

Get Out of the Outline

Independent Study Mentorship

Weekly Report 5: September 18- September 22, 2017

As the end of the six weeks rounds the corner, it's impressive to look back at the progress we've made in the few weeks of being within the ISM program. Whether it has been learning how to shake someone's hand, making a timid cold call, or advertising your qualifications through a resume, it is evident that I have grown as a professional student and begun building the skills needed to survive in the business world.

The main skills that were focused on this week were cold calling and resume building. Improving upon these skills have already shown to be beneficial to me as I was able to call one of my employers and sort out a conflict without any hiccups. By remembering the skills learned from cold calling, (speaking slowly and always reiterating information for clarity) it made speaking to adults and employers easier and more efficient.

Although we were handed outlines for a structured cold call conversation, I learned that it may be beneficial to create my own outline based upon the guidelines for what the rubric recommended. I found that if myself, or other students, were to rely solely on the script for conversations we sound like nervous robots. Therefore, by creating an outline written in my own personal diction, it could help the conversation flow and sound more natural.

Additionally, I believe the resume outline can be revised in order to suit the personality of myself since branding is a major component in selling yourself. The outline given addressed the basics of having your skills listed, contact information, and etc. However, the outline failed to mention the inclusion of relevant coursework or personality skills that may attract a mentor/employer.

Being successful does not mean you have to follow the outline always given to, but to rather find a way to make yourself stand out by adjusting the outline to your own personality and needs. I will definitely be taking this knowledge forward with me as my ISM journey progresses.