



Career Launch Accelerator

A practical, repeatable system for career readiness

How to use this handout

Use this as a student worksheet or coaching guide. Work top to bottom, choose one target role, then complete the reflection and action plan. Repeat weekly to build momentum.

Career readiness, what it means

- Career readiness is the ability to translate your skills into opportunities, and to execute the steps that move you from interest to offer.
- This accelerator focuses on the actions students can practice now, resume clarity, networking momentum, and interview performance.

The five pillars to practice weekly

- **1. Self awareness**, strengths, interests, values, and examples you can share.
- **2. Resume and portfolio**, evidence of skills, organized, clear, and tailored.
- **3. Networking**, relationships that create access to hidden opportunities.
- **4. Interview readiness**, confidence, structure, and strong stories.
- **5. Follow through**, applications, follow ups, and professional communication.

Resume essentials

- Use a clean, simple format, readable fonts, consistent spacing, and one clear page for most students.
- Lead with impact, action verbs, measurable outcomes, and relevant coursework or projects.
- Tailor the top third to the role, mirror keywords from the job description when truthful, and avoid graphics that confuse applicant tracking systems.

Reflection questions

- Which pillar is your strongest today, and which one is holding you back the most?
- What is one skill you can prove with evidence, and what evidence will you use?
- What is one role you are targeting, and what are three keywords from that posting you should reflect in your resume?
- Who are three people you could reach out to this week, and what specific question will you ask each person?
- What is one STAR story you will prepare, and what result can you quantify?
- What will you do in the next 48 hours to move from planning to action?



Networking, what to say and what to do

- Start with a short outreach message, who you are, what you are exploring, and one specific ask.
- Build a simple weekly goal, connect with two people, request one informational conversation, and send one follow up.
- Use LinkedIn as a credibility page, headline, brief about, skills, experiences, and a professional photo.

Landing interviews, and preparing well

- Convert interest into interviews by applying with intention, tracking applications, and following up respectfully.
- Prepare using the STAR structure, situation, task, action, result, and keep answers specific.
- Practice aloud, record yourself, tighten to two minutes per story, and prepare questions that show curiosity and effort.

Action plan, next 7 days

- Update resume, make one targeted revision for a specific role.
- Send two outreach messages, track responses, and schedule one conversation.
- Practice two interview questions aloud, record, review, improve.
- Complete one follow up message after any conversation or application.
- Write your next step and due date, then share it with someone for accountability.

Coach note, if a student is stuck, reduce scope. Pick one role, one resume edit, one outreach message, one STAR story, then repeat next week.