### **Group Coaching Session 12 : Resume/Linkedin - T Learners**

**Objective:**

In this session, the coach will guide the learners through the general principles of creating a resume for learners aiming at Transition and will provide personalised recommendations based on each learner’s profile.

Emphasize on the importance of a well made Linkedin Profile, share portfolios of a few people in your network who leveraged LinkedIn for professional growth.

Special instructions have been provided in the detailed lesson plan as per the following personas:

| **Group Persona Category** | **Work Ex.** | **Background** |
| --- | --- | --- |
| **Transition ET (Experienced-Tech)** | High (> 7-8) | Technical |
| **Transition NET (Non-Experienced-Tech)** | Low (< 7-8) | Technical |
| **Transition ENT (Experienced-Non-Tech)** | High (> 7-8) | Non-Technical |
| **Transition NENT (Non-Experienced-Non-Tech)** | Low (< 7-8) | Non-Technical |

**Agenda:**

**Transition (T):**

1. Part-I: Resume/Linked In brief (20 min)
2. Part II: Personalised Recommendation: Resume and Linked In(70 min)

**Detailed Agenda:**

**TRANSITION (T):**

**Note: Please have sample resumes and Linkedin profiles of varied experience ranges ready before the session.**

| Component | Instruction Task/Learner Task | Time (mins) | #Questions | Element of Engagement |
| --- | --- | --- | --- | --- |
| Part-I: Focused Teaching | Discuss general resume guidelines, based on the data mentioned in the Resume Rubric.  Mention tools for resume building  Discuss the general principles of Linkedin profile building. Guide the learners through the Dos & Don'ts of a Linkedin Profile, how to shape the profile so that it gets more recruiter attention. Also, give a brief overview of how Linkedin networking works and encourage learners to stay active on Linkedin. | 20 | - | Social Support |
| Part-II: Personalised Recommendation | 1. Pick the resumes & Linked In profiles of the individual learners and run them through the Linkedin & resume rubric provided and come to a rough score 2. Suggestions on how to frame their resumes/Linked In to get more shortlists for the specific roles that they aspire to get into. Since the learners have chosen tracks by this time they have a fair idea of what roles they might want to get into.   Here is a comprehensive model for building the resume and Linkedin Profile: [Rubric](https://docs.google.com/spreadsheets/d/1uqWxU9IgI04L1bSmzWwz8YNZpAj_6H55TFqBSsLUmf4/edit?usp=sharing)  Kindly summarise common mistake/ concerns with all the samples of the group  Make groups of 2-3, for the learners to review and grade each other’s resumes | 70 | - | Personalised feedback  5-7 min/ learner |

**IMPORTANT:** Please include profile building on kaggle/ Github/Hackerrank for students from technical backgrounds in the session.

**Note:**

1. Kindly Refer to the Data Science Curriculum attached [here](https://docs.google.com/spreadsheets/d/1VeT5zdmhcciY9hlZnuBrcYkfZU7S4JdUaQlWeJfwdjo/edit?usp=sharing).
2. Kindly Refer to the TAP Overview: [Here](https://docs.google.com/document/d/1-ducKuLE59HnHvBWMC8KciE9zO2Dm6ngXq_UMtZFu24/edit?usp=sharing)