

**WINTER BREAK LEARNING PACK**

Designed for high schoolers

Works in home & school settings

Use in 10–20 minute check-ins

Career Readiness 101: Handout

College Readiness:

Your academic ability to handle higher education

Career Readiness:

Your personal management skills—independence, professional communication, and reliability.

Focus Area	Core Concept	Immediate Action Step
Time Management	You are now the manager of your own time.	Block your "Non-Negotiables": Use a digital calendar to schedule sleep, meals, and school/work.
Boundaries	Know when to say "No" to protect your goals.	Set a "Digital Curfew": Lock social media apps at 10:00 PM using your phone's downtime settings.
Finances	Money is a tool; budgets are always necessary.	Turn on "Low Balance Alerts": Set your bank app to notify you if you drop below \$20 or \$50.
Identity	Craft a professional image that is easy to hire.	Make a "Win List": Write down one sentence every time you finish a project or get a good grade.

RESUME & ATS: 101

- **The Golden Rule:** Keep it to one page. It is an advertisement, not a full life history.
- **Formatting for ATS:** Use standard headings (Work Experience, Education) and simple layouts. Avoid graphics or tables that confuse ATS digital filing systems.
- **AI Usage:** Use AI to find job keywords, but do not use it to write every bullet point; employers can tell by the tone.
- **TRY THIS:** Create a professional email (first.last@website.com) and use Canva's AI Resume Builder for clean, modern templates. Use this one if you have work experience and this one if you don't have work experience. Use generative AI to help you identify

NETWORK STRATEGY

- **Inner Circle:** Family, friends, and past colleagues. Tell them exactly what you need.
- **Outer Circle:** Friends-of-friends, professors, and alumni. Ask for 10-minute "Advice Chats" to hear how they started their careers. **Build** your network.
- **Cold Networking:** Research job titles you like and find hiring managers on LinkedIn and use this [tutorial](#) for how to design your LinkedIn. Read this to learn [how to use AI](#) for networking effectively, including how to write messages to contact people.
- **TRY THIS:** Inner Circle: Reach out to family and friends. Explicitly tell them: (a) what help you need, (b) what opportunities you are looking for, and (c) to keep an eye out for openings. Outer Circle: Email professors, alumni, or friends-of-friends. Ask for a 10-minute chat about how they started their career using questions like [these](#).
- **Cold Networking:** Email or DM hiring managers for specific roles. Align your background with the job requirements and mention a company value that resonates with you.

LANDING THE INTERNSHIP

- **Proof over Potential:** Internships turn "I'm a hard worker" into real-world results you can point to. You will need to make sure you plan your search 6 months in advance.
- **The Timeline:** Summer applications often open between November and January. Apply to 5–10 per week during this peak season.
- **Pro-Tip:** If a job doesn't exist, try networking to propose one that solves a specific problem.
- **TRY THIS:** Research your target organization well before an interview. Start on LinkedIn or [InternshipFinder](#). Prepare specific examples of projects you've led and their outcomes.
- **Mock Interviews:** Practice answering questions out loud or use generative AI with an interview question template to build your confidence. Post-Interview: Send a thank-you note within 24 hours of your interview (you can use AI to brainstorm the draft, but ensure you proofread and edit it).

Being reliable, communicating well, and taking initiative makes you stand out more than grades alone ever will. Sign up for career readiness, resume, networking, or internship help with Dr. Allysha through EduQuencher.