1st Semester: EXPLORATION

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 resumes)
- Look at Career Services “Penn and Beyond” blog

Join professional associations
- Get involved with AIA Philadelphia
- Join the PennDesign LinkedIn group
- Consider being part of the PennDesign Real Estate club

Attend Career Services events
- PennDesign Internship Panel (Nov)
- Women in Design and Planning panel discussion (Dec)

2nd Semester: INTERNSHIP SEARCH

Update your Resume
- Place your education at the top of your resume!
- Add first-semester coursework and software skills
- Review your resume with a Career Advisor

Prepare for PennDesign Career Connection Day (Mar)
- Research career fair employers ahead of time
- Practice your personal pitch
- Schedule a mock interview with a Career Advisor

Attend Career Services events
- PennDesign Resume Writing Workshop (Feb)
- Careers in Architecture (Mar)
- Career Connection Day (Mar)

3rd Semester: REFINE

Update your resume to include internship experience
- List your summer accomplishments
- Line up your professional and academic references
- Update your portfolio

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
- Join PennDesign & Penn Alumni LinkedIn groups

Attend Career Services events
- PennDesign Internship Panel (Oct)
- Making the Most of Your Winter Break workshop (Dec)
- Women in Design and Planning panel discussion (Dec)

4th Semester: INTERNSHIP SEARCH

Prepare for internships and prepare for interviews
- Review your cover letters with a Career Advisor
- Schedule a mock interview with a Career Advisor

Attend Career Services events
- PennDesign Resume Writing Workshop (Feb)
- Careers in Architecture (Mar)
- Career Connection Day (Mar)

5th Semester: FOCUS

Focus your job search
- Identify where you want to work geographically
- Identify your top employers
- Tap into networks: let contacts know you are job hunting
- Stay in touch with your internship supervisor!
- Review Career Services’ prior years career plans surveys

Be strategic about 3rd year classes
- What skills do you need to develop and refine?
- Can you define a specialization?
- How do your classes align with your career goals?

Prepare to market yourself
- Coordinate your resume, portfolio, and business cards
- Use winter break to prepare for job search
- Connect with Penn Alumni via QuakerNet

Prepare to market yourself
- Coordinate your resume, portfolio, and business cards
- Use winter break to prepare for job search
- Connect with Penn Alumni via QuakerNet

6th Semester: JOB SEARCH

Make your job search a “class”
- If you are only taking 4 CUs your last semester, treat your job search as a course and work diligently on it every week

Prepare for PennDesign Career Connection Day (Mar)
- Research career fair employers ahead of time
- Review portfolio with PennDesign Alumni Association (PDAA)

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

TIPS:

Use your winter and summer breaks!
* Set up informational interviews with potential employers
* Revise your resume and work on your portfolio
* Be strategic about upcoming classes: what skills do you need to develop and refine?

Get the most out of your internship(s):
* Take on challenging projects
* Shadow as many of your colleagues as possible
* Refine your career goals in light of your experience
* Maintain contact with your supervisor

UNIVERSITY OF PENNSYLVANIA
MASTER OF ARCHITECTURE CAREER TIMELINE