

Career Center

Networking is Key

To successfully navigate the job search, you must utilize the people that you know! Networking allows you to learn about different industries and current openings, helps you make contacts at companies, and enables you to gain the “inside scoop.” While obtaining a job or internship is the goal, effective networking does not solely consist of asking someone to help you find a job. You must inform your contacts about your career interests and goals before they can help you.

Before you can start networking you must identify your network.

Step 1: Personal Connections

Relatives and Friends:

Academic Contacts (Professors, Administration):

Former Employers (Part-Time Jobs, Internships):

Campus Organizations and Community Involvement (Clubs, Sports, Volunteer Work):

Networking Events (Career Fairs, TechConnect):

Professional Associations:

Step 2: Virtual Connections

DukeConnect:

LinkedIn (1st, 2nd, 3rd, Group):

Duke Alumni Association:

Facebook:

Twitter:

Step 3: Connections of Connections

Who do your connections know?

Action Steps

In order to apply what I have learned in this workshop, I will:

Prepare and Practice

- Create and Consider your introduction for different contexts
- Seek out opportunities to practice (e.g., networking events)

Expand Network

- Access Alumni and Professional Networks (utilizing tools such as LinkedIn and DukeConnect)
- Join and Get involved in Professional Associations

Nurture Network: Establish

- Timeframe
- Activity

Individual Action Steps