

Master of Landscape Architecture Career Timeline & Resources



Penn Career Services
3718 Locust Walk, McNeil Building
215-898-7530
www.vpul.upenn.edu/careerservices

Stuart Weitzman School of Design
Office of Professional Development & Leadership
307 Duhring Wing, 215-573-9168,
kmeeks@upenn.edu
<https://www.design.upenn.edu/information/career-resources>

Professional Development and Career Resources

It's not too early to start thinking about your career after graduation! The Weitzman School of Design offers comprehensive professional development services through the university's Career Services office and on-site.

Penn Career Services

The University of Pennsylvania's Career Services office is located in the McNeil Building, 3817 Locust Walk. Career Services offers:

- Career Planning Timelines
- Individual Advising / Resume Review
- Workshops and Panels (Examples of workshops: U.S. Employment for International Students, How to Land an Internship, LinkedIn for Design Students, and Prepare for the Weitzman School of Design Career Fair)
- Web Resources Tailored for Weitzman School of Design
- Career Plans Survey Reports
- Access to various Penn Networks
- Career Connection Day
- Handshake Database: Job Listings, Internships, Summer Jobs, Sign up for Workshops & Career Fair. Create a profile on the website: <https://upenn.joinhandshake.com/login>
- **Career Services website:** <https://www.vpul.upenn.edu/careerservices/>
- **Career Advisors for Weitzman School of Design:** Dianne Hull (dhull@upenn.edu), Joseph Barber (barberjo@upenn.edu), and Marianne Lipa (mlipa@upenn.edu)

Weitzman School of Design Professional Development & Leadership

The Weitzman School of Design also has an Office of Professional Development & Leadership: Kali Meeks, Associate Director, 307 Duhring Wing, School of Design, kmeeks@design.upenn.edu, 215-573-9168

Kali works in partnership with Penn Career Services to:

- Schedule studio visits to firms and organizations in the tristate area to learn more about what they do and hear firsthand career planning advice
- Connect Weitzman Design students with alumni for internships, residency programs, and employment opportunities
- Organize events and programs to help students develop their professional development, leadership and public speaking skills
- Coordinate portfolio reviews with alumni, faculty, and industry professionals
- Manage a Weitzman School of Design Professional Development webpage and blog that includes career exploration resources and links to available jobs and internships
- Please check in regularly for opportunities, events and workshops on the **Weitzman School of Design Career Resources website:** <https://www.design.upenn.edu/information/career-resources>

Helpful links for diverse career paths in Landscape Architecture

- GoinGlobal (<https://www.vpul.upenn.edu/secure/careerservices/pennkey/esub.php> – scroll down to GoinGlobal) – job search for international jobs.
- Devex Individual Professional Membership (https://pages.devex.com/university-member.html?university=university_pennsylvania)
- Ecojobs.com (http://www.ecojobs.com/login_subs.php) – job vacancies in the Environmental field. User Name: upenn, Password: locust

- Urban Gateway (<http://www.urbangateway.org/>)
- IFLA (<http://iflaonline.org/>) – International Federation of Landscape Architects
- ULI (<https://uli.org/>) – Urban Land Institute ULI Career Opportunities (<https://americas.uli.org/about-uli/career-opportunities/>)
- ELP (<https://elpnet.org/what-we-do>) – Environmental Leadership Program ELP Job Board – (<https://elpnet.org/jobs>)
- LI (<https://www.landscapeinstitute.org/>) – Landscape Institute Job Board (<https://jobs.landscapeinstitute.org/#s=1>)
- Penn Career Services – International Opportunities (<https://www.vpul.upenn.edu/careerservices/international/>)
- Penn Career Services – Digital Career Resources (<https://www.vpul.upenn.edu/careerservices/digitalresources.php>)

Things to Remember When Seeking an Internship or Job

Your goal in submitting a package to an employer—a cover letter, resume, and portfolio—is to get invited in for an interview. Your portfolio and interview are usually the biggest determinants of whether you will be hired, but sometimes references, an interesting cover letter from you, and your experience will play a big role.

1) RESUME/CV: It is important to have a resume that has a sharp graphic design and no grammar and spelling errors. One page is best until you have many years' experience or are applying for an academic position. Better not to treat every item on your resume evenly. Emphasize the most significant elements and your strengths.

2) PORTFOLIO: For internships (not long-term employment), offices are mostly looking for skills and good language facility. Organizing your portfolio to emphasize your skills, as opposed to the full story behind each studio project, will help reviewers. Good to show that you have range—that you have done technical drawings, made beautiful and clear maps, worked with your hands, built physical models, made views, know something about planting and grading, etc. Every office has preferences about portfolio format—digital or physical. The file needs to be fairly small--under 10MB will get you through corporate email systems that limit email size.

3) COVER LETTER: The cover letter is your opportunity to show that you know something about the place you are applying, and that you really want to work there. The cover letter is also a chance (but not the only chance) to tell the employer about people they know who will say good things about you, if asked.

4) YOUR INTERVIEW: Prepare for the interview by learning something about the office and having some real questions to ask, especially when interviewing for a permanent position. Smile a lot, try not to let it show if you are scared or super cocky. Prep for the questions you are most likely to be asked, so it seems like you are comfortable thinking on your feet.

5) STRATEGY: There are many approaches from “carpet-bombing” (applying to every office in every city where you want to live and seeing who responds) to targeting your one and only top choice, putting all your effort in there, and moving to a second choice only if you can't get your foot in the door (this time!) It is good to let professors know where you want to work and, if you aren't sure, to discuss your options and interests to make sure you have a good list for you, not just the standard list of big names. You do not need a letter of recommendation for most jobs in the US. Most of the time, you should ask if your teachers and past employers will provide a reference for you (not a recommendation). If they say yes, it means they are willing to say good things about you when an employer who is interested in you emails or calls them.

Career Timeline

Year One
1st Semester:
Career
Exploration

Familiarize yourself with Penn 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

Join Professional Associations

- American Society of Landscape Architects (PA Chapter)
- ASLA Student Chapter
- Landscape Architecture Foundation
- International Federation of Landscape Architects
- Weitzman School of Design & Penn Alumni LinkedIn groups

Attend Career Services events

Attend Weitzman School of Design Professional Development events

- Portfolio Reviews with faculty and alumni
- Visit landscape architecture firms in the tri-state area

2nd Semester:
Internship
Search

Update your resume

- Place your education at the top of your resume
- Add coursework and relevant technical skills
- Review resume/cover letter with a Career Advisor
- Review your portfolio with Weitzman School of Design Alumni Association (Jan)

Prepare for Weitzman School of Design Career Connection Day (Feb or Mar)

- Research career fair employees ahead of time
- Schedule a mock interview with a Career Advisor
- Register for the fair on Handshake

Attend Career Services events

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

Attend Professional Development events

- Preparing for an Interview with Ellen Neises and Cindy Saunders

Year Two
3rd Semester:
Refine

Update your resume to include internship experience

- List your summer accomplishments
- Line up your professional and academic references
- Update your portfolio

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
- Make the most of Penn Alumni contacts on MyPenn

Attend Penn Career Services events

- LinkedIn for Design Students

Attend Weitzman School of Design Professional Development events

- Visit landscape architecture firms in the tri-state area

4th Semester:
Internship
Search

Utilize Career Services events and services

- Use Handshake to search and apply for internships and jobs and follow up with employers of interest
- Career Connection Day (Feb or Mar)

Apply for internships and prepare for interviews

- Review resumes/cover letters with a Career Advisors
- Use Handshake to search for opportunities
- Make a condensed set of work samples from your portfolio to send potential employers

Year Three
5th Semester:
Focus

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 Plans Surveys on website to identify potential employers

Be strategic about 3rd year classes

- What skills do you need to develop and refine?

- Can you refine a specialization?
- How do your classes align with your career goals?

Prepare to market yourself

- Coordinate your resume, portfolio, and business cards
- Use winter break to prepare for your job search

***6th Semester:
Job Search***

Make your job search a “class”

- If you are only taking 4 credits your last semester, treat your job search as a course and work diligently on it

Prepare for Weitzman School of Design Career Connection Day (Feb or Mar)

- Research career fair employers ahead of time using Penn Career Fair + app
- Review your portfolio with Weitzman School of Design Alumni Association (PWAA)

Interview, negotiate, accept!

- Schedule a mock interview with a Career Advisor
- Meet a Career Advisor to discuss offer negotiation
- Thank your references