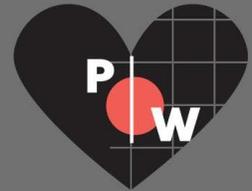


WE'RE HERE FOR YOU, FIRST YEARS.



As first-years, we know that this isn't exactly how you were hoping to wrap up your inaugural year at Bates -- a year that we hope was filled with positive experiences and memories of friends, faculty, and staff. The campus already misses your energy and enthusiasm.

We at Purposeful Work realize that this is an extremely difficult time for all of our students as we navigate an unexpectedly new reality together. We want you to know that we acknowledge your concerns and are here to assist and support you in all the ways that we can.

As the COVID-19 situation unfolds, we'll share relevant information, provide guidance and encouragement, and offer strategies for moving forward. Please do not hesitate to reach out to us individually and to the general Purposeful Work email address (purposefulwork@bates.edu) with your needs and questions.

As you try to make the most of this time, consider the following:

- 1) **Craft your first resume:** With almost two semesters completed, this is a great time to reflect on what you've done -- in your classes, within your organizations, on your teams, and even on your own -- and record your accomplishments and contributions. Your resume is an important document for you to convey your academic and professional experiences. Whether you have a version from high school that you'd like to revise or you want to create a whole new version, we can help you. Check out our helpful [resource guides](#) on Handshake for recommendations and samples, and reach out to our staff to provide feedback and suggestions on your documents.
- 2) **Build your brand:** Did you know that it's never too early to start building your brand? Thinking early about how you portray yourself and your experiences on different media and social media platforms can help set you up for success with your peers, Bates alumni, and future employers. If your resume is updated, you can easily update your Handshake profile, LinkedIn profile, and [Bates Bridge](#) profile.
- 3) **Explore industries of interest through Handshake:** Regardless of how much you already know, there's always more to learn. Vault guides are available to research what many industries are about and what opportunities they offer. As students, you have free

access to these guides via Handshake. If you've never logged in, it's easy to [sign in here](#) with your Bates login. Then go to the Career Center and click on "Resources." Search for or scroll down to "Vault Campus." Click through the links and you'll find a number of Vault guides and articles to review. While you're at it, explore several other Handshake Resources, including networking templates, interview guides, and Skill Scan Express - a great tool for exploring the skills you're drawn to developing further.

- 4) **Expand your networks on LinkedIn and Bates Bridge:** One of the best things you can take advantage of as a Bates student is the Bates network. Our alumni are some of the most engaged and supportive alumni you'll ever meet. As you seek to explore what purposeful work looks like after college, make sure to check out the Bates College school page on LinkedIn. We have over 15,000 alumni globally that you can filter by industry, major, and even location. If you have questions about post-graduate life that alumni can help with, or want to explore how purpose and meaning can relate to your work – today and in the future, sign onto [Bates Bridge](#) and pose your questions to people who share that Bates identity with you! These platforms are great for you to make connections and find mentors.
- 5) **Explore opportunities on Handshake and beyond:** While many opportunities are catered to upperclass students, it's never too early to see what's out there. That's often how we get the most inspired -- by simply knowing what exists. Plus, you never know what might be open to first-year students. How can you get started? Check out opportunities on Handshake. If you update your Handshake profile, the platform will highlight relevant events, summer jobs and internships based on your interests. Connect with an alum of your organization or team. What have they done since graduation? How did they get there? Consult your faculty about where their students ended up. How did Bates prepare them? And of course, reach out to Purposeful Work staff who are poised to help you with your exploration process as well as your internship/job search.
- 6) **Seek out additional learning opportunities:** One of the best ways to expand your foundation of knowledge and build additional skills is to leverage the wide array of learning opportunities available through on-line learning platforms, including [Coursera](#) and [EdX](#). Not only are their courses free, but they give you the chance to check out areas of interest without the commitment of a course for credit. From advancing your Excel skills to learning new programming languages to expanding your understanding of project management or nonprofit leadership, these platforms allow you to actively engage in your own professional development at no cost.
- 7) **Connect with the team at Purposeful Work through drop-in hours and individual virtual appointments -- we've made it easy to access us virtually:**
 - a) **Drop-in Hours**
 - There will be two PW staff members on call M-F 1-3 pm EST to review resumes, cover letters, and answer questions via email. If you send an

email with your request to purposefulwork@bates.edu by 3 pm, we'll respond by 4:30 pm EST that same day.

b) Individual Appointments

- We're now offering virtual appointments by phone, Zoom, Google Hangout, and email. You can make an appointment for M-F 8 am-4 pm EST through Handshake (log in, go to the upper tab "Career Center" and then click "Appointments").
- If you have any trouble, please email purposefulwork@bates.edu. Our team checks this email inbox frequently.
- You'll receive email confirmation of your scheduled appointment. A staff member will follow up should we need additional information in advance.

- 8) **Stay apprised of upcoming events:** Update your Handshake profile, check out the Events tab on Handshake, and watch for Purposeful Work communications. As we set up events, information sessions, workshops, and other engagement opportunities, we'll list them on Handshake and communicate with you via email.

If you have questions, concerns, or suggestions for services you'd like to see us provide in the coming days and weeks, please email us at purposefulwork@bates.edu.

As always, we're here for you.

The Team at the Center for Purposeful Work