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 reports, and “Penn and Beyond” blog
- Set up a meeting with a Career Advisor in Career Services

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

3rd Semester: REFINE
- Update your resume to include internship experience
  - List your summer accomplishments

- 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
  - Use the PennDesign employer contact database
  - Make the most of Penn contacts on QuakerNet

4th Semester: INTERNSHIP SEARCH
- Attend Career Services events
  - PennDesign Resume Writing Workshop (Feb)
  - Careers in Architecture & Landscape Architecture (Feb)
  - Career Connection Day (Feb)

- Apply for internships and prepare for interviews
  - Review resumes/cover letters with a Career Advisor in Career Services
  - Review your portfolio with the PennDesign Alumni Association
  - Make a condensed set of work samples from your portfolio to send potential employers

5th Semester: FOCUS
- 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 Plans Surveys on website to identify potential employers

6th Semester: JOB SEARCH
- Make your job search a “class”
  - If you are only taking 4 credits your last semester, treat your job search as a course and work diligently on it

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

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