GWC Virtual Mentoring Guide - Session 3

Internships + Job Searching



Session Overview

- Ice Breaker [5 mins]
  - What is your favorite time of the day and why?
- Session Goals + Warm Up [5-10 mins]
  - Share session goals
  - Check in on mentees roadmap progress since last session
  - Review job searching resources
- Resume Refresh [30-40 mins]
  - Whole Group/Individually
    - Mentees find their saved job/internship posting of interest
    - Introduce the strategy of resume refreshing
  - Breakout Rooms/Small Group Work
    - Mentees choose to either:
      - a) individually refresh their resumes *or*
      - b) work with their partner in their breakout room to refresh their resumes together
- *Optional* Spotlight on Soft Skills [5 mins]
  - Highlight the soft skill of *communication*
  - Share workplace experience around the soft skill
- Next Steps [5 mins]
  - Review the next steps with mentees, as found in their mentee workbook, and allow them time to ask any follow up questions
- Extension Activities [if time allows]
  - Discuss references and letter of recommendation tips and action items
  - Introduce potential interview question for mentees to consider

Session Goals

As a cohort, our goals for this session include...

- [ ] Providing an update on one of the steps taken on our job search roadmaps
- [ ] Finding an internship or job description in a field of interest and sharing something surprising about it
- [ ] Discussing how to update a resume to fit an internship or job description
- [ ] Practicing refreshing our resumes to meet a job description

Ice Breaker *5 mins*



To start off the session, ask mentees "What is your favorite time of the day and why?" Everyone shares either by unmuting or through chat.

Explain that even in professional settings, quick icebreakers like the one they just participated in can be a fun and helpful way to get to know their colleagues and teammates better. Mentees may even encounter a light-hearted question like the one above in an interview, which potential employers might use to gain a sense of your personality and if it feels like a good culture fit.

Mentors can share about how their own company's culture allows space for humor, connection, and times to get to know colleagues.

Session Goals + Warm Up *5-10 mins*



Session Goals

Introduce the goals for today:

As a cohort, our goals for this session include...

- ☐ Providing an update on one of the steps taken on our job search roadmaps
- ☐ Finding an internship or job description in a field of interest and sharing something surprising about it
- ☐ Discussing how to update a resume to fit an internship or job description
- ☐ Practicing refreshing our resumes to meet a job description

After reviewing the session goals for today, reflect on the first goal by copy/pasting the following multiple choice question in the chat, asking mentees to choose from the following responses:

- So far I have…
    - A - Not only made progress, but the first step of my road map is checked off my list!
    - B - I'm making progress on step 1, but I'm not quite there yet.
    - C - I haven't started yet, a 1:1 touch point with a mentor might be helpful.

After mentees share their response in the chat, ask for a volunteer to come off of mute and talk through where they are and how they're feeling in regard to their roadmap. Ask mentees if there are any adjustments they need to make to their roadmap?

Warm Up

Lead a discussion around where to search for jobs and internships. To start the conversation, ask mentees to share resources that they've used before. Then, share the following resources

and links in the chat:

- ➔ LinkedIn's Student Careers page
- ➔ Glassdoor - Revisit the company and role qualities that are important to you from the last session. Use these key terms to research about various companies and what previous employees have to share about them. This website also allows you to do some initial salary research for your desired position.
- ➔ Your School's Job Search Site or Alumni Networks
- ➔ Internships.com
- ➔ Idealist for non-profit roles
- ➔ The power of a basic Google search with the right terms, ex - "paid full-stack developer internship Atlanta"

Resume Refresh *30-40 mins*



Whole Group Introduction

1. Remind mentees that one of their follow up tasks from the previous session was to find a job or internship posting that they are interested in applying to. If mentees do not have one ready, provide them 2-3 minutes to do a quick search on LinkedIn or Indeed or you can provide them with this sample tech job posting, software developer. Share some effective job search strategies that you've used when searching for jobs in the past such as making a list of companies you want to work for, asking peers or faculty for recommendations, etc.

2. Explain that the remainder of their session today is focused on refreshing their resume to fit the job/internship opportunity they found during their search. If mentees have not done this before, share that updating your resume to fit a job posting is a common job searching practice that can help them get an initial interview. Often, both automated tools and hiring managers scan applications and search for keywords found in a job description. Share with mentees that for each role they apply to, they should refresh their resume to fit the job description.

3. Model how this works with your own resume or a sample resume. Pull up a relevant job posting and a copy of the resume. Ask mentees to help you in determining key words from the job posting that you should highlight in your resume. Reorganize your resume to place the qualities the potential employer is looking for at the top. You can also emphasize keywords by bolding or italicizing. Share with mentees that if there is irrelevant information on your resume that doesn't pertain to the job you are applying for, then you should consider deleting it. After modeling the refresh of your resume, ask mentees if they have any questions.

Small Group

Moving into breakout rooms, mentees will practice refreshing their resume with the job posting they found during today's warm up. Remind them to **make a copy of their current resume** and

save it with the job posting in the title so that they retain their original resume on their devices.

Mentees will take time to either a) individually refresh their resumes or b) work with a partner in their breakout room to refresh their resumes together. After giving directions, open the breakout rooms of 2 mentees each. As mentees are working in small groups, pop in and out of the breakout rooms to provide assistance and feedback.

Mentee Instructions:

1. Decide if you and your partner would prefer to either a) individually refresh your resumes on your own and then discuss at the end or b) work together to refresh each other's resumes for the internship/job description you found.
2. Update your resume based on the opportunity you selected in the warm up. Highlight any key or buzzwords in the job/internship posting.
3. Follow these tips from *The Balance Careers* for using keywords in your resume.
4. If you have extra time, refresh the:
    - ☐ Timeline of your work, activities, and projects
    - ☐ List of skills you've gained from coursework and projects
    - ☐ Start your sentences with a specific action verb to highlight your achievements. Pull from the job description where possible.
    - ☐ Format of your resume to make it easy to read. See this helpful resume template builder to get you started if needed!
    - ☐ Add your Virtual Mentoring experience to your resume!
5. When providing feedback on your partner's resume, consider the following questions that are common considerations for hiring managers:
    a. What information is on the resume that doesn't relate to the job description?
    b. What bullet points or sections of the resume feel unclear?
    c. What word choice or summary is impactful either through language choice, specificity, or quantitative data to support their work?

Resources

- ➔ Software engineer resume
- ➔ Software developer resume
- ➔ Entry level software engineer resume
- ➔ Resume templates
- ➔ GWC Alumni Resume Exemplars

Optional **Spotlight on Soft Skills + Interview Prep** *5 mins*



Focus on Communication

Coming back to the whole group, close this activity with a focus on the soft skill of *communication*. Mentors should share their own experiences with this soft skill, showcasing

how effective communication has positively impacted you or a colleague's professional growth. Explain how you have highlighted this soft skill when interviewing for a role or how you look for this quality when interviewing potential new hires.

Remind mentees that communication goes beyond how they speak and any body language they use with potential employers. Communication also encompasses how they communicate about themselves on paper or in a digital profile. Their resume, and sometimes a cover letter, are often the first means of communication you have with a potential employer. It's important to remember that even social media profiles could be referenced by potential employers and mentees should be cautious on what digital content they provide public access to.

Next Steps *5 mins*



Review the next steps with mentees, as found in their student workbook, and allow them time to ask any follow up questions:

- ☐ Use the Girls Who Code Alumni Dashboard on LinkedIn to view and potentially connect with alumni connected to companies you have an interest in working at.

Optional Follow Up Work for Mentees:

- ☐ Review employee and interview reviews of a company of interest on Glassdoor.
- ☐ Create, or update, a list of references to be able to share with potential employers.
- ☐ Practice sharing a response to the following potential interview question (remember to focus on your communication skills):
  - ☐ Why are you a good fit for this position?

Mentors, please make sure to complete your session recap form!

Extension Activities [*optional*]

If time allows, consider building the following optional extension activities into your session time:

References Needed!

Share with mentees that after they've done all the hard work of finding an internship that seems interesting to them, updating their resume to match the JD, and nailing those initial interviews, employers will be asking them for references to verify their background and character.

There are two types of references or recommendations that might be asked for:

- ➔ Letter of Recommendation
- ➔ References to speak with

Explain to mentees that they should prepare for both instances by creating a references list and

starting to gather letters of recommendation ***before*** they start interviewing. Having these documents in place ahead of time will mean one less thing to worry about during the interview process.

Share these tips for securing references:

- ➔ Always ask permission before listing someone as a reference. You don't want your references to be caught off guard when your potential employer calls!
- ➔ Consider having both professional and character references. When mixing the type of references a good rule of thumb is having two professional and one character, or personal, reference. Employers may not contact all of your references, but it is helpful to give them options.
- ➔ Think about how long your references have known you and aim to have a variety of lengths.
- ➔ Letters of recommendation take longer to secure than a list of references. Provide your references ample time to write and send you their letter.
- ➔ Secure actual copies of your letters of recommendations as PDFs and have them saved on your device ahead of time. This will provide for a quick upload to an application or email attachment when needed.
- ➔ Update your references every few years! Potential employers like to see those that can speak to your recent work and skill set. Remember to refresh your reference list and letters as you progress in your career.

Ask mentees to share any additional tips they've gathered while internship/job searching and add them to the list! Discuss any questions they may still have around references.

Interview Question Prep

Continue the conversation around the soft skills focus of the day, communication. Ask mentees to individually think of a time that they demonstrated excellent communication in a school or professional setting and how they might respond to the following interview question with their communication skills in mind:

- ➔ Why are you a good fit for this position?

Mentees may want to record their sample response in their workbook or practice their response following today's session.

Resources:

- ➔ Student Workbook, Session 3