant Vice President for Student Affairs
Career Services Director

CHECKLIST FOR 2009-2010 SENIOR PACKET

Name _____

Part 1 - Please submit by Friday, December 4, 2009

_____ Senior Information Data Sheet

_____ Resume

_____ Take Graduate Admission Exam, if attending graduate school (check with Financial Aid for waiver qualification)

Part 2 - Senior Clearance Signing

_____ Waiver Signing

_____ Graduating Senior Survey

_____ Plans after Graduation

- Graduate School (Acceptance Letter is required if you are planning to attend Graduate School)
- Employment
- Other (Please specify) _____

PLEASE NOTE:

- ⇒ ***Document should be neat and proofed.***
- ⇒ ***Please complete all forms and submit via email to gjones@tougaloo.edu or submit to the Office of Career Services in Jamerson Hall. Don't forget to submit your resume.***
- ⇒ ***Senior Clearance Sheet will be signed once all other required material has been submitted to the Office of Career Services.***

SECTION I
PART I
VITAL INFORMATION

Full Name _____
(No nicknames) Last First Middle

Social Security # _____ **Student ID #** _____

Present Address _____
Street Name and Number

City State Zip Code

() _____ () _____
Telephone Number Cell Phone Number

Permanent Address _____
Street Name and Number

City State Zip Code

() _____
Telephone Number Email Address

Month of Completion of Degree Requirements: December May August

Year _____ Major _____ B.A. B.S. A.A.

PART II
PLANS AFTER GRADUATION

Please indicate your career objective _____

A. Employment
*(Read all items carefully to see if any apply, even though you
are neither employed nor planning employment)*

What are your immediate plans after completing the degree?

1. I have secured full-time employment. (If you check this option, supply the following information.)

Job Title _____
If a teacher, indicate subject or level.

Employer _____
Address of Employer _____

a. Is the job in an area related to your major? yes no

b. Indicate the salary range:

Less than \$5,000 per year

\$5,000 to \$7,249 per year

\$7,250 to \$9,499 per year

\$9,500 to \$11,749 per year

\$11,750 to \$13,999 per year

\$14,000 to \$16,249 per year

\$16,250 to \$18,499 per year

\$18,500 to \$20,749 per year

\$20,750 to \$22,999 per year

\$23,000 to \$25,249 per year

\$25,500 or more

c. Is this a temporary position? yes no

d. List other employment offers:

EMPLOYER	LOCATION	JOB TITLE

e. I am not employed.

f. I am seeking employment.

g. I am not seeking employment.

h. While at Tougaloo, did you participate in the Cooperative Education Program (Co-Op)?

yes no

i. If your answer was yes to the above question, please name the CO-OP employer:

j. While at Tougaloo, did you participate in one or more internships? yes no

k. If your answer was yes to the above question, please give name(s) of internship employer(s):

B. The Military

(Please skip to next section if you have no military plans or did not enroll in ROTC.)

2. I will enter the military. Branch: _____

a. Did you complete ROTC training? yes no

- b. Have you received a commission to the military? yes no
- c. Do you expect to receive a commission to the military? yes no
- d. If you have or expect to receive a commission, at what rank? _____
- e. What is your military specialty? _____
- f. Length of enlistment period: _____
- g. Do you intend to become a career officer? yes no

C. Graduate or Professional Study

3. I will enter graduate or professional school. (Note: If you have received a letter of acceptance, please attach a copy or provide upon receipt)

Name of Institution _____

Location _____

Degree you will seek: _____ Field: _____

Starting Date _____

I will have the following types of financial aid:

- One or more loans
- Fellowship
- Teaching or other type of assistantship
- Other (please list) _____

List any other graduate or professional schools from which you received letters of acceptance (please attach copies):

a. Indicate the statement which applies as you do further study:

- I will study full-time and work full-time.
- I will study full-time and work part-time.
- I will study part-time and work full-time.
- I will study part-time and work part-time.
- I will study full-time and will not work.
- I will study part-time and will not work.

Have you taken a graduate admission examination yes no If yes, please indicate which examination and score received _____

If no, are you scheduled to take the exam? yes no When? _____

CAREER SERVICES REQUEST FOR ASSISTANCE

Name _____

I am requesting the following assistance from Career Services to assist me in meeting my career objective:

_____ Resume Development/Critique

_____ Mock Interview

_____ Graduate School Selection

_____ Graduate Admission Exam Preparation

- GRE
- LSAT
- PRAXIS
- GMAT

_____ Employment Search

_____ None

If you are requesting service(s), please indicate a day and time that you are available for meetings. _____

Indicate the most effective means to contact you _____

*Please consult the Career Services website for resources
that will assist you in meeting your career objective.*