

CAREER COACHING

Expectations

- Have a touch point with each student at least every other week
- Each student will apply for 100 jobs over duration of the program
- Attend or view recording of all 8 career modules
- Everyone should schedule at least 1 one-on-one within the first month to talk about your career/business goals.

What counts as a touch point?

Can be via phone, Zoom, one-on-one, email, or group meeting.

Career coach availability

Group Hours - Every other Friday 6PM - 7PM. No RSVP required, just show up here: <https://us02web.zoom.us/j/81083028686>

*You'll receive a calendar invite to these and I'll post reminders in Slack.

One on Ones - Time reserved specifically on Monday's 3:00 - 6:00 PM. Schedule through my career coaching calendar:

<https://calendly.com/theenvironmentalcareercoach/hack-upstate-careers-in-code>

About Laura

Laura is not only a career coach but also a small business owner and entrepreneur so she can help you navigate the career search and your entrepreneur/freelance goals.

She is a certified Project Management Professional (PMP) and her skills and relevant experience include: Web design, HTML, Database Administration, GIS, SAS coding, SQL, VBA, and UX.

COACHING MODULES

Held every
3rd Friday
6:00 - 7:00 PM

Week 2 March 26

Module 1: Setting Up for
Success

Week 14 June 18

Module 6: Interviewing

Week 5 April 16

Module 2: Job Search
Essentials Part 1 - Resumes
& Cover Letters

Week 17 July 9

Module 5: Standing Out

Week 8 May 7

Module 3: Job Search
Essentials Part 2 -
Networking Strategies

Week 20 July 30

Module 7: Values-Based
Branding

Week 11 May 28

Module 4: Searching for Jobs

Week 23 August 20

Module 8: Professional
Development

COACHING MODULE DESCRIPTIONS

**Module 1:
Setting Up for Success**

Applying for jobs is time-consuming. In this coaching module, we'll focus on getting things in order before you start searching so that you can make the most of your time.

**Module 2:
Job Search Essentials Part 1 -
Resumes & Cover Letters**

In this coaching module, we'll go over each piece of the resume and cover letter content and format that you'll need to wow hiring managers.

**Module 3:
Job Search Essentials Part 2 -
Networking Strategies**

In this coaching module, we'll make sure your LinkedIn is set up to be used as an extension of your resume as well as cover how to network in-person and online.

**Module 4:
Searching for Jobs**

In this coaching module, we'll go over where and how to look for jobs that align with your goals and skills. Including where to look, what search terms to use, and how to be efficient.

**Module 5:
Your Brand Values**

In this coaching module, we'll go over what makes you you and why it's important to identify those factors. We'll then talk about how aligning on those values will strengthen your personal brand.

**Module 6:
Standing Out**

In this coaching module, we'll go over why it's important to go above and beyond the norm or average expectations in every aspect of your job search and practical ways to do that.

**Module 7:
Interviewing**

In this coaching module, we'll go over what to expect during different types of interviews and how to answer challenging questions.

**Module 8:
Professional Development**

Getting the job is just the beginning. In this coaching module, we'll go over how to show up and start the next phase of your career on the right foot with some core skills.