

# *CareerLinking* ACADEMY

Join us and be part of our  
Lehigh Valley *CareerLinking*  
ACADEMY and satisfy your  
graduation project in one week!

If you have any questions, comments or  
suggestions, please contact the Lehigh Valley  
Workforce Investment Board, Inc. at  
610-841-1006. We are very excited about this  
partnership between education, our workforce  
system, and business and industry.

Please visit our workforce website at:

[www.careerlinklehighvalley.org](http://www.careerlinklehighvalley.org)

click on *CareerLinking*  
ACADEMY

*"We can't wait to meet you and help open doors to your future!"*

*Eugene Ervin, Chair*  
*Lehigh Valley Workforce Investment Board, Inc.*

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# *CareerLinking* ACADEMY

*... a partnership between*

## *Pennsylvania*

*Lehigh Valley Workforce Investment Board, Inc.*

*and*

*Pennsylvania*  
***CareerLink***  
LEHIGH VALLEY

*and*

AFFILIATE OF  
**SRM**<sup>TM</sup>  
SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT



## WEEK AT A GLANCE

Day One

Career awareness activities and interest assessments  
[PA Academic Standards 13.11 A-F]

Day Two

Interviewing skills and preparation of resumes,  
cover letters, briefs, job applications  
[PA Academic Standards 13.2.11 A-E]

Day Three

Interviews and workshops with human resource  
managers to discuss skills, interests, employer needs  
and expectations; soft skills exercises and more  
[PA Academic Standards 13.2.11 A-E and  
13.3.11 A-G]

Day Four

Job shadowing opportunities at local employers  
[PA Academic Standards 13.3 A]

Day Five

Career and Technical School, Community College  
and University Tours; Parent Workshop;  
Graduation Celebration  
[PA Academic Standards 13.4 B]

*Approved for Act 48 credits*



## Day Five

CAREER AND TECHNICAL SCHOOL, COMMUNITY COLLEGE,  
AND UNIVERSITY TOURS

**9:00 a.m.**

Arrive at PA CareerLink Lehigh Valley

1. Tour a career and technical school, community college, and university, highlighting admissions criteria, program of studies and financial aid
2. Complete exit survey and evaluations

# Celebration

**1:30 p.m.**

Parent Workshop on College Options and Financial Aid

**3:00 p.m.**

Presentation of CareerLinking Academy Certifications

**4:30 p.m.**

Depart from PA CareerLink Lehigh Valley



## Day Four

### CAREERLINKING DAY: EMPLOYER TOURS/JOB SHADOWING

#### 9:00 a.m.

Arrive at PA CareerLink Lehigh Valley

1. Individualized, personalized tour and job shadowing experience with employers in Lehigh Valley's targeted industry clusters
2. Comprehensive bus tour of local industrial parks with employer information

#### 3:00 p.m.

Depart from PA CareerLink Lehigh Valley



## Day One

### CAREER AWARENESS AND PREPARATION [PA Academic Standards 13.1.11 A-F]

#### 9:00 a.m.

Arrive at PA CareerLink Lehigh Valley

1. Opening remarks from Community Leader Elmer Gates
2. CareerLink Lehigh Valley Overview and Tour
3. Careers for the 21<sup>st</sup> Century panel: Industry leaders discuss Career Pathways and career ladders  
**[PA Standard 13.1.11 A, B, E]**
4. CareerLingo Activity
5. Explore Career Cruising, career interests and develop or review portfolios **[PA Standard 13.1.11 A, C, E, F]**

#### 3:00 p.m.

Depart from PA CareerLink Lehigh Valley



## Day Two

**CAREER ACQUISITION**  
[PA Academic Standards 13.2.11 A-E]

**9:00 a.m.**

Arrive at PA CareerLink Lehigh Valley; attend Lehigh Valley Workforce Investment Board, Inc. meeting with Secretary Zahorchak

1. Learn how to develop resumes and cover letters  
[PA Standard 13.2.11 C]
2. Learn how to complete employment applications  
[PA Standard 13.2.11 C]
3. Critique new Career Gates e-media tools and discuss careers in journalism  
[PA Standard 13.2.11 A]

**3:00 p.m.**

Depart from PA CareerLink Lehigh Valley



## Day Three

**CAREER ACQUISITION AND RETENTION**  
[PA Academic Standards 13.2.11 A-E and 13.3.11 A-G]

**9:00 a.m.**

Arrive at PA CareerLink Lehigh Valley

1. Good Frankie/Bad Frankie interview video workshop  
[PA Standard 13.2.11 A]
2. Develop personal commercials and Impress the Panel  
[PA Standard 13.2.11 A, C]
3. Business luncheon etiquette exercise
4. Session Rotations:
  - a. Participate in one-on-one employment interviews with Human Resource Managers in career interest areas
  - b. Participate in soft skills exercise
  - c. Work on Reflective Report pertaining to senior project  
[PA Standard 13.2.11 A, E and PA Standard 13.3.11 A,B,C,E,F,G]

**3:00 p.m.**

Depart from PA CareerLink Lehigh Valley