

## City View Academy

### 4 Steps to Get an Interview

**Project Overview:** Over the next few weeks, you will explore the community, build professional skills, and take steps to secure a learning-through-internship opportunity. This project will lead you from mapping local businesses to securing an interview, a job shadow, and ultimately an internship. As we work together, you will practice professional communication, teamwork, and goal-setting skills.

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#### Step 1: Community Mapping and Business Outreach

- **Objective:** Create a detailed map of local businesses and practice outreach skills.
- **Task:** In teams of 4-5, identify all businesses in an assigned region and collect business cards or contact information.
- **Skills Practice:** Create and practice a phone or in-person script. If a business is receptive, ask for permission to follow up about an interview opportunity for a City View student.
- **Deliverable:** Submit a team map listing all businesses, contacts, and collected information. Each team member should prepare a short reflection on their outreach experience to share with the class.

#### Learning Targets

- I can work effectively with my team to accomplish community mapping goals. (Competency: Works with others)
  - I can practice professional communication skills when interacting with local businesses. (Competency: Communicates learning)
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#### Step 2: Follow-Up and Requesting Informational Interviews

- **Objective:** Build connections by requesting informational interviews with potential internship hosts.
- **Task:** Individually choose two businesses from your team's map that interest you. Using your initial contact information, reach out (phone or email) to request an informational interview with a staff member.
  - **Phone Script Practice:** Use your phone script to ask questions like, "What kind of work does your team focus on?" or "What skills are most valuable for team members here?"
- **Deliverable:** Submit a scheduled interview date or a summary of any responses received. After the interview, write a one-page reflection about what you learned and how it might apply to a future job shadow or internship.

#### Learning Targets

- I can initiate professional communication with potential mentors or career contacts. (Competency: Builds networks)
  - I can reflect on what I've learned about professional roles and responsibilities. (Competency: Reflects on learning)
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### Step 3: Setting Up a Job Shadow

- **Objective:** Develop professional relationships through a job shadowing opportunity.
- **Task:** From your informational interviews, choose one business to approach for a one-day job shadow. Reach out to your contact, thanking them for the previous interview and expressing interest in spending a day learning more about their daily operations.
  - **Job Shadow Request Script:** Prepare a short, polite script that outlines why you're interested in shadowing someone from their team.
- **Deliverable:** Confirm a job shadow date and submit a short outline of what you hope to learn. After the job shadow, write a two-page reflection on your experience and how it has influenced your future career interests.

#### Learning Target

- I can use networking skills to secure a job shadow opportunity with a professional. (Competency: Builds networks)
  - I can connect classroom learning to real-world applications in a professional setting. (Competency: Applies learning)
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### Step 4: Requesting an Internship Opportunity

- **Objective:** Secure a potential internship by building upon the relationships established through the mapping, interview, and job shadow.
- **Task:** Reach out to your job shadow contact to inquire about internship opportunities. Highlight any specific skills you observed or used during your shadow and mention how an internship would benefit your learning and career goals.
  - **Internship Request Script:** Draft a professional email or phone script requesting a part-time internship, explaining what you would bring to the role and how it aligns with your career interests.
- **Deliverable:** Submit a copy of your request (email or script) and, if successful, a summary of the agreed-upon internship terms. If not successful, submit an alternate list of three businesses to contact next and an adapted request script.

#### Learning Target

- I can request and secure an internship opportunity by building upon my professional connections. (Competency: Builds networks)
  - I can demonstrate professionalism in both written and spoken communication. (Competency: Communicates learning)
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### Final Reflection and Presentation

- **Objective:** Reflect on and present the journey from mapping to internship.
- **Task:** Prepare a short presentation for the class that outlines your journey, from community mapping through to securing an internship (or identifying future internship options if a placement was not secured).
  - Include lessons learned from each stage, skills practiced, and any professional contacts developed.
- **Deliverable:** A 5-7 minute presentation to be given in class. Prepare a digital copy of your presentation to submit as part of your portfolio.

#### Learning Target

- I can reflect on my learning experiences throughout the project. (Competency: Reflects on learning)
- I can clearly present my learning and professional journey to an audience. (Competency: Presents ideas)