Fall Semester: EXPLORE / NETWORK

**Familiarize yourself with Career Services’ resources**
- Sign up for the “Grad Design” email distribution list
- Set up a meeting with a Career Advisor
- Review Career Plans Survey reports on website
- Look at website resources for PennDesign (including resume samples)
- Look at Career Services “Penn and Beyond” blog

**Get Involved with Professional Organizations**
- AIA Philadelphia
- USGBC Emerging Professionals
- Join the PennDesign and Penn Alumni LinkedIn group

**Build your network**
- Speak with professors about their professional contacts
- Speak with visiting lecturers about their career paths
- Attend networking events hosted by professional associations
- Reference the PennDesign employer contact database
- Find Penn Alumni on QuakerNet

**Attend Career Services events**
- PennDesign Internship Panel
- Portfolio Preparation Panel

**Spring Semester: NETWORK / JOB SEARCH**

**Update your Resume**
- Review cover letter & resume guides/samples on website
- Place your education at the top of your resume!
- Add first-semester coursework and software skills
- Review your resume with a Career Advisor
- Review your portfolio with PennDesign Alumni Association (PDAA)

**Make your job search a “class”**
- Set goals and work diligently on your job search every week
- Make networking goals and use LinkedIn and QuakerNet to achieve them

**Focus your job search**
- Visit firms and set up informational interviews
- Tap into your network: let contacts know you are job hunting
- Stay in touch with your internship supervisor!

**Attend Career Services events**
- PennDesign Resume Writing Workshop
- Careers In Architecture
- Career Connection Day

**Prepare for PennDesign Career Connection Day**
- Research career fair employers ahead of time
- Identify your top employers and where you want to work geographically
- Practice your personal pitch

**Interview, negotiate, accept!**
- Schedule a mock interview with a Career Advisor
- Meet Career Advisors about negotiation strategies
- Say thanks to your references; fill out the Career Plans Survey

**Tips for international students**
- Practice your English speaking skills
- See if you can identify people from your home country that work in U.S. companies
- Use specialized resources (GoinGlobal, DevEx, Uniworld) on the Career Services website
- Go to Career Services for programs and workshops for international students