Career Development Checklist for First-Year Students
What we recommend for you to get started

_____ Focus on academics while getting to know Duke.
Take the time you need to acclimate to Duke’s curriculum. Attend classes and seek out resources that will help you be successful. Get organized in a way that works for you and adapt your time management if something is not working.

_____ Research an organization, team, or club to get involved in on campus.
Begin discovering your interests, 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 and add at least one faculty or staff member to your board of directors each semester.
Attend office hours and campus programs; ask questions and show interest. Foster good relationships with your College Advisor, FAC, RA, Residential Coordinator, professor, etc. These individuals can serve as important sources of information, relevant events/workshops, encouragement, and future recommendations.

_____ 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.

_____ Get to know yourself.
Identify your personal and professional values, interests, and skills. Conduct self-assessment activities and reflect on your past and current experiences. Who are you becoming and what are your goals?

_____ Investigate your major and career development.
Be curious and ask questions. Research majors, industries, companies, causes, products, etc. you believe in and ask yourself how can you find out more? Track what excites you daily as you are going through your classes and activities. This can help you see what energizes you.

_____ Professional Development and Skills Workshops
Try to attend special workshops 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.
Opportunities to Connect with the Duke Career Center

**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 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, interests, and opportunities. We look forward to meeting you! Schedule an appointment online in CareerConnections several days in advance. Scheduling in your first year at Duke is very beneficial.

**Professional Development Workshops and Career Fairs**
A number of workshops, discussions, career fairs and unique advising opportunities are offered each year to help you explore and make decisions. [http://tinyurl.com/DukeCareerEvents](http://tinyurl.com/DukeCareerEvents)

**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. Log-in and update your profile today!

**Mock Interviews**
Want to learn more about interviewing and practice before applying to internships, on-campus jobs, and/or campus leadership roles? The Career Center is here to help! Talk to your adviser about it in your first appointment. We also offer a Practice Interview Day each semester.

**Fannie Mitchell Expert-in-Residence Program**
Gain information and inspiration from Duke alumni and other experts. The Fannie Mitchell Expert-in-Residence Program 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.

**Stay Informed**

**Social Media > DukeCareers**
- **Facebook**: Learn about events at Duke, see our favorite career-related articles, a weekly featured opportunity, and more.
- **Twitter**: We share all of our events, career-related articles, and an occasional live-tweet of a panel or presentation.
- **YouTube**: We post how-to videos, advice from guests we’ve invited to campus and your peers. Our library is always growing.
- **Instagram**: Learn what your fellow students are up to with some laughs and useful information thrown in for good measure.
- **Blog**: We add important, timely posts often— provided by experts with your interest in mind.