tallo

SUMMER CAREER

Adventure Checklist

WEEK 1: RECOMMENDED FOR JUNE 9-15   **Your Start Date:** _____

Foundations - Start Where You Are: Building your professional foundation

- ☐ Create a Tallo account if you don't have one yet and fill out your basic profile info
- ☐ Update your Tallo profile with current experiences
- ☐ Switch to a non-school email address for your Tallo account to keep access after you graduate
- ☐ Identify your accomplishments and skills using the "Translating Your Successes to Skills" worksheet
- ☐ Browse Tallo's Career Navigator to get familiar with career exploration tools
- ☐ Connect with others by introducing yourself in the Tallo Community

Reflection Prompt:
What's one course you have taken (or hope to take) in high school that you think has prepared you (or will prepare you) for your next step? Explain your answer.

Resources:
Download: Translating Your Successes to Skills worksheet

Your Reflection Response:

_____

_____

_____

_____

_____

_____

_____

_____

tallo ™

SUMMER CAREER

Adventure Checklist

WEEK 2: RECOMMENDED FOR JUNE 16-22   **Your Start Date:** _____

Skills & Profile Building - Discover Your Strengths: Identifying and showcasing your transferable skills

- ☐ Identify three transferable skills from your summer job/activities
- ☐ Add the skills you identified in your Week 1 brainstorm and from your summer job/activities to the "Skills" section of your <u>Tallo profile sections</u>
- ☐ Choose two successes you're most proud of from your Week 1 brainstorm and add them to your Tallo profile in the "Accomplishments" section
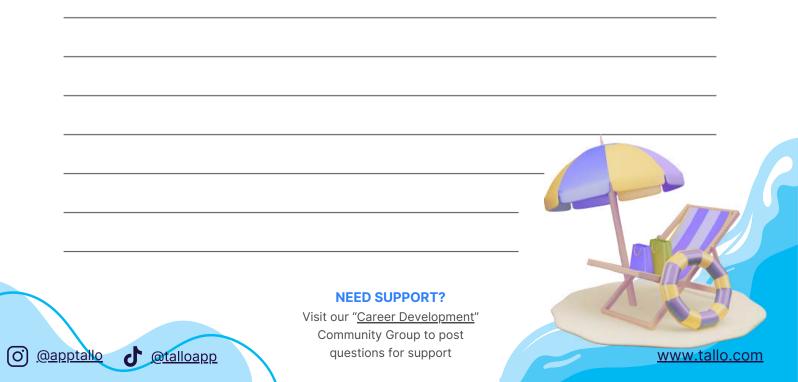- ☐ Identify what sections of your Tallo profile you feel you're lacking in and create steps to improve them
- ☐ Share one accomplishment you added to your profile and why you're proud of it in the <u>Tallo Community</u>

Reflection Prompt:
Pick three soft skills that most fit you and explain why: adaptability, accountability, initiative, innovation, productivity, collaboration, communication, teamwork, flexibility, leadership, problem solving, responsibility, self-direction, social skills, etc.

Your Reflection Response:

_____

_____

_____

_____

_____

_____

_____

NEED SUPPORT?
Visit our "<u>Career Development</u>"
Community Group to post
questions for support

tallo™

SUMMER CAREER

Adventure Checklist

　　Your Start Date: _____

Upskilling & Growth - Level Up: Develop new skills that match your career goals

☐ Try one free upskilling resource (FreeCodeCamp, Coursera, Notion, etc.)

☐ Complete the elevator pitch worksheet and practice your 30-second pitch

☐ Practice your elevator pitch with a new person and get feedback

☐ Share insights from your upskilling/learning experience in the Tallo Community

Reflection Prompt:

What's one new skill you're excited to develop this summer? How will it help you reach your career goals?

Resources:

Download: Creating an Elevator Pitch worksheet

Read: How to Create the Perfect Elevator Pitch with Examples

Your Reflection Response:

_____

_____

_____

_____

_____

_____

_____

NEED SUPPORT?

Visit our "Career Development" Community Group to post questions for support

@apptallo　　@talloapp

www.tallo.com

tallo™

SUMMER CAREER

Adventure Checklist

WEEK 4: RECOMMENDED FOR JUNE 30 - JULY 6   **Your Start Date:** _____

Social Media & Personal Branding - Show Your Professional Self : Professional online presence (Social Media Day - June 30)

- ☐ Update your online presence/social media for professional networking
- ☐ Remove or hide posts/content that doesn't represent your professional self across your main social media profiles
- ☐ Update your bio/about sections on social media to reflect your career interests and goals
- ☐ Use Tallo's Resume Builder to create your first professional resume
- ☐ Enter Tallo's resume review giveaway
- ☐ Share a tip for maintaining professional social media experience in the Tallo Community

Reflection Prompt:
How do you want to be seen professionally? What would most impress someone looking at your Tallo profile?

Resources:
Download: What is an Applicant Tracking System (ATS) infographic

Your Reflection Response:

_____

_____

_____

_____

_____

_____

NEED SUPPORT?
Visit our "Career Development" Community Group to post questions for support

tallo™

SUMMER CAREER

Adventure Checklist

Your Start Date: _____

Career Exploration - Discover What's Possible: Deep dive into career possibilities and pathways

- ☐ Complete <u>Tallo's Career Navigator Assessment</u> (60 questions, ~15 minutes)
- ☐ Complete the "My Career Vibe" worksheet to explore your results in-depth
- ☐ Use <u>Career Navigator</u> to explore at least 2 different career hubs in depth
- ☐ Explore <u>Tallo Real Careers, Real Journeys Series 2025</u> clips on Tallo
- ☐ <u>Create a career vision board</u> for the next 2 years
- ☐ Share your top Career Navigator result in the <u>Tallo Community</u> — were you surprised by any career matches?

Reflection Prompt:
After exploring different career paths, which one surprised you the most? What did you discover about yourself through career exploration?

Resources:
Download: <u>My Career Vibe worksheet</u>

Your Reflection Response:

_____

_____

_____

_____

_____

_____

_____

_____

NEED SUPPORT?
Visit our "<u>Career Development</u>"
Community Group to post
questions for support

tallo™

SUMMER CAREER
Adventure Checklist

Your Start Date: _____

Networking & Community - Give and Grow: Building relationships and giving back (Give Something Away Day - July 15)

- [ ] Connect with 3 new professional contacts or mentors. Don't forget to save their contact info so you can follow-up with them in the future!

- [ ] Practice your elevator pitch during networking conversations

- [ ] Find a volunteering opportunity that aligns with your career interests

- [ ] Reach out to a professional for an informational interview or job shadowing

- [ ] Give career advice or encouragement to another student (Give Something Away Day)

- [ ] Brainstorm three people who could write you a strong letter of recommendation and explain why you picked each person. If you're not sure, consider 3 people you'd like to ask for a letter of recommendation in the future, and brainstorm ways to build a stronger relationship with them.

- [ ] Post about your networking/volunteering experience in the Tallo Community

Reflection Prompt:
How did helping others help you learn about yourself? Why do colleges and companies look for candidates who have completed community service?

Your Reflection Response:

_____

_____

_____

_____

_____

_____

_____

NEED SUPPORT?
Visit our "Career Development"
Community Group to post
questions for support

SUMMER CAREER
Adventure Checklist

Your Start Date: _____

Confidence & Interview Prep - Build Interview Confidence: Building confidence and interview skills

- [ ] Update your elevator pitch based on new career insights
- [ ] Practice your elevator pitch with someone new
- [ ] Participate in mock interview challenge or practice session
- [ ] List at least two scenarios where you might need a printed resume on hand
- [ ] Update your Tallo profile and resume with summer accomplishments
- [ ] Share interview tips or experiences in the Tallo Community

Reflection Prompt:
What's one thing you're excited to talk about in a job interview? How has your confidence grown this summer?

Resources:
Read: 5 Tips to Ensure a Successful Job Interview

Your Reflection Response:

_____

_____

_____

_____

_____

_____

_____

NEED SUPPORT?
Visit our "Career Development" Community Group to post questions for support

@apptallo   @talloapp   www.tallo.com

tallo™

SUMMER CAREER

Adventure Checklist

WEEK 8: RECOMMENDED FOR JULY 28 - AUGUST 3   **Your Start Date:** _____

Internship Focus - Find Your Next Step: National Internship Day focus (July 31)

- ☐ Research and save 5 fall <u>internship opportunities</u> you'll apply for
- ☐ Draft your first internship application or inquiry email using your refined elevator pitch elements
- ☐ Download and review your <u>updated resume</u> from Tallo
- ☐ Explore <u>Tallo's scholarship search</u> engine
- ☐ Share one internship or opportunity you're excited to apply for and why in the <u>Tallo Community</u>

Reflection Prompt:
What type of work environment energizes you most?

Your Reflection Response:

_____

_____

_____

_____

_____

_____

_____

_____

_____

NEED SUPPORT?
Visit our "<u>Career Development</u>"
Community Group to post
questions for support

@apptallo   @talloapp

www.tallo.com

tallo™

SUMMER CAREER

Adventure Checklist

WEEK 9: RECOMMENDED FOR AUGUST 4 - 10   **Your Start Date:** _____

Future Planning - Map Your Next Steps: Planning for fall opportunities and goal setting

- ☐ Update your career vision board based on summer discoveries
- ☐ Create your fall opportunity action plan with deadlines
- ☐ Record a final elevator pitch showcasing your summer growth & upload it to Tallo
- ☐ Complete final updates to your Tallo profile and download your final resume
- ☐ Set 3 specific, actionable career goals for the next school year
- ☐ Post in the Tallo Community about your biggest summer career win

Reflection Prompt:
What's your biggest personal goal for the next year? How are you different now than when summer started?

Resources:
Download: Smart Goals worksheet
Read: Charting a Path to Your Future: How to Set SMART Goals

Your Reflection Response:

_____

_____

_____

_____

_____

_____

_____

_____

NEED SUPPORT?
Visit our "Career Development" Community Group to post questions for support