



Fall Semester: EXPLORE / NETWORK

Familiarize yourself with Career Services' resources

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

Get Involved with Professional Organizations

- AIA Philadelphia
- USGBC Emerging Professionals
- Join the PennDesign and Penn Alumni LinkedIn group

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
- Find Penn Alumni on QuakerNet & LinkedIn

Attend Career Services events

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

Spring Semester: NETWORK / BEGIN YOUR JOB SEARCH

Update your Resume

- Review cover letter & resume guides/samples on website
- Place your education at the top of your resume!
- Add first-semester coursework and software skills
- Review your resume with a Career Advisor
- Review your portfolio with PennDesign Alumni Association (PDAA)

Attend Career Services events

- LinkedIn for Design Students
- Career Connection Day (Mar)

Prepare for PennDesign Career Connection Day (Mar)

- Research career fair employers ahead of time
- Identify your top employers and where you want to work geographically
- Practice your personal pitch
- Review your cover letters with a Career Advisor
- Schedule a mock interview with a Career Advisor

Fall Semester: CONTINUE YOUR JOB SEARCH

Put aside regular time for your job search

- Set goals and work diligently on your job search every week
- Make networking goals and use LinkedIn and QuakerNet to achieve them

Focus your job search

- Visit firms and set up informational interviews
- Tap into your network: let contacts know you are job hunting
- Stay in touch with your internship supervisor!

Interview, negotiate, accept!

- Schedule a mock interview with a Career Advisor
- Meet Career Advisors about negotiation strategies
- Say thanks to your references; fill out the Career Plans Survey

Tips for international students

- Practice your English speaking skills
- See if you can identify people from your home country that work in U.S. companies
- Use specialized resources (GoinGlobal, Devex, Uniworld) on the Career Services website
- Go to Career Services for programs and workshops for international students

UNIVERSITY OF PENNSYLVANIA

ENVIRONMENTAL BUILDING DESIGN: MSD - EBD
career timeline