



**WORK-BASED LEARNING**

# Career Workshop: Interview Skills and Resumes

*Event Guide*

## WORK-BASED LEARNING

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## What is Work-Based Learning?

Work-Based Learning is an educational strategy that provides students with real-life or simulated work experiences where they can apply academic and technical skills and develop their employability. Mandated in public schools across the US by *The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)* signed into law in July 2018, this important learning opportunity allows students to earn credentials of value as they explore, choose, and follow career and technical education programs of study.

In this virtual *Career Workshop: Interview Skills and Resumes*, students will have the opportunity to practice their elevator pitch and gather feedback on their resume as they prepare for applying to a future job. For many students, particularly those from low to moderate-income households, the process of preparing for a job interview can be intimidating. In this workshop, industry volunteers will guide the students as they:

- Draft and refine their resume
- Practice interviewing by crafting their own personal “elevator pitch”
- Gain a deeper understanding of what to expect during a live interview

Thank you for taking the time to participate in this workshop and helping shape today’s students to be leaders of tomorrow.

## Student Outcomes:

*By completing the Interview Skills & Resumes Workshop, students will be able to...*

- Build an understanding of the education and training needed for entry into careers within the financial services industry.
- Foster an understanding of the business’s workforce and its contributions to the community by researching a specific industry.
- Develop a deep level of comfort and confidence in communicating with adult professionals by preparing an elevator pitch.



Active Student Time:  
4 hours



Industry Volunteer Time:  
90 mins



Standards:  
Career and Technical Education (CTE)



Grade Level:  
High School

# Pre-work



In order to have a productive workshop, we ask that students and teachers conduct the following prep-work ahead of the workshop.

## For Teachers:

In order for students to get the most out of this valuable real-world learning experience, we recommend 60 minutes of pre-work.

We recommend the following steps:

- Define Work-Based Learning for your students.
- Discuss the upcoming workshop and set expectations with the students.
- Discuss the company that will be leading the workshop and ask the students to research the company and the volunteers who will be attending.
  - » Explore the company website.
  - » Do the volunteers attending have a LinkedIn profile? If so, take a look and get to know their role and background.
- Explain to the students the interview process and the importance of a strong resume.
  - » Ask the students to complete the resume template provided by EVERFI.
- Brainstorm questions that students can ask the industry volunteers and encourage each student to come prepared with three questions.

## For Students:


Leading up to the workshop, students will be asked to complete the following pre-work.

- Research the company hosting the workshop.
  - » What industry does this company specialize in?
  - » What services do they offer?
  - » What job opportunities exist on their Careers page? Which jobs sound most interesting?
  - » What skills and certifications would you need to be employed at this company?
- Draft a simple resume using the template provided by EVERFI. Students who already have a resume are welcome to use their own format.
- Brainstorm at least three questions for the industry volunteers about their career journey, what they like about their job, the skills they use at work, what advice they have for young people entering the workforce, etc.
- Prepare for your 60-second elevator pitch leveraging the worksheet provided:
  - » What message do you want to convey?
  - » What are your strengths?
  - » What are your career aspirations?
  - » Be prepared to ask for feedback on your resume.

# Run of Show



 90 minutes: Total workshop time

 60 minutes: Student preparation time pre-workshop (facilitated by teacher)

3 minutes

## Event Begins

10 minutes

## Opening Remarks

- EVERFI to welcome and introduce students to customer (2 minutes)
- Welcome Message: Industry volunteer (5 minutes)
- Instructions (3 minutes)

15 minutes

## Panel Discussion

- Getting to know the panel of industry professionals
- What to expect when starting a job in the financial industry
- Different opportunities within the industry (variety of pathways)
- First job stories
- Importance of savings as you begin making an income

2 minutes

## Intro to Breakout Groups

- Instructions and separation of groups

45 minutes

## Elevator Pitch

Students will be divided into breakout groups with one volunteer

- Each student will have ~5 minutes of individual time with the volunteer in which they give their elevator pitch (1-2 mins) and get feedback.
- Other students in the group will be able to provide feedback and ask questions.
- Rotation will go as follows:
  - » Student elevator pitch
  - » Feedback and Questions
  - » Next student
- Short discussion on resumes and answering student questions.

13 minutes

## Closing Discussion

- Students will have the opportunity to share key learnings with the entire group.
- Volunteers will have the opportunity to offer insight to students that were not in their smaller group.
- Final Questions

2 minutes

## Event Concludes

# What to Expect



## Panel Discussion

Students who will be attending the workshop will have varying levels of work/volunteer experience. The goal of the workshop is for them to leave feeling equipped with the tools they need to complete a resume and speak confidently about their experiences and aspirations. As a volunteer, we want you to share as much general, institutional, and personal knowledge that you can.

*Here are some sample questions that may be asked:*

- Tell us what your current role is for your organization and how you got started in your career.
- What inspired you to choose a career in the financial services industry?
- What are some roles within a financial institution that do not require a finance/business /math background but perhaps more of a creative, writing, or interpersonal skills?
- What is one thing you wish you knew when you started your career?
- Although getting a job means earning a paycheck, which is very exciting, what tips do you have for students to begin thinking about saving and the long term?
  - » Discuss opening a bank account, strategies for saving, investing, etc.
- Some students might not have a bank account or might not know how to deposit the check they are receiving from their employer - any tips on what to do?
  - » Explain direct deposit and how to set it up with your bank and employer
- Do you have any tips when preparing for an interview?

## Breakout Session

During the breakout session, students will have the opportunity to give you their 1-2 minute elevator pitch. Each student has been asked to come prepared with a brief elevator pitch that describes the following about themselves:



Who they are



What are their strengths and interests



Why they are qualified to join the workforce



What their career aspirations are

## Breakout Session (Continued)

At the conclusion of the pitch, the volunteer will have the opportunity to provide brief feedback and ask questions. Each student should get around 5 minutes with the volunteer before moving on to the next student. After each student has given their elevator pitch, we ask that the volunteer has a brief discussion about building a resume. The students should have completed the resume template as part of their prep-work.

### Tips:

1. Greet the students with enthusiasm! They will probably be a bit nervous.
2. Act as if you were conducting an actual interview (we want this to be as real-world as possible!) but also show compassion and keep it casual. For many students, engaging with adult professionals they don't know is a new experience (they are only teenagers!).
3. Offer the students advice; remember that some of them have never had a job and don't know what to expect.
4. Share your contact information and/or your LinkedIn profile with the students so they can connect with you after the workshop (this is entirely optional!).
5. Have fun!

# Preparing Your Elevator Pitch



Being able to describe yourself in a concise and meaningful way is very important when interviewing with a potential future employer. An “elevator pitch” allows you to briefly tell someone who you are, what your strengths are, and skills you may have. In this activity, you will be challenged to develop your elevator pitch.

## What makes a good elevator pitch?

A good elevator pitch includes the following information -- it's really as simple as these four steps!

1. Begin by introducing yourself.
2. Provide a summary of what you do/what your interests are.
3. Explain what you are seeking.
4. Finish with a “Call to Action.”

*It's your turn to write your elevator pitch. Use these prompts to help you think about what best describes you and your experiences.*

Who are you? Where are you from?

What are your interests?

Do you have any job experience? What were your strengths and weaknesses in that role?



Do you have any volunteer experience? What were they? What role did you play?

What are your hobbies/interests outside of school?

What are you most excited about for your future?

What do you aspire to be?

End with a question you'd like to ask.


After completing the above questions, assess which components are the strongest. Use those and following the four steps to write your 1-2 minute elevator pitch.

*During the workshop you will be asked to perform your elevator pitch to the volunteers so please come prepared. Remember you can never practice too many times! Also, you are your biggest advocate so remember to relax, smile, and share your story!*



# Resume Template

Filling out your resume is the first step in preparing for a job interview. You might not have had a job yet, but there are items that can still be added to your resume. Use this template to begin to construct a draft of your resume.



FIRST & LAST NAME

**OBJECTIVE**

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[3-5 sentences about what you'd like to achieve in this role and what qualifies you for the position]

**EDUCATION**

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**SCHOOL • DATES FROM - TO**

- Graduating Class
- GPA
- Academic Achievements

**SKILLS**

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- Language
- Accreditations
- Proficiencies

**VOLUNTEER/JOB EXPERIENCE**

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**ORGANIZATION • POSITION/JOB TITLE • DATES FROM - TO**

- 3-5 bullets
- with key roles
- and responsibilities

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- 3-5 bullets
- with key roles
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**EXTRACURRICULARS**

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- Community Organizations
- Athletic Clubs/Teams
- Honor Society
- Volunteer Roles



**EMAIL**



**STREET ADDRESS**



**TELEPHONE**



**LINKEDIN URL**

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[everfi.com](https://everfi.com)