

CAREERS MANUAL

PARC



Paris
College
of Art

RESUME
COVER LETTER
INTERVIEW

JOB SEARCH LINKS
EMPLOYMENT
CREATIVE INDUSTRIES



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PARIS COLLEGE OF ART CAREER SERVICES



Hermes window display, corporate partner project year

Students begin preparing for their careers the day they select the university at which they will study art and design. To further our mission to guide promising students into becoming professional artists, art historians, designers and design managers, the Career Development Office offers students the professional tools required to complement their creative skills as they enter the job market as young artists and designers.

Paris College of Art stresses the value of networking as an important tool to starting one's career. Corporate partnership projects, often done as class assignments, give students an invaluable opportunity to showcase their ingenuity to corporate executives.

Internships, through which students further their creative capabilities and are introduced to the professional aspects of their chosen areas of study, are an integral part of all our academic programs.

Owing to our smaller class size, the Career Development Office and faculty can present students with internships that are a good match with their skills and points of interests.

As most of you know, finding an internship is a common effort. Following up on interviews and internships with the Career Development Office is therefore essential. Motivated students, who are open to different practices usually obtain important professional experience through their course of studies that prepares them for a successful career.

Make the most out of every project, contest, and internship opportunity!

SERVICES PROVIDED BY THE CAREER DEVELOPMENT OFFICE

The Career Development Office guides students as they make their way into the professional world. The Career Development Office and faculty in each department develop relationships in the industry and create internship and job opportunities for students. The Career Development Office works in coordination with the academic leaders to help all students fine-tune the skills needed to prosper in today's most challenging markets by:

- Giving workshops on resume writing, cover letter writing and interviewing skills
- Teaching students about the different job search tools and techniques
- Presenting internship offers to our students
- Connecting alumni to current students
- Organizing guest lectures with professionals from the art, design and design management industries
- Coordinating company projects



Resume Workshop at Paris College

EMPLOYMENT IN THE CREATIVE INDUSTRIES

In France, the creative and cultural industries count 687.000 jobs. This number is higher than the French automobile or telecom industry.

In 2011, the Crafts industry counted 55.000 jobs in France.

In the United States, employment in the creative and cultural field represents 8,4%. China increases its public investments in the cultural sector with 23% since 2007.

87 percent of arts graduates who are currently employed are satisfied with the job in which they spend the majority of their work time. (Source: Inside Higher Ed)

Of those employed alumni, 82 percent are satisfied with their ability to be creative in their current work, whether working in the arts or in other fields.

Only 4 percent of respondents report being unemployed and looking for work – less than half the national rate of 8.9 percent.

84 percent of employed alumni agree that their current primary job reflects their personalities, interests and values, whether their work is in the arts or other fields. (Source: Inside Higher Ed)

Those with degrees in the performing arts and design are the most likely ever to be employed as professional artists, with 82 percent of dance, theater and music performance majors, and 81 percent of design majors working as professional artists at some point. (Source: Inside Higher Ed)



Takasago Project, 2017



Erotokritos Projet, 2017

CHARLOTTE ZOLLER / THE CREATIVE INDEPENDENT

Class of 2011 / Communication Design

Editor and Director of Community Outreach



EFISIO MARRAS / I'M ISOLA MARRAS

Class of 2015 / Photography

Creative Director



MARAM ABOUL ENEIN / MARAM PARIS

Class of 2013 / Fashion Design

Creative Director



SABRINA TARASOFF

Class of 2014 / Fine Arts

Freelance art critic for institutions such as Art Agenda

CHRISTELLE ENQUIST / RAW PHOTO TOURS

Class of 2006 / Design Management

Co-founder, Logistical coordinator, operations officer and tour leader



NOTABLE ALUMNI

Erin Fetherston, Fashion Designer, USA
Tom Ford, Fashion Designer, USA
Bennu Gereede, Photographer, Turkey
Georgia Hardinge, Fashion Designer, UK
Lazaro Hernandez, Fashion Designer, USA
Nicky Hoberman, Painter, UK
Dimitar Lukonov, Sculptor, Bulgaria

Ari Magnússon, Filmmaker, Iceland
Ryan Mendoza, Painter, USA
Julia Restoin-Roitfeld,
Photographer & Art Director, France
David Peck, Fashion Designer, USA
Patrick Robinson, Fashion Designer, USA
Daisy de Villeneuve, Illustrator, UK

STUDENTS HAVE RECENTLY DONE INTERNSHIPS AT THESE COMPANIES

Alexander Wang	Christian Louboutin	Jed Root Europe	Rochas
American Retro	Christie's	John Ribbe	Rue Du Mail
Andrew GN	Colors	La Chambre Claire	Shigeru Ban
Anne Valérie Hash	Condé Nast Publications	Lehman Brothers	Smart Design
Antik Batik	Delphine Murat	Lagerfeld Gallery	Sonia Rykiel
Aesthete	Des Petits Hauts	Lancôme	Sotheby's
Assouline Media	Devi Kroell	Lanvin	Swarovski
Aubade	Dice Kayek	Libération	Terra Foundation for American Art
Bibliothèque Kandinsky	Dim	L'Oréal	Tod's
Balmain	Diane von Furstenberg	LVMH	Torrente
BETC Design	Dior Homme	Kenzo	Tissus Malhia Kent
Bismarck Phillips Communication Media	DM Media	Magnum Photos	Tom van Lingen
Boucheron	Emanuel Ungaro	Martine Sitbon	Ubik/Starck Network
Carré Noir	Euro RSCG	Musée des Arts Décoratifs	Van Cleef & Arpels
Carven	Fred & Farid	Natalys	Viktor & Rolf
Céline	Galerie Hussenot	Nina Ricci	Versace
Celio	Galerie Thaddaeus Ropac	Oscar De La Renta	Victoria and Albert Museum
Cerruti 1881	Giambattista Valli	Ogilvy	Victoria Beckham
Centre Pompidou	Givenchy	Paco Rabanne	Vogue
Centre de Recherche du Château de Versailles	Hachette Filipacchi	Philip Lim	Vouelle
Chloé	Hermès	Quicksand	Wilmette et Associés
Christian Dior	Hervé Leger	Reed Krakoff	WWD
Christian Lacroix	IMGWorld	Rick Owens	Young & Rubicam

RESUME WRITING

A NAME AND CONTACT DETAILS

Name: your name should be on the top and should be one of the first things you see when you look at a resume. So make your name pop up by giving it another form.

Contact details: address, phone and email are mandatory. If your nationality could be a plus for the job, you can mention it. Avoid giving information on religion, age, marital status. Make sure your contact details are up-to-date and your address

B OBJECTIVE

The objective is not required but gives a focus to your resume when you don't have an obvious career path. The objective also makes it possible to get your resume to the right person within the company.

- State your intentions
- Are you seeking an internship or entry-level position?
- In what type of company?
- In which department and/or field?
- Customize your objective to the job for which you are applying!

C EDUCATION

- List your education from most recent and proceed backwards chronologically. College, High School if relevant.
- Indicate the degree you received followed by the date received (BFA, 2008); if you haven't yet graduated you should specify that you are a degree candidate (BFA candidate, 2012).
- Be sure to include the name of the school or university at which you studied as well as the city and country in which it is located.

D WORK EXPERIENCE

- Use past-tense action verbs when describing your job responsibilities, except for the position you currently hold. Refer to the lists of helpful verbs and terms to get you started (see following pages).
- Write concise yet powerful descriptions using phrases or short sentences.
- Listing your information, as opposed to writing it in paragraph format, will help the reader quickly pick up the key elements.
- Don't make it personal; Stick to describing your professional qualifications.
- Keep your thoughts simple and clear.
- Don't understate your accomplishments, but describe them in a way a layperson will understand.
- Describe your "transferable skills" when writing job descriptions for positions you held in an unrelated field.
- The more consistent your language and presentation, the easier it is for the reader to absorb.
- Do not write in the first person.
- Varying length in the job description is useful to draw attention to the more important experiences. Basic jobs in retail

E SKILLS

This section is interesting to use when you do not have a lot of working experience yet. Get inspiration on the description of the different courses you took in order to get the core skills you gained through your education. Make maximum 4 subgroups within the Skills section, for example skills related to design, computer, languages.

F OTHER EXPERIENCES

- Exhibitions, awards and honors: list titles, dates and the organizations or institutions who sponsored
- Partnership Projects within school
- Hobbies: no longer mentioned in resumes of today.
- References: no longer mentioned in resumes of today. Make sure to have references ready when employer asks about it in the interview.

Put your information in order of importance. For example, put education before work experience if you haven't worked much.

GENERAL GUIDELINES ON RESUME WRITING

The resume will give the recruiter the facts about the candidate: where he studied, which positions he held in the past, projects he has worked on, etc. These elements should be strong and accurate, in line with the job position.

PROOFREAD

- Misspelled words, punctuation, and grammatical errors will send your resume right to the trash.
- Take the time to have someone else look it over, such as a teacher or trusted friend with good editing skills. This attention to detail will go a long way.
- Make a PDF version so anyone can view your document, with no worries about formatting or font issues that can arise when attaching a Microsoft Word document.
- Stick to just one or two typefaces to avoid "over-designing." Use variations of the same typeface: bold, all caps, italics, etc. to distinguish different types of information (i.e. Job Title, Company Name, Dates, etc.)
- Keep the margins wide; it will be much easier to read.
- Minimize the use of black lines separating each section.
- Leave some white space!
- Don't make your typeface too large or too small. Most fonts are legible in 8- or 9-point type. Stick with the smallest legible size (remember to consider how it will read when being faxed or scanned), to allow room for white space on the page.
- Bottom line: The "lighter" the overall appearance of the content, the better the chance that it will be read.

DESIGN ISSUES

- Use your design skills! Or, if you are not good with type design find a fellow student to help you.
- To avoid the corporate, generic resume look don't use Times New Roman. There are many interesting, legible fonts to choose from.

DOS AND DON'TS

- Do the 5-second scan. Your potential employer will scan your resume for the most important information in a matter of seconds.
- Do not include any of the following: the word "Resume" or "CV" at the top of the page. Your name is the title of the page.
- Do not include your GPA or any high school information.
- Do be honest. There is no need to embellish your achievements, because you must be able to back up everything you write and feel good about it!

OTHER TIPS

- Keep your resume up to date.
- List your most recent accomplishments first, then proceed backward chronologically.
- Don't be afraid of having more than one version of your resume or of tweaking it to suit a specific job you are interested in pursuing. Consider varying your objective based on the position you are applying for.
- Make the most of your "internationalism;" be sure that your resume reflects your experience of living, working and studying in more than one country.

HELPFUL VERBS FOR RESUME WRITING

administered	distributed	improved	planned	researched
advanced	drafted	increased	prepared	resolved
analyzed	established	informed	presented	reviewed
approved	evaluated	initiated	processed	revised
arranged	executed	installed	produced	scheduled
assembled	expanded	instructed	programmed	sketched
assessed	expedited	interacted	proposed	sourced
assisted	fabricated	interpreted	provided	streamlined
built	facilitated	launched	publicized	strengthened
calculated	gathered	maintained	published	supervised
collected	generated	managed	recommended	supported
communicated	guided	negotiated	remodeled	targeted
compiled	helped	organized	rendered	trained
completed	identified	originated	reorganized	updated
composed	illustrated	participated	reported	utilized
conceived	implemented	performed	represented	volunteered

HELPFUL TERMS FOR RESUME WRITING

ability to delegate	conversant with	persuasive
ability to implement	critical thinking skills	problem solver
ability to plan	detail-oriented	public speaking skills
ability to train	flexibility	results-oriented
ability to work well	follow-through	risk taker
adaptable	follow-up	self-starter
analytical ability	handle multiple tasks	setting priorities
assertive	industrious	take initiative
communication skills	innovative	team player
conceptual ability	leadership qualities	willing to travel
	organizational skills	working knowledge of

First name Last name

Address information · cell number · email address

EDUCATION

2011-2012	Paris College of Art <i>Certificate Studies in Fashion Design</i>	Paris, France
2006-2010	Pitzer College <i>Bachelor of Arts in Studio Art</i>	Claremont, California
2008-2009	Sarah Lawrence Program, Paris <i>Study abroad program in French with focus in art and art history</i>	Paris France
2001-2006	Awty International School <i>International Baccalaureate</i>	Houston, Texas

WORK EXPERIENCE

July 2012- Present	Nathalie Garçon	Paris, France
<i>Studio Design Assistant</i>		
<ul style="list-style-type: none">- Assisted in designing and producing Autumn/Winter 2013 collection.- Assisted the styliste in managing the studio, showroom, and boutique.		
October 2011- May 2012	Paris College of Art	Paris, France
<i>Fashion Campus Assistant</i>		
<ul style="list-style-type: none">- Managed the front desk at the fashion design campus.- Coordinated the campus and assisted professors with projects at the campus.		
January 2012	Diane Von Furstenberg	Paris, France
<i>Showroom Assistant</i>		
<ul style="list-style-type: none">- Assisted in arranging and showing buyers the Pre Fall 2012 collection and accessories.- Styled models.		
January 2011- August 2011	The Tasting Room	Houston, Texas
<i>Wine sales specialist</i>		
<ul style="list-style-type: none">- Educated guests about the wines stocked and sold in the restaurant and at wine tasting events.		
2008-2009	Zara	Houston, Texas
<i>Sales Assistant for Zara</i>		
<ul style="list-style-type: none">- Assisted customers with retail purchases.- Prepared outfits for floor displays.- Coordinated floor layouts for new stock arrival every two weeks.		

SKILLS

- Languages: English: mother tongue - French: advanced level
- Computer: Experienced user of Microsoft Office, Adobe Photoshop, and Adobe Illustrator
- Design: Surface treatment, draping, alternate construction methods

HOW TO WRITE A CONVINCING COVER

Every time you send your resume, include a cover letter. The purpose of a cover letter is to get you an interview.

- Introduce yourself in a strategic way, highlighting relevant experience.
- Write in professional language, and format.
- Be sure to proofread for spelling and grammatical errors, and ask at least one other person to proofread it.
- Make it no longer than three-quarters of a page.
- A cover letter is like a one person interview: Think about what the employer wants to find out about you.
- Qualify statements (i.e. "Having two years experience in retail, I have developed strong professional presentation and client contact skills" is stronger than "I have strong professional presentation and client contact skills")
- Research the company you are applying to so that you can make informed statements about why you want to work there and what you have to offer them.
- Pay attention to the layout of the letter. Keep the font and type of paper you use consistent with your resume.
- Your letter will be viewed as a sample of your language and writing ability. A strong cover letter can make the difference in whether or not you are invited for an interview.
- Structure of a cover letter: Introduction, Main paragraph and closing paragraph



Aubusson Projet, 2017

Your address

Company's address

Date

Dear Sir,
Dear Madam,

INTRODUCTION

- Include how you found out about the opportunity or company (e.g. ANPE, an advertisement, or referral include the person's name.)
- State that you are a student at Paris College of Art and your major.
- Let the reader know you are interested in an internship or entry-level position at their company (use the company's proper name to help personalize your letter.)
- Use the last sentence to express your interest in or awareness of the company. The reader should be able to tell you have done your research!
- Keep this paragraph to 3–4 lines.

MAIN PARAGRAPH

How your education and work experience relate to the job

- Briefly provide the reader with background information, relating your experience to the job for which you are applying.
- If your studies prior to Paris College of Art are relevant, highlight those in one or two sentences.
- If you have had relevant internship, job, or volunteer work experience, highlight this as well.
- Create a concise, dynamic letter that will keep the reader's attention.
- Keep this paragraph to 4–6 lines.
- Note: If you have extensive experience add a third paragraph, but keep it to 3-4 lines maximum.

CLOSING PARAGRAPH

- Indicate that you are attaching your resume and, if appropriate, samples of your work.
- Express your desire to meet the reader in person.
- Reiterate your interest in the opportunity and company.
- Mention that you will contact the reader in a few days.
- Note for Stages/Internships: If you know your availability for the upcoming semester, you can include this information at the end of this paragraph and indicate that Paris College of Art will provide your "Convention de Stage" (for internships in France.)
- Keep this paragraph to 2–4 lines.

Signature

PORTFOLIO PRESENTATION

If applicable, attach samples of your work with your resume and cover letter to a prospective employer. This speeds up the recruiting process and separates you from the rest.

PREPARING PORTFOLIO: CONTENT

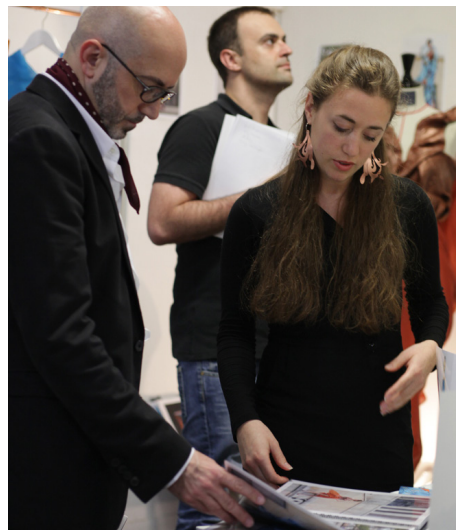
- Select approximately 13 to 15 pieces of your best work.
- If you are uncomfortable with a piece or feel that it needs a lengthy explanation, leave it out.
- Quality is more important than quantity.
- Showcase the range of your design skills and interests.
- The content of your portfolio should focus on the particular field that you wish to enter so do not include examples of work that do not directly relate to the job you are seeking.

PREPARING PORTFOLIO: FORMAT

- Nothing will turn off a prospective employer more than a sloppy, disorganized, or cumbersome portfolio.
- Your portfolio case is the first thing a potential employer will see and you want to be viewed as a professional.
- Invest in a good portfolio suited to the size of work you will be showing and that is easy to handle.
- Choose a portfolio size that will be easy to view while sitting at a desk. A4 or A3 portfolio is usually a good choice; anything larger is cumbersome.
- Arrange pieces in one consistent direction, either horizontally or vertically, for easier viewing.
- Never include original work; it may become damaged or be lost.
- Make your portfolio speak for you: label each piece in your portfolio with a small description including your name and phone number, medium, project topic, and client.
- More than one person may be looking at your work so always include a couple of resumes with your portfolio.
- Be sure to label your portfolio with your name and phone number so that it's easy to recognize. This simplifies the process of dropping off and picking up your work.

WITH APPLICATION DOCUMENTS

- Send copies by mail or attach digital files to an email.
- If attaching digital files, save the files in JPEG or PDF format, and keep the file size per image small (300–500kb is a good size range). Files that are too large may cause problems for the person opening them.
- Gear the work to what the employer is looking for but be sure to show a range in your style as well.
- Attach one multipage document (4 to 7 pages)
- When sending digital files to a prospective employer, you can make his or her life a lot easier by labeling your files carefully.
- Your resume, cover-letter, and samples should all be named in a consistent manner. First name, last name, then the word “resume,” “letter,” or “sample” is ideal, and will make it much easier for the person on the receiving end to locate your files on his or her desktop!





BTK Workshop with Gabriel Jones, 2016



Viktoria Tamas, 2016

INTERVIEW SKILLS

The preparation of the interview is as important as the interview itself: research the company, prepare questions, be on time!

INTERVIEWING: PREPARATION

- Employers are impressed when you can demonstrate a familiarity with their organization.
- Research the company before your interview.
- Prepare questions, based on your research, to ask the interviewer about the company and job.
- Bring at least 3 copies of your resume and a small notepad and pen to take notes.
- Read the job description carefully before the interview and be prepared to answer basic questions such as:

1. Can you tell me a bit about yourself/your educational background?
2. Why do you think you would be a good candidate for this job?
3. Why did you choose this particular field?
4. Where do you see yourself in 5 or 10 years?
5. What are your greatest strengths and weaknesses?

INTERVIEWING: GOOD BEHAVIOUR

- People form an opinion about you in less than 30 seconds!
- Give some thought to the dress code in your industry and dress accordingly. It is always better to overdress rather than dress too informally for an interview. Jeans are rarely appropriate.
- Avoid wearing too much makeup or perfume.
- Chewing gum or hard candy when you are networking and interviewing creates an unprofessional impression.
- Everything about you from head to toe says something about your professionalism and design sensibility. Take charge of the impression you are making.
- Be on Time: Employer surveys reveal that being late to an interview can be a determining factor in not getting a job offer. Arrive at least 10 minutes early to ensure that you will be on time. The extra minutes will afford you the time to compose yourself and focus on the impending interview.
- Body language speaks volumes : You should greet the employer with a firm handshake and a smile. Be sure to maintain eye contact with the employer during the interview. Watch that you aren't tapping your foot, swinging your leg, or wringing your hands. Remember to smile!

INTERVIEWING: THE SALARY ISSUE

- Do not bring up salary in your first interview. Talking about the salary before you discuss the position will make you seem more interested in the money than you are in the job.
- Once you are offered the job, discuss the salary/benefits.
- Research salaries in your field, and in your location before you start negotiating your salary. Visit www.payscale.com for a guide to current salaries.
- Always keep an open mind when negotiating. You should consider what the opportunity is, whether there is growth potential, and whether you think the job will make you happy.

FOLLOW UP

Following up after sending your resume and cover letter to a prospective employer is essential. Remember employers receive hundreds of resumes a week and have very little time to sift through them.

- Three to four days is an appropriate amount of time to wait before following up.
- If you sent your letter via email, follow up with an email. If you sent a fax, follow up with a fax. If you mailed your letter, call and leave a brief message.
- When following up, refer to the date you sent your letter and resume. It will make it easier for the employer to locate your information.
- Be brief and to the point. Remind the person who you are, and let them know that you contacted them just a few days ago.
- If sending an email, identify yourself in the subject field.
- Reiterate that you are a Paris College of Art student or graduate.
- Reaffirm your interest in the position and that you hope to have the chance to meet in person.
- Leave your contact information again for the employer's convenience.

FOLLOW UP LETTERS

- Always send a follow-up letter to your prospective employer immediately after an interview—or even after a helpful telephone conversation. It will not go unnoticed!
- Handwrite or type in business letter format, on appropriate letterhead and send via mail or email.
- Be brief and sincere.
- Thank the employer for taking the time to meet with you.
- Remind the interviewer of the value you have to offer the company.
- Refer to something you discussed during the interview and emphasize your understanding of the company's needs.
- Remind the employer of anything you thought they liked about you. For example, if the employer was interested in a volunteer design job you did for WWF be sure to bring this up, in context, in the letter.
- Reiterate your appreciation for the interviewer's time, and reaffirm your eagerness to be given the opportunity.
- Let them know that you truly believe you have the capabilities necessary for the position, but be careful not to sound overconfident.
- Finish by stating that you look forward to hearing from him or her soon.



Tsumori Chisato Projet, 2016



Compagnons Du Devoir Project, 2016

OPPORTUNITIES IN FRANCE

Here is a list of useful job search links in France.

www.stage.fr specialized site for internships in France

www.kapstages.com use the key words "conception, realization" or "conception web" to research internships

www.jobstage.com use the key words "Arts-Mode" in your search

www.stage-emploi.com good search site for internships in the different fields of art and design

www.designjob.fr use the key words "creation et design" or "communication" for job offers in the field of design

www.jobisjob.fr/paris/design/emploi bilingual site on interesting internships in the field of design

www.citedudesign.com/fr/la-cite/241012-offres-d-emplois-stages direct link to the internship offers on the Cite du Design-site

www.etapes.com/emploi specialized French site on design and communication

www.emploi-design.com the job offers that appear in the magazine Etapes are represented for free on this site

www.profilculture.com internship and job offers on art, design, architecture, audiovisual, web and multimedia

www.indeed.com general and complete site on job opportunities

www.fashionjobs.com job site on fashion, luxury and beauty

www.fashionunited.fr fashion jobs, news, platform for the global apparel industry

<http://magazine.designersinteractifs.org> site promoting digital design, including job offers

http://emploi.afjv.com/video_game_ads.php job opportunities in the fields of videogame design and multimedia

<http://www.design-fax.fr> weekly news and job offers in the field of design

www.lielieududesign.com/offres-d-emploi

Le Lieu De Design is an organization dedicated to design in the region of Ile de France. It promotes the work of designers and brings designers in contact with the professional world. Their site hosts weekly different job offers in the field of design.

OCCUPATIONS IN THE DIFFERENT FIELDS

What professional opportunities do the different degree programs lead to? Here we have listed some of the job titles of graduates from our programs.

ART HISTORY

- Art Critic • Art Librarian • Art Publishing
- Arts Education • Arts organizational consultant • Collections Manager • Consultant to museums, galleries, collectors
- Curator Preservationist

DESIGN MANAGEMENT

- Artistic Director • Brand Consultant • Buyer • Creative Director • Design Manager
- Marketing Manager • Merchandising Manager • Product Development Manager
- Project Manager • Public Relations Manager • Publishing Executive • Store Manager • Trend Setter/Trend consultant

FINE ARTS

- Art Director • Art Educator • Ceramist • Curator • Engraver • Gallerist • Painter
- Printmaker • Product Designer • Sculptor • Set Designer

PHOTOGRAPHY

- Art Director • Commercial Photographer • Digital Specialist • Editorial Photographer
- Fashion Photographer • Photo Editor • Photojournalist • Visual Artist

COMMUNICATION DESIGN

- Advertising Manager • Art Director • Corporate Identity Designer • Creative Director • Documentation Manager • Editorial Designer
- Graphic Designer • Interaction Designer • Motion Graphic Designer • Packaging Designer • Product Designer • Service Designer • Typographer • Web Designer

FASHION DESIGN

- Apparel Designer • Costume Designer • Embroidery Designer • Fashion Buyer • Fashion Editor • Fashion Illustrator • Fashion Forecaster • Fashion Publisher • Fashion Stylist • Knitwear Designer • Patternmaker
- Production Manager • Surface Designer • Textile Designer

ILLUSTRATION

- Advertising Illustrator • Art Director • Book Cover Illustrator • Character Developer for Animation • Children's Book Illustrator • Comic Book Artist • Commercial Illustrator
- Editorial Illustrator • Graphic Artist/Designer • Set Designer • Storyboard Artist • Video Game Designer

CHECK LIST FOR CAREER PLANNING

- Determine your strengths and weaknesses.
- Find out which career choices fit your strengths and interests. Focus on these strengths and further develop them during your foundation program.
- Prepare your portfolio. Gather exceptional work from your courses to include in your portfolio. A portfolio should demonstrate multiple skills, and the development of your portfolio should be a continual process.
- Make an appointment with the PCA Career Development Office to find out about short-term internships.
- Participate in the Resume Writing Workshop, organized every month at PCA.
- Attend the guest lectures during the semester within the different fields of studies. ALL students are welcome to PCA guest lectures.
- Create your LinkedIn profile.
- Participate in contests and competitions that are communicated in the newsletter LOOP as well as the PCA community closed Facebook group.
- When working on a company project in class, make sure to include this experience on your resume.
- Apply for an internship at our partner institutions such as Bibliothèque Kadinsky and Centre de Recherche du Château de Versailles at the Careers Office (JR and SR only).
- Work on your FRENCH if you are not a native French speaker. For internships in France, and Paris, this will be a big advantage.
- Build personal network of professional contacts through faculty referral, internship contacts and personal friends and family.
- Participate in the Work in France workshop where important information about contracts, administration, and interview culture will be covered.
- Connect with the alumni during the alumni/ senior events.
- Keep your resume updated with the different internships, projects, exhibitions you did during your studies.
- Include in your resume any skills you have gained in industry sponsored class projects.
- Choose faculty, previous employers and/or personal contacts to serve as references for you. Make sure to ask their permission to use their names, addresses and phone numbers prior to sending your list of references to any potential employer.
- Before graduating, get informed on the 0-credit internship year or for masters students, the applied studies year.



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