

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.

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.

<p><u>List three people to review your cover letter</u></p> <p>★</p> <p>★</p>



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 \(Learning Pathways\)](#)

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!

<u>Conversation starters</u> ★ ★ ★
<u>Question</u> ★
<u>Follow-up strategy</u>

Portfolio Step 2

<u>List of 5 people you connected to</u> ★ ★ ★ ★ ★

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](#)

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:

Reference Email Draft:

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

<p>★ Active listening reflection</p> <p>How did it go?</p> <p>What did you notice about your behavior?</p> <p>What are some takeaways?</p>

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?

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!

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?

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?

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 Plan¹

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?

List 5 areas you may be interested in working

- ★
- ★
- ★
- ★
- ★

¹ Adapted from:

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
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?

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

★
★
★

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:

Budget Tracker²

Month/Year:	Income:	Total Expenses:	Total Savings:	Monthly Goals:
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	Budgeted	Actual	Difference
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Income			
Income Source #1			
Income Source #2			
Other Income Sources			

Debt			
Student Loans			
Credit Card			
Other			

Donations			
Charity			
Tithe			

Savings/Investments			
Extra Debt saving			
Emergency Fund			
College Fund			

Home			
Rent/Mortgage			
Maintenance			
Other:			

Living Expenses			
Food (Groceries)			
Dining Out			
Household supplies			
Clothing			
Childcare			

² Adapted from: <https://www.budgetsmadeeasy.com/free-monthly-budget-templates/>

Entertainment			
Education/Books			
Toiletries/Cosmetics			
Laundry			
Hobbies			

Utilities

Electricity			
Gas			
Water			
Phone			
Internet			
Cable			

Insurance

Homeowners Insurance			
Health Insurance			
Auto Insurance			
Life Insurance			
Other			

Medical

Medication			
Doctor			
Dentist			
Optometrist			
Other			

Transportation

Gas			
Public transportation			
Car maintenance			
Auto Loan			

Wellness Plan - Me & My Community

ME	My Community