

# Career Center

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## Your Career Development Process

Believe it or not, you already know a lot about yourself and your career. Your career is something you build every day with the habits you establish and break, ideas you explore, people you meet and decisions you make. All of your life experiences provide you with insight into your unique preferences. The key to making satisfying life choices is being aware of the things you already know about yourself and the world, and using this acquired insight when faced with an opportunity, a crossroads or a new field.

You can expect to cycle through a process of learning about yourself again and again during your time at Duke and also the entirety of your career and life. The endless discovery is what is fun! You will continually use your past experiences to identify new insights, new options and new steps.

You already bring a set of your own preferences and life experiences to this process of continual learning and decision-making. **Uncover what drives you, discover opportunities, test your strengths and interests in the world and develop your search skills and strategy.** Being fully engaged in ALL aspects of the cycle gives you ownership and control over that which comes next for you.

Is this hard work? Yes. Is it worth it? Absolutely. The Career Center works with you to make sense of the unknown or to take steps toward your goals with success. We are your partners in all steps of this process.

Open All Year

Monday-Friday 9 a.m.-5 p.m.

Look for Career News, our event newsletter, in your inbox, for weekly updates.

Our Event Calendar is always available on our website.

Follow us:

[twitter.com/DukeCareers](https://twitter.com/DukeCareers)  
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[instagram.com/DukeCareers](https://instagram.com/DukeCareers)

Email us:

[career-student@studentaffairs.duke.edu](mailto:career-student@studentaffairs.duke.edu)

## Find More Online

### Our Website

In-depth tips, strategies and resources are available on the website, and we're always creating more.

### 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.

### Subscriptions and Databases

We sponsor and host a wide variety of tools and databases available to Duke students. For a comprehensive overview, visit [Online Tools & Resources](#) on our website.

### CareerConnections

[careerconnections.duke.edu](http://careerconnections.duke.edu)

- Schedule individual and group appointments online
- View and register for Career Center events and workshops
- Search and apply for jobs and internships
- See all employer events, including information sessions

### YouTube

Subscribe to our YouTube channel to be notified when we post videos of guests we've invited to campus or advice from your peers. Our library is always growing.

## We're Here—Take Advantage!

You are invited to take advantage of the full range of resources available to you from the moment you arrive at Duke until four years after you leave. Let us be a partner in your career and professional exploration and decision-making process. Deciding what to do next is the perfect reason to visit the Career Center.

### Career Advising

Schedule an appointment with a career adviser online using CareerConnections. Use your first appointment to introduce yourself and come up with a plan to meet your needs.

### Drop-In Advising

No appointment necessary. Use this convenient resource for all of your time-sensitive needs. Expect to spend 10-15 minutes with an adviser for your specific questions.

### Workshops

Attend career and professional development related events throughout the year. These will include a wide variety of topics and feature an interesting range of guests. We recommend one of each of our five core workshops: Resume, Cover Letter, Interviewing, Networking, and Job & Internship Search Strategy.

### Internship Funding Program

Program aims to reduce the financial challenges associated with participating in a wide range of low-paying or unpaid internships.

### On-Campus Interviews

Meet with employers who come to campus to hire interns or full-time staff. Use your CareerConnections account to apply for opportunities and schedule interviews as they become available.

### Information Sessions

Attend presentations hosted by many types of organizations to learn more about them and opportunities available to you.

### Events

#### Ignite Your Internship Search –

A unique, high-energy event where you will discover internships with leading-edge employers in fields including technology, public affairs, social enterprise, consulting, research, start-ups, marketing and more.

**Career Fairs** – Employers who are looking to hire for internships and full-time opportunities attend to meet face to face with students.

#### Fannie Mitchell Expert-in-Residence

**Program** – Knowledgeable professionals, many of whom are alumni, share their expertise and advice with you.

**InternMix** – Our staff mixes things up with a student-to-student intern networking social, complete with your favorite mocktails while former interns dish up advice in a casual setting with free food!

**First-Year Program Series** – Offered for first-year students in the spring and focuses on exploration of personal and professional strengths, values, plans and opportunities.

#### Student & Employer Diversity Symposium and Diversity Networking Reception –

Employers committed to hiring a diverse staff attend these annual events to meet Duke students.

### Presentations By Request

Visit our website to request a workshop. We bring a variety of presentations and discussions to your organization, house or group of friends. If you can gather a crowd, we will join you!