

WELCOME

Dear Class of 2010,

Greetings from the Undergraduate Center for Career Development!

You may be thinking ... "I'm just about to start college, why should I be thinking about finding a job now?" While there is no pressure to focus on your college post-graduation plans right now, some of you may be anxious to get a jump start on your career development. Some of you may be curious (or perhaps, your parents are asking the questions) about internship opportunities that are available to Babson students and the types of jobs that graduates pursue.

Babson College's Undergraduate Center for Career Development (CCD) offers you a comprehensive, integrated career planning program that is closely linked to your academic and co-curricular experiences. CCD reminds first year students that career development is an ongoing process and the sooner you begin giving it some thought, the better off you will be. We invite you to learn about our services and programs by reviewing the information in this brochure and by exploring our Web site at <http://www.babson.edu/ccd/ug>.

Welcome to Babson! We look forward to working with you to help you achieve your educational, career, and professional goals!

Enjoy the remainder of the summer!

The Undergraduate Center for Career Development Team

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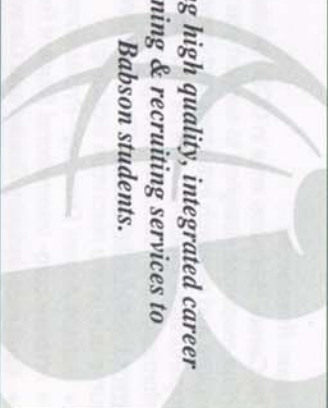


BABSON
COLLEGE

UNDERGRADUATE CENTER
FOR CAREER DEVELOPMENT

BECOME FAMILIAR WITH
UNDERGRADUATE CCD
IN YOUR FIRST YEAR

*Providing high quality, integrated career
planning & recruiting services to
Babson students.*



Overview of Services

The CCD staff brings a combination of corporate and educational experience to the office. By engaging students in the career development process, we support them to achieve their individual career goals.

Counseling & Assessment Services

CCD staff is available to meet with first year students for individual appointments and during drop-in hours to counsel and educate on integrating your academic and co-curricular experiences into internship and job search strategies. CCD also offers the MBTI, a career assessment inventory, to assist students in the career decision process.

Campus Recruiting

CCD conducts extensive outreach to generate internship & full-time employment opportunities for current undergraduate students. All Babson students have access to view and apply for positions through *eRecruiting* (<http://babson.e recruiting.com/>), Babson's web-based recruiting system.

Career Education & Programs

Each year, CCD offers an array of programs designed to help students increase awareness of career paths and build job search skills. CCD invites guest speakers including, faculty, alumni, and employers to participate in programs, this provides an opportunity for students to network with professionals. While you are welcome to participate in all CCD programs, as first year students you may find the following most helpful:

- 20 Tips In 20 Minutes & Cram Sessions
- Resume & Cover Letter Writing Basics
- Internships 101 & Get the Scoop on Internships
- Internship Fair

Career Resources

The Career Resource area in CCD maintains print and online resources designed to support you as you explore and research industries and career opportunities. Students have 24 hour access to career information and resources through the CCD Web site (www.babson.edu/ccd/ug). The site provides access to numerous online resources including:

- *Babson Alumni Directory*—Professional Contacts
- *Htbase.com*—International Student Resource
- *Vault.com*—Industry Guides and Career Advice
- *Internship Series Online*—Internship Opportunities
- *Online Skills Based Career Workshops*
- *Concentrations to Careers*

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Did You Know?

- Minimum wage was 25 cents per hour when it was first enacted in 1938...
 - The life expectancy of a \$100 bill is nine years...
 - 18% of an American's income is spent on transportation compared to only 13% spent on food...
 - According to research, the most productive workday is Tuesday and the least productive is Friday...
 - Approximately 7.5% of all office documents get lost...
 - 31% of all employees skip lunch entirely...
 - The average person changes their career every 13 years...
- Source: www.unisitingarts.com*

Call to Action:

Connect with CCD & begin developing your career!
Location: Hollister 220
781-239-4215 • undegradccd@babson.edu
www.babson.edu/ccd/ug

TOP 10 LIST TO JUMP START CAREER DEVELOPMENT IN YOUR FIRST YEAR

1. **KEEP YOUR GRADES UP**
 - Employers want candidates with good grades. This proves you have a good knowledge base and strong work ethic.
2. **BECOME INVOLVED IN EXTRACURRICULAR CLUBS & ACTIVITIES ON & OFF CAMPUS**
 - Involvement in student clubs or organizations, athletics, and volunteer work is highly valued by employers.
 - Take on leadership roles, hold an office, or coordinate an event to develop skills in leadership and teamwork.
3. **IDENTIFY YOUR INTERESTS, ATTITUDES, AND SKILLS**
 - Clarify your career goals.
 - Visit CCD and take the MBTI.
4. **ACTIVELY EXPLORE CAREER OPTIONS**
 - Network with professionals in industries of interest (Informational Interviewing).
 - Become familiar with research databases and read about careers of interest.
5. **DEVELOP YOUR COMPUTER SKILLS**
 - Research shows that recruiters identify poor writing skills as a primary weakness of college graduates.
 - Visit the Writing Center for support.
7. **LOG ON TO E-RECRUITING!**
 - Update your profile, become familiar with the system, and research opportunities.
8. **GAIN WORK EXPERIENCE**
 - Prior work experience is the springboard to employment.
9. **GAIN AN APPRECIATION OF DIVERSITY**
 - Explore internship opportunities
 - Become familiar with different cultures to prepare to work in the global marketplace.
 - Take advantage of study-abroad opportunities, courses related to diversity, and other opportunities.
10. **ATTEND CCD EVENTS & UTILIZE SERVICES EARLY**
 - Don't wait until senior year to start realizing your goals.
 - Your career train is on the move. Jump on board NOW so you can reach your destination!