

WE'RE HERE FOR YOU, SENIORS.



We realize this is an extremely difficult time for all of our students, especially seniors as you navigate your next steps. We want you to know that we acknowledge your concerns and want to assist and support you in all the ways that we can.

As the COVID-19 situation unfolds, we will 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) **Update your resume:** Did you complete a big project in one of your classes? Did you organize a campus event with one of your organizations? Did you make a significant contribution to your on-campus job? Make sure your resume reflects your most recent academic and professional accomplishments, including your thesis and/or capstone projects. If you have not updated your documents in a while, this is a great time to do it.
- 2) **Update your Handshake profile, LinkedIn profile, and Bates Bridge profile:** If your resume is updated, you can do a simple transfer of information to all of the key platforms where your contacts, potential employers, and others may be able to access your information. Handshake will even highlight relevant job opportunities based on your career interests and preferences.
- 3) **Explore internship and job opportunities on Handshake and other platforms (LinkedIn, Indeed, specific industry sites):** Employers continue to post jobs on Handshake and other job platforms daily. Make sure to check these platforms frequently for new opportunities and review job postings carefully for up-to-date information on deadlines and timelines.
- 4) **Explore industries of interest through Handshake and the internet:** Vault guides are available to research what many industries are about and what opportunities are available within those industries. Students have free access to these guides via Handshake. Go to the Career Center and click on "Resources" -- then search for or

scroll down to “Vault Campus.” Once you click through the links, you’ll find a number of Vault guides to review. Explore several other Handshake Resources while you are at it, including interview guides, Skill Scan Express, and Going Global - a great tool for international job searches. Additional internet research will provide a broad perspective on different fields and applicable skills for success in those fields.

- 5) **Refresh and expand your networks on LinkedIn and Bates Bridge:** Do you have LinkedIn contacts to whom you have not reached out in a while? This is a great time to check in on a professional contact and their family or organization. It shows you are thoughtful and helps you stay top of mind. Do you have questions about post-graduate life that alumni on Bates Bridge can help you with? Make connections and pose questions on [Bates Bridge](#) – it’s easy to access with your Bates login and single sign-on. If you’ve never had the chance to reach out to a Bates alum for advice, or you’ve never visited with us in the Center for Purposeful Work, this spring is a great time to start, and we are here for you!
- 6) **Connect with other seniors working through the same things you are by joining our Job Search Groups:** Consider joining a small group of seniors engaged in job search activities who meet via Zoom to share resources; provide suggestions and accountability; and create a “communal approach” to the job search. Groups meet for 60 minutes weekly with a facilitator from the Bates Center for Purposeful Work. [Review this FAQ to learn more](#) and email Peter Osborne at posborne@bates.edu if you’re interested in joining a job search group.
- 7) **Connect with the team at Purposeful Work through drop-in hours and individual virtual appointments -- we have 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 will respond by 4:30 pm EST that same day.
 - b) **Individual Appointments**
 - We are 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 staff check this email inbox frequently.
 - You will 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 will 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