Career Services is your GPS to help guide you through your career development from freshman year through graduation and beyond. Four steps – Explore, Develop, Experience, Pursue – identify activities and resources for your unique and exciting journey.

**EXPLORE**

**MAJORS AND CAREERS**

**COMPLETE**
your DuqCareerLink profile to learn about internships and career exploration events related to freshmen.

**DISCOVER**
careers for various Duquesne majors, including which careers may require advanced degrees.

**MEET**
with your Career Counselor to discuss career paths for your major, internship opportunities and career questions. Make an appointment on Starfish in Blackboard.

**TAKE**
the online career-interest assessments through Career Services to see how your interests and personality connect to various careers.

**FOLLOW**
@duqcareer on Twitter and Duquesne University Career Services on Facebook for internships, upcoming events and interesting articles.

**GET TO KNOW**
faculty who teach in your field of interest or major, attend events and presentations sponsored by your college or school.

**EXPAND**
your awareness of potential employers through visits to local companies that are sponsored by Career Services.

**DEVELOP**

**JOB SEARCH AND PROFESSIONAL SKILLS**

**CREATE**
or update your resume on DuqCareerLink using the Resume Builder or provided samples.

**BRING**
your resume draft to Career Services’ Walk-in Advising and ResuMania for feedback.

**UPLOAD**
your resume on DuqCareerLink and apply for an internship or part-time job once your resume is approved. A professional resume is your ticket to internships!

**ATTEND**
the Explore the World of Internships panels in the fall. Students who have been interns along with employers provide an inside view of internships.

**BUILD**
professional interviewing skills utilizing the Mock Interview tool in DuqCareerLink as well as Mock Interview Days sponsored by Career Services.

**ATTEND**
Career Services’ programs and events, such as Advice and a Slice, ResuMania and Etiquette Dinner.

**DISCUSS**
career and professional issues with professors, professionals and alumni.

**EXPERIENCE**

**THE PROFESSIONAL WORLD OF CAREERS**

**FIND**
and apply for internships on DuqCareerLink.

**MEET**
with your academic advisor or faculty to determine if internships or practicum experiences are offered through your major.

**PLAN**
to go to at least one career fair each semester. Duquesne’s Job and Internship Fair and a local fair take place each semester.

**CONNECT**
with Duquesne alumni and employers on LinkedIn by joining the Duquesne University Career Network.

**ASSEMBLE**
a portfolio of your academic work and co-curricular activities, create both a hard copy to bring to interviews and an online version in your LinkedIn profile or personal website.

**BECOME**
active and take on leadership roles in student and community organizations, especially those related to your major and intended professional path.

**CONTINUE**
to update your resume to reflect your newly acquired skills and experience.

**PURSUE**

**YOUR DREAMS**

**CREATE**
a “saved search” on DuqCareerLink to be notified of full-time jobs in your fields of interest.

**MEET**
with your Career Counselor early to get your resume in tip-top shape, construct an amazing cover letter and develop a job search plan for your first professional job.

**CONTINUE**
to pursue internships, especially those that could lead to full-time employment.

**ATTEND**
multiple job fairs to network with employers and connect to full-time job opportunities.

**GAIN**
great advice and enjoy pizza at the Job Search Strategies and Applying to Graduate School Advice & a Slice workshops to help you transition to life after Duquesne.

**CHECK OUT**
possible interview opportunities through Career Services’ On-Campus Recruiting program.

**ASK**
faculty to be references for jobs and/or to write letters of recommendation for graduate or professional school.