

Checklist for getting your first job



DO YOUR HOMEWORK:

Research the companies you have your eye on and find out everything you can about their history, mission, products and work culture.



IDENTIFY DUKE ALUMNI WHO WORK WHERE YOU WANT TO WORK:

Use alumni.duke.edu to search for alumni by company.



PREPARE YOUR QUESTIONS:

Write down a handful of questions related to your research that you can ask alumni insiders.



REACH OUT:

Contact alumni who work at your top companies via the messaging tool at alumni.duke.edu. In the message, introduce yourself briefly (noting that you are a Duke student) and ask if the alum would have time to answer a few of your questions about working at the company.



LEARN FROM ALUMNI:

Don't ask for a job immediately. Instead, try to learn all you can from alumni. Ask about their journey from Duke to the company where they work now. You're trying to build a relationship first. Sometimes the alum you are talking with isn't in a position to help get you hired—but maybe that person can connect you with someone at his or her company that is.



SEND A MESSAGE OF THANKS:

Thank the alum for taking time to chat with you and indicate you are interested in learning about jobs as they become available.



FOLLOW UP AND DON'T GIVE UP:

Keep up the relationship with alumni who have been helpful to you. Sometimes timing is everything. If you're not making progress immediately, don't give up. Expand your search, let alumni be your guides at other companies and see what happens. The job search takes both patience and determination.