

# stepUp

## Weekly Job Coach Update



### Resume Building and References

During Step Up Work Readiness training, interns learned about the best way to build a resume. This module focused on:

- How to build a resume by being short, accurate, and neat while describing skills, experiences, and education.
- How to outline skills without having job experience by thinking through school, extracurriculars, volunteer experiences, and community leadership roles.
- Utilizing good formatting, clean presentation, and power words.

**This is a good time to talk to your intern about what they have learned from their experience and what skills they have gained.** Through these conversations your intern will start thinking about how they will capture their summer experience on their resume.

Talk through both the soft skills (communication, problem solving, teamwork, etc.) and hard skills (software, tools used, certifications, etc.) they might be able to add after this experience. Remind them

about the above tips they learned during their training. Hopefully they will leave their internship with an updated resume that showcases this summer experience

## References

Hopefully you have been able to forge a strong, professional relationship with your intern this summer. During Work Readiness Training, interns learned about the importance of having professional references. It is a great time to review with your intern the importance of having professional references and to work with them in identifying who at your company might be a good reference for them to use. **Work with your intern on identifying who those people are, asking for their permission, and capturing the correct information they will need.**