**1st Semester: EXPLORATION**

**Familiarize yourself with Career Services’ resources**
- Activate your Handshake account to schedule appointments, search and apply to internships and jobs, and view events
- Review Career Plans Survey reports on website
- Look at website resources for PennDesign (including resumes)
- Set up a meeting with a Career Advisor

**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 event**
- Weekly Wednesday walk-ins in Meyerson 12-2 PM
- Internship Workshop (Nov)

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**2nd Semester: INTERNSHIP SEARCH**

**Update 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**
- LinkedIn for Design Students
- Weekly Wednesday walk-ins in Meyerson 12-2 PM

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**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**
- Weekly Wednesday walk-ins in Meyerson 12-2 PM

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**4th Semester: INTERNSHIP SEARCH**

**Attend Career Services events**
- LinkedIn for Design Students
- Consider attending professional meetings/conferences

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

**Update your resume**
- Review your resume with a Career Advisor
- Review your portfolio with the PennDesign Alumni Association (PDAA)
- Make a condensed set of work samples from your portfolio to send potential employers

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**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 & LinkedIn

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**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

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**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?

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**UNIVERSITY OF PENNSYLVANIA**

**MASTER OF ARCHITECTURE CAREER TIMELINE**