1. **Coffee Chat**
   1. Goal: The mentor provides a 30-minute free session with a mentee to network, answer questions, and enhance the mentor's visibility and influence.
   2. Time: 30 minutes
2. **Resume Polishing**
   1. Goal: The mentor helps the mentee polish their resume for job applications and teaches them how to write an outstanding resume in the future.
   2. Time: ~~60~~ 30 minutes
   3. Mentee Provides:
      1. Resume and comments for the meeting
   4. Mentor Tasks:
      1. Before the Meeting:
         * Review and polish the mentee’s resume.
         * Upload the reviewed resume into Cospace.
      2. During the Meeting:
         * Walk through the resume with the mentee and make final adjustments.

Note: The mentor does not need to fully rewrite the mentee's resume but should provide revision suggestions and reference examples for each section.

1. **Resume Writing**
   1. Goal: The mentor helps mentees with no experience write a resume for job applications and teaches them how to create a perfect resume in the future.
   2. First Meeting
      1. Time: ~~60~~ 30 minutes
      2. Mentor Tasks:
         * Collect the mentee’s job-related information, such as education, industry, job position, past experience, certifications, etc.
         * Confirm the second meeting with the mentee.
   3. Second Meeting
      1. Time: ~~60~~ 30 minutes
      2. Mentor Tasks:
         * Before the Meeting:
           1. Write the resume based on the collected information.
           2. Upload the resume to Cospace.
         * During the Meeting:
           1. Walk through the resume with the mentee and make final adjustments.

Note: Please ensure the resume is fully completed in the second meeting. Otherwise, the service will be considered incomplete, and the student will have the right to request a refund.

1. **Behavioural Mock Interview**
   1. Goal: The mentor conducts a behavioral mock interview with the mentee and helps them prepare for a BQ interview.
   2. Time: 60 minutes
   3. Mentee Provides:
      1. Resume and comments for the meeting
   4. Mentor Tasks:
      1. Before the Meeting:
         * Review mentee’s resume and comments
         * Prepare questions for mock interview
      2. During the Meeting:
         * First ~~30~~ 40 minutes: Mock interview
         * Second ~~30~~ 20 minutes: Interview review, with the mentor giving feedback based on the mentee’s performance

Note: Please leave at least ~~15-30~~ 20 minutes for reviewing and providing feedback on the interview.

1. **Technical Mock Interview** 
   1. Goal: The mentor conducts a technical mock interview with the mentee and helps them prepare for a technical interview.
   2. Time: ~~90~~ 60 minutes
   3. Mentee Provides:
      1. Resume and comments for the meeting
   4. Mentor Tasks:
      1. Before the Meeting:
         * Review the mentee’s resume and comments
         * Prepare questions for the mock interview
      2. During the Meeting:
         * First ~~30~~ 40 minutes: Mock interview
         * Second ~~30~~ 20 minutes: Interview review, with the mentor giving feedback based on the mentee’s performance

Note: Please leave at least ~~30~~ 20 minutes for reviewing and providing feedback on the interview.

1. **Case Mock Interview**
   1. Goal: The mentor conducts a case study mock interview with the mentee and helps them prepare for a case interview.
   2. Time: ~~90~~ 60 minutes
   3. Mentee Provides:
      1. Resume and comments for the meeting
   4. Mentor Tasks:
      1. Before the Meeting:
         * Review the mentee’s resume and comments
         * Prepare questions for the mock interview
      2. During the Meeting:
         * First ~~30~~ 40 minutes: Mock interview
         * Second ~~30~~ 20 minutes: Interview review, with the mentor giving feedback based on the mentee’s performance

Note: Please leave at least ~~30~~ 20 minutes for reviewing and providing feedback on the interview.

1. **Behavioural Interview Training**
   1. Goal: The mentor trains mentees who lack experience with behavioral interviews, helping them prepare for BQ interviews.
   2. Time: 60 minutes
   3. Mentee Provides:
      1. Resume and comments for the meeting
   4. Mentor Tasks:
      1. Before the Meeting:
         * Review the mentee’s resume and comments
         * Prepare the meeting agenda
      2. During the Meeting:
         * Explain to the mentee what a BQ interview is and its purpose
         * Train the mentee on how to conduct a BQ interview
2. **Technical Interview Training**
   1. Goal: The mentor trains mentees who lack experience with technical interviews, helping them prepare for tech interviews.
   2. Time: 60 minutes
   3. Mentee Provides:
      1. Resume and comments for the meeting
   4. Mentor Tasks:
      1. Before the Meeting:
         * Review the mentee’s resume and comments
         * Prepare the meeting agenda
      2. During the Meeting:
         * Explain to the mentee what a tech interview is and its purpose
         * Train the mentee on how to conduct a tech interview
3. **Case Interview Training**
   1. Goal: The mentor trains mentees who lack experience with case interviews, helping them get ready for case interviews.
   2. Time: 60 minutes
   3. Mentee Provides:
      1. Resume and comments for the meeting
   4. Mentor Tasks:
      1. Before the Meeting:
         * Review the mentee’s resume and comments
         * Prepare the meeting agenda
      2. During the Meeting:
         * Explain to the mentee what a case interview is and its purpose
         * Train the mentee on how to conduct a case interview
4. **Career Consulting**
   1. Goal: The mentor offers industry insights and assists the mentee in designing their career path, ensuring they are clear about their next steps and future plans.
   2. Time: ~~60~~ 30 minutes
   3. Mentee Provides:
      1. Resume and comments for the meeting
   4. Mentor Tasks:
      1. Before the Meeting:
         * Review the mentee’s resume and comments
         * Prepare the meeting agenda
      2. During the Meeting:
         * Understand the mentee’s goals
         * Share knowledge and eliminate the mentee’s information gaps
         * Help the mentee design their career path
   5. Potential Topics:
      1. Target job positions and industries
      2. Industry Trends
      3. Necessary skills Development and Goals
      4. Career Path (1-year, 3-year, 5-year)
      5. Professionalism
      6. Networking
      7. Salary and Compensation