**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
- Explore resources by career field webpages
- Set up PennLink and iNet accounts
- Review Career Plans Surveys on website
- Look at Career Services “Penn and Beyond” blog

Join professional associations and groups
- American Institute for Conservation of Historic & Artistic Works
- American Alliance of Museums
- American Association for State and Local History
- PennDesign & Penn Alumni LinkedIn groups

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)

**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 (Mar)
- 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)

**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 (Mar)
- 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