Resume

Career Services Center Workshop

What do I need to get a job?

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Career Skills & Info

Entry Level Education	Bachelor's degree
Licensure/ Certification	All states require a combination of Education and/or Internship for Licensing. Architects can earn a degree through a program that has been accredited by the National Architectural Accrediting Board (NAAB). In the State of California, you may pursue an architecture license through the internship program defined below. Some skills would be desired before hiring, but a license can be obtained by doing the required hours solely as an intern under the direction of a licensed architect.
Experience	A 3-year internship minimum is required prior to licensure; some employers prefer candidates with 5-10 years of experience

Sources: U.S. Bureau of Labor Statistics

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STEP 1: EDUCATION
- **Associates in Architecture from SMC**
- **Transfer to obtain Bachelor of Architecture (B.Arch.)**

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STEP 2: INTERNSHIP

Aspiring architects must complete the National Council of Architectural Registration Boards (NCARB) Architectural Experience Program (AXP) before they can qualify for a license. This program requires a minimum of 3,740 hours of documented internship under 6 experience areas – covering everything from site design to project management.

The National Council of Architectural Registration Board (NCARB) provides information on education and licensing in Architecture. This is also where you would register to intern and start the examination process:

- https://www.ncarb.org/
- https://www.ncarb.org/become-architect

Success Tip:

Prepare for the Architect Registration Examination (ARE). The NCARB offers study guides and practice exams to individuals intending to take the ARE. These materials might help an individual pass the ARE on their first try.

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STEP 3: ARE EXAM

The Architect Registration Examination (ARE) can be taken after an individual has completed the internship requirement. It consists of six areas, including practice and project management, program analysis, project planning and design, project development and documentation, and construction and evaluation. California has a supplemental exam also. Continuing education is required to renew an architect's license. Depending on the state, renewal might be annual or biennial.

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STEP 4: CERTIFICATION

Architects can apply for a voluntary certification from the NCARB once they've qualified for and earned a state license. The certification must be renewed annually and may ease the transition of licensing across states.

Architects with 'green' construction or design experience can pursue one of the multiple Leadership in Energy and Environmental Design (LEED) certifications available through the U.S. Green Building Council. LEED credentials must be renewed every two years by completing 15 hours of continuing education.

Remember, in most states architects need a B.Arch. or M.Arch. degree from a program that has been approved by the National Architectural Accrediting Board (NAAB) and a state license, which requires completion of a 5,600-hour paid internship.

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CALIFORNIA LICENSE

In the State of California, you may pursue an architecture license through a combination of education (5 years maximum) and internship under a licensed architect (minimum of 3 years full time paid internship).

California rules for education and licensing is found with the California Architects Board (CAB). This site also has information on additional testing for California and the education requirements which allow more options to obtaining a license.
- https://www.cab.ca.gov/
- https://www.cab.ca.gov/candidates/becoming_a_licensed_architect/pathways.shtml

What do I need to create a resume?

A Job Description & Class Projects

When do I need a resume?

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Job and Internship Timeline

The majority of internship are available in the summer. Very few internship exist in other semesters.

Please have your resume and at least 3 portfolio pieces flushed out by the application deadlines.

Internship Semester	Application Deadline
Summer	October, November
Summer	March, April

Where can I find a job description?

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Job Boards

- **www.google.com**
  Google always helps us find everything we need including jobs!

- **www.aialosangeles.org/career-tools/job-listings**
  American Institute of Architecture is both a Professional Association (full services are listed below) and a job search source (as many professional associations are, which is why we recommend you get involved!).

- **www.smc.edu/hiresmc**
  Hire SMC is a free searchable employer database, like Indeed.com or LinkedIn, but it is just for employers seeking to work with Santa Monica College students. The following opportunities can be found on this website: Off-campus jobs, Internships & On-campus jobs

  To access www.smc.edu/hiresmc:

  •   Click on "Student" and register.

  •   Your User ID is your SMC email address. You must include your full SMC email address (including @student.smc.edu). You will need to create a password.

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- **www.linkedin.com**
  LinkedIn is a social networking website and job posting site designed for professionals in all industries.

- **www.glassdoor.com**
  Search millions of jobs and get the inside scoop on companies with employee reviews, personalized salary tools, and more

- **www.indeed.com**
  The #1 job site worldwide! Excellent resource for current positions. Search for internships, occupational research, and companies.

Set up daily alerts for multiple titles such as: Architect, Interior Architect, Environmental Designer, Landscape Architect, Urban Planner, Project Manager, Industrial Designer, Furniture and Fixture Designer, Drafter and Renderer, Production Design, Video Game Environment Designer.

I have a job description now what?

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1. **Do you have the skills?**
   Identify the skills employers are looking for candidates to have to do this job.
   Make sure you list all of the skills you have that they are looking for on your resume in a skills section.
   > Ie. AutoCAD, Adobe Illustrator, Photoshop

   If you don't have the skills look for resources to obtain the required skills.

2. **Prove it:**
   Tell a story about a class project in which you applied the skills they are looking for, using the appropriate industry terminology

3. **Show it:**
   Outline those experiences on your resume in a clean, clear and fluid way (and then show the work in your portfolio

What counts as Experience?

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- **Class Projects**

- **Work Experience**
  - Full time, part-time or freelance

- **Volunteer Experience**
  - www.volunteermatch.org

- **Internships**
  - www.smc.edu/internship

- **Leadership roles in clubs**

- **Organization memberships**

- **Freelance work, hobbies and interests**

Resume
General Guidelines

- Do not include every job you have ever had.

- Limit your resume to one page.

- Review your resume for spelling, punctuation, and grammatical errors.

- List your relevant experience reverse chronologically, starting with the most recent experience.

- When you submit your resume to employers send it in PDF format.

- Do not: include pictures, weight/height, or other personal information.

Sample Job Description

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Gensler: Summer Internship Program

What You Will Do During This Internship
- You will have an exciting opportunity to work on projects as a fully collaborative member of a design team, participating in design charrettes focused on delivering a successful project for our clients, large or small.
- In addition to hands-on learning, you will experience educational sessions and mentorship opportunities that include lectures, project tours, vendor visits and a group project.
- You will also enjoy the rich culture of our firm and the broader office community through a number of events and learning opportunities focused on supporting your professional development and licensure efforts.

Your Qualifications
- You are currently enrolled in a Bachelor's or Master's degree in Architecture or Interior Design; NAAB and/or CIDA accredited program highly preferred
- You will have completed your third year of an undergraduate program or first year of a graduate program before the start of the internship
- You are returning to your program after the internship
- You submit an online portfolio that demonstrates design process and innovative design solutions (PDF format with 2-4 work samples)
- Experience using Revit required, AutoCAD, SketchUp, and/or BIM modeling software a plus
- Experience with Adobe Creative Cloud Suite (Adobe Photoshop, Illustrator, InDesign)
- 3-D computer rendering skills (3DS Max, Vray and/or other modeling software)
- Proficiency with MS Office (Excel, Word, Outlook, PowerPoint)
- Hand sketching ability a plus

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How to Apply

Submit an online application on Gensler.com/Careers, including:
- a resume
- cover letter
- and portfolio
- including work samples (PDF 10 MB max in total)
- Submissions without a portfolio/work samples will not be considered

This posting will remain open until March 27, 2020.
(Please note resumes will be reviewed as they are received and available positions may be filled before March 27.)

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ARUP: BIM Designer Intern (Infrastructure) - Available Summer

Responsibilities of this specific role will include, but not be limited to the following:

- Proficiency with drafting and modeling software including AutoCAD and MicroStation
- Knowledge of design techniques, tools, and principles involved in production of technical plans, drawings, and models
- Understanding of Infrastructure engineering design practices and work flows for various Infrastructure disciplines including Bridge, Rail, Roadways, Grading and Drainage, Tunneling, & Utilities
- Enjoy collaborating with engineering staff to interpret sketches or design ideas and convey the information onto technical drawings
- Understand and follow CAD standards
- Partner with engineers and designers to produce models and plans
- Work across disciplines to gain an appreciation of each role

Qualifications Required Cont.:

- Currently pursuing a degree or certification in CAD drafting or BIM design
- AutoCAD or MicroStation experience
- Strong computer skills
- Adept at visualizing spatial relationships of complex geometry
- Professional demeanor
- Good time management skills
- Detail and accuracy oriented
- Excellent communication skills

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Qualifications Required:
- Enthusiasm and passion for learning
- Must not require sponsorship, now or in the future to be considered for this role
- Minimum 3.0 GPA

Qualifications Preferred:
- Degree or certification in CAD drafting, BIM design or a related field
- AutoCAD and MicroStation proficiency
- Internship or other experience in the field
- Civil 3D experience
- InRoads experience: Students who are interested in learning more about this program or wish to apply should go to their website https://inroads.org/.
- Experience with technical drawing or model building

Academic Experience

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At this early stage of your career, you should including classroom projects.

In two or three sentences describe your project:
Sentence 1: what was the project/assignment (people need context)
Sentence 2: how does your end product solve the identified need.

In your portfolio you will be able to expand upon the project.

Sample Resumes

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Resume Sections

- **Contact Information**
  - Bold Name
  - Professional Email (that you check)
  - Phone Number (professional voicemail)
  - City, State
  - Portfolio Link
- **Education**
- **Skills**
- **Experience**
  - Reverse Chronological
  - 10 years <
  - Academic Experience
  - 3 – 5 bullet points
  - Action Verbs
  - Relevant skills
  - Dates

First Last Name

Los Angeles, CA
310.555.1212
firstlastname@gmail.com
portfolio: firstlastname

EDUCATION

Santa Monica College, Santa Monica, CA   2012 – Present
AA Degree in Architecture

GCC Technical Institute, Denver, CO   2010
Certificate in Architectural Drafting

EXPERIENCE

C2 Architects, Los Angeles, CA   9/2018-Present
Junior Architectural Designer
- Create review and modify drawing sets in AutoCAD and custom software tools.
- Meet with clients to assist project architect in project research
- Research, document and comply with local and national code requirements in project jurisdictions.
- Submitted drawings and applications to various Jurisdictions for Building Permits.
- Prepared specifications and schedules
- Coordinate design with consultants and engineers
- Produced project drawings and designs, including millwork details, custom home cabinetry design built-in details and accent paint details.
- Prepared construction documents, consisting of plans, elevations, details and specifications, layouts, ceiling plans and lighting designs, materials, finishes, and layouts.
- Renderings and drawings in 3D MAX for presentations to clients.

Mintra Design, Pasadena, CA   5/2015 – 7/2018
Architectural Intern and Designer
- Coordinate drawings with engineers
- Create, review, and modify drawing sets using AutoCAD and Revit
- Perform research for lead architect on specifications, materials, and building codes

Quark Design, Denver, CO   7/2011 – 7/2013
Architectural Drafter
- Produced drawing visualization for construction of a new warehouse building for presentation to the city council.
- The design/rendering was accomplished by utilizing AutoCAD, Photoshop, Autodesk 3ds Max Design and V-Ray.

COMPUTER SKILLS
AutoCAD
Revit
Rhinoceros
3D MAX
Enscape
Sketch Up
Photoshop
InDesign
Illustrator
PowerPoint
Microsoft Office

PERSONAL SKILLS
Current on global design trends

Domestic and international finish materials and vendors familiarity

Ability to manage multiple projects simultaneously

Thrives in a fast paced work environment

Organized and analytical

Experienced problem-solver

Detail oriented

LANGUAGES
English

Spanish

Action Verbs

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accelerated	clarified	designed	forecasted	listened	printed	selected
accomplished	cleared	detected	formed	maintained	produced	served
achieved	coded	determined	formulated	managed	protected	shaped
acquired	collaborated	developed	fostered	marketed	provided	shared
activated	compared	devised	founded	mastered	publicized	showed
adapted	compiled	directed	functioned	measured	questioned	simplified
adjusted	completed	distributed	generated	mediated	raised	solicited
administered	composed	drafted	governed	modeled	recommended	solved
advised	computed	edited	grouped	modified	recorded	specified
allocated	conducted	educated	guided	molded	recruited	spoke
analyzed	consolidated	effected	helped	monitored	reduced	stimulated
annotated	constructed	elicited	identified	motivated	rendered	structured
anticipated	contacted	encouraged	illustrated	named	repaired	studied
applied	continued	established	immunized	negotiated	reported	supervised
appraised	contracted	evaluated	implemented	observed	represented	supported
arranged	convened	examined	improved	obtained	reproduced	synthesized
articulated	conveyed	executed	increased	operated	researched	targeted
assembled	coordinated	exhibited	informed	ordered	resolved	taught
assessed	corresponded	expanded	initiated	organized	responded	tested
assigned	counseled	expedited	instituted	outlined	restored	trained
authored	created	experienced	instructed	oversaw	retained	translated
balanced	critiqued	experimented	interpreted	perceived	retrieved	tutored
briefed	decided	explained	interviewed	performed	reviewed	updated
budgeted	defined	explored	introduced	persuaded	revised	utilized
built	delegated	facilitated	invented	planned	rewrote	verified
catalogued	delivered	figured	investigated	planted	routed	wrote
categorized	demonstrated	financed	judged	presented	scheduled	
chaired	derived	focused	led	presided	searched	

Resume Format & Tracking

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Electronic Resumes:
- Please size the PDF at 8.5 x 11 (under 1 megabyte) and ensure all links are clickable.
- Links created in InDesign often do not remain clickable.
- It is recommended to create the hyperlinks on the PDF resume directly using Adobe Acrobat.

Got a call from an employer?
They are interested in learning more about you & your experiences

Keep track of:
- Job descriptions
- Which companies you are applying to
- Which version of your resume you sent

Multiple Resumes:
A different resume tailored to each position

Trello.com is a free online dashboard:
- Keep track of your job search
- Store copies of resumes submitted for each job

Support @ SMC

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Classroom Support

ARC 70: Portfolio
A look at the importance of portfolios in the design field, the different types of portfolios, and how to create visually cohesive project pages. Students design and build a digital portfolio which can be used for transfer to a university, to apply for employment, or to showcase professional work.

Career Services

Phone: 310.434.4337
Email: careerservices@smc.edu
Webpage: http://smc.edu/careercenter
Instagram: https://www.instagram.com/smccareercenter/
YouTube channel: https://www.youtube.com/channel/UChad0JT9Mzqip03jTmL8_zg/playlists?view_as=subscriber

Academic Counseling

For information on the program, assistance creating your educational plan, or exploring transfer preparation visit the SMC Counseling Center for the Center for Media and Design (CMD):

- http://smc.edu/student-support/academic-support/counseling/contact.php

There are different counselors and programs available to serve all needs. Once on the webpage, to schedule an appointment, select the Center for Media and Design button.

Thank you.