

Career Center

Career Development Checklist for First-Year Students

- **Work hard in your classes while getting to know Duke.**
Your academic record will be an important piece of internship, job and graduate school application screenings, so be sure to give proper energy and focus to your classroom responsibilities. Remember, a high GPA is easier to maintain than a low one is to raise.
- **Find an organization, team or club to get involved in on campus.**
Begin discovering passions, meeting friends and exploring student groups and causes you would like to contribute to during your time at Duke. Browse, <https://dukegroups.com>.
- **Explore the Duke Career Center's website.**
We have developed useful content including Career Options Guides, Resume and Cover Letter Guides and the Event Calendar. You will be able to have more purposeful and productive conversations with an adviser after exploring this interesting content.
- **Get to know at least one faculty or staff member each semester.**
Attend office hours and campus programs; ask questions and show interest. These individuals can serve as important sources of information, events/workshops, encouragement and future recommendations.
- **Practice good stress and time management.**
The skills you develop through balancing commitments to various organizations, courses, relationships and tasks will serve you throughout your professional life after Duke. The ability to successfully manage your responsibilities, relationships and general health is desired by most employers.
- **Develop your Board of Directors.**
You are the chair of the board so foster good relationships with your Academic Advisor, FAC, RA, Residential Coordinator, professor, etc. These people likely know a lot about getting the most out of your time at Duke and have assumed their respective roles because they WANT to help first-year students. Take advantage!
- **Acquire experience during your winter, spring and/or summer vacations.**
This can include volunteering, shadowing, part-time work, internships or research. Consider all the possibilities as you explore and define your interests and skills.
- **Reach out to a Duke alum, personal contact or interesting professional.**
This could be initiated via email, through the Alumni Directory or LinkedIn, over the phone or in person. Conducting informational interviews is a low-pressure, high-curiosity activity to help you learn more about career options as well as meet people to add to your network. Get started by scheduling a short appointment or a meal with someone who has a job you think is cool. Ask them how they got where they are today, what the rewards and challenges are of their day-to-day work are and what advice they have for you moving forward.
- **Get your resume up to speed.**
Whether this is your first time creating a professional resume, or you simply want to update the one you used during high school, the Career Center has resources to help with this process. See samples on our website, come to Drop-in Advising to get your resume reviewed and remember to update it with each new relevant experience.
- **Login and update your profile on CareerConnections.**
CareerConnections is the main tool for jobs and internships posted specifically for Duke students by employers and alumni, as well as all Career Center and employer-hosted events.



Opportunities to Connect with the Duke Career Center

Stay Informed Career News

The weekly email and best source for information about our events and resources. It's one of many email lists that help you to learn about upcoming events and timely information related to career exploration and career development.

First-year Career Update

A monthly blog post designed to save you time and stress by understanding early what career development is, how you can use it now to guide your career decisions, and how you can continue to use these skills after Duke.

Drop-in Advising

No appointment necessary! Bring quick questions or printed application documents (resumes, cover letters) to be reviewed by a career adviser or Career Ambassador Team (CAT) member. Though there are some special drop-ins at satellite locations during different times of the year (ex: First-Year Fridays on East campus), Drop-in Advising is available several weekdays at the Career Center from 1:30-4:30 p.m. in our Resource Room.

Career Advising Appointments

Our goal is to support you as you explore career options and locate experiential and employment opportunities. We look forward to meeting you! Appointments are available between 9:00 a.m.-5:00 p.m., Monday-Friday. Schedule an appointment online in CareerConnections several days in advance.

Career Development Workshops

Each year workshops are designed for first-year and sophomore students that focus on personal and professional strengths, values, plans and opportunities to aid in exploration and professional development.

Mock Interviews

Think your interview skills could use some brushing up as you head towards applying for internships, jobs, and/or campus leadership roles? Just want some practice and honest feedback when it come to presenting yourself professionally and answering questions out loud? Never had to participate in a formal interview, and find the idea totally overwhelming or awkward? The Career Center is here to help! Talk to your adviser about it in your first appointment. We also offer a Career Ambassador Team (CAT)-Hosted Mock Interview Day for first-years & sophomores each spring.

Fannie Mitchell Expert-in-Residence Program

Gain information and inspiration from Duke alumni and other experts. The Fannie Mitchell Expert-in-Residence series features accomplished professionals who come to Duke to share specialized knowledge and provide individual career advice to students. The program's purpose is to stimulate new ideas and provide advising for students who are searching for career directions.

Internship Search Resources

Duke CareerConnections

View and apply for thousands of opportunities available around the world. You can filter to see those offered especially for Duke students. Duke University On-Campus Interviews are managed through CareerConnections as well. You should always keep an eye on CareerConnections for career events and opportunities and you can use the additional tools listed below to connect to more internships throughout the U.S. and beyond.

Internship Series Online

Use this national internship database compiled by Career Education Institutes with opportunities listed in 14 work sectors and links to internships on many employer sites.

iNet Internship Database

This database gives you access to a full range of internship opportunities in all industries. The iNet Internship Network is an internship database shared by Georgetown, MIT, Northwestern, Rice, Stanford, NYU, University of Pennsylvania, Yale and Duke.

UCAN Internship Database

The UCAN Internship Exchange is an internship database shared by 21 selective colleges and universities across the United States. This dynamic database provides thousands of summer jobs, internships, fellowships and other short-term opportunities. It is searchable by area of interest, geographic location, semester, educational level, salary or company name.