



CAREER CONNECTED
LEARNING PHL

Positioning Philadelphia's Youth for Career Success

Developmental Planning Series: Guiding Youth in Resume Building, Portfolio Creation, Networking, and Interview Skills

May 8, 2025



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Education Specialist



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Education Specialist

Foundations Inc. Your Capacity Building Partner



Build Capacity

Capacity Building and Support



Strengthen Skills

Professional Learning



Elevate Techniques

Resources

What is Capacity Building? The Toolbox

What you're able to do with what you have

- Human
- Organizational
- Technical
- Partnership

Growing what you're capable of doing

- Improving Skills
- Strengthening Systems
- Leveraging Resources
- Enhancing Partnerships

Objectives

- Identify and explain the key components of effective resumes and portfolios for C2L youth
- Learn practical strategies and activities to guide C2L youth in developing their networking skills
- Gain actionable techniques for preparing C2L youth to navigate the interview process

slido

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What is one challenge you've observed youth facing when thinking about their future careers?

① Start presenting to display the poll results on this slide.

Importance of Early Career Readiness

- Skill development through C2L
- Ways to capture the development of skills:
 - Activity list
 - Resume
 - Portfolio



The Process

Resume

Portfolio

Networking

Interviewing

Importance of Resume Writing for Youth

- Foundation for future opportunities
- Develop self-awareness
- Articulate skills
- Build confidence
- Understand employer expectations

Components of an Effective Resume

- Contact information
- Objective/summary statement
- Education
- Experience
- Skills
- Optional sections – awards, honors, interests

Slide 11

JKO

slide 6 has key components but they are called elements here

Jay Kamau, 2025-04-29T18:45:47.274

Standing Out

What would you expect to see on a youth resume?

JKO

Slide 12

JK0 maybe say "details" on a resume
Jay Kamau, 2025-04-29T18:49:39.811

HJ1 What if they haven't reviewed a youth resume? Maybe it would be good to have a sample to look at and reflect on.
Hillary Jones, 2025-05-02T13:54:07.066

HJ1 0 I see this is coming - I would recommend that you consider another question that would help address this. It could be, What would you expect to see on a youth resume?
Hillary Jones, 2025-05-02T14:04:48.021

Creating the Resume

- Activity List or Resume Worksheet
- Format
- Review

RESUME TEMPLATE

Formal Name

Street Address
City, State ZIP code
Home phone number Cell-phone number
Email address

OBJECTIVE

One sentence about what job you are seeking and what skills you could bring to the organization of position.

EDUCATION

What school do you go to or have attended? Grade? Start date - End Date

WORK EXPERIENCE

Company name of current and/or previous employment Start date - End Date
City, State

Provide a brief description of your duties.

SKILLS

Abilities/talents relevant to the job you are seeking (computer, customer service, babysitting, bilingual, artistic, etc.)

ACHEIVEMENTS

Computer mastery
Written or verbal communication skills
Leadership abilities
Language skills
Other specific skills

VOLUNTEER EXPERIENCE

Business/organization and city/state Start date - End date
What are your responsibilities?

ACTIVITIES

List all school activities that demonstrate skill (sports, academic clubs, etc.)

Do's and Don'ts of Resume Writing

Do's	Don'ts
List most up-to-date contact information	Use someone else's contact information
Spellcheck	Send a resume with multiple errors
Have references available	Make up references
Concise, clearly written, easy to read	Be wordy, use multiple font styles
Be honest	Lie

Slide 14

JS0 The text is a bit hard to read on the gray
Javine Smith, 2025-04-29T15:41:29.625

HJ0 0 I still think this is very small text & not easy to read.
Hillary Jones, 2025-05-02T13:55:28.647

HJ1 Give them a few more ideas for references since this can be quite difficult for youth - teachers, coaches, C2L program staff, religious leaders, volunteer activity coordinators, etc. can be good examples.
Hillary Jones, 2025-05-02T13:57:09.852

Resume Critique

Dirk Groshnik

551 Washington Place Bloomfield, NJ, 07033 908-641-1220 dirk.groshnik@gmail.com

Objective

Looking for a good sales manager position where I can apply my skills. No office experience yet, but I'm a hard worker and have what it takes to get the job done.

Qualifications

Leadership

- Founded one of the best RuneScape clans in history, with over 400 members and 300 billion total XP.
- Helped train new employees at the Trader Joe's in Montclair, NJ.

Dedication

- Dedicated hundreds of hours training in League of Legends. Finally reached Platinum tier this November.
- Spent my summer helping my grandpa renovate his porch last year (2019).

Resume 1

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Resume 2

Rachel Maxwell

RESUME SUMMARY


College graduate with internship experience. Seeking to leverage acquired academic knowledge and work experience into effectively filling your office clerk position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.


PROFESSIONAL EXPERIENCE

February 2018 – Present | Western Digital Inc., New York, NY

Office Clerk Intern

- Perform document scanning (100+/day) and log them in the company's proprietary computer system for future review by internal departments, as well as the company's international offices
- Typing and distributing confidential letters for senior members daily
- Lead internship team of 8 in developing new inventory filing system
- Respond to more than 15 client emails daily (on average), quickly resolving issues as they arise
- Worked with management to optimize the storage process for regulatory documentation, saving the department several hours per week

 (212) 657-8934

 rachel.maxwell@gmail.com

 linkedin.com/in/rachelmaxwell/

EDUCATION

May 2017

University of California, Berkeley

Berkeley, CA

M.S., Marketing

May 2012

University of California, LA

Los Angeles, CA

B.A., Economics

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May 2012

University of California, LA

Los Angeles, CA

B.A., Economics

Resume 3

Christina Jacobs

Awesome High School Student

Contact Experience

215-555-5555

Tinatinathatgirl@gmail.com

01/2025 - Present

Cashier • CVS

- Responsible for dealing with customers
 - Tasked with updating inventory
 - Tried to create positive rapport with customers
- |

Slide 19

HJO

I agree with the concern about the font on this one, but I would look for an example that would be more what you'd expect from youth that C2L programs in Philly are primarily serving.

Hillary Jones, 2025-05-02T14:14:37.630

Resume 3

Christina Jacobs

Awesome High School Student

Contact Experience

215-555-5555

Tinatinathatgirl@gmail.com

01/2025 - Present

Cashier • CVS

- Responsible for dealing with customers
 - Tasked with updating inventory
 - Tried to create positive rapport with customers
- |

Portfolios

- Collection of work showcasing
 - Skills
 - Accomplishments
 - Growth
- Promotes reflection and self-assessment

What to include

- Academic skills
- Personal management skills
- Teamwork skills



Slide 22

HJO Other things can include, programs from shows they are in (music/theater/art), pictures of poster boards/presentations (i.e. from a science fair), their art work, news articles they wrote (journalism), new articles they are in or represented by (i.e. their sports team or club), highlights of activities they're in on their school website.

Hillary Jones, 2025-05-02T14:28:09.838

Digital vs Physical

	Digital	Physical
Pros	<ul style="list-style-type: none">• Accessibility and shareability• Cost-effective• Easy to update	<ul style="list-style-type: none">• Tangible and memorable• Direct interaction• Controlled viewing experience
Cons	<ul style="list-style-type: none">• Technology dependent• Security and privacy concerns• Less tangible experience	<ul style="list-style-type: none">• Costly to produce• Difficult to update• Not environment^{HJO}ally friendly

Slide 23

HJO

My experience with portfolios has always been in binders where you could add pages easily - printer access would be a more relevant physical con than anything else in this case. I don't know how frequently people are going through a formal binding process for portfolios these days, but we should have a sense of this.

Hillary Jones, 2025-05-02T14:31:12.655

Hurdle Anticipation

What is one of the biggest challenges you anticipate your youth might face when writing their resumes or creating their portfolios?

Common Challenges

- No or limited experience
- What to include
- Strong action verbs HJO
- Formatting

Slide 25

HJO I'd recommend you talk about this a little bit - not just where the resource is.
Hillary Jones, 2025-05-02T14:32:19.829

What is Networking?

- Build relationships with other professionals
- Foster mutually beneficial relationships



Slide 26

HJ0 If you're going to mention LinkedIn make sure you mention their age requirements
Hillary Jones, 2025-05-02T14:34:24.973

HJ0 0 I see this later on.
Hillary Jones, 2025-05-02T14:37:21.071

Benefits of Networking



RELATIONSHIP
BUILDING



MUTUAL SUPPORT



EXPANDING
CIRCLE

Networking Skills

- Active listening
- Asking thoughtful questions
- Sharing information



Networking Skills (cont'd)



- Making connections
- Following up
- Digital networking

Slide 29

HJ0 You should encourage them to think about how they can give youth these opportunities - they will have to set these up.

Hillary Jones, 2025-05-02T14:38:23.542

HJ0 0 Give more ideas beyond bringing in guest speakers that's on the next page.

Hillary Jones, 2025-05-02T14:39:08.449

Strategies to Teach Youth

Role play

Guest speakers

Mentorship opportunities

Mock networking event

What is an Elevator Pitch

What's your ask?

What is unique about you?

What do you do?

Who are you?

Elevator Pitch Critique - Alex

Hi, I'm Alex. I go to Northwood High. I'm kind of interested in, like, computers and stuff? I'm in the video game club, and I'm pretty good at it, you know, playing games. So, maybe something in the area someday? Or, I don't know, maybe something else. Nice to meet you.

Slide 32

JSO

This activity could benefit from a template that providers can use when facilitating elevator pitch activities.

Javine Smith, 2025-04-29T15:54:13.309

Elevator Pitch Revised - Alex

Hi, I'm Alex, a sophomore at Northwood High. I'm really passionate about coding and game design. In the video lab club, I've been learning Python and even led a small team in creating a basic platformer game using Unity. I'm exploring opportunities to learn more about software development and potentially pursue a career in the tech industry. I'm eager to connect with people who work in that field to learn more about their experiences.

Elevator Pitch Critique - Maya

Hey, I'm Maya. I'm in a lot of clubs at school. Like, I do debate, and I'm in student government, and I volunteer sometimes. I'm pretty busy. So, yeah, that's me.

Elevator Pitch Revised - Maya

Hi, my name is Maya and I'm a junior at Frankling High School. Being involved in debate club has really helped me develop strong communication and leadership skills. In debate, I've learned to research complex issues and present persuasive arguments. I'm interested in fields where I can use these skills to connect with people and make a positive impact, like maybe communications or public service. I'm always looking for opportunities to learn from people with experience in those areas.

Interview Skills



- Informational
- Formal
- Group

Slide 36

EHO Did you mean formal in the last sentence?

Erica Hoskins, 2025-04-28T20:57:14.952

JS1 Align notes with info on slide

Javine Smith, 2025-04-29T15:55:04.602

Informational Interviews

- Informal way to learn from experienced professionals
- Benefits
- Goals
- Send a thank you note



Slide 37

JSO

"Youth should" is overused in this section.

Javine Smith, 2025-04-29T15:57:12.438

Formal Interviews



- To secure a job
- Technical knowledge
- May be multiple interviews with various time lengths
- May meet with a number of people
- Ask questions

Slide 38

JSO Explain how a provider can implement this
Javine Smith, 2025-04-29T15:58:38.517

Group Interviews

- Time saving
- Customer-facing or team roles
- Group discussions or group activities
- Focus on self



Slide 39

HJO

One thing I'd recommend for group interviews is that youth plan their 1 minute introduction of themselves and to be able to talk about why they're personally interested in the role.

Hillary Jones, 2025-05-02T15:08:06.340

Preparing for an Interview



RESEARCH



QUESTIONS



DRESS CODE

JS0

Be mindful of verbiage

Javine Smith, 2025-04-29T16:01:34.028

STAR Method

Situation

Describe a situation in your work experience relevant to the question

Task

Explain what your task was in the situation

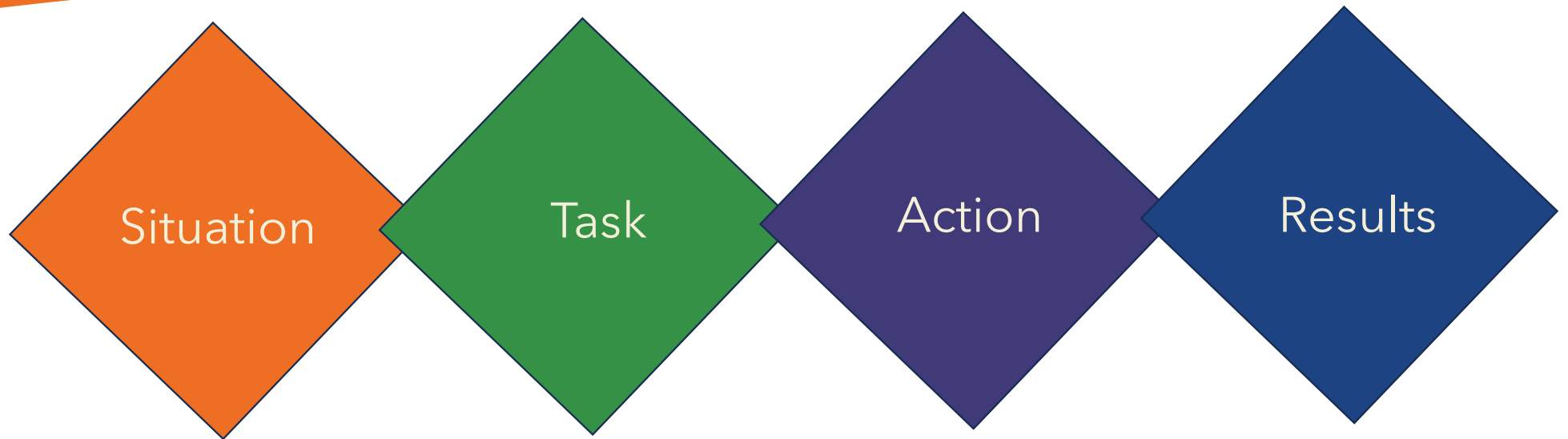
Action

Detail the action you took to address the situation

Result

Summarize the outcome of your response

Role-Play like a STAR



Question & Answer

Okay, so there was this one time in our school's bake sale club. We were supposed to bake cookies to raise money for the debate team. My job was to bring in chocolate chip cookies. I kinda forgot until the morning of the bake sale. So, I just quickly mixed some stuff together and baked them really fast. They didn't taste very good, and not many people bought them. We didn't raise much money that day.

Slide 43

JSO

This slide looks cluttered

Javine Smith, 2025-04-29T16:03:13.131

Revised Response

- Situation: Volunteered to bake cookies for debate team fundraiser
- Task: Needed to bake at least 2 dozen to sell
- Action: Forgot until late and rushed baking. Decided to sell them cheaper and help out in other ways
- Result: Cookies didn't sell well but helped overall with the bake sale and the leader respected honesty
- Learning: learned the importance of better planning

Common Challenges

- Shyness
- Knowing what to say
- Fear of rejection
- Understanding professional boundaries JKO

Slide 45

JKO

this makes introversion seem like a bad thing. It conflates a personality trait with a deficit

Jay Kamau, 2025-04-29T19:03:01.783

Integrating into Programming

Resume

Portfolio

Networking

Interviewing

C2L-PHL Resource Library Reminder

Universal Support

- Virtual Training Sessions
- Tools and Templates
- Guides
- Podcasts and Other Media
- Collaboration and Engagement

Capacity Building Virtual PD Events

May 15

10:00 am - 12:00 pm

**CLEAR Coaching
Framework**



Questions?

careerprograms@foundationsinc.org