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

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

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?

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