

CAREER DAY 2018 // February 23, 2018

Career Day is an opportunity for employers to engage with our talented and bright students. Design firms specializing in architecture, interior architecture, landscape architecture, and allied industry representatives will be interviewing and meeting with students on Friday, February 23, 2018 from 10:00 – 4:00 PM in the Neyland Stadium Terrace Room.

Numerous students from all departments received positions after attending last year's Career Day. This year, it's YOUR turn.

WHAT YOU NEED TO DO TO PREPARE:

- √ **Plan and Prepare your Portfolio** in either a digital or physical format. This document will be used for IN-PERSON discussions and interviews.
- √ **Develop Digital Design sheets** which showcase highlights of your absolute BEST work from your overall portfolio. This is the teaser that entices the employer to want to see more. Saved in PDF format, this document should feature **a maximum of 8 pages** (or 4 double-page spreads). This document should be optimized and reduced to a **maximum of 4 MB** for upload to the college server.
- √ **Provide a Resume** in a 1 page PDF, which highlights your work, volunteer, and/or academic achievement history.
- √ **Provide a thumbnail JPG** from a photograph, drawing or rendering that you want to represent you in our online gallery. This thumbnail will be associated with your name and lead employers to your design sheets, resume and cover letter (optional – see below). **The thumbnail should be 600 x 600 pixels in .jpg format.**
- √ **Optional** items that you may provide include a
 - Cover Letter** detailing your achievements and career aspirations in a concise, single-page PDF
 - Personal Website** (URL) This should be clearly indicated on your resume and/or in your cover letter.

HOW TO NAME YOUR FILES

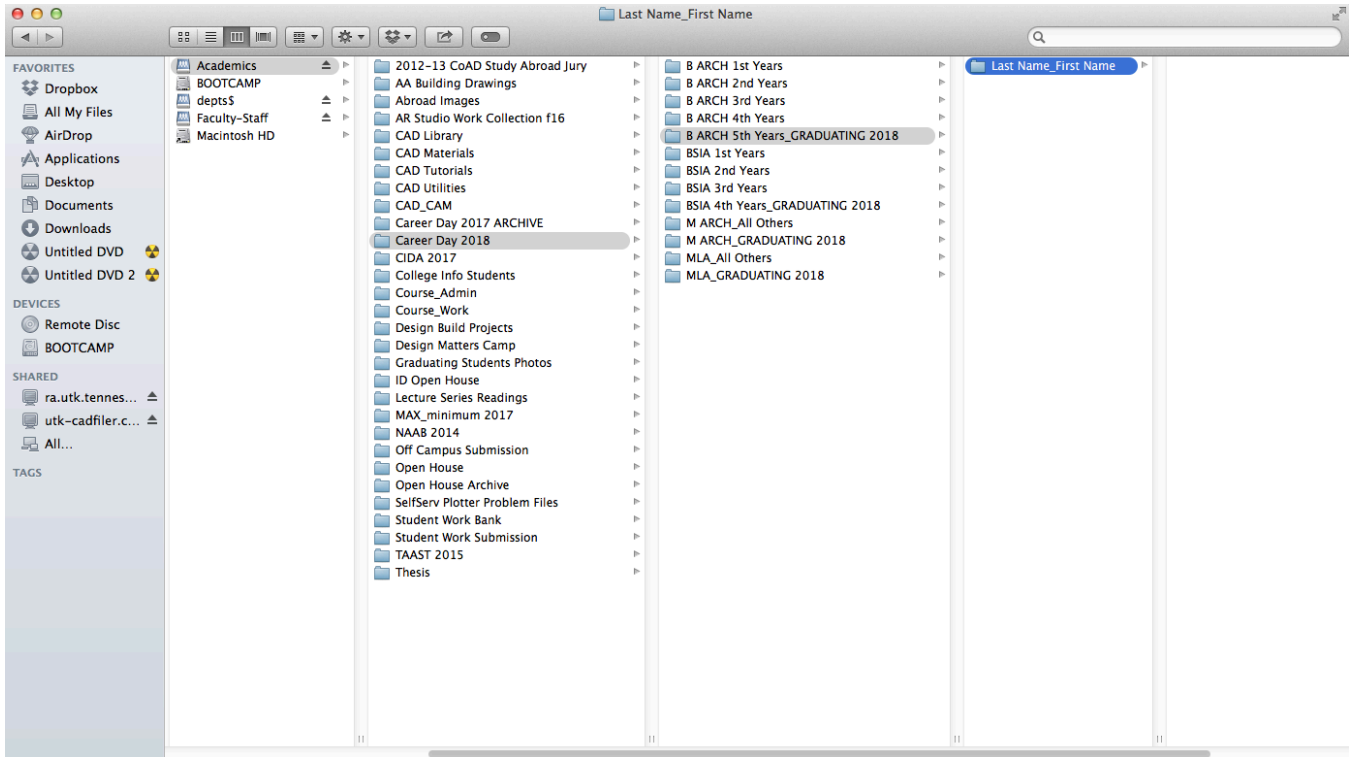
FILE NAME should include your last name, first name, degree program, year of study, and document type*. Example: Beckman_Julie_BArch_5_DSheets.pdf

*Degree Programs: BArch, MArch, ID, LA

Year of study: 1, 2, 3, 4, 5

Document types: DSheets, Resume, Letter, Thumbnail

WHERE TO UPLOAD YOUR FILES



ACADEMICS SERVER -> CAREER DAY 2018 -> Your specific program and cohort (see above image) -> create a new folder with your Last name_ first name (ex. Beckman_Julie). Add your files.

ONLY if you are graduating should your folder/files be in the cohort folders that say "Graduating" ...this is straightforward, no?!

FILES TO BE UPLOADED BY FEBRUARY 5, 2018, 5 PM!!

CAREER DAY 2017-18 PREP WORKSHOPS

December 8, 2017 – Portfolio/Resume Warm-Up w/ Diane Fox

1:00 – 2:30, Room 111

Diane will present a number of examples of exemplary portfolios produced in her classes over the years. She will also focus on key rules of thumb when beginning to assemble a professional portfolio of work.

January 22, 2018 – Resume + Cover Letter Workshop

12:00 – 1:20, Room 103A / Light Lunch provided

Discussion with local professionals will include key tips and strategies for clearly presented resume as well as proper etiquette and key points to hit in writing a cover letter to a potential employer.

January 29, 2018 – Portfolio Follow-Up with Diane Fox

12:00 – 1:20, Room 103A / Light Lunch provided

This feedback session will allow students to work together to review and mark up draft design sheet proposals in advance of Career Day. Limited spaces available. First-come, first served. Will require submission of material in advance of this workshop; details forthcoming.

January 31, 2018 – Feedback Session #1

11:30 – 1:30, Center for Student Development

First-come, first-serve walk-in hours for feedback on any of your Career Day documents: portfolio, resume, cover letter, etc.

February 2, 2018 – Feedback Session #2

11:30 – 1:30, Center for Student Development

First-come, first-serve walk-in hours for feedback on any of your Career Day documents: portfolio, resume, cover letter, etc.

February 5, 2018 – STUDENT UPLOAD DEADLINE

Resumes, Cover Letters and Design sheets uploaded to Academics server by 5 PM.

February 21, 2018 – Interview Speed Sessions with local alums

5:30 – 7:30, Room 103A – Pizza/beverages provided

Fast 5-7 minute sessions with local alums to provide portfolio feedback or hit you with challenging interview questions. This is a fun event and invaluable practice before the big day.