

SUMMER SUCCESS STORIES

Jot down 3 major accomplishments from this summer

ACCOMPLISHMENT #1	ACCOMPLISHMENT #2	ACCOMPLISHMENT #3

EXERCISE ONE

Start / Stop / Continue

START	STOP	CONTINUE

EXERCISE TWO

Work environment brainstorm

PEOPLE	CULTURE	OTHER BENEFITS

EXERCISE THREE

Resume Bullet Brainstorm

TASK	SO WHAT?	RESULTS / METRICS

BULLET #1	
BULLET #2	
BULLET #3	

SAMPLE BULLET TEMPLATES:

- *[thing you did] in order to [reason why you were doing it]; [result or metric]*
- *Successfully [result or accomplishment] by [what the process entailed]*
- *Supported the [project or bigger picture initiative] by [your part in it]*

EXERCISE FOUR

LinkedIn Brainstorm

INTERNSHIP LINKEDIN DESCRIPTION

SAMPLE TEMPLATE:

Supported the [team name] at [company] by [task 1], [task 2], and [task 3]. Gained experience using [relevant programs] and building knowledge of the [functional areas you gained knowledge in] areas.

Completed project to [describe a meaningful and relevant project].

EXERCISE FIVE

LinkedIn Connection List

LIST OF PEOPLE YOU'D LIKE TO CONNECT WITH ON LINKEDIN			
TEAM MEMBERS	FELLOW INTERNS	HR TEAM	OTHER

EXERCISE SIX

Stay in Close Touch List

LIST OF PEOPLE YOU'D LIKE TO STAY IN CLOSE TOUCH WITH			
CONTACT	FALL TB	WINTER TB	SPRING TB

AFTER THE WORKSHOP: TO DO LIST

Resume

- block two hours of time on your calendar during the month of August dedicated to writing your resume*
- use your notes from exercise #3 to finish writing your resume bullets*
- update your resume with great content and a professional and easy-to-read format*

LinkedIn

- block 1 hour of time on your calendar during the month of August dedicated to LinkedIn*
- get and upload an updated photo if necessary*
- update your headline*
- add your summer experience*
- complete other aspects of your profile if necessary*

Staying in Touch

- write thank you notes to those who positively contributed to your summer experience*
- add the people in your list from exercise #5 as connections on LinkedIn*
- set calendar reminders to reach out to your top 3 contacts throughout the year*

Getting the Job

- get in touch with the right people a 1-3 months prior to graduation*
- commit to leveraging this summer's contacts when you apply to other jobs as well*