**1st Semester: CAREER EXPLORATION**

*Familiarize yourself with Career Services’ resources*
- To receive individual job posting and event emails instead of a daily digest, email “SET GRADDESIGN NODIGEST” to LISTSERV@lists.upenn.edu
- Visit Career Services website for resources by career field, career plan survey reporets, and “Penn and Beyond” blog
- Set up a meeting with a Career Advisor in Career Services

*Join professional associations and clubs on campus*
- Take advantage of your free one-year membership to APA
- PennDesign Real Estate Club, Penn Planners Network
- PennDesign & Penn Alumni LinkedIn groups

*Find a mentor*
- Sign up for APA Mentorship Program or Zell-Lurie (Real Estate)

*Start researching companies/organizations that interest you*
- Explore the PennDesign online employer contact database
- Attend company information sessions

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

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**2nd Semester: INTERNSHIP SEARCH**

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

*Prepare for PennDesign Career Connection Day (Feb)*
- Research career fair employers ahead of time
- Practice your personal pitch

*Apply for internships and prepare for interviews*
- Apply for summer work study funds and scholarships (Mar)
- 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 Planning panel discussion (Mar)

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**SUMMER INTERNSHIP**

*Tips*

**Build your network**
* Get to know the 2nd years
* 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

**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?

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**3rd Semester: FOCUS**

*Find a mentor*
- APA and/or Zell-Lurie (PennDesign Real Estate)
- Stay in touch with your internship supervisor!
- Find Penn alumni contacts on QuakerNet

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

*Focus your job search*
- Identify where you want to work geographically
- Identify your top employers
- Tap into your network: let contacts know you are job hunting

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

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**4th 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 class and work diligently on it every week

*Prepare for PennDesign Career Connection Day (Feb)*
- Research career fair employers ahead of time
- Update your personal pitch
- Review your portfolio with the PennDesign Alumni Association
- Review Career Services’ Career Plans surveys from prior years

*Attend Career Services events*
- PennDesign Resume Writing Workshop (Feb)
- Careers in Planning panel discussion (Mar)

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

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**TIPS FOR INTERNATIONAL STUDENTS**

* Practice your English speaking skills
* See if you can identify people from your home country that work for U.S. companies
* Use specialized resources like GoinGlobal, DevEx, and Uniworld on the Career Services website

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**University of Pennsylvania**

**Master of City Planning Career Timeline**