Menu of MEM Career Services

Coaching Sessions
Your Career Coach is available for meetings with students Monday through Friday to discuss any career-related topics you may have. To make an appointment, call the Career Center at 919-660-1050.

Internship Search Process
Though many students complete their internship prior to entering the MEM program, coaches are available to help you navigate the process of exploration, research, networking, and applying for an internship position.

Resume and Cover Letter Review
Your Career Coach reviews resumes and cover letters on a daily basis and is happy to give you feedback on yours. This can be done in a coaching session or through email.
**Note:** Resume reviews through email are for distance students only or on-campus students who have previously met with their coach in person.

MBTI Assessment
If you are interested in learning more about your personality and how it relates to your work, personal life, group work, etc, set up a time to have an interpretation done with a Career Coach.

Developing Your Personal Brand
Do you have your own brand? Would someone know how you are unique? Work with your Career Coach to identify and market your personal brand.

Relationship Building
Building relationships is one of the most important pieces of your career process for both internship & job searches. Attend a workshop or talk to your Career Coach about how to build effective relationships while both searching for a job and after you have secured employment.

Job Search Process
The job search process can be long and overwhelming at times. Work with your Career Coach to make a plan for conducting your search. Your Coach will go through the process from exploration to the actual art of applying.

Interview Prep (Behavioral)
Practice interviews are available on a weekly basis for any students wishing to polish their interview skills. Practice interviews can be conducted in person, over the phone, or through videoconferencing. You may also utilize the 24/7 Optimal Resume software to practice from home.

Informational Interviewing
Informational interviewing is one of the top ways to do research on a job/company/industry and make contacts. Talk to your Career Coach about setting up an informational interview and receive sample questions and tips for maintaining that relationship after the interview.

Career Fair & Networking Prep
Attending the Career Fair & networking events, but don’t know what to expect or how to make the best impression with a contact? Talk to your Career Coach about how to be successful at these events.

Use of Social Media
Do you have a LinkedIn account? Do you use Facebook and Twitter?
An increasing number of employers are using these tools to search for employees and to evaluate applicants. Talk to your Career Coach about updating your social media and maintaining a level of professionalism.

Employer Relations
The Career Services team constantly reaches out to new and existing employers to establish and maintain beneficial relationships for MEM students and the MEM program.

Strong Assessment
If you are interested in learning more about your interests, both career and otherwise, make an appointment to take the Strong Interest Inventory and have it interpreted by a Career Coach.

MBTI Assessment
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eRecruiting/Online Resources
As a Duke student, you have access to a wealth of information. Some of the resources include: CareerBeam, DukeConnect, and Hoovers.

Events
Night with Industry
TechConnect
Duke Career Fair
NCSU Engineering Career Fair
Fannie Mitchell Career Conference
Information Sessions
Case Competitions

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