



A Program of Center for Companies That Care

Mentor Training

Work Readiness: Cover Letter Challenge



Agenda

- Brief overview of College Bus Tour
- Incentives
- Work Readiness Event Info
- Horror Story Recruiting
- Upcoming Events & Trainings



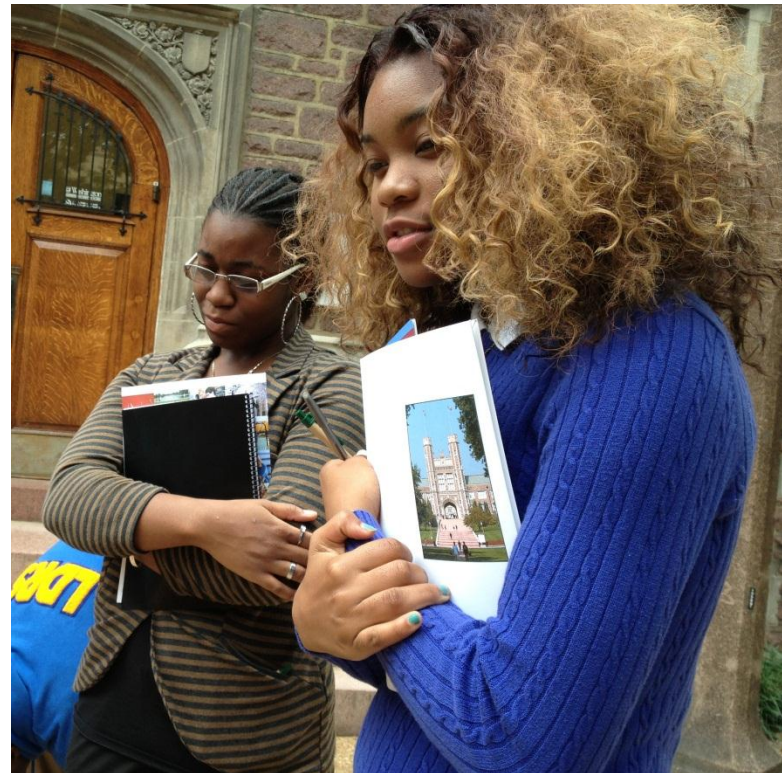
College Bus Tour 2013

- 6 schools in 3 days:
 - Washington University in St. Louis
 - Harris-Stowe State University (St. Louis)
 - University of Iowa
 - Wartburg College
 - Knox College
 - Monmouth College
- 20 students attended, almost all juniors
- Everyone will apply to at least one of the colleges we visited beginning this summer



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College Bus Tour 2013





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Incentives Rubric

- AIM High students and mentors are divided into four teams
 - We Fly High
 - High Def
 - Summas
 - Warriors
- Teams will compete against each other throughout the year
- If you still have not seen the Incentive Rubric for 2013, please contact me at jamesballard@companies-that-care.org



Work Readiness Event Info

Date: Thursday, October 17th

Description: 3-part event

- Presentation
- Cover Letter Challenge
- Job Search horror stories

Time: 5:00-7:30pm

Location: Chicago Cultural Center
Yates Gallery
78 E Washington St, Chicago

Getting There: Easily Accessible by Metra and El. Garage Parking also available.

Students will be bussed to the event

Register: [WORK READINESS 2013 REGISTRATION](#)



Work Readiness Event Overview

- Short presentation on how to write a cover letter (w/ dinner)
- Students given 3 job postings – small-group brainstorm re: important attributes for each
- Students each write 2 cover letters
- Letters are scored by student/mentor pairings as well as staff and volunteers
- Mentors will share Horror Stories while the score is tallied
- The incentive team with the most “interviews granted” wins!



Writing the Cover Letters

- Mentors will guide their students in writing their letters, especially in terms of structure and grammar/spelling
- The focus should be on taking the content of the job description and inserting it in the cover letter, tying the attributes that the employer is looking for to what the student has to offer
- If one student finished before the other, please encourage that student to give input on his/her colleague's letters
- Once all letters are written, student/mentor pairings will help score cover letters



SAMPLE JOB DESCRIPTION

Position: Student Library Worker - Several shifts and hours available including weekdays and evenings as well as Saturday and Sunday. The John Vaughan Library is looking for students with excellent customer service skills and the ability to work well with others as well as independently. Duties will include communicating basic library policies to patrons, providing support at information desks, assisting with daily tasks such as shelving books and working with library staff on projects. Training will be provided, but knowledge of the library or experience in a library is a bonus.

Semester: FALL 2013, SPRING 2014

Department: Library; Access Services

Contact: Katie Sharp, ext. 3206 (or 918-444-3206)



SCORING RUBRIC FOR COVER LETTERS

1. Did the letter get turned into the wrong employer, address the wrong person, or contain any grammatical or spelling errors? If so, discard.
2. Did the applicant connect him/herself to the job?
3. Did the applicant focus more on employer needs than personal wants?
4. Did the applicant use specific language from the job description?
5. BONUS: Was the letter memorable? Did it set the person apart while still remaining professional?



HAVE A JOB-SEARCH HORROR STORY TO SHARE?

We want your terrifying tales of the worst interviewees you've ever witnessed in your professional life or a recitation of pieces of the worst cover letters you've received!

This is just supposed to be a fun way to get students thinking about Dos and Don'ts of the job search process.

Have a short anecdote to share? Please let me know ahead of time: jamesballard@companies-that-care.org

If you are uncomfortable in front of crowds, but have a great story, we can find someone to present it for you!



Work Readiness Event Agenda

TIME	AGENDA ITEM
430	Students arrive
500	Mentors arrive
	Arrivals grab food, head to their assigned seats
	Begin presentation – incl. College Bus Tour presentation
	End presentation; explain game
540	Small groups - brainstorm session
	Start writing
635	All letters turned in
	Letters scored
700	Job Search Horror Stories
	Winner announced, prizes distributed
	Upcoming events announcements
730	Dismissal



Upcoming Events & Trainings

Touchpoint: Work Readiness Workshop (Leadership)	October 17, 2013	5:00-7:30PM	Chicago Cultural Center
Mentor Training: Local College Visit	October 22, 2013	12-1:00PM	Webinar
Mentor Mingling	October 24, 2013	5:00 - 6:30PM	TBD
Senior Day	November 5, 2013	5:00 - 7:30PM	Companies That Care
Touchpoint: Local College Visit	November 11, 2013 (Veteran's Day)	1:30 - 2:30PM	TBD
Mentor Training: Take Your Mentor to School	November 19, 2013	12-1:00PM	Webinar
New Mentor Orientation	November 21, 2013	5:30 - 7:30PM	Companies That Care
Touchpoint: Take Your Mentor to School	One day during the week of 12/9/2013	varies	Schools
New Mentor Orientation	December 17, 2013	5:30-7:30PM	Companies That Care
Mentor Mingling	December 18, 2013	5:00-6:30PM	Christkindlmarkt
New Mentor Orientation	December 18, 2013	8:00-10:00AM	Companies That Care



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Thanks! See you on the 17th!