

DELIVERABLES



FOUNDATIONAL SUCCESS

Introductory Session ● Foundational Skill Building ● Tools to Success ● Career Planning ● Self-Awareness

RESUME WRITING 101

Full Resume Creation ● Drafting Bullet Statements ● Ethical Guidelines ● What To/Not To Include ● Cover Letter Writing

MASTERING THE INTERVIEWING

Mock Interviewing ● Proper Attire ● Employer Research ● Preparation & Planning ● Follow-Up Questions

BRANDING FOR SUCCESS

Building a Professional Brand ● Developing Soft Skills ● Developing Multi-tasking Skills ● Social Media Etiquette ● Personality Assessment ● Leadership Development

NETWORKING FOR OPPORTUNITIES

Developing Multi-tasking Skills ● Developing Soft Skills ● Professional Communication ● Leadership Development ● Elevator Pitch Creation ● Personality Assessment ● Social Media Etiquette



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CONTINUED...

LINKEDIN BUILDING

LinkedIn Account Creation ● Employer Connections ● Profile Building ● Professional Headshots ● Job Exploration

ORGANIZATION

Calendar Management ● Prioritization Strategies ● Forward Thinking Techniques ● Scheduling Assistant Platforms

GOAL SETTING

Critical Thinking ● Identifying Opportunities ● Skills Alignment ● Certifications & Courses ● Preparing for the Future of Work

CAREER EXPLORATION

Personality Assessment ● Career Fair Prep ● Job Hunting Platforms ● Skills Discovery & Enhancement ● Understanding Job Announcements

COLLEGE EXPLORATION

Major Exploration ● College/Career Fair Prep ● Personality Assessment

