



# 15 Year Old SYEP Summer Workbook

## Project Based Learning Session 1 - 15

### How to Use the Workbook

This Workbook is what you will use to complete your Portfolio Steps for each of the 15 Sessions.

Be sure to keep a copy available as you move through the SYEP Website.

Speak with your host site leader about how to submit your work.

YOUR NAME :

□ Session 1

Theme of the Session: Welcome to SYEP

**Icebreaker: Allow Me to Introduce Myself (this is an optional step)**

My Profile

- ★ Name:
- ★ Pronouns
- ★ Birthday:
- ★ Date:

My Goals for this Summer 1-3

- ★
- ★
- ★

Would you rather...

- ★

If you could ask one famous person 3 questions...

- ★ Name of famous person:
- ★
- ★

If you could have 3 superpowers what would that be...

- ★
- ★
- ★

You can Illustrate them too!

YOUR NAME :

**Portfolio Step 1: Project Based Learning (PBL) Reflection**

Please complete the following 3-2-1 + reflection answering the following questions:

<b>3</b>	What are 3 things you heard in the video about how Project Based Learning will help you build skills?
<b>2</b>	What are 2 things you hope to learn or achieve through PBL this summer?
<b>1</b>	What is one question you have about Project Based Learning?

What support do you need from your host site?
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YOUR NAME :

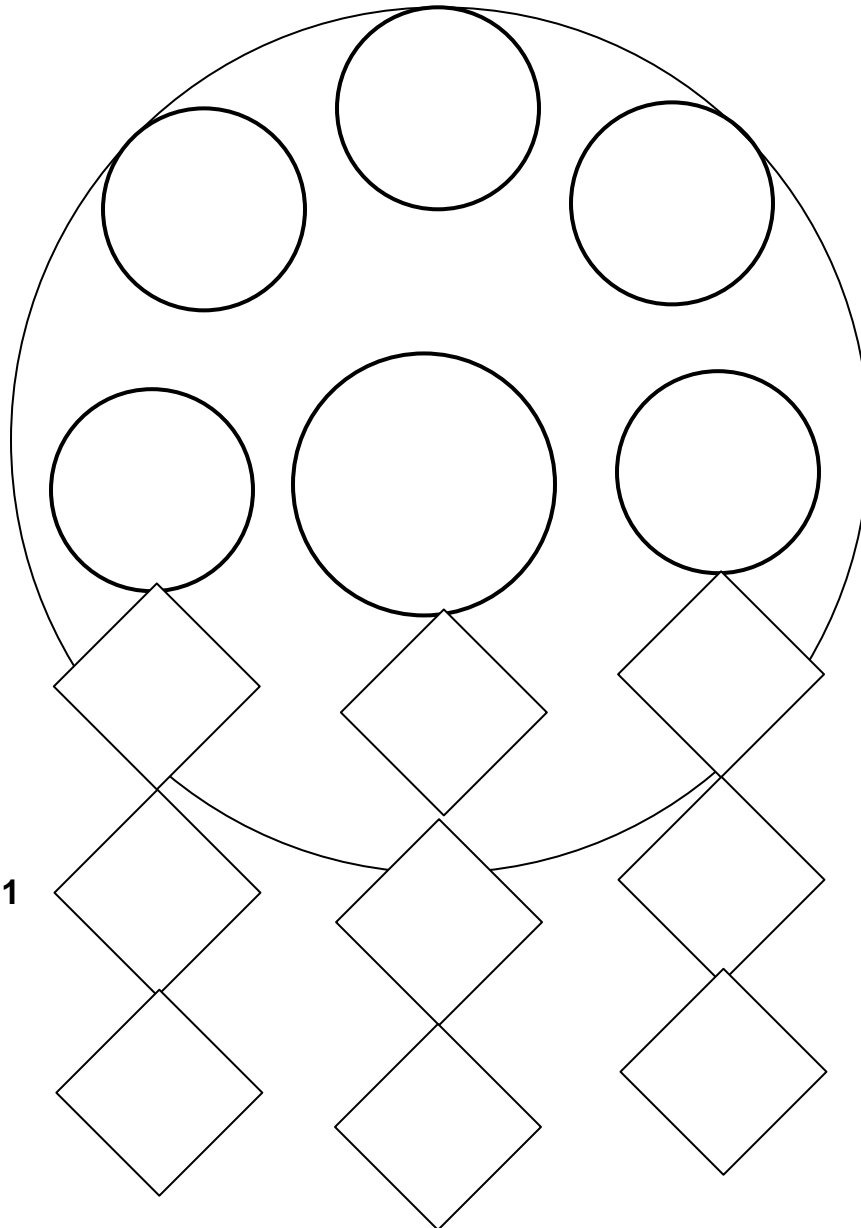
## Portfolio Step 2: Vision Board - Future Goals

This sheet is a place for you to organize your thoughts. When you are done, choose a way to express your Dreams. You can: free draw, make a front page news story, create a comic strip, or use the link in the PBL website to design an online collage. Use the 3,2,1 reflection from STEP 1 to support your work! **You can also draw an image yourself (take a picture to share it), if you cannot print it OR use [Google Slides](#) to recreate,**

**You may answer 1 or all 3 questions.**

- ★ What Makes You Happy?
- ★ What Are Your Biggest Goals Or Dreams?
- ★ What Kind Of Difference Do You Want To Make In This World?

# Dream



# Catcher<sup>1</sup>

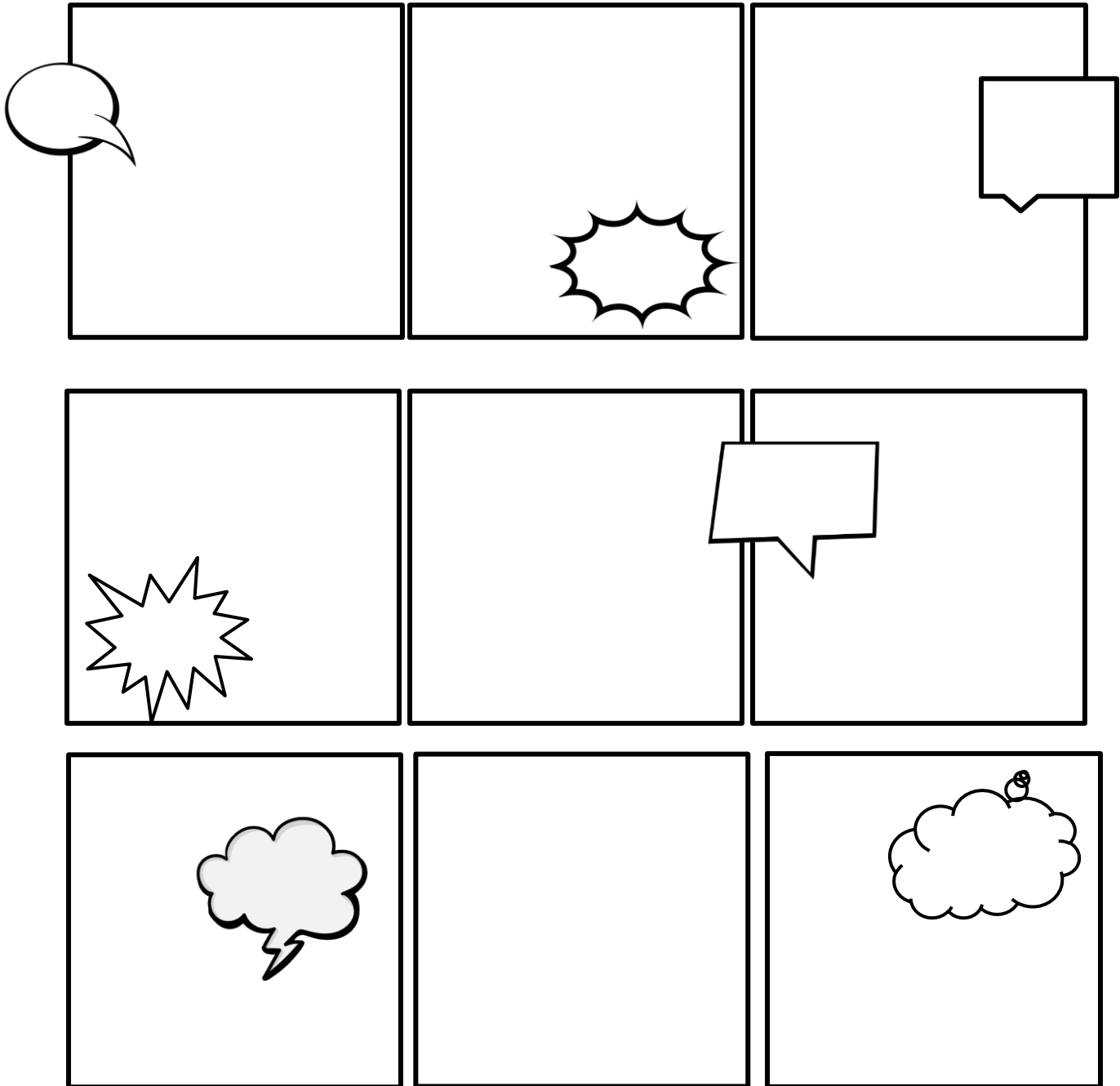
<sup>1</sup> Adapted from <https://www.teacherspayteachers.com/Product/Dream-Catcher-graphic-organizer-for-essay-writing-3039924>



YOUR NAME :

Comic Strip Template<sup>3</sup> (This is a sample. You can create your own by drawing it and sharing a picture, using [Google Slides](#), or create your own comic using [WriteComics](#). You can also fill in the boxes below, by double clicking the image and typing into the space.)

**Title:**



<sup>3</sup>Speech Bubbles from:

<https://docs.google.com/presentation/d/1BAajjX7ak64ddUpLZxp19DhA7p9WB0twBP7Y62JuM90/edit#slide=id.p>

YOUR NAME :

**Portfolio Step 3: Digital Scavenger Hunt (Site Research)**

**Record what you find below. Here are a few things to discover about your host organization:**

**Identify** the mission of the agency:

**Visit** the “about us” page to learn who works on the team and/or who leads the organization.

**Identify** the programs or services provided

**Identify** one thing that you found that’s kind of cool about your organization.

**How** does this organization and the work it does relate to your career goals?

YOUR NAME :

✦ **Session 2**

**Theme of the Session:** Fueling Your Journey

**Portfolio Step 1: Hope Reflection**

Hope, what does hope mean to you? Check out the links and resources on the website to get you grounded in the concept of Hope.

**While you are doing this, consider:**

What is something that might happen soon that you're excited for and hopeful about?

What is something that might happen in one or two years that you are hopeful about?

What does it feel like for you to be hopeful?

Can you think of a time when you were scared or angry? What did you do to help yourself feel better?



YOUR NAME :

In the space below write your definition of hope then take a picture of yourself holding it.

Hope is...	Some fears I have are...
------------	--------------------------

**Portfolio Step 2: Free Write - Hope Hero**

To sustain our own sense of hope, it is often helpful to look at people or situations that inspire our hope--a Hope Hero. A hope hero can be someone you admire because they give you hope, for example:

**Attachment Hope:** a person that inspires you to build and keep trusting relationships, have a sense of connection to others, and have strong survival skills. Like a family member or a person you have a positive relationship with.

**Mastery Hope:** someone that inspires you to become strong and successful, supported in your efforts, and inspired by good role models. Like astronaut [Ellen Ochoa](#), or car engineer [Ralph Gilles](#)

**Survival Hope:** a person or situation that reminds you to stay calm and find ways out of trouble or difficult situations. Like Holocaust Survivor [Elie Wiesel](#) or Underground Railroad Conductor [Harriet Tubman](#).

**Spiritual Hope:** someone or something that inspires you to feel close to nature and all human beings and to draw extra strength and protection. Like environmental activists [Quannah Chasinghorse](#) or [Helena Gualinga](#).

**Collective Hope:** a person or movement that inspires with a shared vision of what could be, with a shared commitment and determination to make it a reality. An activist like [Carmen Perez Jordan](#) or or [Ashram Parsi](#). Or social justice movements like [Dakota Access Pipeline Protests](#) or the [Black Lives Matter Movement](#).

★ What hope “type” do you gravitate to? Why?
★ Can you name a “Hope Hero”?

YOUR NAME :

**Portfolio Step 3: Social Change Vision**

- ★ Given everything that has happened in our country and in our neighborhoods and our schools. What is your vision of the future? What do you hope the future will look like for your community, city, nation or world if we make different choices together?

**Future Vision**

- ★ State your vision for the future. Remember, you can also use the link on the website to complete this digitally. It can be a statement, a poem, a video, or song lyrics!

YOUR NAME :

★PBL (Self-guided): Week 2 – Engage (Session 3 & Session 4)

□□□□ Session 3

Theme of the Session: Making Community

Connections

Portfolio Step 1: Know Want to know Learned (KWL) Chart

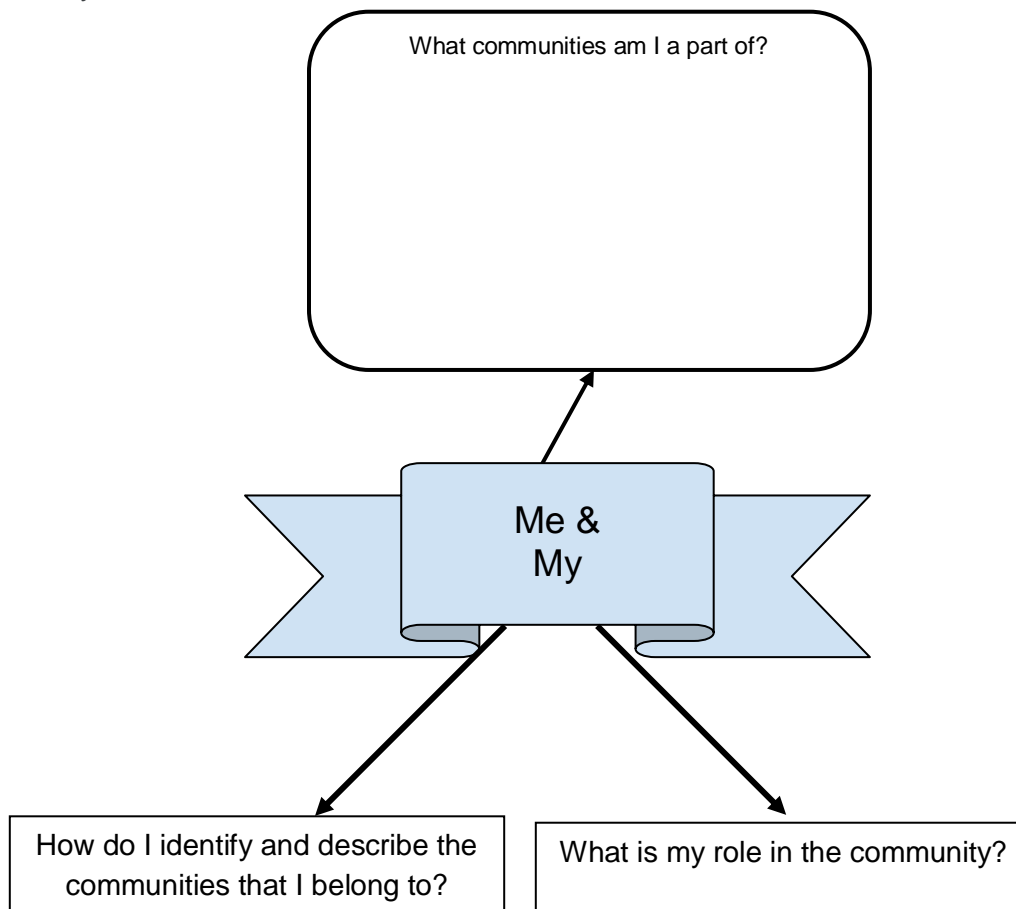
### Various Definitions of Community

Try to go beyond the dictionary definition. Click on at least 3 sources. If you don't find one that speaks to you, write your own or interview family members and friends.

1. [Resource 1](#)
2. [Resource 2](#)
3. [Resource 3](#)
4. [Resource 4](#)

**Draw this yourself if you cannot print it. Check out this quote for inspiration:** "I'm from where they ball and breed rhyme stars, I'm from Marcy, son, just thought I'd remind y'all"

-Jay Z



YOUR NAME :

**Portfolio Step 1 (continued): KWL Chart**

What do you <b>KNOW</b> about the needs, challenges, or opportunities of that community?	What do you <b>WANT</b> to know?	What have you <b>LEARNED</b> ? (You can leave this blank for now)

**Portfolio Step 2: Empathy Map**

As a Designer you will need to understand the people you are designing for and the problem you want to solve. To begin to ground you in the Design Thinking process and talk about community values, you first need to identify what matters to you. Complete the values tree.

**While you're doing this, consider:** What values are most important to you, and which are least important? How do your values fit into your educational or future career goals? How do your values impact your community?

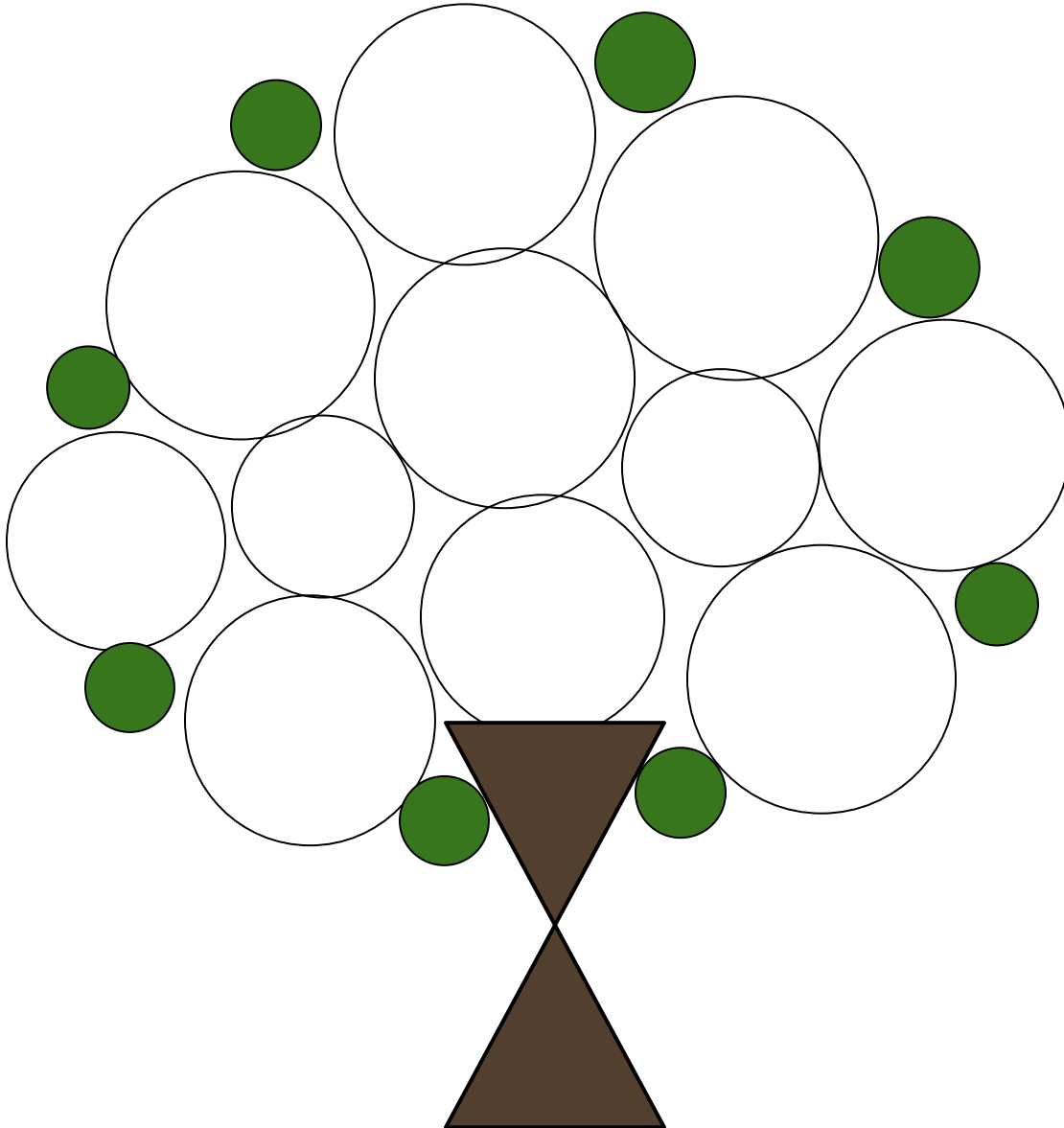
**Use this space to reflect:**

**Use your reflection to complete the Values Tree on the next page!**

YOUR NAME :

**Portfolio Step 2 (continued): (This template is a sample, but you can create your own OR double click on the shapes to fill them in)**

## Values Tree<sup>4</sup>



Draw this yourself if you cannot print it.

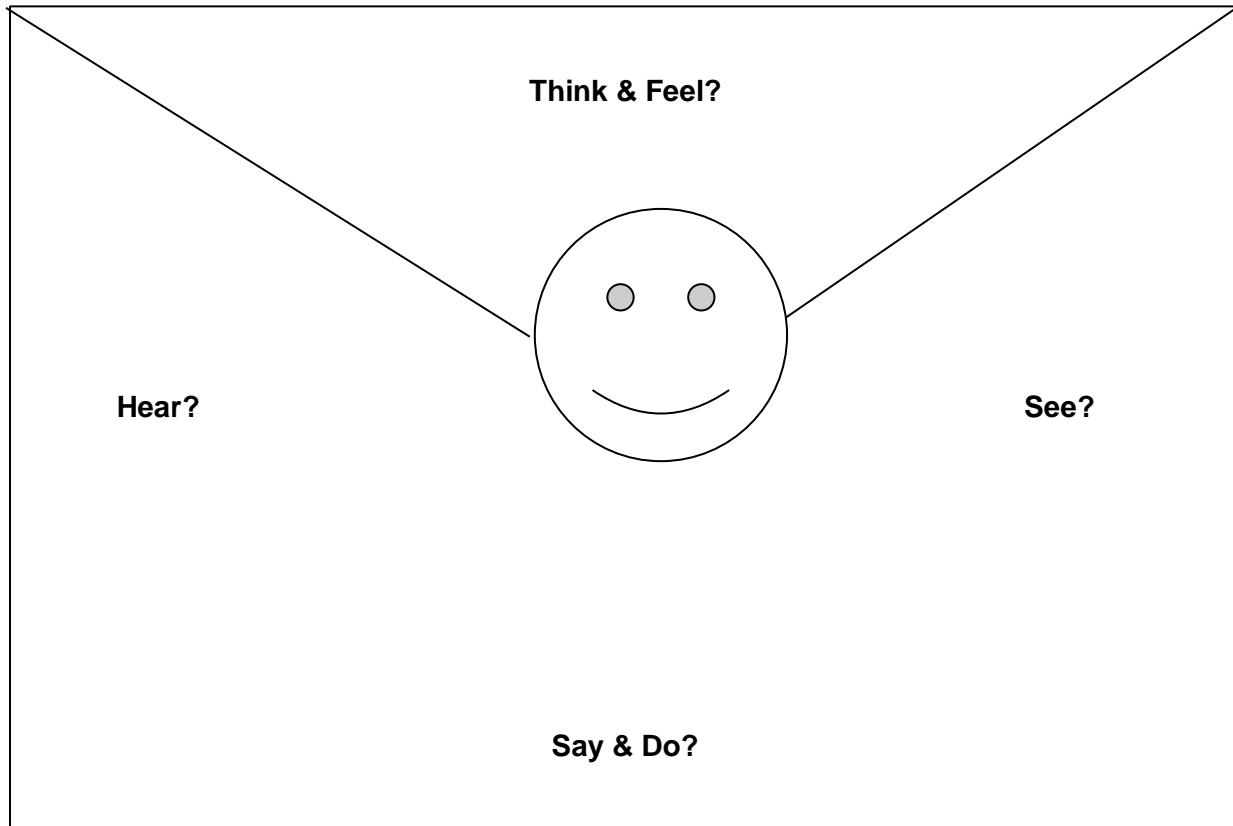
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<sup>4</sup> Adapted from Advocates for Youth, Youth Activist Tool Kit.

YOUR NAME :

### **Portfolio Step 2 (continued): Empathy Map**

Next, start to think about your community's values, strengths, and challenges. This is the Empathize phase of Design Thinking. Check out [this link](#) to learn more and complete the [Empathy map](#)<sup>5</sup> below:



### **Portfolio Step 3: Career Plan: Goal Setting**

Now, take a moment to reflect on the things you know and want to know about the needs, challenges and opportunities of your chosen community, your values, and your career goals.

- Use the [Career Action Plan](#) (at the back of the Workbook) to complete short-term and long-term goals for you and your community. Check out [this video](#) to jump start your work.

While you're doing this, remember to list your personal goals and how these goals could make big impacts in your community. Consider how your industry of interest interacts with your community.

□ **Session 4**

**Theme of the Session:** Communicating with Your Network

<sup>5</sup> Adapted from: <https://www.solutionsiq.com/resource/blog-post/what-is-an-empathy-map/>

YOUR NAME :

## Portfolio Step 1: Relationship Map

### Relationship Mapping: Personal and Professional Connections

**Who are your people? Who are the people that you turn to? Who are the people whose behaviors you value?**

On a piece of paper, draw a circle and put your name in it. As you think about the prompts below, please create a visual map of the people who form a web of support for you.

**Note:** This exercise is for your eyes only. We will not be sharing our maps with each other so be as honest as possible when creating it.

★ **Who do you turn to when:**

- you're feeling excited, hopeful, inspired...Why?
- you're feeling sad, discouraged, lonely...Why?
- you're feeling content, relaxed, fulfilled...Why?
- you're feeling enraged, anxious, restless...Why?
- you need someone who will make you laugh (and possibly distract you)
- you need someone who will hold space and listen without sharing their own experiences...Why?
- you are seeking advice....Why?
- you want to feel connected to someone

★ **Outside of the relationships you identified, who are people or places, that have demonstrated the following characteristics:**

- **Trust** --someone who made you feel as if can be open and honest in your thoughts and actions, and you don't have to waste time and energy "watching your back."
- **Mutual Respect** – you valued their input and ideas, and they valued yours. Working together, you can develop solutions based on your collective insight, wisdom and creativity.
- **Mindfulness** – someone who takes responsibility for their words and actions. Those who are mindful are careful and attend to what they say, and they don't let their own negative emotions impact the people around them.
- **Welcoming Diversity** – someone who not only accepts diverse people and opinions, but they welcome them.
- **Open Communication** –someone who provided open, honest communication.
- **Responsibility**--someone who promises something and is sure you keep their word.

Now, think about your relationships with all of the people on your map. In your workbook, create a list of elements from both lists you believe define a positive relationship--this will be your code of professionalism. Your code of professionalism is how you want to represent yourself in your work experiences. Who do you want to be and what behaviors you want to value?

YOUR NAME :

## Portfolio Step 2: Your Style Communication Reflection

### **Learning More About Your Communication Style**

“Very often our so-called weaknesses are nothing more than strengths pushed to an excess. Confidence turns into arrogance, flexibility turns to inconsistency, trust turns to gullibility and analysis turns into paralysis.”

--Stuart Atkins

The Name of Your Game

When working as part of a group, whether it is at school, in your community or in the workplace, you bring a certain style of communication with you. Take the Communication Assessment using the link in the Website (Session 4, Step 2).

- What is your predominant style?

Now, this doesn't mean that you can't also use other communication styles. In fact, you may switch your communication style depending on where you are. For example, when you are hanging out with your friends, you may be more of a demonstrator; but in school you may be more of a contemplator. (Continued on the next page!)



YOUR NAME :

Look at your top communication style? Do you agree with it? Why? What would your friends or family say?

Do you agree with the negative things that may happen when you overuse your communication style? What would your friends and family say?

Complete the traffic light reflection. What are some things about my communication style that are strengths to continue? What are some aspects of my style that I have to be careful of not doing too much? What are some aspects of my communication style that I have to avoid doing?

### Portfolio Step 3: Digital Presence Action Plan

You will review and revise your digital footprint and create a Digital Presence Action Plan.

#### Digital Footprint: Through The Eyes of an Employer

More and more, the first thing employers do when you apply for a job is to check your digital footprint. Pretend for a moment that you've applied for a job, or that you are scheduled to meet with someone to help you with your summer project. **Review the following elements of your digital footprint through the eyes of this employer or community member who has never met you before:**

- ★ Your email address
- ★ Google your name
- ★ Find yourself on Facebook. What pops up? What Photos pop up? What other posts are you tagged in?
- ★ Find yourself on Instagram--review what you have posted
- ★ Find yourself on Twitter--review what you have tweeted. What have you retweeted that could misrepresent you?

Review your phone's outgoing message.

- What did you notice?

YOUR NAME :

- Are there any things that, taken out of context, could represent you differently than you would like to be represented? Record your answers using the space below:

Now, email or call at least one person from your Relationship Map. Ask them to review your digital print in the same way you did. Ask them for feedback on how you are represented. **Take notes on what they notice!**

**Finally, based on your review and your network's feedback:**

- ★ Are there any things you would like to change?
  
  
  
  
  
  
  
  
  
  
- ★ Do you need to strengthen your privacy settings?

YOUR NAME :

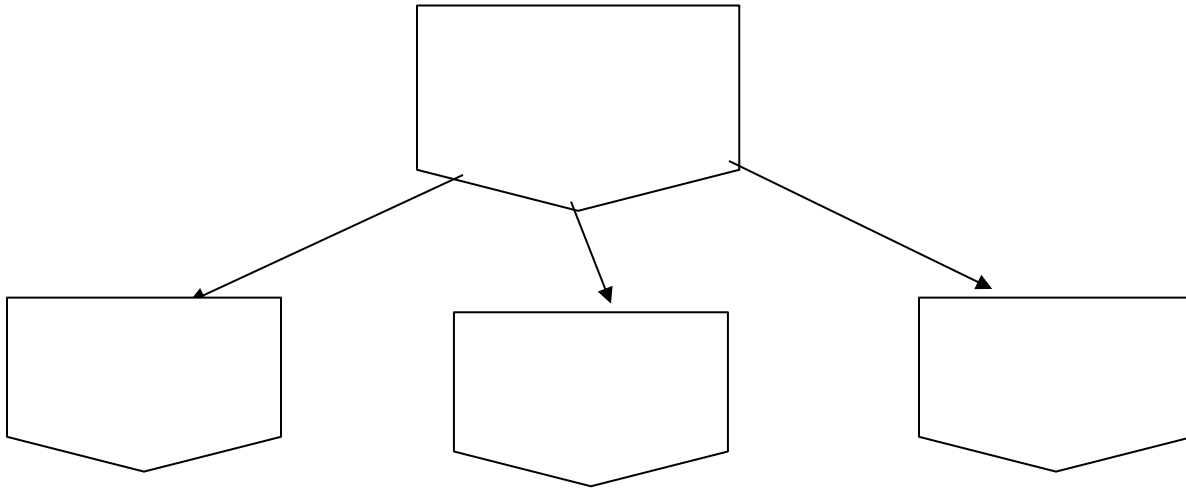
★PBL (Self-guided): Week 3 – Engage (Session 5 – Session 7)

□ Session 5

Theme of the Session: Exploring Citizenship

Portfolio Step 1: Elected Official Review

Complete this graphic organizer. Include which city councilor government website you visited and what you learned. Place her/his name at the top, and three core takeaways!



Three websites and three core elements you discovered. ★ ★ ★
<b>What were you surprised by?</b>
<b>What you might have been confused by?</b>
<b>Choose 1 of your elected rep to read their voting record</b> Where do they stand on the issues you care about?  Do they hold any positions you oppose?

YOUR NAME :

Is there anything you wish you could change their mind about? How might their stance impact your community?

### **Portfolio Step 2: Community Survey**

To get more information on community priorities and begin the data collection process, design a community survey. To get started read this article on the [7 Steps to Create a Community Feedback Survey](#).

When you're ready create your survey using your Workbook or use [Google Forms](#). Check out this [video](#) to support your process.

### **Community Feedback Survey** (Remember, you can complete a Google version)

We would love to hear about your experience and thoughts on what we can do to improve our community!

Name :

Email:

Question 1

- 
- 
- 
- 

Question 2

- 
- 
- 
- 

Question 3

- 
- 
- 
- 

Feedback Comments

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---

---

---

Suggestions for Improvement

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---

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YOUR NAME :

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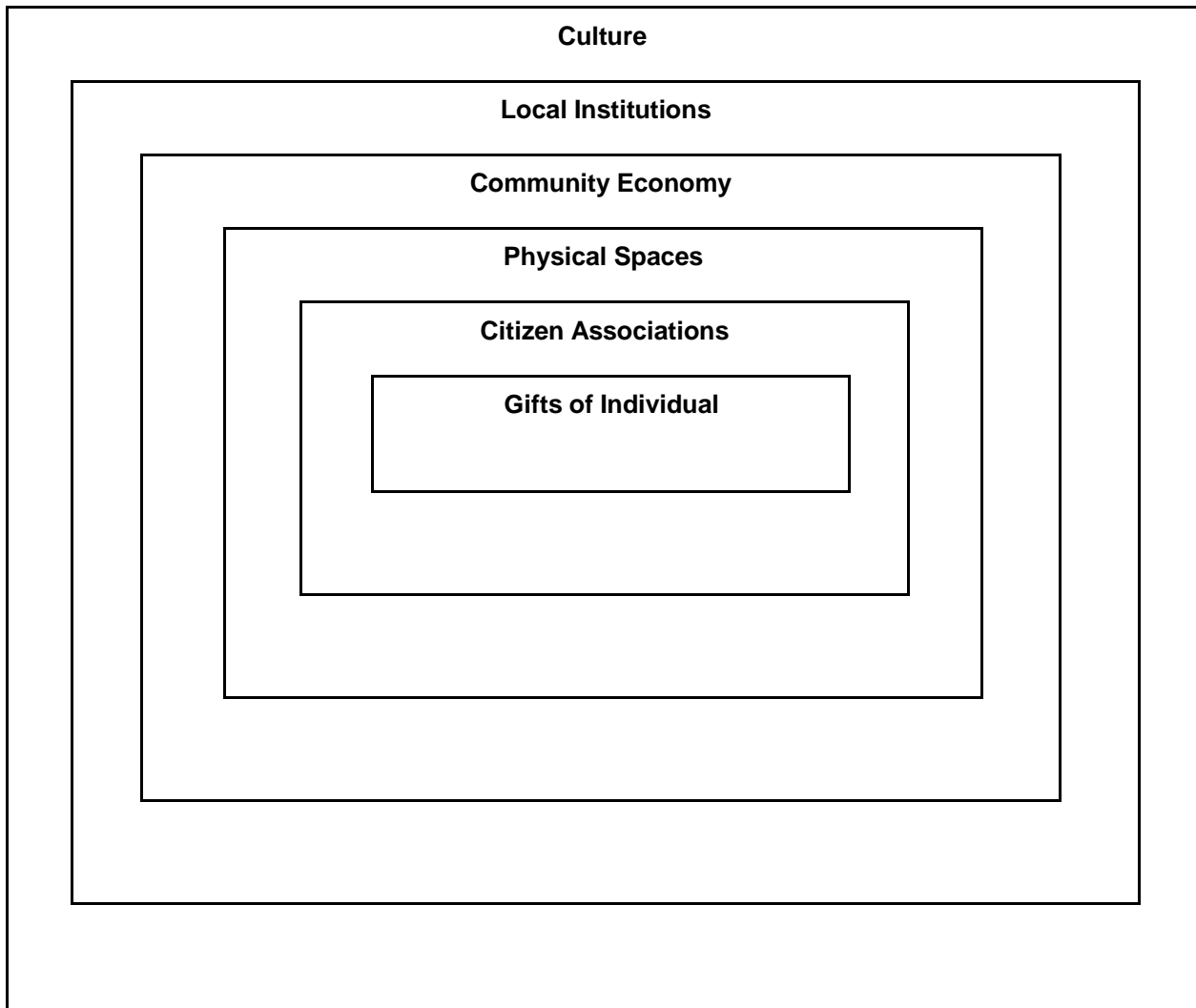
### **Portfolio Step 3: Community Asset Guide**

Finally, create a community asset guide that identifies important locations in your local community. To do so, you might want to conduct interviews with community members or survey people. Check out pages 9-11 of the [Asset Mapping Toolkit](#) for tools to do this mapping. Use your Workbook to map your findings.

#### **While you're doing this, consider:**

1. What do you consider valuable in the community?
2. What do other people find valuable?
3. What resources are present?
4. What would you want to see changed?

### **Community Asset Map**



YOUR NAME :

□ **Session 6**

**Theme of the Session:** Career Exploration - Get Real with Options

**Portfolio Step 1: Post-Secondary Pathways Reflection**

Record your top schools below!

Your Top Schools	Majors of Interest/Sectors of Work

**Portfolio Step 2: Credentialing Analysis**

Complete the graphic organizer below by listing the types of credentials you need to reach your career goals

Dream Career				
Career	Sector	Technical Skills Needed	Credentials?	Questions You Might Have?

YOUR NAME :

**Portfolio Step 3: Career Plan (Credentialing Pathways Inventory)**

For your final step, update the credentialing pathways inventory in your Career Plan! While you're doing this, consider the work you've completed this week. Reflect on how your values shape your professional decisions. What did you discover about your local civic infrastructure? How might civic participation fit into your career plan?

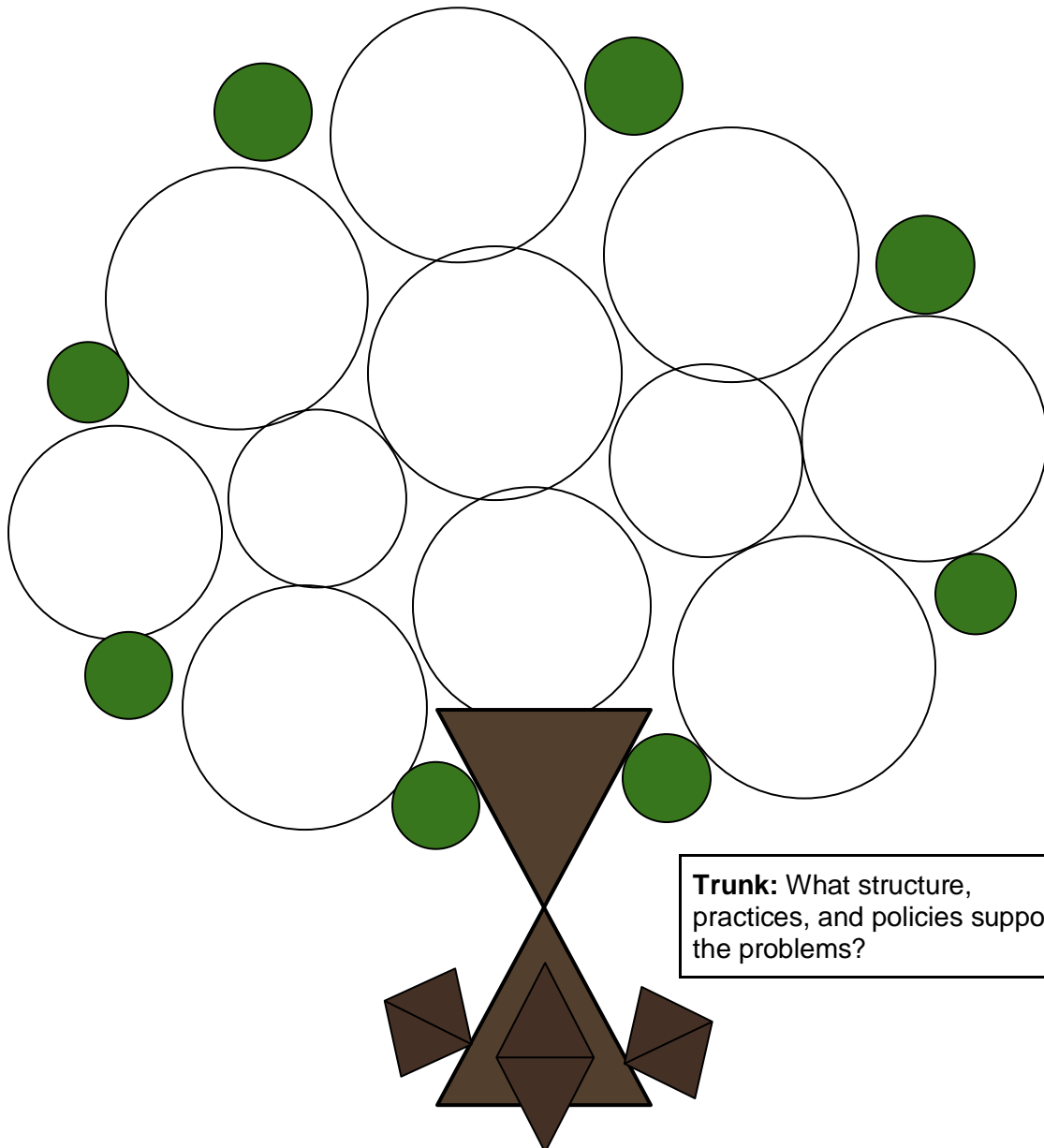
□ **Session 7**

**Theme of the Session:** Designing Your Future

**Portfolio Step 1: Root Cause Tree**

Draw this yourself OR double click on the shapes to fill in.

**Leaves:** What problems do you see your community facing?



YOUR NAME :

**Roots:** Represent the historical, social, and/or economic factors that allow the issue to grow. Why do these structures or policies exist?

**Complete the following reflection questions.**

Now that I've examined the way things are, how can I make them better?

What skills should I learn to start moving in a new direction?

What do I most need to change?

What do I do next?

How can I use this process to tackle a challenge I'm facing in my life?

**Portfolio Step 2: Failing Up Reflection**

What does it mean to 'fail up'? Jay Z said, "You learn more in failure than you ever do in success." Failing up is all about taking risks, being willing to fail, and recognizing that even if you don't succeed, you've learned from the experience. Check out [this video](#) to hear more about how failure is an important part of life.



YOUR NAME :

While you're doing this, write, OR record a 2 min MP3 video about a time that you tried something, and it didn't work out the way you planned. Consider, what was the experience? What did you learn from it? How did this experience impact your future decisions? How might it impact your work on your Design Team's project?

Video recording tools

- ★ [Show Me](#)
- ★ [Adobe Spark Video](#)
- ★ [Buncee](#)

**Use the space below to share your thoughts:**

YOUR NAME :

### Portfolio Step 3: Business Card (digital or Workbook)

Create business cards for the job of your dream!

You will create a business card that represents your personal brand to share with the wider world! You will want to use an index card, a sheet of paper, or you can design on your computer using something like Canva ([business card creator](#)) or business cards templates in Microsoft Word or similar software.

Company Name/ Logo

**YOUR NAME**  
Title

Company Address  
Email  
Phone #

While you're doing this, consider: what are your favorite colors? What are your key words?

★PBL (Self-guided): Week 4 – Engage (Session 8 – Session 11)

#### □ Session 8

**Theme of the Day:** The Bigger Picture

### Portfolio Step 1: Voter Registration & Census Challenge

First, you will consider your community and focus on two very important things: voting and completing the census.

To understand why voting is so important right now, check out [this story about LeBron James and other stars who have formed a Voting Rights group](#) to help get out the vote in November 2020. Now, make sure everyone in your household (including you if you're old enough) are registered to vote in your home state. You can use the website "[Am I Registered to Vote](#)" to help register people.

When you're done with that, **confirm that members of your home as well as your extended family and friends completed the U.S. Census.** To understand what the U.S. Census is all about, check out [this video from Rep. Alexandria Ocasio-Cortez \(NY-14\) and Lin Manuel-Mindra](#) (creator of Hamilton: the Musical)

YOUR NAME :

**List who you is registered for the Census below:**

1. Person 1
2. Person 2
3. Person 3

**Portfolio Step 2: How Money Moves Reflection**

Next, it's time to seriously talk about money. Watch one of these films about money to get yourself up to speed on how money moves in our country and why you need to invest in yourself. Capture your thoughts from whichever film you choose to watch.

- ★ [How the Economic Machine Works](#)
- ★ [Crash Course in Economics 101](#)
- ★ [IOUSA: U.S. National Debt](#)
- ★ [Elon Musk's Basic Economics](#)

**Portfolio Step 3: Wellness Inventory**

Finally, reflect on the ways in which your community's wellness impacts your own wellness.

First, visit the [Center for Disease Control and Prevention \(CDC\) 500 Cities](#) to learn more about the health of your city.

**Then, talk to people in your local community (your family and friends) about the health of the community you all live in.**

YOUR NAME :

★ What is good?

★ What is lacking?

★ What else is needed?

Based on what you learn, you might want to make updates to your final [Career Plan](#) to account for your own holistic well-being (final page)!

□ **Session 9**

**Theme of the Session:** Building Your Professional Network

**Portfolio Step 1: Personal Organizational Chart**

First, you need to re-acquaint yourself with the people who work at your organization and the way that the organization functions. Sometimes, organizations have “organizational charts” that show you who runs which divisions and how information flows throughout the organization.

If you can, re-visit the website of the organization to learn more about the leaders. Also ask your supervisor and/or the HR manager for an organizational chart if they have one. While you’re doing this, remember that not all organizations have these charts, but the people you work with will be able to fill you in (this is why relationships matter!).

**Use the space below to come up with three questions about the organizational chart!**

- ★
- ★
- ★

**Portfolio Step 2: Informational Interviewing Questions**

Next, you should prepare questions for an interview with someone at your organization. Hopefully, you will be able to run the interview with this person! Even if you cannot for some reason, writing these questions will be valuable for you as a thought experiment. Check out the information on the website to guide your process.

YOUR NAME :

**While you're doing this, consider:** what do you really want to know? How do people define success? What does it take to get to success?

- ★
- ★
- ★
- ★
- ★
- ★

### **Portfolio Step 3: Leader Profile**

Finally, you should build a profile of a successful leader from within your organization or more broadly. Check out [this link](#) for a sample of a professional profile to support your work. If you want to go more broad than your organization, you can also consider other successful individuals and research their path to success (i.e. LeBron James, Beyonce) Whether you capture this in your Participant Workbook, on paper or on a platform like [Canva](#), you should capture some dynamic traits about this individual.

**While you're doing this, consider:**

Where did they study?

What was their job trajectory?

What life lessons can they offer?

What are the big takeaways?

□ **Session 10**

**Theme of the Session:** Leadership in Your Community

### **Portfolio Step 1: Industry Graphic Organizer**

First, you will want to identify at least one other organization besides your worksite that aligns with your interests. Next, make a list of potential interesting organizations and agencies.

#### Organizations/Agencies

**Name of Organization:**

**What I found Interesting:**

**While you're doing this, remember:** industry is evolving! Some small new start-ups will be at least as interesting to you as long-standing established organizations. **Choose at least one**

YOUR NAME :

**organization and navigate to their website to learn more about their mission. Capture some information about this organization as well.**

**Organization Name:**

**Mission:**

**Work Focus:**

**Portfolio Step 2: Community Impact Reflection**

Next, you will explore the wider community geographically around your worksite and/or where you live.

**While you're doing this, consider:** what industries are present in your community. How would you define the economic health of your community based on the industries present?  
**Write what you discover below:**

**Next,** Consider ways in which local businesses are actively participating in community change efforts.? How do you know? Using the space below, or [this site](#), to complete a brainstorm of ways your industry of interest can support or impact the health of your community.

**Brainstorm!**

YOUR NAME :

While you're doing this, remember this step is about [ideating](#), or the process of generating ideas. Ideation plays a central role in Design Thinking and PBL. The ability to ideate will support your project and build your career ready skills!

### **Portfolio Step 3: Mock Interview Notes (You can do a video too!)**

In Session 9 you had the opportunity to draft questions for an industry expert, a staff member at your host agency, or a community leader. Now it's time to revise your questions and conduct your interview. Record notes from your interview. If you're not able to complete the interview, record a 2 minute mock interview. While you're doing this, consider what information is the most important to you. What questions will contribute to your own knowledge or skill development? Remember to prepare for your interview beforehand. Practice your power pose from Session 7, and don't be afraid to ask the questions that matter to you! Check out [this resource](#) for support.

### **Interview Notes**

□ **Session 11**

**Theme of the Session:** Bossing Up!

### **Portfolio Step 1: Resume**

A resume is a document that highlights your experience and skills, and provides the most important information an employer needs to know when they consider a new hire. A typical resume will include the following:

1. **Contact information**  
Your name, address, phone numbers, and email
2. **Objective or Summary of Qualifications**  
Qualifications for the desired position

YOUR NAME :

3. **Experience/Work History**

Present and/or past experience (volunteering, employment, awards) including dates, companies, job titles, and relevant skills and accomplishments.

4. **Education**

Highest level of education completed.

Check out [this link](#) to learn how to create your resume.

Remember, a resume is not only for looking for a job. You'll need a resume for applying to credentialing programs, colleges, and even volunteer positions. Visit [this link](#) to learn more.

You can use the template below (next page), a word document, [Canva](#), or [Resume Builder](#) to create your resume.

**Portfolio Step 2: LinkedIn Profile**

Next, you will review and analyze examples of cover letters. A cover letter is a one-page document that you submit as part of your job application (alongside your resume). A strong cover letter is carefully crafted to highlight specific skills, accomplishments, and career interests. It should be tailored to a specific job and communicate why you think you'd be a good fit for the position. Review these [sample cover letters](#) or [these](#).

While you're doing this, consider what language makes a strong impression. What do you notice about formatting? What do you like? What might be missing? Use this to create your own!



YOUR NAME :

## Resume Template

Your Name

---

City, State, Zip code  
Student@email.com |(555)555-5555

### OBJECTIVE

A highly motivated student at [highschool/college] with credentials in \_\_\_\_\_ . Looking to gain experience and enhance skills in the areas of \_\_\_\_\_. My abilities in \_\_\_\_\_ will help contribute to [Target Company's] success in \_\_\_\_\_.

---

### EDUCATION

Highschool/College, City, State

Area of Study (e.g. Bachelor of Arts/Science in your major)  
graduation date

Expected

- Cumulative GPA
- 

### EXPERIENCE

Name of Organization, *Location*

Employment Dates

*Title*

- Description of services

Name of Organization, *Location*

Employment Dates

*Title*

- Description of services
- 

### AWARDS AND HONORS

- Award received

Date

- - 
  -
- 

### SKILLS

Technical:

Soft:

Hard:

YOUR NAME :

## Cover Letter Sample<sup>6</sup>

Your Name

---

City, State, Zip code  
Student@email.com |(555)555-5555

Name of Executive Director  
Name of Organization  
Address  
City, State, Zip  
(888)888-8888

Re: Internship Position

Date

Dear Hiring Manager,

My name is \_\_\_\_\_ and I am a student in my \_\_\_\_\_ year studying [Major/Area of Study] at [Highschool/University]. I am excited to be applying for the [Position] at [Target Company]. I came across this opening on [Website/job board/ referral] and knew that I could not pass up this opportunity.. I am confident that my skills and studies in \_\_\_\_\_ make me the perfect candidate for this role.

With experience at/in \_\_\_\_\_, I gained valuable expertise in \_\_\_\_\_, while further developing \_\_\_\_\_. I have maintained an excellent track record of success in \_\_\_\_\_ and I am positive that I would contribute to the continued success of [Target Company].

What draws me the most to [Target Company] is \_\_\_\_\_. and I strongly agree with [Target Company's] mission to \_\_\_\_\_. I am eager to learn more and apply what I have already learned to \_\_\_\_\_.

Please see my attached resume which highlights my education, \_\_\_\_\_ and my ability to \_\_\_\_\_. I look forward to possibly scheduling a time for us to further discuss how I can be an asset to your team. Thank you for your time and consideration towards my application.

Sincerely,

Next, use your resume and cover letter to create or revise your LinkedIn account

### Portfolio Step 3: Jobs Inventory - Discovering What Fits

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<sup>6</sup> Adapted From: <https://resumegenius.com/cover-letter-examples/college-student-cover-letter-sample>

YOUR NAME :

Finally, start to explore potential jobs by visiting a job board and identify three jobs that you're interested in. Before you start, revisit the Career Scavenger Hunt you completed in Session 6 to help you identify the sector(s), core skills, and interests associated with your career goals. You can explore the job boards listed below, or search through resources you're familiar with. Check out [this video](#) to learn how to start your search.

Complete the Jobs Search graphic organizer:

Job Search <sup>7</sup>	
<p>Company: Position: Contact Person: Email: Telephone: Address:</p> <div style="border: 1px solid black; padding: 5px;"><p>TO DO:</p><p><input type="checkbox"/> Send Application → Date: <input type="checkbox"/> Send Thank You Letter → Date:</p></div> <p>Interview <input type="checkbox"/> Yes      Date: <input type="checkbox"/> No</p> <p>Follow-up Interview <input type="checkbox"/> Yes      Date: <input type="checkbox"/> No</p> <p>Results: <input type="checkbox"/> Hired <input type="checkbox"/> Not hired</p>	<p>Company: Position: Contact Person: Email: Telephone: Address:</p> <div style="border: 1px solid black; padding: 5px;"><p>TO DO:</p><p><input type="checkbox"/> Send Application → Date: <input type="checkbox"/> Send Thank You Letter → Date:</p></div> <p>Interview <input type="checkbox"/> Yes      Date: <input type="checkbox"/> No</p> <p>Follow-up Interview <input type="checkbox"/> Yes      Date: <input type="checkbox"/> No</p> <p>Results: <input type="checkbox"/> Hired <input type="checkbox"/> Not hired</p>
<p>Company: Position: Contact Person: Email: Telephone: Address:</p> <div style="border: 1px solid black; padding: 5px;"><p>TO DO:</p><p><input type="checkbox"/> Send Application → Date: <input type="checkbox"/> Send Thank You Letter → Date:</p></div> <p>Interview <input type="checkbox"/> Yes      Date: <input type="checkbox"/> No</p> <p>Follow-up Interview <input type="checkbox"/> Yes      Date: <input type="checkbox"/> No</p> <p>Results:</p>	<p>Company: Position: Contact Person: Email: Telephone: Address:</p> <div style="border: 1px solid black; padding: 5px;"><p>TO DO:</p><p><input type="checkbox"/> Send Application → Date: <input type="checkbox"/> Send Thank You Letter → Date:</p></div> <p>Interview <input type="checkbox"/> Yes      Date: <input type="checkbox"/> No</p> <p>Follow-up Interview <input type="checkbox"/> Yes      Date: <input type="checkbox"/> No</p> <p>Results:</p>

<sup>7</sup> <https://kellymariedunnblog.wordpress.com/job-help/samples/job-search-log/>

YOUR NAME :

<input type="checkbox"/> Hired <input type="checkbox"/> Not hired	<input type="checkbox"/> Hired <input type="checkbox"/> Not hired
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Remember, while job search engines can provide an efficient means of identifying and applying for jobs, it's important to utilize some proactive techniques to leverage the power of the database. **Here are some helpful tips:**

1. Read through job descriptions carefully to mine for keywords and identify the skills (technical and soft skills) required for the role
2. Identify how many of the requirements/qualifications you meet and what you might need to build.
3. While you're searching, consider if beyond the job title, this is a job you want.

★PBL (Self-guided) : Week 5 – Engage (Session 12 – Session 15)

**Session 12**

**Theme of the Session:** Moving Forward

**Portfolio Step 1:**

First, you are going to undertake a “values inventory” to more deeply reflect on the values that are important to you personally and professionally. Return to the values work you completed in Session 3 to support your work. Follow this link to the [Clarkson University Values Worksheet](#) to take an inventory. Note, if you cannot print it, list your core values below:

Values:
---------

If there are other values that are important to you, but you didn't find them on this list, feel free to note those values below. 5 Of all the values you identified as important, list your five (5) most important values below. List them in order of importance, with one (1) being the most important.

1.)

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2.)

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3.)

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4.)

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5.)

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**Portfolio Step 2**

Next, make a list of needed skills for your dream jobs.

YOUR NAME :

Dream Jobs Required Skills			
Job	Skills		
	Skills Required	Skills you Have	What you can build

**While you're doing this, consider: what is a non-negotiable? What are you open to discussing? What can you live without? Don't sell yourself short!**

**Portfolio Step 3:**

Finally, you've perfected your resume, created a list of three of the most interesting jobs you might want to consider. Now it's time to select one job and update your cover letter! Watch [this video](#) or visit this [resource](#) to learn the Portfolio Steps for crafting your cover letter like a pro.

YOUR NAME :

While you're doing this, make sure to have your revised resume and the job posting available - you'll use these to inform your work. You can write your cover letter using the template from Session 11, a word document, or select a template from [this resource](#): While you're doing this, consider who you will ask to review your cover letter and provide feedback.

List three people to review your cover letter

- ★
- ★
- ★

Remember, your cover letter is a critical part of your application, so be sure you feel confident about your work before you submit it with a job application. Once you do, gather your materials and take a leap by applying for one job or internship.

**BONUS:** You are invited to identify at least one free (don't pay!) course online that you can use to level-up your needed skills. While you're doing this, consider: what is an essential skill you don't yet have? What do you already know but want to get better at? What are you expert in? Check out these links to explore:

1. [Coursera](#)
2. [HarvardX](#)
3. [OSHA Training](#)
4. [Free & Low-cost Tech Courses](#)
5. [Alison.com \(Learning Pathways\)](#)

## Session 13

**Theme of the Session:** Sustaining Your Network

### Portfolio Step 1:

First, you will explore more strategies to learn how to build your networking muscle. To start, watch the video [How to Network Like a Pro](#). As you watch, consider who you want to meet in your industry and why? How might this person expand your connections or support your career growth? If you connect with them digitally, what might be some action steps to follow-up?

**Identify three conversation starters, one question, and follow-up strategy, to support your networking success!**

Conversation starters

- ★
- ★
- ★

Question

- ★

YOUR NAME :

Follow-up strategy

## Portfolio Step 2

List of 5 people you connected to

- ★
- ★
- ★
- ★
- ★

Next, revisit your LinkedIn page and see if there is anything you want to revise. Consider your 'About' statement. Does this reflect your current interests and career goals? Make sure to update your experience as well as your skills.

Once your profile fully demonstrates your expertise and experience, research groups in your industry and join those that interest you. Then, connect with 5 people by browsing through the "People you may know" section of your My Network page, or simply enter the person's name into the search bar on the LinkedIn homepage. Be sure to send a personalized message along with your invite. You can utilize some of the tools below or what you learned in the Hats and Ladders 2 course to support this work. Draft your personalized messages below:

**Personal LinkedIn Invite Message:**

## Support Tools:

1. [Want People to Accept Your LinkedIn Request? Use these 10 Templates](#)
2. [LinkedIn Networking: How to Cultivate Meaningful Connections Online](#)
3. [How to Maximize Your LinkedIn Endorsements](#)

YOUR NAME :

**Portfolio Step 3:**

Finally, consider one person who has helped you along your leadership and career journey and write them a thank you note. A big part of maintaining professional relationships includes showing appreciation or gratitude when someone supports you.

Maya Angelou said, “I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.” Let’s make someone feel great today! You can use an email, an [e-card](#), or design a personalized note. While you’re doing this, check out [this resource](#) to help craft your letter.

For your last step, identify one person you worked with this summer who can a.) provide a reference letter for a future job opportunity and/ or b.) endorse your skills on LinkedIn. When you’re ready, craft an email to this individual. Draft your letter below:

<p><b>Reference Email Draft:</b></p>
--------------------------------------

**Session 14**

**Theme of the Session:** Effective Communication

**Portfolio Step 1:**

Check out “[Communication Skills for Workplace Success: Employers Look for These Communication Skills.](#)” Read through this document to understand the Top 10 Communication Skills in workplaces. While you’re doing this, you may want to click through some of the hyperlinks that are there too!

**Now, capture your top three communication skills below:**

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YOUR NAME :

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**Next, practice the skill of Active Listening. Write about your experience below!**

★ Active listening reflection

**How did it go?**

**What did you notice about your behavior?**

**What are some takeaways?**

## Portfolio Step 2

Watch [TED talk](#) and practice power poses & identify YOUR power pose!

Next, watch the linked Ted Talk to understand ways to be powerful in your communication. While you're watching it, stand up and take a turn doing all the poses proposed.

★ What did you learn about yourself?

★ What's your power pose? Why? When might you use this in your life?

YOUR NAME :

**Portfolio Step 3:**

Create a 2 minute TED Talk of your own about your communication style. Check out [this link to 8 steps](#) to run a great TED Talk. After you have read through the 8 steps, draft your own 2 minute TED Talk. Write it out, practice it, and record yourself talking for 2 minutes about something you feel strongly about.

**Note:** While you're doing this, consider: How do you want the world to understand you? Use the space below to plan and jot down ideas!

□ **Session 15**

**Theme of the Session:** Creating Your Happiness

**Portfolio Step 1: Project Showcase Plan**

First, revisit your workbook and review the work you've completed during this experience. Identify what you're most proud of and what you would like to showcase to your family, peers, or professional network. You decide what is the most meaningful.

While you're doing this, consider your audience.  
What might you show to a friend or family member?

What would you present to a future employer?

YOUR NAME :

Are there any items you would like to spend more time on, or have someone review and provide feedback?

### **Portfolio Step 2: Final Career Plan**

Next, you'll spend some time completing your Career Plan (the final pages of the Workbook), revising your budget tracker, and identifying how you will continue to invest in your future wellness. Return to your Career Plan and [Budget Tracker](#). Check out [this link](#) to support your budgeting process.

**Review the short and long term SMART goals you identified at the beginning of this journey.** Are you still motivated by these goals? What resources might you need to support your next steps?

#### **Remember to review your budget.**

Are you still sticking to your finance goals? If not, what might be getting in the way?

Consider how you will continue to invest (your time and money) in your well being and your future. This investment includes self-care and caring for your community. Self-care and community care are deeply connected, and we need both for healthy and resilient communities. Check out [this resource](#) and list three things you will do to care for yourself and your community in the months aheads.

### **Portfolio Step 3: About Me Page**

Finally, make a strong commitment to your future by building an [About.me](#) page or similar web presence. Consider where you are in your career journey and where you want to go next. Think about past experiences, the skills you've developed, and what you want to share with future employers.

**Remember, this is your story and your brand - create something unique that connects with your audience and showcases who you are!**

While you're doing this, consider:

1. Are you on track to meet your goals?
2. How did our community or work-place project impact you?
3. How did it impact your community?
4. What went really well?
5. What are you most proud of?
6. What would you try next time (Think big!)
7. What advice would give to the next project team to tackle this issue?

YOUR NAME :

Now, take a deep breath and give yourself a pat on the back. Really, pat yourself on the back! You've completed all 15 sessions and completed a lot of work along the way. Now it's time to celebrate yourself, thank those who supported your journey, and commit to achieving your goals!

As you take your next Steps, whether that's pursuing your dream career, enrolling in a credentialing program, or finding an internship, remember this quote:

"Change will not come if we wait for some other person or some other time. We are the ones we've been waiting for. We are the change that we seek." — **Barack Obama**

**Be well, be safe, and remember this is your journey - make it YOURS!**

## Career Action Plan<sup>8</sup>

1. Self Assessment/evaluation	
What are your strengths? ★ ★ ★ ★	What are your weaknesses? ★ ★ ★ ★
What are you passionate about?	What are some things that you are good at? ★ ★ ★ ★ ★
Note: Have a friend or family member work with you on identifying your strengths. They may see your passions and strengths in a different perspective than you	
What type of work environment do you want to work in?	

<sup>8</sup> Adapted from:

YOUR NAME :

List 5 areas you may be interested in working

- ★
- ★
- ★
- ★
- ★

## 2. Explore Your Options

I want to be:	Requirement/ Actions to take
Pros	Cons
I want to be:	Requirements/ Actions to take
Pros	Cons
I want to be:	Requirements/ Actions to take

YOUR NAME :

Pros	Cons

Note: Seek advice from friends, family members, teachers, mentors, and others. Talk to them about you career goals and ask for their input

### 3. Set Your goals

S.  
M.  
A.  
R.  
T.

What is your long term goal?
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How will you achieve this goal?
---------------------------------

Set Small goals that will help you reach your main goal

Goal:	Goal:
Goal:	Goal:

Come up with 3 actions that you can take right now no matter how big or small that will propel you towards your goals

- ★
- ★
- ★

YOUR NAME :

Note: Share your goals with the people close to you. Doing this will give you further incentive to complete your goals.

4. Update- Set dates to look over and update your plan as you see fit

Last updated:	Last updated:
Last updated:	Last updated:

YOUR NAME :

## Budget Tracker<sup>9</sup>

Month/Year:	Income:	Total Expenses:	Total Savings:	Monthly Goals:
-------------	---------	-----------------	----------------	----------------

	Budgeted	Actual	Difference
--	----------	--------	------------

### Income

Income Source #1			
Income Source #2			
Other Income Sources			

### Debt

Student Loans			
Credit Card			
Other			

### Savings/Investments

Extra Debt saving			
Emergency Fund			
College Fund			

### Home

Rent/Mortgage			
Maintenance			
Other:			

### Living Expenses

Food (Groceries)			
Dining Out			
Household supplies			
Clothing			
Childcare			
Entertainment			
Education/Books			
Toiletries/Cosmetics			
Laundry			



YOUR NAME :

### Wellness Plan - Me & My Community

How will you continue to take care of yourself and your community? Consider what wellness means to you. Financial wellness, physical and emotional wellness, spiritual, etc.

ME	My Community

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<sup>9</sup> Adapted from: <https://www.budgetsmadeeasy.com/free-monthly-budget-templates/>