

★YDI PBL 15-Year -Olds (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 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)

**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](#)

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**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.

<b>Then, talk to people in your local community (your family and friends) about the health of the community you all live in.</b>
★ 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!**

**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.

**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?

**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
<b>Name of Organization:</b>
<b>What I found Interesting:</b>
<b>While you're doing this, remember:</b> industry is evolving! Some small new start-ups will be at least as interesting to you as long-standing established organizations. <b>Choose at least one organization and navigate to their website to learn more about their mission. Capture some information about this organization as well.</b>
<b>Organization Name:</b>
<b>Mission:</b>
<b>Work Focus:</b>

**Portfolio Step 2: Community Impact Reflection**

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

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

**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!

## Resume Template

Your Name

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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 \_\_\_\_\_ .

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### EDUCATION

Highschool/College, City, State

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

Expected graduation date

- 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

Date received

- - 
  -
- 

### SKILLS

Technical:

Soft:

Hard:

## Cover Letter Sample<sup>1</sup>

Your Name

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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

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<sup>1</sup> Adapted From: <https://resumegenius.com/cover-letter-examples/college-student-cover-letter-sample>

**Portfolio Step 3: Jobs Inventory - Discovering a What Fits**

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:

<b>Job Search<sup>2</sup></b>	
<p>Company: Position: Contact Person: Email: Telephone: Address:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>TO DO:</p> <p><input type="checkbox"/> Send Application → Date:</p> <p><input type="checkbox"/> Send Thank You Letter → Date:</p> </div> <p>Interview</p> <p><input type="checkbox"/> Yes          Date:</p> <p><input type="checkbox"/> No</p> <p>Follow-up Interview</p> <p><input type="checkbox"/> Yes          Date:</p> <p><input type="checkbox"/> No</p> <p>Results:</p> <p><input type="checkbox"/> Hired</p> <p><input type="checkbox"/> Not hired</p>	<p>Company: Position: Contact Person: Email: Telephone: Address:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>TO DO:</p> <p><input type="checkbox"/> Send Application → Date:</p> <p><input type="checkbox"/> Send Thank You Letter → Date:</p> </div> <p>Interview</p> <p><input type="checkbox"/> Yes          Date:</p> <p><input type="checkbox"/> No</p> <p>Follow-up Interview</p> <p><input type="checkbox"/> Yes          Date:</p> <p><input type="checkbox"/> No</p> <p>Results:</p> <p><input type="checkbox"/> Hired</p> <p><input type="checkbox"/> Not hired</p>
<p>Company: Position: Contact Person: Email: Telephone: Address:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>TO DO:</p> <p><input type="checkbox"/> Send Application → Date:</p> <p><input type="checkbox"/> Send Thank You Letter → Date:</p> </div> <p>Interview</p> <p><input type="checkbox"/> Yes          Date:</p> <p><input type="checkbox"/> No</p> <p>Follow-up Interview</p> <p><input type="checkbox"/> Yes          Date:</p> <p><input type="checkbox"/> No</p>	<p>Company: Position: Contact Person: Email: Telephone: Address:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>TO DO:</p> <p><input type="checkbox"/> Send Application → Date:</p> <p><input type="checkbox"/> Send Thank You Letter → Date:</p> </div> <p>Interview</p> <p><input type="checkbox"/> Yes          Date:</p> <p><input type="checkbox"/> No</p> <p>Follow-up Interview</p> <p><input type="checkbox"/> Yes          Date:</p> <p><input type="checkbox"/> No</p>

<sup>2</sup> <https://kellymariedunnblog.wordpress.com/job-help/samples/job-search-log/>

Results: <input type="checkbox"/> Hired <input type="checkbox"/> Not hired	Results: <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.

**Be sure to submit your work at the end of Week 4!**