

Pair Event: Professional Skill Building

EVENT OBJECTIVES

Pairs will draft/finalize the mentee's resume

Pairs will discuss and search for summer opportunities

PURPOSE & CONTEXT

Pairs will connect at this event to discuss professional skill building. First, pairs will have a chance to break the ice with a mock interview. Then, they will work together to create and improve the mentee's summer resume. Finally, pairs will discuss the types of opportunities the mentee would like to participate in over the summer.

EVENT PREP

Set up a check-in table with event packets, pens/pencils, name badges, seating assignments and check in documents.

Post a few copies of the seating assignments on the walls. Make sure to use a large font!

Prior to this event, send an email to mentors and mentees with any summer opportunity resources that you would like for them to use and a virtual copy of the [event packet](#).

AGENDA (90 min event)

10 min Welcome

20 min Chat and Chew: *Mock Interviews*

25 min *Resume Workshop*

30 min *Summer Opportunities Search*

5 min *Close Out*

PM NOTES

**PMs should check with ADs and past 11 grade PMs for any region-specific summer opportunity databases or resources that have been used in the past. **

The resume template can be found under the resume Platform lesson and/or by [clicking here](#). It is recommended that pairs have access to a computer/internet connection so they can complete the online resume template together. If this is not possible, the PM can have pairs create a rough draft using the event packet.

ACTIVITY:	PM NOTES:
Welcome and Intro (10 min)	ENGAGEMENT: The PM will welcome pairs and review the event agenda. TALKING POINTS: • Welcome everyone and thank you all for coming. Our event today is focused on preparing for the professional world! We will review how to interview, write a strong resume and search for professional summer opportunities. • Icebreaker: For our icebreaker today, I would like to hear from you about your working experience in high school. Mentees, have you worked or are you currently working? What has that experience been like? Mentors, for those of you that worked in high school, what was the experience like? • Thank you for sharing! • Mentees, this evening with your mentor's help, you will first practice your interview skills as you chat and chew! Remember, many summer opportunities will want to interview you to see if you are a good fit. Professional interviewing is a life skill that you will need to turn to all throughout adulthood. • After you have practiced your interview skills, you will continue what we have done in class and improve upon your resume with your mentor's support. • Lastly, you will discuss what type of summer opportunity you would like to participate in and search for possible opportunities with your mentor's help. • The event packet that you have been given will walk you through how to complete each activity together. Please make sure to read the directions on each page and call me over if you need any additional support at any time. <i>Let pairs know what time they will be dismissed from the event. Share any housekeeping logistics (where the restrooms are, how to get your attention during the event if they need it, (re)introduce other school and event staff in the room, etc). If the event is virtual, review how to access break out rooms.</i>

Checks for Understanding	<i>PM NOTE:</i> <i>If you are running this event in person, it will be important for you to have transitions between each activity. Below are checks for understanding that you can employ to close out an activity and then transition to the next.</i> Mock Interviews: At the end of the mock interviews, ask pairs to share out the most difficult interview question they encountered. Ask if any other pairs can offer advice on how to answer the difficult questions. Resume Workshop: Ask pairs to share an extracurricular experience that they added onto their resume and why they chose to highlight this experience. Summer Opportunities: Ask pairs to share one summer opportunity of interest that they found and explain what excites them about this opportunity.
Close Out (5 Min)	ANNOUNCEMENTS ● Share the date of the next event. ● Remind pairs to continue their weekly communication. ● Express gratitude and appreciation for their dedication to the iMentor program. ● Share any school-specific context and updates.