

HOW TO GET A JOB

Career Planning and Resources for
Architecture and Urban Design Students

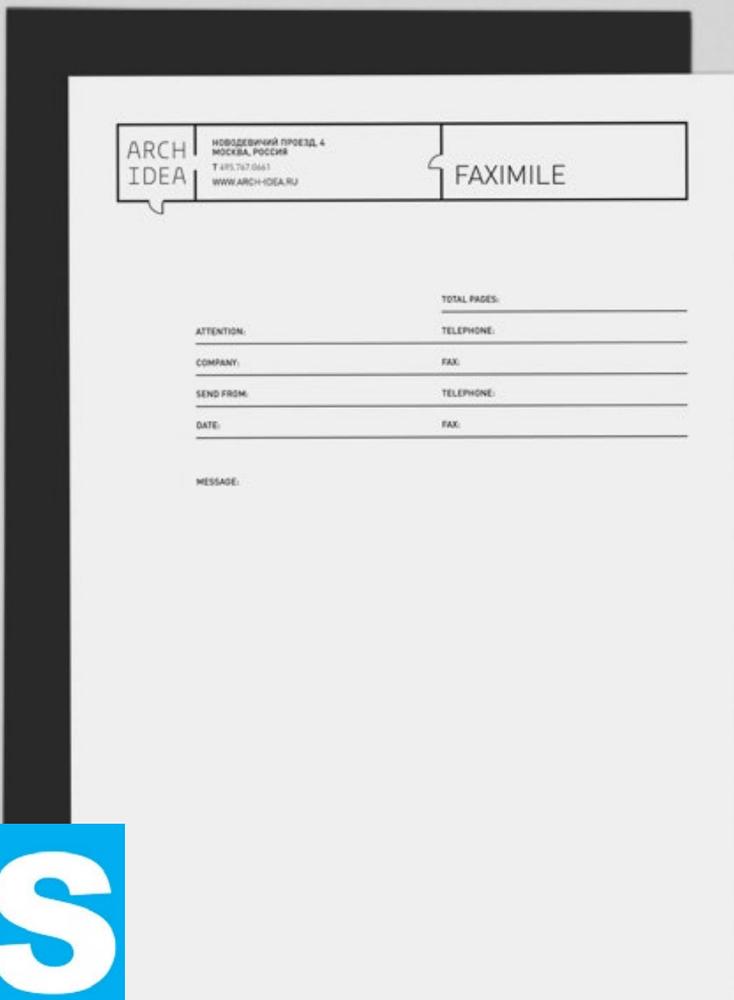


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About Career Services

Mission Statement

Arch + UD Career Services aims to reflect the experimental nature of GSAPP by engaging both the student body and the broader professional community through career fairs, panel discussions, workshops, alumni networking events and biweekly newsletter. Additionally, Career Services offer students an array of tools to help them transition into the workforce after graduation, such as: peer-to-peer portfolio review, cover letter and resume feedback, a credit-based internship and mentorship programs.

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How to Use This Guide

Searching for a job can be difficult and frustrating. Therefore, Career Services developed this booklet targeted towards Architecture and Urban Design students, to help make the process a little easier!

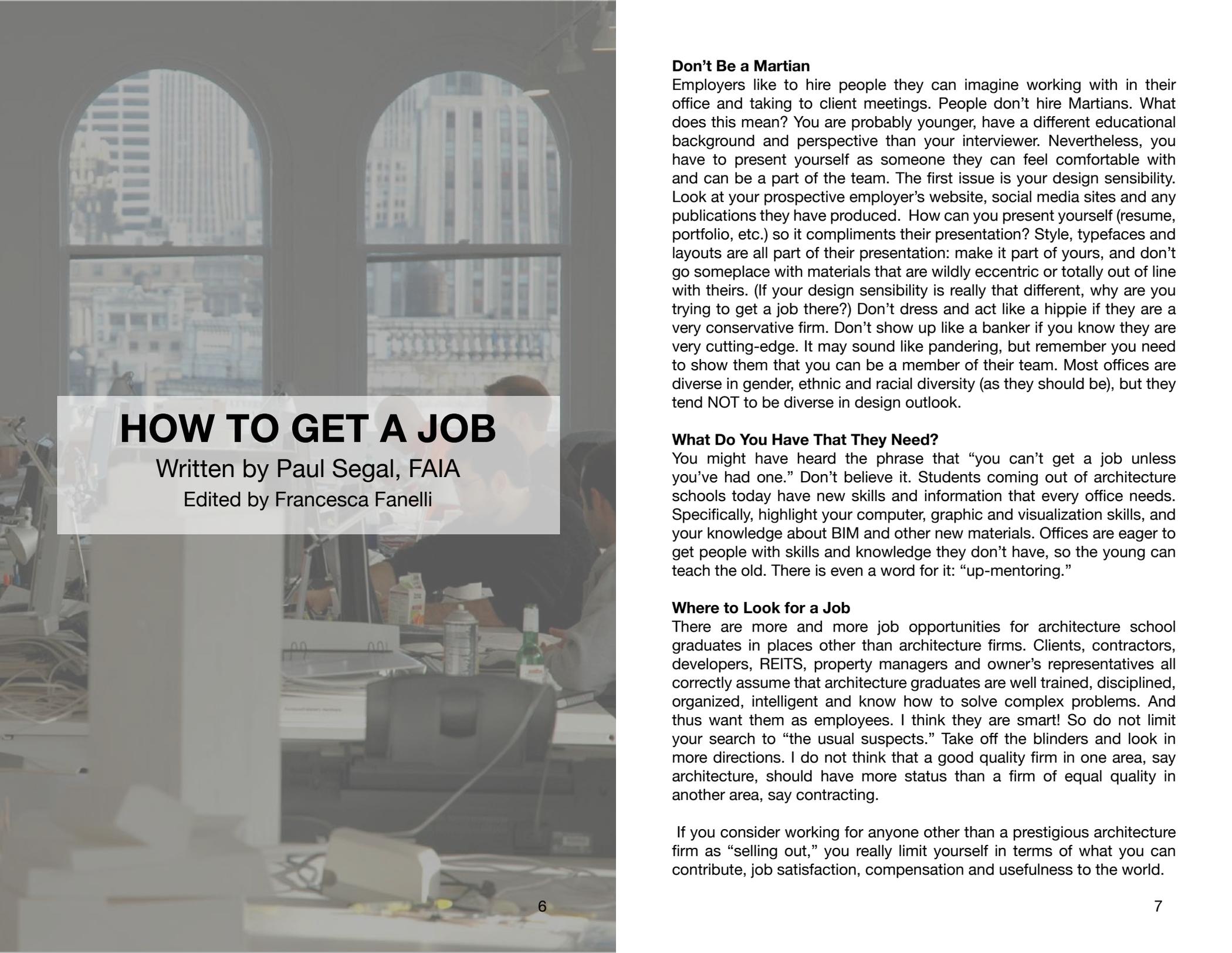
The first portion of this booklet is a short guide written by FAIA, Adjunct Professor and IDP Education Coordinator, Paul Segal, which gives an overview of “How To Get A Job.” The guide covers where to search, the application materials you’ll need, how to conduct a successful interview, and how to negotiate a salary.

The second portion is a more detailed overview of application materials, the do’s and don’ts of networking, sample interview questions and additional materials to help you with your own research.

Special Thanks

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HOW TO GET A JOB

Written by Paul Segal, FAIA

Edited by Francesca Fanelli

Don't Be a Martian

Employers like to hire people they can imagine working with in their office and taking to client meetings. People don't hire Martians. What does this mean? You are probably younger, have a different educational background and perspective than your interviewer. Nevertheless, you have to present yourself as someone they can feel comfortable with and can be a part of the team. The first issue is your design sensibility. Look at your prospective employer's website, social media sites and any publications they have produced. How can you present yourself (resume, portfolio, etc.) so it compliments their presentation? Style, typefaces and layouts are all part of their presentation: make it part of yours, and don't go someplace with materials that are wildly eccentric or totally out of line with theirs. (If your design sensibility is really that different, why are you trying to get a job there?) Don't dress and act like a hippie if they are a very conservative firm. Don't show up like a banker if you know they are very cutting-edge. It may sound like pandering, but remember you need to show them that you can be a member of their team. Most offices are diverse in gender, ethnic and racial diversity (as they should be), but they tend NOT to be diverse in design outlook.

What Do You Have That They Need?

You might have heard the phrase that "you can't get a job unless you've had one." Don't believe it. Students coming out of architecture schools today have new skills and information that every office needs. Specifically, highlight your computer, graphic and visualization skills, and your knowledge about BIM and other new materials. Offices are eager to get people with skills and knowledge they don't have, so the young can teach the old. There is even a word for it: "up-mentoring."

Where to Look for a Job

There are more and more job opportunities for architecture school graduates in places other than architecture firms. Clients, contractors, developers, REITS, property managers and owner's representatives all correctly assume that architecture graduates are well trained, disciplined, organized, intelligent and know how to solve complex problems. And thus want them as employees. I think they are smart! So do not limit your search to "the usual suspects." Take off the blinders and look in more directions. I do not think that a good quality firm in one area, say architecture, should have more status than a firm of equal quality in another area, say contracting.

If you consider working for anyone other than a prestigious architecture firm as "selling out," you really limit yourself in terms of what you can contribute, job satisfaction, compensation and usefulness to the world.

Learn about different firms from friends, particularly those who work at the firms. How do they like it there? How are they treated? Are they respected? Do they respect the leaders, the firm's mission, work and values? Are they learning? Being given responsibility, as well as support and guidance? Answers to these questions will help you decide if the firm is suitable for YOU.

Preparing Your Material

The two main physical items (other than yourself) that represent who you are and your work during your interview are your resume and portfolio. (Sad to tell you, after all these years of working hard for good grades, people rarely ask to see your transcript!) Make sure that both are well organized, not eccentric or weird and fully convey what you can do. Be sure to triple check your resume and cover letter to eliminate spelling errors or typos and have a friend, parent or the Career Services Officer review the documents. It's always best to have a second editor. Review the cover letter and resume writing guide for complete instructions on how to create a successful cover letter and resume..

The work samples you present should be well printed, on good paper, clear and concise. Remember, you are presenting the type of design decisions you make. Show your best (most recent?) work first – first impressions do count. If you have worked in an office before, get permission from that firm to copy examples of work THAT YOU DID, and bring that along too. It makes it much easier for a potential employer if they can see what you are capable of doing in an office setting.

Getting an Interview

Forget sending out resumes unless it is an extremely tight ("sellers") market, or you are searching in a geographic area that doesn't have a lot of young architects looking for work (such as a rural or isolated area). You are much more likely to get an interview (which is really the first step to getting a job) through some kind of contact with the firm(s) in which you are interested. How? Through any possible contacts: friends from school who work (or have worked in the past) at the firm, classmates, older students (always worth knowing!), friends, teachers, employees of the firms you meet at GSAPP Career Fair, networking events and friends who might have been clients of firms. Absolutely try to get introductions through contacts. This is the best way to get a foot in the door and get an interview.

And then there is cold calling – the most painful method. This last one is very difficult to succeed at, and is an invitation to repeated rejection. It works sometimes, though, if you catch someone in the right frame of mind, like just having gotten a new project.

When making an appointment, remember that anyone who has the authority to make the interview worthwhile (i.e., hire you) is probably a pretty busy person. Therefore, be very flexible in scheduling an appointment. Do it on THEIR schedule and be available. No employer is impressed with a potential employee who makes it difficult to set up a convenient meeting time.

Preparing for an Interview

Once you've landed an interview, it's important to spend some time preparing:

Research! Doing research demonstrates how interested you are in a particular position or organization. Review the company's website and social media outlets. Besides knowing the major projects of the company, learn the names of the leadership and the hiring manager. If you can, find photos of your interviewer so you know how you will be meeting.

Practice your pitch! Have a short and concise statement ready that tells the interviewer what makes you unique and what type of job you are looking for. Practice going through your portfolio in 15 minutes or less. Don't dwell on one project or give a lot of tedious facts about a single project. Give the most concise information for each project, such as the name, location, completion date and your specific responsibilities for the project. Need more practice? Set up a mock interview with a friend and have them ask you typical interview questions (see the Mock Interview insert).

Prepare Questions! Prepare two or three questions for your interviewer about the job or company in advance. Write them in a notebook that you bring with you to the interview. Print a copy of the job description and bring it with you, so you can reference the skills and keywords.

Examples of good questions:

- Ask about the firm's current workload and staffing, if hired where do I fit in?
- Who do I report to?
- How are project teams set up?
- Do you see the potential for growth in this position / within the company?
- If you have a question about a specific project the firm built, ask! It shows interest

The Interview

Employers like candidates who are reliable (show up 10 min. early), presentable (remember not to be a Martian), and businesslike. Start the interview with a smile and a firm handshake. An interview is a conversation. Engage the interviewer and be sure to market yourself, your skills and your work. Stress what you can do for them, not what you want from them. But, you also want to listen carefully to the questions that the interviewer asks and answer them in a direct manner. Be enthusiastic and positive.

Body language counts. Your posture can convey confidence or insecurity. Sit up straight to send a message that you are comfortable and confident. Maintain eye contact with the interviewer. If you are interviewing with multiple people, make eye contact with everyone in the room. Avoid fidgeting, this can distract the interviewer from what you are saying. You can use your hands to express yourself, but do so in moderation.

The Portfolio. Always present your best work first. Go through your portfolio quickly; unless they ask questions, do not dwell on the details about each school (or work) project. Stress experience that you have that may be relevant to their needs, their projects, their office and work. If they design schools, show schools you've worked on. Have they built in China? Show them your projects! Don't forget to ask your questions that you have written in your notebook in advance.

Finish strong. At the end of the interview, thank the interviewer for their time and get their contact information. If they do not have a business card, write down their e-mail address and telephone number in the notebook that you brought with you.

After the Interview

Within 24 hours of your interview send a follow up thank you note. Reference key points that you discussed during the interview, how your skills fit what the firm is looking for and express your interest in the job - if you are interested! See the thank you letter insert for more information.

Dealing with an Offer

If your interview goes well and they are making "offer" type noises ask what kinds of projects you would be working on, what your role would be, and with whom you'd be working. Although it is certainly an important issue, leave the compensation (and certainly the benefits) until last. If they ask what you'd like to make, you have a choice: you can either ask what their normal pay is for someone at your level and with your skills, or tell them what you need to make. Since they are probably going to pay you the former (which may even be more than the latter, but don't hold your

breath), I'd go that route and see how it compares with what you need (and what you may know others are offering). You can always ask for more, but if the job is what you want, don't paint yourself into a corner by insisting on more. They should tell you what the pay basis is (salary, hourly, etc.), and how they compensate for overtime work (money, compensatory time, a pat on the back?). Finally, you want to be an employee (and be covered by mandatory and customary benefits, and get IDP credit for the work) and NOT be a consultant (who may not even be covered by their professional liability insurance). I'd ask about how often they review their employees' work, and review the compensation.

If they make an offer in person at the interview, I would definitely take notes and repeat the offer, so everyone understands and agrees what it is. Many employers follow up with a confirming engagement letter or email. Some employers interview many candidates before selecting one, so later notification is common in those cases. Typically firms do not offer contracts for entry-level jobs. Do you have to accept or reject an offer right away? This is touchy. Most firms would, of course, like to hear right away, but if you have several potential offers, you can ask for a few days to consider an offer.

Not too many firms would be willing to wait much longer, unless you are that spectacular or they are that needy. Agree upon a starting date. If you are employed elsewhere, your new employer should accept your request for a reasonable notice to your current employer- usually two weeks, but longer if you've been there for more than a year.

And then you go to work!

Congratulations on your new job!

Application Materials | The Resume

What is a resume?

A resume is a concise introduction of your education, experiences and skills as they relate to a particular career or position. As such, your resume should be altered to highlight key projects and experiences other accomplishments that best represent the skills you need for a desired position. Resumes should NOT be more than one page in length. Also include your contact information, skills, academic awards, volunteer experience (if applicable), and a link to your online portfolio, personal websites/blog and your LinkedIn page. Resumes should not include personal information such as a photograph, date of birth, height or marital status.

Layout:

Resumes can be constructed many different ways. You can find some excellent examples on [Columbia's Cover Letter and Resume Writing guide](#). Below, find a few key rules to follow:

1. Unless you have a significant amount of work experience, start your resume by listing your education
2. After, list relevant work experience
3. Each listing should include your job title, company title, location and the period of time you worked there.
4. Use italics, underlining and bold to differentiate between each of the above-listed information.
5. Under each employment listing, include a list of SPECIFIC tasks you were required to accomplish on the job. Start each bullet point with an action verb. See Columbia's guide for a full list of action verbs.
6. Work experience is typically followed by academic achievements, publications or volunteer experience, if applicable
7. Technical and language skills are listed at the bottom of the resume. However, if a job stresses these skill, put them at the top.
8. ALWAYS list education and work experience in chronological order, from most recent to least recent.
9. If you have the room, add a short statement about your career goals, design outlook at the top.

Design:

Consider the overall look of your resume. Creating your own letterhead or adding a personal logo showcases your design expertise. Then add this design to all of your application materials, including cover letter, work samples, portfolio and thank you letter. But, you must keep your resume legible, don't allow the graphics to overshadow the text.

Application Materials

"Your resume and cover letter are your marketing materials. They will get you through the door and help you land your dream job. Hiring managers or recruiters will only skim over your resume and cover letter for a few seconds so it is extremely important to take the time and perfect these documents."

- Julia Vaidia, HR Manager at SHoP Architects

Below, find examples of outstanding student resumes to get some inspiration! What I like about these resumes are - they are clear, concise and highlight the applicant's design skills.



Education

2014 - Present
Architecture and Urban Design | Master
 School of Architecture, Planning and Preservation | GSAPP
 Columbia University - NY United States

2013
Planning for Local Climate Change Adaptation | Course
 Landscape Architecture and Regional Planning | LARP
 University of Massachusetts - MA United States

2007-2011
Architecture and Urban Planning | Bachelor
 Urbanism and Technology Center | CTU
 State University of Londrina - Brazil

Professional Experience

2013 - 2014
Assistant Product Manager | Software Company
 Website Content Development, Legal Documents Preparation, Market Research
 TicketNetwork, International Department - New Windsor, CT United States

2011 - 2012
Assistant Architect | Architecture Office
 Residential and Commercial Projects, 3Ds, Construction Details and Documents
 Zani.Arquitetura - Londrina, Brazil

2010
Urban Planning Intern | City-level Government
 Urban Transit Infrastructure Projects, Inspections and Field Research, Community Meetings
 Department of City Planning | Transit Department - Londrina, Brazil

Competition & Workshops

2014
UN-Habitat III | Prep-Com I: Forum in Innovations in Urban Infrastructure
 Documenter, On-Site Summary of Ideas Preparation
 Sherwood Institute and Urban Design Lab - New York, NY United States

2013
National Competition | Design Thesis
 Elected to Represent State University of Londrina
 Concurso Ópera Prima - Brazil

2009
Urban Design International Workshop | University Collaboration
 Residential Neighborhood Project Development in Londrina
 State University of Londrina - Brazil + Université Laval - QC Canada

Research Topics

Resilient Micro-Infrastructure
 Urban Design for the Elderly
 Cultural Landscapes
 Immigration Colonies in Brazil

Summary

Urban designer, with background in architecture and urban planning, possessing strong interpersonal skills to effectively communicate with city councils, staff, and residents, while holding meticulous organizational skills to create and analyze documents, as well as analytical skills to conduct data analysis, and surveys. Ability to work in field projects, prepare presentations, and work on technical drawings due to a comprehensive knowledge of urban planning principles and architectural practice.

Professional Skills

Autodesk AutoCAD ●●●●●●
 Google Sketch Up ●●●●●●
 Autodesk Maya ●●●●●●
 Rhinoceros ●●●●●●
 Adobe Photoshop ●●●●●●
 Adobe Illustrator ●●●●●●
 Adobe In Design ●●●●●●
 ESRI GIS ●●●●●●
 HTML5 ●●●●●●
 MS Office ●●●●●●

Publications

2012 | Complete Work
Geo National Meeting
 "Ethnographic Landscape of the State of Paraná and Memory"

2010 | Expanded Abstract
Meeting Scientific Initiation
 "The International Colony at Paraná State-Considerations about the Occupation at the State's Settlements and the Toponymy"

2010 | Article
Historical Museum Bulletin
 "Shaping the Ethnographic Landscape: the settlements of the British Colonization Company C/NP at the State of Paraná between 1930-33"

Languages

Portuguese ●●●●●●
 Spanish ●●●●●●
 English ●●●●●●
 French ●●●●●●

JERONIMO AGUILAR GUTIERREZ

Architect and Urban Designer with a multifaceted and innovative design and planning experience to fully develop architectural and urban projects of different scales. Outgoing professional in collaborative and independent work environments; with excellent communication, organization and management skills. Socially involved with a great interest for multiple cultures and disciplines.

ACADEMICS

GRADUATE

2014-2015 Columbia University, GSAPP New York City, United States. **M.S. Architecture & Urban Design**

UNDERGRADUATE

2008-2014 Universidad Iberoamericana Mexico City, Mexico. **B. Architecture**

2012-2012 Universitat Internacional de Catalunya Barcelona, Spain.

CONTINUING EDUCATION

2010-2010 Parsons, The New School New York City, United States. **Interior Design Course**

2012-2012 University of Illinois in Chicago Chicago, United States. **Y. Architecture**

PROFESSIONAL

GSAPP GRADUATE SCHOOL OF ARCHITECTURE, PLANNING AND PRESERVATION

Career Services Assistant New York City, United States. 2014-2015

- Formed part of an organization keeping GSAPP's architecture students in touch with the professional world.
- Coordinated career fairs, networking events, information lectures, professional workshops and discussions.
- Performed as graphic designer for the internal advertisement and branding image of the organization activities.

AGUILAR BOULLOSA

Partner Mexico City, Mexico. 2013-2014

- Designed and executed residential and office architectural renovation projects.
- Created design plans, construction documents and code submissions for the projects.
- Handled client relations and managerial operations for the partnership.

JARDINES DEL PEDREGAL COMMUNITY COMITEE

Urbanism Delegate Mexico City, Mexico. 2007-2012

- Coordinated an urban regeneration study for green areas and public spaces of the area of study.
- Launched a competition with site partners for a strategic plan towards achieving cultural patrimony.
- Implemented an effective communication scheme between citizens and representatives.

OECD ORGANIZATION FOR THE ECONOMIC CO-OPERATION & DEVELOPMENT

Intern Paris, France. 2008

- Acted as a representative attendant to sustainability, economy, science and technology assemblies.
- Performed research for a gender investigation in middle income countries for the "Wikigender" platform.
- Created dynamic charts for the internal operative distribution of work flow and functions.

SKILLS

Modeling AutoCad, Maya, Rhinoceros, SketchUp, 3dsMax

Graphics AfterEffects, InDesign, Illustrator, Photoshop

Other ArcGIS, Microsoft Office, Apple Productivity.

LANGUAGES

Spanish, English, French

What's the different between a resume and a CV?

A CV (curriculum vitae) is a longer and much more detailed account of your employment history and academic achievements. A CV is more appropriate for academic and research positions. It's beneficial to have copies of both working documents at your disposal. Bring your CV to an interview to provide the employer with a complete listing of your experience, education and skills.

Application Materials | The Cover Letter

"I like to call cover letters the GATEWAY to getting an interview, it's your unique story. Tell your narrative through your experiences, be genuine, honest and stay away from clichés, like 'team-player' and 'people-person.' Instead, talk about situations where you proved to be all those things."

"Keep is short and interesting, according to some recent surveys, almost 70% of employers either want a half page cover letter or 'the shorter the better' approach. And be sure to proofread and carefully review for proper tone and grammar. Ask others to review it for you before sending it out."

- Julia Vaidia, HR Manager at SHoP Architects

What is a Cover Letter?

A cover letter in a one-page or less document that accompanies your resume, introduces you as an applicant and elaborates on your qualifications. It gives employers a sense of your writing skills, style and ability to think. Not only does it serve to contextualize your resume and accentuate relevant information, but cover letters also give you a chance to make a positive impression and express your enthusiasm for the position. Do not write a general cover letter that you use for all your applications, instead tailor each letter for a specific position. Do not repeat your resume, but elaborate upon it. Use keywords, found in the job description - in both your cover letter and resume! And NEVER be negative. You want to put a positive spin on every experience.

Before you begin writing....

- *Research the employer:* Learn about the organization so you can articulate why you are a strong fit for the company. Review their website, speak with current or previous employees and read articles. Use social media sites like LinkedIn and Twitter to read about the latest news at the company.
- *Find a specific contact:* Personal contacts are key to the job search. If possible, always address your cover letter to a specific person. Research online, can you find an HR contact? Or do you know someone who works at the company? If you do, then send your application materials directly to them. Don't have a direct contact? Talk to your Career Services Officer, we might have a connection to the firm.
- *Analyze the job description:* Identify the necessary skills and qualifications for the job. Make a list of keywords and then reference them in your cover letter.

- *Analyze your background:* Ask yourself what you have done that is similar to the duties required of the job, including classes, projects, work experience, internships, volunteer experience, activities, travel, etc.

Structure:

Introduction: State why you are writing, the position for which you are applying, and where you found out about the job. You can also briefly mention why you are interested in this position or company in particular. Also include the names of any mutual contacts or connections.

Body Paragraph(s): The body paragraph(s) of the cover letter highlight your experiences and qualifications that are relevant to the position and to the organization. Market yourself and your abilities, communicating how your skills and experience would be valuable to the employer. Cite specific examples of when you used those particular skills or programs, but avoid restating your resume. Describe skills gained through your experiences and how these skills will make you successful at the new job. Let the employer know why you are interested in working for them by demonstrating that you have done your research and you are familiar with their projects.

Conclusion: Thank the reader for their time and consideration, and reaffirm your interest in the position. Reemphasize why you want to work for their organization and can explain why you would be a good fit to work there. Don't forget to offer contact information and be confident!

Cover Letter Example:

Below, please find a sample cover letter for a Designer / Architect position at the firm BIG.

REQUIREMENTS

- Professional degree and 3-7 years professional experience as a designer
- Excellent communication skills, fluent in English- spoken and written
- Strong conceptual and design skills
- Ability to develop design options in collaboration with the design team
- Ability to prepare, develop and edit drawings and models as they relate to the project
- Should have strong ability with AutoCAD, V-Ray, Rhino, Adobe Suite (Revit is a plus)
- Strong organizational skills, able to work under pressure, meet deadlines and budget time lines
- Ability to take initiative in response to direction from managers
- A flexible and open attitude towards new ways of working
- Legal permits and visas required to work in USA

- Experience as a designer on built and published references
- Experience working in a leading American or international architecture office
- Licensure and/or LEED certification are assets

Sample Cover Letter:

Francesca Fanelli
 1172 Amsterdam Avenue, 4th Floor
 New York, NY 10027

August 18, 2015

Mr. Jack Schoenfeld
 Human Resources Director
 Bjarke Ingels Group (BIG)
 61 Broadway, Suite 3300
 New York, NY 10006

Dear Mr. Schoenfeld:

Please accept my application for the position of NYC Designer / Architect position as listed on the Bjarke Ingels Group website.

As an M.Arch graduate from Columbia University’s Graduate School of Architecture, Planning and Preservation and with three years of professional design experience, I am confident that I have the education and experience necessary to be a successful and valuable addition to your firm.

Before attending graduate school, I spent three years working as a Junior Architect with Unnamed Architecture and Design in New York City where I gained exposure to both conceptual and design processes. As an integral part of a small staff, I collaborated with a skilled team to develop design options for various projects. For example, I created 3D renderings of staircases for the Barclay’s Center project. I also prepared, developed and edited drawings and models related to the project using programs such as AutoCad, V-ray, Rhino and Revit. Additionally, I am an open and flexible individual who is willing to try new design methods. I am skilled both at working with a large team, taking directions from managers and I am able to take initiative on individual tasks. For example, under the guidance of a lead architect, I designed a café for the Hudson Yards project. Please see my portfolio to see the mentioned renderings. The coordination of multiple projects simultaneously in a fast-paced and demanding environment required exceptional organizational skills and the ability to meet deadlines and budget restraints.

I am a United States citizen; hold LEED certification and I am currently working toward licensure, which I hope to achieve in the next year.

For a complete listing of my education, former work experiences and skills, please review my attached resume. I have also enclosed three work samples. Do not hesitate to contact me if you have questions or require further information. I appreciate your time and consideration and I look forward to further discussing the NYC Designer / Architect position.

Sincerely,

Francesca Fanelli
 (212) 854-3414
 careers@arch.columbia.edu

Application Materials | Work Samples

In addition to your resume, it is important to include one 1-3 pages of work samples, on typical 8.5in x 11in paper, that showcase your design skills. Work samples are generally graphic-only, usually photos or drawings, that are presented as an attachment to an application. The portfolio is longer and a more comprehensive representation of your work.

Each work sample should feature a different skill or project type. The benefit of using work sample pages are: A) they are a cost-effective and (B) a quick way to showcase your work to many employers. Sample pages can include work from studios, internships, work and travel experiences. Remember, your sample pages should be designed to match your resume and cover letter. Make sure that the samples are clear, since you won’t be there to explain your work. Add text if necessary to explain each project.

According to Harold Linton’s “Portfolio Design,” ask yourself the following questions before sending out your work samples: Are the samples well organized?, Do they clearly illustrate your strengths and technical abilities as a designer? Does it show how your ideas develop and how you solve problems? Does it present a focused vision? Are the images high-quality and easy to read?

Print or Electronic?:

If you’re emailing your application materials send it as one .PDF document (unless another format is requested). The document MUST be under 5 MB - you don’t want to overload their inbox. If you’re uploading your resume to a database, double check the formatting before finalizing your application. If you’re bringing your resume to an interview, print it on high-quality paper. If you’re sending in an job application by mail, be sure to use matching paper for your cover letters and envelopes. Again, it should be high-quality.

Application Materials | Thank You Letter

The “thank you letter” is a critical part of the job search. It is a short note expressing gratitude for the opportunity to interview or for job search assistance. This note also provides you with another opportunity to connect with the employer and express your interest in the position. Did you forget to mention a certain project or accomplishment during the interview? Then include it in the “thank you letter!” Showing gratitude also lets the interviewer know that you are a courteous and professional person – someone they want to work with!

When to send a thank you letter:

- After EVERY job interview, this includes in-person and phone interviews.
- After every informational interview or networking meeting.
- After someone has helped you with your job searching process. For example, referred your resume to someone else or offered you contact information.

The “thank you letter” should be sent within 24-hours of your interview or meeting. It can be sent via e-mail for immediacy, but it’s always nice to mail a hand-written note as well. It can set you apart from the pack.

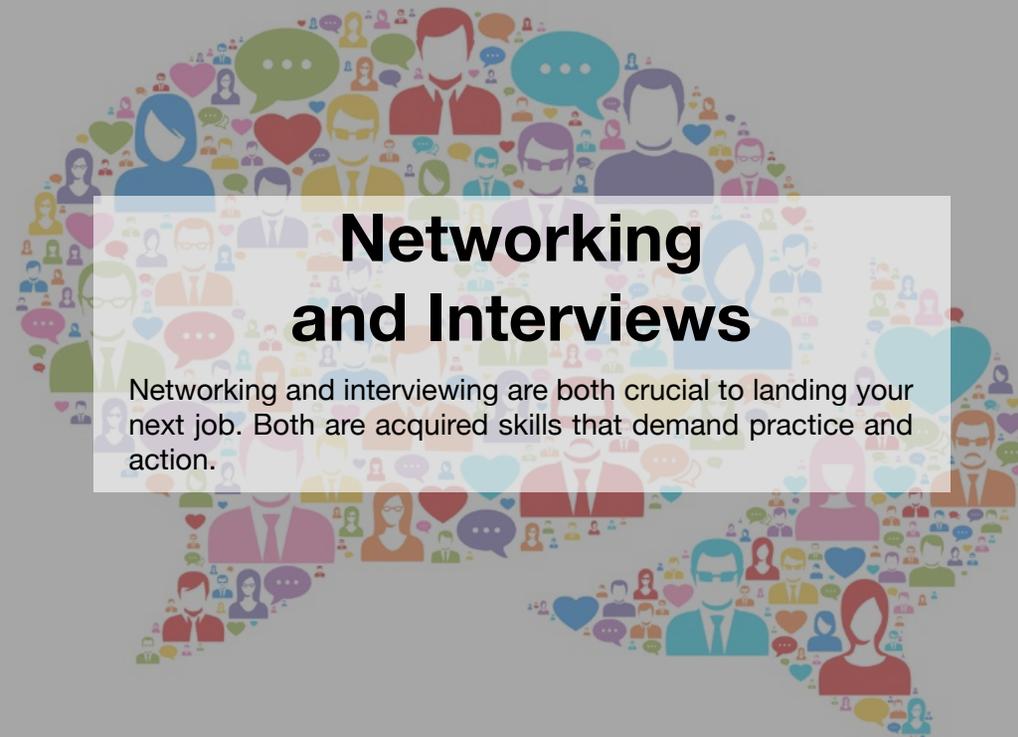
Format:

- Keep the tone of the “thank you letter” formal. You need to show professionalism.
- Start off by thanking the person for their time and the opportunity to talk with them.
- If applicable, reiterate your interest in the position, maybe noting a few points from the meeting. For example, “From our conversation, I understand that the position requires strong interpersonal and organizational skills.”
- Reiterate your skills and previous work experience, and how these strengths will make you a successful candidate.
- End with a statement of confidence. For example – “With my previous work experience and skills I am confident that I would be a strong addition to your staff.”
- Thank them again and give them your contact information if they have questions.

Application Materials | Proof Reading

Don’t let a typo or spelling mistake take you out of the running for a position. Carefully proof read all of your documents. Check, double check and triple check for typos, spelling and grammatical errors. Have a friend, parent or Career Services Officer edit your resume and cover letter.

For further information, please reference Columbia’s Resume and Cover Letter Writing guide: <http://bit.ly/1KxviXK>



The Dos and Don'ts of Networking

Networking is essential to the architecture profession, from finding a job to working with clients. GSAPP is the ideal place to start building your professional network. Start making connections with your peers, professors and alumni. To help foster these relationships, Career Services hosts alumni networking events. But remember, networking can take place in any social setting. See the Dos and Don'ts of networking below to help you during your next event!

DO:

- Get business cards – Columbia prints business cards for students or you can use your own design with online services such as moo.com or vistaprint.com. Both options are very inexpensive.
- Have a short personal “pitch” prepared. This can include your design philosophy, career goals and objectives. This statement will make it easier for contacts to get a better idea of who you are and the work you want to do.
- Set small, obtainable goals, like hand out 5 business cards or have three meaningful conversations with alumni.
- Maintain eye contact - be friendly, positive and pleasant.
- Be bold! Start a conversation. Just remember to be polite and authentic. Allow the other person time to talk and share their ideas.
- Ask intelligent, targeted questions. This will allow the other person to talk about themselves and will help you with following up.
- Be organized. When you get a business card after an event, write notes about the person on the back (maybe you talked about baseball or sailing). These little notes will help you when you write a follow up e-mail.
- If you make a connection, stay in touch! Google them to see if they have any recent exciting news, like being mentioned in an article, got a new job or won an award. Then write them a congratulatory note. Ask them out to coffee or to have a drink.
- Be positive! Positivity attracts more people and will leave a good impression.

DON'T

- Only talk to your friends. The point of networking is to make NEW connections.
- Stare around the room when you are talking to someone else. You want to make the person you're talking with feel like they have your full attention.
- Sell hard or be pushy. Try to keep your conversation light and friendly.
- Say that you will follow up with people and then don't - such behavior is rude and unprofessional.
- Talk about politics, religion or any other hot button issues that are known to upset people.
- Over-share about your personal life. Keep questions and conversations about personal life to a surface level.
- Hit on people. This is not a dating event!
- Drink too much. One or two drinks can make talking to strangers much easier, but getting drunk is not a good look.
- Abruptly end a conversation. If you are not comfortable talking to someone, excuse yourself by going to the bathroom.

Mock Interview Questions

Interviewing is an art of nuance. In a short period of time you need to make a strong, professional impression. This takes practice and paying attention to the details such as how you shake hands, sit, talk, keeping eye contact and engaging the interviewer - all make a huge difference. And most importantly, prove that you are qualified for the job.

Below, find a list of questions asked most often during interviews. You'll find that some of the questions are meant to catch you off guard, but if you prepare, you won't break a sweat! Ask yourself these questions, get a friend and set up a mock interview or contact the Career Services Officer to set up an appointment to practice.

TIP - Before going into an interview, make a list of five strengths that are pertinent to the job. What do you want the interviewer to know before the end of the meeting?

1) Tell me about yourself?

This is one of the most common interview questions. Prepare a short statement that summarizes your education, work experience and goals (this is similar to your networking pitch). Talk specifically about experiences and successes that relate to the position you are interviewing for. Mention strengths and abilities and conclude with a statement about your current situation. Since this is an introduction to you as a professional, don't include personal information.

2) What do you know about our firm?

This is where all that research you did before the interview come into play - now wow them with your knowledge!

3) Why do you want to work with us?

Again, this goes back to your research before the interview. Cite examples of how the culture and projects completed at the company fit your interests and previous experience. If you have to fake an answer, the job probably is not a good fit.

4) What sets you apart from others?

This is your time to shamelessly self-promote, highlight your skills and accomplishments. Talk about one particular project or experience you are most proud of and overall - be confident!

5) What are your strengths, What are your weaknesses?

Strengths are easy to list, but your weaknesses? That is a loaded question,

making it one of the most difficult. When an interviewer asks this question they are not trying to point out flaws, rather they want to see what you're doing to improve the problem. Be honest and don't say that you have "no weaknesses." One trick is to study the job requirements and match your strengths. For example, if the position is very detail oriented, you might say that you're a perfectionist who is working on not getting tied up with the minor details. Everyone has weaknesses, the purpose of this question is to show what you are doing to IMPROVE yourself.

6) What do you look for in a Job?

For this question, try to focus on growth within the position and what you hope to bring to the company. You can also talk about the achievements you wish to accomplish with the firm.

7) What are your long-term goals?

This question requires you to think beyond the job being offered and look towards growth within the position. What role would you like to play in the firm as you advance? Your answer should be related to the position and not personal goals.

8) Interviewers often like to ask behavioral questions, such as:

- Give me an example of a time when you felt that you went above and beyond the call of duty at work?
- Have you ever been on a team where someone was not pulling their weight? How did you handle it?
- Tell me about a time when someone gave you difficult feedback. How did you handle it?
- What is your greatest failure? What did you learn from it?

Again, you want to think about specific examples for these questions. Find a complete list of behavioral questions and other possible interview questions from the article "100 Potential Interview Questions" on Monster.com.

9) What salary are you seeking?

Research the average pay for the position you are applying for. Helpful resources are the AIA Compensation Survey (you can find it in Avery Library) and the "Architecture Salary Poll" on Archinect.com.

10) Do you have any questions for me?

Having a few intelligent and thoughtful questions prepared for your interview are KEY. Write them down in a notebook that you bring to the interview.

You can find more sample questions on the website, architecturelinked.com: <http://architecturelinked.com/profiles/blogs/10-critical-interview>



Additional Resources

Additional Resources

IN PRINT

- Waldrep, Lee W. *Becoming an Architect: Guide to Careers in Design*. Hoboken, NJ : John Wiley & Sons, 2010.
- Patterson, David W. *Getting a Job in Architecture and Design*. New York, NY: WW. Norton, 2008.
- Linton, Harold. *Portfolio Design, 4th Edition*. New York NY: W. W. Norton and Company, 2012.
- *AIA Compensation Survey*. Washington, DC: The American Institute of Architects, 2013.

ONLINE

- Peterson, Thad. "100 Potential Interview Questions." *Monster.com*. <http://career-advice.monster.com/job-interview/interview-questions/100-potential-interview-questions/article.aspx>
- Young Architect. "10 Critical Interview Questions to Prepare For." *ArchLinked.com*. <http://architecturelinked.com/profiles/blogs/10-critical-interview>
- Young Architect's Blog. <http://architecturelinked.com/profiles/blog/list?user=3rg466acuties>
- Just an Intern: Our Architectural Life Inbetween. <http://archinect.com/justanintern>
- Stuck in Studio: A Website for Architecture Students. <http://stuckinstudio.com/>
- Life of an Architect: What it's like to be and work with an architect. <http://www.lifeofanarchitect.com/>
- New York Architecture Diary. <http://architecturediary.org/newyork>
- American Institute of Architecture Students. <http://aias.org/>
- National Council of Architectural Registration Boards (NCARB). <http://www.ncarb.org/>
- Krop, Online Portfolio Builder. <http://www.krop.com/>

JOB SEARCH WEBSITES

- The American Institute of Architects. <http://www.aia.org/>
- Archinect. <http://archinect.com/>
- Architizer. <http://architizer.com/jobs/q/>
- InternMatch (exclusively for internships). <https://www.looksharp.com/s/architecture-entry-level-jobs>
- Coroflot. <http://www.coroflot.com/jobs>
- Arkitekturum. <http://www.arkitekturum.com/>
- Architect Jobs. <http://jobs.architectjobsonline.com/jobs/search>
- Indeed. <http://www.indeed.com/>
- Career Builder. <http://www.careerbuilder.com/>

