

1st Semester: CAREER EXPLORATION

Familiarize yourself with Career Services resources

- Activate your Handshake account to schedule appointments, search and apply to internships and jobs, and view events
- 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 at 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

- Sign up for Handshake CareerMail to get job announcements
- Attend company information sessions

Attend Career Services events

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

2nd Semester: INTERNSHIP SEARCH

Update your resume

- Review cover letter/resume guide & samples on the Career Services website
- 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 (Mar)

- Research career fair employers ahead of time using the Career Fair + app
- Register for the career fair on Handshake

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

- Networking Like a Design Professional
- US Employment for International Students

TIPS

Build your network

- Get to know 2nd year students & ask their advice
- Speak with professors about their professional contacts
- Speak with visiting lecturers about their career paths
- Attend networking events hosted by professional associations
- Connect with PennDesign alums through LinkedIn & QuakerNet

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?

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 & LinkedIn

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
- Use Handshake to search for opportunities

Attend Career Services events

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

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 (Mar)

- 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

Use Handshake

- Search and apply for internships and jobs and follow up with employers of interest

Interview, negotiate, accept!

- Schedule a mock interview with a Career Advisor
- Meet with a Career Advisor about negotiation strategies
- Say thank you to your references
- Fill out the Career Plans Survey

Don't worry

- Many employers don't post summer internship positions until Late April or May.

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

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

MASTER OF CITY PLANNING CAREER TIMELINE

Visit CAREER SERVICES: 3718 Locust Walk | 215-898-7530 | www.vpul.upenn.edu/careerservices & <https://upenn.joinhandshake.com>