

Portfolio Workbook Younger Youth (YY)

☆ YDI PBL YY (Self-guided): Week 4 - Investigate & Act (Session 8 - Session 11)

NOTE: This is a “live” document. As you fill it in, the formatting will shift. Make adjustments to meet your needs.

📅 Session 8

Theme of the Session: Navigating Power

📅 Portfolio Step 1: Powering My Project (Ted Talk Reflection)

What is Power?: Watch Eric Liu’s [TED Talk](#) on understanding power.

If you have an opportunity to interview Eric Liu, the author of this lesson. What are three questions you would ask him?

- 1.
- 2.
- 3.

What types of power do you think need to drive the project area you have chosen?

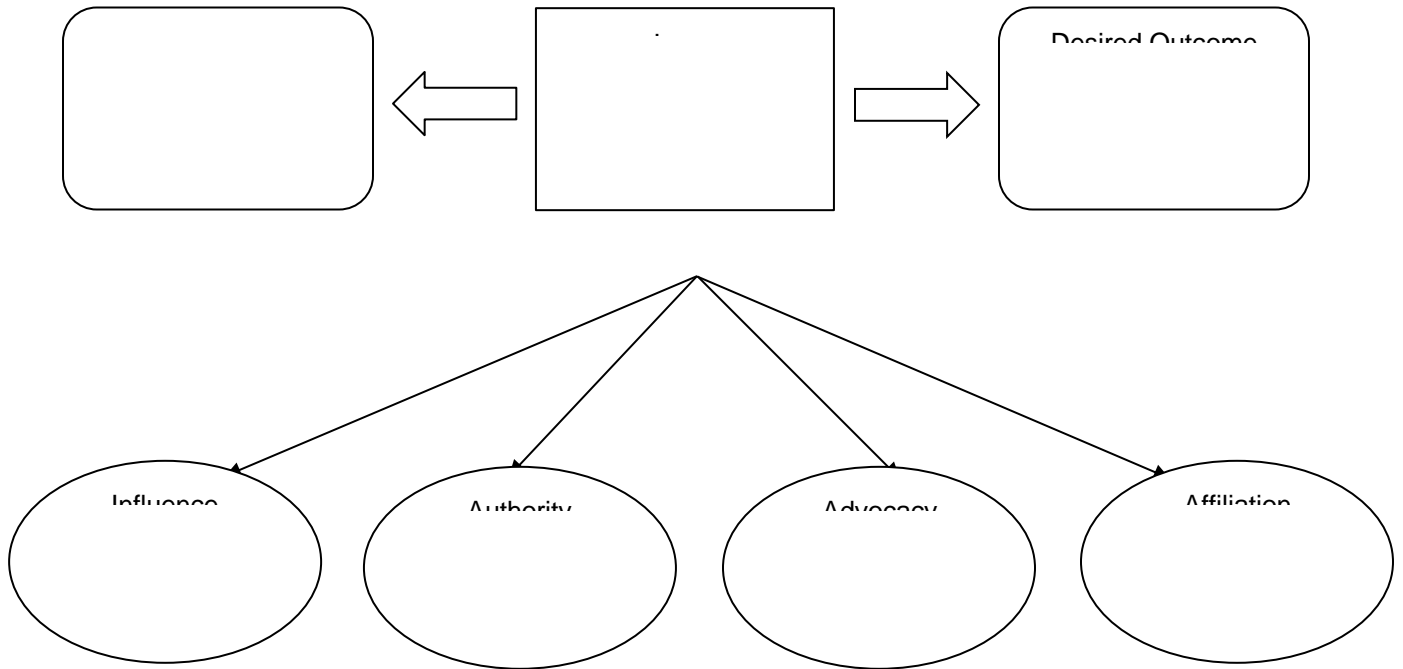
Write your answers here or record a video response.

📅 Portfolio Step 2: Project Power Analysis

Home/School Address	City(Your city) Representatives	State (Your State) Representatives	Federal Representatives

★ Local Community Board Information:

Power Map¹



Portfolio Step 3: Sustaining Power

What careers are related to your issue?

What do you KNOW about this career?	What do you WANT to know about these careers?	What did you LEARN after doing your research?


¹ Adapted from: <https://www.standcnj.org/2017/05/taking-back-power/>

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Use Hats and Ladders app or research at least two career sectors related to your project.

 **Session 9**


Theme of the Session: Building a Coalition

 **Portfolio Step 1: Crafting Your Message (# or Slogan)**

A key step to getting support for your project is having a strong, unified core message. A strong message supports the recruitment of community partners and allies to achieve your goals. To achieve your goals consider the following questions.

<p>1. What do you want people to know about the issue/ challenge or problem your project is addressing?</p>
<p>2. How do you plan to respond to this challenge? What's your project's goal?</p>
<p>3. What support might be needed?</p>
<p>4. When and where will your project happen?</p>
<p>5. How can folks get involved or support your work?</p>

Now punch up your message by making it stick. Describe your project in a hashtag or a slogan and make it [sticky!](#)


 **Portfolio Step 2: Partner Recruitment Plan**

Once your group can answer these questions, begin mapping out a volunteer/ partner recruitment plan.

Consider how your message may change for different audiences. How will you adapt your message to reach:

More youth	
A community board member or city council member	
Parents	
Policymakers	

★ Create and practice a 30 second [elevator pitch](#) (three different audiences)

 **Portfolio Step 3: Non-verbal Communication Assessment**

Finally, let's talk about Non-Verbal Communication. As you begin to work on your project, you will be communicating with others about it. In Session 2 you learned about your communication style. Everyone has a secondary communication style--Nonverbal. Here's a fun [video](#) about how our faces, eyes, tone, and posture communicate before we say a word.

What does your non-verbal communication style "say" before you speak one word?
Complete this nonverbal skills assessment to determine what non-verbal communication elements either support or detract from your ability to be accurately heard by people.

Non-verbal skill	1 I'm really not good at this yet	2 I do this pretty well	3 I'm really good at this
Facial Expressions			
Eye Contact			
Physical Appearance			
Spatial Behavior			
Pitch			
Tone			
Posture			
Gestures			

🎯 Portfolio Step 1: Project Role Reflection (Job Posting)

Consider the role you have played in the project this summer? For example: Were you in charge of advocating with an elected official? Developing the message and social media Marketing for your project? Researching public health disparities?

<p>I KNOW (What did you learn?)</p>	
<p>I CAN (What skills have you developed or what have you learned how to do?)</p>	
<p>I AM (What have you learned about yourself that you are proud of?)</p>	

Utilizing this [job posting generator](#), create a job description capturing what you've done this summer. (You will need your host site's name and mission; and your I Know, I Can, I Am worksheet)

Create a job description for a young person that may hold your project role next summer?
Describe what the job is like and what skills and characteristics they should have.

<h1>[Organization]</h1> <p>[Job Title]</p>
Formal Position Title:
Reports to: The [job title] will report to [position title or titles this position reports to]
Job Overview
Brief , 4 sentence description of the role. Include: what success in the position looks like and how it fits into the company or organization overall
Responsibilities and Duties
<ul style="list-style-type: none">★ List the essential duties required to carry out this job★ List them in order of importance★ Use complete sentences★ Start sentences with verbs★ Use the present tense★ Use gender-neutral language
Qualifications
Education Level:
Experience:
Specific Skills:
Personal Characteristics:
Physical Abilities:

Portfolio Step 2: Resume Building

First, you are going to create or revise your 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.

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 your Workbook, a word document, [Canva](#), or [Resume Builder](#) to create your resume.

While you're doing this, consider two people you will ask to review your resume and provide feedback. Remember to protect your privacy and leave off your home address and contact information for now!

Remember to share your resume with your host site!

Portfolio Step 3: LinkedIn Profile Building

Next, use your resume to create or revise your LinkedIn account. In Session 5 we explored the power of networking. LinkedIn is a professional networking platform where you can showcase your experiences and connect with potential employers.

Visit [this website](#) to learn more tips on how to build your LinkedIn page. While you're doing this, consider what experiences you want to highlight and specific skills you've developed through your experiences. Remember, your LinkedIn page represents your personal brand - customize your page to reflect your personality!

When you're ready, share your LinkedIn page with your host site!

🏆 Session 11

Theme of the Session: Leveling Up!

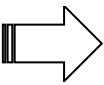
🏆 Portfolio Step 1: Cover Letter Analysis

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).

The cover letter is carefully crafted to highlight:

- ★ Specific Skills
- ★ Accomplishments
- ★ Career Interests

🏆 **Conduct a “critique” of one of the sample cover letters.**

			
The cover letter is tailored to a specific job and communicates why you think you’d be a good fit for the position.			
This cover letter draws the reader in and is compelling			
This cover letter is informative but short.			

🏆 Portfolio Step 2: Cover Letter Development

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 write your cover letter! Watch [this video](#) or visit this [resource](#) to learn the Portfolio Steps for crafting your cover letter like a pro.

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 your Workbook, 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.

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!

Remember to share your cover letter to your host site!

🏆 **Cover Letter Sample²**

Your Name

² Adapted From: <https://resumegenius.com/cover-letter-examples/college-student-cover-letter-sample>

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 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,

 **Portfolio Step 3: Skills Inventory - Take Two!**

Consider some of the organizations you've explored and the skills that align with your dream job. What skills do you want to strengthen? Consider both soft skills (communication, adaptability, empathy, ertc.) and hard, or technical skills.

Check out [this video](#) to learn more about 10 of the most common soft skills employers are looking for in a new employees. Remember the Skills and Attributes Checklist you completed in Session 3? Go back to your Workbook, how would you rate yourself now?

Redo the Skills and Attributed Check list from Session 3.

When you're ready, submit your Portfolio Work to your host site.