Did you know January is the perfect time to start preparing for a job or internship search? Due to the recession, students and recent grads are not only competing with one another, but with older, more experienced candidates. How can you overcome these challenges and land a rewarding job...by conducting a focused job search.

First, ask yourself what type of position are you interested in.

Informational interviews and job shadowing are great ways to discover how your talents and interests can be practically applied in the workplace.

Then research the recruiting process of the organizations within the industry you find most interesting. Look at job databases and professional associations. Develop an understanding of industry employment outlooks and trends; the Department of Labor’s Occupational Outlook Handbook and Career O’Net are great resources.

Finally, reflect on where you’d like to live and work. Target organizations in your preferred regions and look at their websites to learn about opportunities at those specific locations.

Don’t forget that your Career Counselor, our Career Development Library and website (duq.edu/career-services) are all great (and Free!) resources to aid you in the job search process.

Spring 2011 Calendar of Events

Coffee & Careers
Tuesday, Jan. 11
9:30 am - 2:30 pm
Union Atrium & Gumberg

Advice & a Slice
Jan. 19, Feb 22, & March 31
5 – 6 pm
Brottier Hall Lobby

Job Search Boot Camp
Wednesday, January 26
4:30 - 6:30 pm
Power Center Ballroom

Int’l Careers Seminar
Friday, Feb. 4
12:00 – 5:00 pm
Union, 6th floor

How to Work a Job Fair
Monday, Feb. 14
4 – 5 pm
Duquesne Room

Resumania!!
Feb. 14, 15 & 16
11 am – 2 pm
Union Atrium & Gumberg Library

Job & Internship Fair
Thursday, Feb. 17
10 am – 3 pm
Union Ballroom

Mock Interview Day: Science, Health & Liberal Arts
March 28
9 am - 5 pm
Power Center Ballroom

Nonprofit Career Fair
Tuesday, March 15
11 am – 3 pm
University of Pittsburgh, Union

WESTPACS Job Fair
Wednesday, March 23
10 am – 3 pm
Monroeville Convention Center

Etiquette Dinner
Wednesday, April 6
5 – 6:30 pm
Duquesne Room, Union

AMA Fashion Show
Wednesday, April 20
4:30 - 6 pm
Union Ballroom

Coffee & Careers
First One Hundred
Students receive a FREE
Duquesne Travel Mug!!

Advice & a Slice (Job Search Correspondence)
January 19
5 - 6:00 pm
Brottier Hall Lobby

Job-Search Boot Camp
January 26
4:30 - 6:30 pm
Power Center Ballroom