It’s always a great time to start – even as a first-year student! You can assemble a résumé, decide on your major, and start networking with individuals in your field of study.

During your second year, if you haven’t already, start thinking about an internship or part-time job to gain some experience in your field and get information to decide if it’s the right career for you. It’s a great idea to write a résumé and have it reviewed by Career Services, since we know what employers look for and we can offer you suggestions on how to attract an employer’s attention and stand out from your competition!

As a junior, you can continue to do internships to help you get to know individuals in your field and create a professional network! Make sure you attend the Job and Internship Fair each semester, where you can meet with many employers who are hiring. Plus, the Job Fairs are right here on campus! Speaking of on-campus, you can also utilize the DuqConnection system to help you find and apply for opportunities, some of which have On-Campus Interviews in the Career Services Center.

Junior year is also a good time to brush up on those interview skills – you’ll want to be “interview-ready” when you send out your résumé, because you could get a phone call asking you to interview in just a few days, which is not much time to prepare for an interview, especially if you’ve never interviewed before! If you are thinking about graduate school, this would be a good time to do your research on that as well.

Senior year is certainly a special year. You’ll want to make sure that you’ve been doing all of the above, and now you’ll want to continue the search in earnest. Utilizing the contacts that you’ve made, letting friends and family know about your search, and using DuqConnection are all things you want to keep doing, while also making sure to attend Job Fairs (on and off campus) and networking events.

Let the Employers Come to You!
Take Advantage of our On-Campus Interview Program

Land a job or internship without ever leaving campus by utilizing our On-Campus Interview Program! Each semester, employers from local and national organizations come to our campus to interview and hire Duquesne students for summer internships and postgraduate career opportunities. These interviews are held in the Career Services Center during February, March, and April. Most of these opportunities are advertised on DuqConnection, however some organizations will primarily recruit their candidates through the Spring Job and Internship Fair.

How do I get started? Make sure your profile is updated and your résumé is top notch! Stop by Career Services during Walk-In Hours to have your résumé reviewed and approved to be eligible to apply for these opportunities in DuqConnection.

How does DuqConnection work? Go to duq.experience.com and click on Opportunities with upcoming interviewing interview schedules under the One-Click Searches. Click on the job title(s) that interest you and read through the information to make sure you qualify. You’ll be able to apply by clicking the Apply button at the end of the description. Approximately one week after the deadline date, you’ll receive an email letting you know if you’ve been accepted or declined for an interview. If you’re accepted, you can schedule your interview time through DuqConnection.

To increase your odds of getting that first interview, check DuqConnection often since we continue to add new interview schedules, and make sure you attend the Job Fair on Wednesday, February 15.