1st Semester: CAREER EXPLORATION

Familiarize yourself with Career Services’ resources
- Sign up for the "Grad Design" email distribution list
- Set up a meeting with a Career Advisor
- Look at Resources by Career Field webpages
- Review Career Plans Survey reports on website
- Look at Career Services “Penn and Beyond” blog

Join professional associations and clubs on campus
- American Planning Association (APA), Urban Land Institute (ULI)
- PennDesign Real Estate Club, Penn Planners Network
- PennDesign & Penn Alumni LinkedIn groups

Find a mentor
- APA and/or Zell-Lurie (PennDesign 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)

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 (Mar)
- Research career fair employers ahead of time
- Practice your personal pitch

Apply for internships and prepare for interviews
- 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)
- Women in Design and Planning panel discussion (Dec)

SUMMER INTERNSHIP

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)

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

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

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?

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