

WE'RE HERE FOR YOU, SOPHOMORES.



We realize this is an extremely difficult time for all of our students, sophomores included – as you navigate your summer plans, ponder a semester abroad, and contemplate your next two years at Bates. We want you to know that we're here to assist and support you in all the ways that we can.

As the COVID-19 situation unfolds, we will share relevant Purposeful Work updates, 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:** If you haven't created a resume yet, now is a good time to get started. Follow our [Resume and CV Guide](#) for a step-by-step process. In the Guide, you'll find several sample formats that we recommend for a college student's resume. Choose one that's right for you and begin to personalize it with your information.
- 2) **If you already have a resume, update it:** If you already have a resume but haven't updated it in a while, now is a good time for a refresh. Did you declare your major this year? Did you complete a big project in one of your classes? Did you organize a campus event with one of your organizations? Make sure your resume reflects your most recent academic information, experiential involvement, and accomplishments.
- 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 are available within those industries. 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 discovering your current skills and exploring the skills you'd like to develop.

- 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 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 on to [Bates Bridge](#). These platforms are great for you to make connections, find mentors, and learn about different industries. If you have questions about getting the process started and crafting messaging to alumni, check out our [Networking Guide](#) and connect with one of our PW counselors.
- 5) **Explore opportunities on Handshake and beyond:** 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 opportunities might be open to sophomores. 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 consider 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 or cost of a course for credit. From advancing your Excel skills to learning new programming languages to expanding your understanding of project management, these platforms allow you to actively engage in your own professional development.
- 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 (click “Events” → “Events Search” and under the “Host” Filter, check “Bates College”, and you can see the status of events), and communicate with you via email.
- 9) **Stay apprised of Purposeful Work updates:** To ensure that students have the latest information on Purposeful Work activities during this time, we have set up a page specifically for [Updates Due to COVID-19](#). Please check this page regularly for up-to-date information on our efforts to support you.

Many of you have specifically inquired about the status of Purposeful Work Core Internships as well as Purposeful Work Internship Funding. At this point in time, all funding coming out of Bates -- from the Dean of the Faculty’s Office, the Harvard Center for Community Partnerships, and Purposeful Work -- is being put on hold pending what happens with COVID-19. You can find details on the rationale and impact of this joint decision [here](#).

We realize that this is difficult news given the current state of affairs. We’re working closely with campus colleagues and external employers to navigate the situation and explore options. As we have more information, we’ll make decisions accordingly and share updates with you. We all hope things change for the better soon, especially given the significant impact on students.

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