

Career Center

Graduate Student Career Services

Providing resources and services for students enrolled in the programs of the Duke Graduate School, Duke Divinity School, and Ph.D. students in Duke's Pratt School of Engineering

Graduate Services Team



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Personnel)
Associate Director



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Assistant Director



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Assistant Director

We are here to assist you in:

- **Evaluating** your skills, values, and goals
- **Investigating** possible career paths
- **Planning and finding** opportunities to build experience
- **Applying** for jobs and internships

45-Minute Counseling Appointments

To set up an appointment, call (919) 660-1050 between 9:00a.m.-5:00p.m., Monday-Friday.

- Career exploration
- Teaching and research statement review
- Interview coaching/Mock interviews
- Networking assistance and resources
- Job search, post-doc, and internship preparation
- Offer negotiation

Drop-in Advising - 15 minutes long, held while classes are in session

No appointment necessary, this time is perfect for a review of your resume/CV/cover letter or brief discussions of the above counseling topics.

- Tuesdays and Wednesdays: 2:00-4:00p.m. in the Career Center, Smith Warehouse, Bay 5, 2nd Floor
- **Coming Soon:** additional advising sessions at multiple locations on West Campus.

Workshops - Mondays, 11:30a.m.-1:00p.m. in Perkins 217*

Topics include Converting a CV to a Resume, Cover Letter Writing, Career Fair Preparation, Job Search Strategies, Networking Skills, and Interviewing Skills.

*For a schedule, visit our homepage and select "VIEW MORE" under the Events in the right column.