1st Semester: CAREER EXPLORATION
Familiarize yourself with Career Services’ resources
- To receive individual job 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 reports, and “Penn and Beyond” blog
- Set up a meeting with a Career Advisor in Career Services

Join professional associations and groups
- American Institute for Conservation of Historic Artistic Works
- National Trust for Historic Preservation (NTHP) & Artistic Works
- American Association for State and Local History
- PennDesign & Penn Alumni LinkedIn groups
- Link to PennPreserve Alumni and Friends Network Facebook pages

Start researching companies/organizations that interest you
- Explore the PennDesign online employer contact database
- Attend lectures and symposia, and network with speakers

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

Use faculty, fellow students, and HSPV alumni as resources
- Check the HPSV “Internship Job Postings” remove access folder
- Attend departmental events

2nd Semester: INTERNSHIP SEARCH
Update your resume
- Place your education at the top of your resume
- Add first semester coursework and relevant technical skills
- Review your resume/cover letter with a Career Advisor

Prepare for PennDesign Career Connection Day (Feb)
- 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 Planning and Preservation panel discussion (Mar/Apr)

3rd Semester: FOCUS
Update your resume to include internship experiences
- List your summer accomplishments
- Line up your professional and academic references
- Update your portfolio
- Review resume and cover letter guides on website

Build your network
- Use QuakerNet and LinkedIn to identify Penn contacts

Focus your job search
- Identify where you want to work geographically
- Identify your top employers
- Network: let contacts know you are job hunting
- Stay in touch with your internship supervisor
- Review Career Services Career Plans Surveys

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

Consider attending professional meetings/conferences

4th Semester: JOB SEARCH
Make your job search and networking part of your routine schedule
- Treat job search as a course and work on it weekly

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

Attend Career Services events
- PennDesign Resume Writing Workshops (Feb)
- Careers in Planning and Preservation (Mar/Apr)

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

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