

Professional Development Center (PDC) – Career Services

Virtual Career Development – Summer Boot Camp 2023

Note: It is recommended you attend **EACH WEEK** of the boot camp to get the most out of the experience, tools, and resources to be **CAREER READY!**

All events are posted on Handshake. Students **MUST** register for the event via Zoom links. PDC asks that you turn your cameras on and engage with PDC staff during these working sessions. They provide important practice for future interviews and networking opportunities.

STUDENT PREPARATION CHECKLIST & LEARNING OUTCOMES

◆ WEEK 1 Intro to Summer Boot Camp & Career Readiness

Students should prepare for Week 1 by doing the following:

1. Download the [8 Competencies and worksheet](#) documents on Handshake.
2. Have access to a laptop or computer the day of the session.

Student Learning Outcomes

- Learn about career readiness and the 8 competencies to become CAREER READY
- Learn about best practices to develop a plan for career exploration and career planning
- Understand how to access and review career development resources

◆ WEEK 2 Create/Refine Your Resume

Students should prepare for Week 2 by doing the following:

1. Download the [Resume Tip Sheet](#) and [Resume Power Verbs](#) documents on handshake.
2. Create a resume (please do not use a resume template) and include correct contact information, professional profile, education, and experiences.
3. Have on hand a sample job description of an internship or position you are interested in applying to.
4. Have access to a laptop or computer the day of the session.

Student Learning Outcomes

- Create, format, and build a strong resume
- Accurately show your skills, class projects, work experience, and other important categories

◆ WEEK 3 – Create/Update Your Elevator Pitch

Students should prepare for Week 3 by doing the following:

1. Download PDC [Elevator Pitch](#) and the worksheet on Handshake.
2. Have access to the “Elevator Pitch” document and worksheet day of the session.

Student Learning Outcomes

- Develop an effective introduction/summary of who you are, what you do, what makes you unique (value you bring to an organization/company)
- Understand key steps to creating an Elevator Pitch

◆ WEEK 4 – Create/Update Your LinkedIn Profile

Students should prepare for Week 4 by doing the following:

1. Create a LinkedIn profile.
2. Have access to your LinkedIn profile day of the session.
3. Wear professional attire during the session.

Student Learning Outcomes

- Learn how to create an informative headline
- Learn how to develop your professional brand and showcase your professional interests