

5 Networking Resources

1. Duke Alumni Database
 - a. Pros: Helpful for finding alumni that you probably wouldn't meet on campus, have mutual background of Duke
 - b. Cons: Alumni might not respond back to you quickly or at all, there might not be a lot of specific information about alumni's past experiences (but you can still look them up on LinkedIn for clarification)
2. LinkedIn
 - a. Pros: Easy to find people who work in specific industries or companies, will give you specific information about people's jobs
 - b. Cons: People might not check their LinkedIn in a timely manner, they may not respond to you if they don't know you at all, and not everyone has messaging function so you are only allowed to send them a brief note if you follow them
3. Career Center
 - a. Pros: They can put you in touch with recruiters and know about the latest job opportunities
 - b. They cannot personally get you a job and may be very busy depending on the time of year you speak with them
4. **BOW Upperclassmen**
 - a. Pros: Easily accessible, happy to help, have diverse backgrounds for industries and internships, understand the application/interview process very well as they have just recently gone through it
 - b. Cons: May not have interned at the specific company that you are interested in applying to
5. Professors
 - a. Pros: Can put you in touch with former students whom they know have worked at specific companies
 - b. Cons: May be very busy/not be industry-oriented

Top 10 Things You Should Know Before an Interview

1. Be prepared to answer, "Tell me about yourself," and highlight 2-3 key attributes of yourself and how your experiences on your resume relate to that. Make sure that these attributes are relevant to the position you are applying to and not necessarily something that can be found on your resume already.
2. Bring 2-4 thoughtful questions to your interview, whether that be about the position you are applying for or the company. If possible, research your interviewer on LinkedIn (on Private Viewing mode!) to help you brainstorm potential questions to ask him/her.
3. Look up what the company has been in the news for recently.

4. Know the CEO of the company as well as how the company has been doing as a whole for the last several months
5. Be prepared to answer the question “Where do you want to be in 10 years?” Make sure your answer is industry specific and also includes how the company your interviewing plays a role in that.
6. Have a specific list (at least 2-3 reasons) of why you want to work for the company, including, if possible, a few people with whom you’ve networked.
7. Always ask for a business card at the end of an interview so you can send a thank you email to your interviewer.
8. Make sure to make eye contact and speak confidently. Don’t be afraid to take a moment to think about an answer if you are stuck on a question.
9. If your interviewer wants to talk mostly about themselves instead of asking you questions, do not try to interrupt! They will likely perceive this to be rude.
10. Bring a water bottle in case your mouth gets dry from speaking too much.

10 Ways to Improve Your LinkedIn

1. Make your profile public so you can show up in searches (by recruiters for example).
2. Highlight work experience by using numbers to describe results.
3. Add skills to your profile according to the descriptions of roles on job apps! Ask for endorsements as necessary.
4. Include your Duke email in in summary section if someone wants to reach out to you personally.
5. Include your awards and honors, specifically if they are relevant to the field that you are working in.
6. Be an active LinkedIn member by liking and sharing posts from people who you find inspirational (sharing articles for example)
7. Attach your resume for recruiters to look at if you message them.
8. Use a professional profile picture (such as those provided by BOW).
9. Use the summary section at the beginning of your profile to make yourself stand out by describing not only your jobs, but also unique characteristics about you.
10. Update your LinkedIn to reflect all your current activities and jobs and follow these organizations (such as following Duke Business Oriented Women).