



How to Prepare for a Career Coaching Event

PARTICIPANTS

Before the session:

- Determine why you need career coaching advice:
 - Do you need help fine-tuning your resume bullet points?
 - Are you interested in another industry but not sure how to get your foot in the door?
 - Do you need advice on changing careers?
- Gather your thoughts and compile a list of questions prior to the event:
 - What do you suggest if I want to move into ___ field?*
 - Can I ask for your advice on ____?*
 - What format would be best to display my unique qualifications?*
 - How should my LinkedIn reflect my resume?*
 - What skills do recruiters look for when applying to jobs in ____?*
- Update your Resume or LinkedIn Profile
 - Update your Resume and save as a PDF or .docx
 - Update your LinkedIn profile and make sure your public profile is visible to everyone
 - Simply click on the down arrow next to “View Profile As” and click on “Manage Public Profile Settings.” Make sure your profile is visible to everyone (including the details!) and click “save.”
- Mark your calendar to attend the event!

During the session:

- Enter the booth(s) of the reviewer(s) you are interested in connecting with
- Click the green button to get in line to chat
- You will have a set number of minutes to connect 1:1 with that coach to discuss your area of interest
- All conversations will be in text-based chat!

After the session:

- A transcript of your conversations will be accessible after the event to look back at your chat history, review notes, gather contact information, and follow up!
- Apply the changes to your resume/ LinkedIn profile (if appropriate!)



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COACHES

Before the session:

- Register for the event using the email address in which you received your email invitation
- Prepare a document of your responses to frequently asked questions, so you can easily copy/paste during the timed conversations
- Become familiar with Brazen chat platform:
 - Watch our [Representative Training Video](#) to acquaint yourself with the Brazen platform, or
 - [Sign up for our Weekly Representative Training](#) held on Tuesdays, 3-4PM ET
- Retrieve resumes/LinkedIn profiles from your Brazen Account Admin to review prior to the event

During the session:

- Log in to the Brazen event using the same email you used to register. Our system recognizes that you are a representative based on your email address
- Enter your booth!
- Click the green button to chat
- Chat 1:1 with alumni/student attendees and career coach!

After the session:

- Review your chat history to follow up with participants accordingly