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.

___ Research an organization, team, or club to get involved in on campus.
Begin discovering passions, connecting with 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 industry-specific guides, Resume and Cover Letter Guides, and a full Event Calendar. You will be able to have a more intentional and productive conversation with an adviser after exploring this interesting content.

___ Connect with 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, relevent 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.
Implement and test out your aspirations and goals. This can include volunteering, shadowing, part-time work, internships, or research. Consider all the possibilities as you explore and define your interests and skills.

___ Communicate with a Duke alum, personal contact or interesting professional.
This could be initiated via email, through the Duke 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 connect with 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.

___ Create and adapt your resume.
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. Use videos and samples on our website, come to Drop-in Advising for a resume review, 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
A weekly email and the 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.

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.

Social Media
Learn about events at Duke, see our favorite career-related articles, a weekly featured opportunity, and more.

We share all of our events, career-related articles, and an occasional live-tweet of a panel or presentation.

We post how-to videos, advice from guests we’ve invited to campus and your peers. Our library is always growing.

Learn what your fellow students are up to with some laughs and useful information thrown in for good measure.

We add important, timely posts often—provided by experts with your interest in mind.

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. Drop-in Advising is available several weekdays at the Career Center from 1:00-4:00 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! Schedule an appointment online in CareerConnections several days in advance. Starting early in your time at Duke is very beneficial.

Professional 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, major choice, and professional development.

Internship Search Resources
Duke CareerConnections
View and apply for thousands of opportunities available around the world (offered especially for Duke students). On-Campus Interviews are managed through CareerConnections. You will want to keep an eye on CareerConnections for career events and opportunities.

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. Search by area of interest, location, semester, educational level, salary, or company name.