

Interview and CV preparation

Guide on Technical skills for Urban Planning & Architecture



What are technical skills?

Technical skills are the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations. Diverse technical skills are required in just about every field and industry, from IT and business administration to health care and education.

In fact, many entry-level positions across industries require basic technical skills, such as cloud computing in Google Drive and navigating social media platforms. Examples of more advanced technical skills that a job might require include programming languages, technical writing, or data analysis.

Technical skills, sometimes referred to as hard skills, that your resume/cv should always show the practical knowledge you use in order to complete tasks.

This guide will help you with the technical skills companies are expecting to see listed on your resume/cv based on the career field you are applying for.



What is Urban Planning & Architecture career field?

Urban planners decide what can be built where and how outdoor areas will be used; architects create the actual design. Urban planners focus on the big picture of community needs and the impact on surrounding areas, while architects are primarily concerned with their client's needs. Both urban planners and architects must ensure that their projects comply with building codes, land use limitations, and other regulations.

The Urban Planning and Architecture career field gives interns the opportunity to support a wide range of tasks including CAD work, developing sample boards, perform technical analysis, support community development, and more. Participants wanting to expand their experience supporting city planning, technology applications to development, architectural firms, and environmental agencies will be able to work for start-ups and established consultancies, firms and mid-sized companies as they take on business support work and tasks directly related to Urban Planning or Architecture.

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General skills needed

Firstly, let's have a look at some general skills useful in this career field which you should include in your CV.

An important aspect of this Career Field is that it is often required that you have a portfolio available to show at all times.

General hard skills:

- CAD Design & Modeling
- Copywriting - Website Blog
- Creating Presentation Materials
- Creative Design - Photoshop, Illustrator, InDesign
- Data Management - listings, clients, etc
- Financial Analysis & Forecasting
- Marketing
- Project Management
- Prototyping
- Research & Reporting
- Review architectural plans and specifications
- User Journey Flow
- UX/UI Design

General soft skills:

- Attention to detail
- Creativity
- Time-management skills
- Teamwork and collaboration
- Problem-solving
- Critical thinking
- Client Relations and Support
- Effective planning
- Strong organization

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CV examples

EXPERIENCE	WHITE-HILPERT	New York, NY
	- Assist in the preparation of conceptual, preliminary and detailed urban designs, site layouts and supporting materials (reports, maps, drawings) for master planning and urban development projects - Assist in the preparation of development control regulations, urban design guidelines, and other related planning and urban design standards for master planning and urban development projects - Coordinate with other disciplines involved in master planning and urban development projects - Assist in the preparation and presentation of plans and reports to clients and regulators - Space Launch Ground Infrastructure Planning and Design - Commercial Airport planning, licensing and consulting - Airspace analysis and flight safety risk analysis	
	HYATT INC	Chicago, IL
present	- Prepare for proposals, develop work plans, and coordinate planning efforts to support project management - Assists team to work on complex and unconventional types of plans, investigations, surveys, with complex features for which there may be no precedents - To development and maintain relationships with clients and entities and to attendance / run regular meetings or workshops - Provide technical expertise in the preparation of feasibility studies and reports in coordination with the project manager - Involvement in the delivery of hands-on training of entities through a range of workshops and working sessions - Leading and managing projects, scoping and costing of projects, tracking job costs and working to specification - Providing timely and accurate planning advice	
	LIND, SCHIMMEL AND BATZ	San Francisco, CA
	- Develops resource plans, ADP and technology budget recommendations and manages all aspects of the costing and focus for studio work product - Makes individual project and work assignment decisions in correlation with our internal resource strategies - Manages high complexity of work and risk with high level of sensitivity - Identifying opportunities to evolve our comprehensive plans through active engagement with WDI creative portfolio leaders as well as other internal and external partners - Develops, reviews and approves work plans for all studio-related efforts - Functional leader responsible for hiring, firing, leading, developing, directing priorities, performance reviews, merit and bonus planning for the studio - Developing planning principles to establish the unique character, quality of place and defining features aligned with the creative vision for each portfolio	
EDUCATION	LOYOLA MARYMOUNT UNIVERSITY	Bachelor's Degree in Urban Planning
SKILLS	- Transferable skills to take on a variety of types of task with an ability to learn new skills and concepts quickly - Excellent planning and organisational skills. The ability to prioritise tasks, work under pressure and meet strict deadlines is essential - Excellent communication and interpersonal skills, particularly in cross-cultural environments; ability to speak other languages is beneficial - Ability to provide broader view on a problem or solution while retaining the ability to integrate with specialist disciplines - Good communication through sketching, drawing, presentations and/or use of graphic and presentation software (Photoshop, InDesign, Illustrator, Powerpoint) - Strong team working skills, with experience working creatively and collaboratively in wide-ranging contexts - Good written communication skills - An understanding and interest in cross-cutting issues including sustainability, resilience, and climate change - Typically solid experience in architecture, urban design, urban planning, community or economic development in urban contexts - Create and share knowledge, tools and approaches which improve development practice	

Professional Summary

Versatile Architect accomplished at designing commercial and residential structures of varying styles and purposes. Career spanning five years with record of sound, sustainable design that meets or exceeds LEED standards.

Skills

- Structural engineering
- Stress analysis
- Creative designs
- AutoCAD & Revit
- PhotoShop & SketchUp
- Teamwork
- Communication
- Project management

Work History

Architect	04/2018 to Current
Bark Architectural Services – Houston, TX	
- Devise overall strategy for documentation and identify design sets planned for each stage of work including as-built designs and final building information models (BIM). - Discuss zoning laws, fire regulations and building codes with city and county government agencies. - Keep all 14 projects on schedule and within budget while serving as project leader.	
Junior Architect	06/2015 to 03/2018
GLMV Architecture – Houston, TX	
- Assisted with 11 projects from concept through delivery including researching, designing, and producing documents. - Completed site appraisals before and after construction. - Attended all team meetings to resolve technical and project issues, coordinate with team members and review project schedules.	
Architecture Intern	06/2014 to 09/2014
Pierce Goodwin Alexander & Linville – Houston, TX	
- Performed research on structures and materials. - Studied local architectural regulations and codes to assist with designing using AutoCAD. - Recommended minor adaptations and modifications to complete working drawing sets.	
Education	
Bachelor of Architecture	05/2015
University of Houston - Downtown - Houston, TX	

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Steps to take for interview prep

- Refresh your fundamentals
- Research the company to gain an understanding of their work culture
- Prepare technical and soft skill interview questions and answers
- Prepare a portfolio to demonstrate any previous work or skills
- Be aware of your strengths and areas of improvement and have an idea of how you will improve in these areas.

Questions which are helpful to prepare

There would be a mix of standard behavioral questions and technical questions to assess your skills and where you would be most utilized within the company during your internship.

1. What do you like most about architecture?
2. What is your least favorite thing about architecture?
3. What qualities make you a great architect?
4. Describe your design style as an architect.
5. Describe a time a problem arose and how you dealt with it.
6. Describe your worst day as an architect and what you learned from it.
7. What factors led to your biggest success as an architect?
8. Provide an example of when you demonstrated excellent communication skills.
9. Describe a time you dealt with a difficult person and how you handled the situation.
10. In your opinion, what is the key to ensuring a building is compliant with all laws and regulations applicable?
11. Do you work well under pressure?
12. How do you cope with conflict at work?
13. What technologies and software systems have you used in your previous urban planning work?
14. Have you ever faced an ethical dilemma at work? What did you do?
15. How would you explain a complex technical question to someone less knowledgeable?