Chapter Leader Resources

**Introductory Email to New Career Coaches**

Welcome to the Young Professional’s Career Engagement Program

Dear Mrs. Smith,

Thank you for your willingness to serve as a volunteer Career Coach.  We are very pleased that you are willing to offer your time and efforts to assist young adults successfully transition from their academic years into their professional careers.

These individuals may have done well in school, but sometimes struggle with initiating or developing their careers.  This disconnect may cause the young adults to not realize their full career and earnings potential.  In addition, they may put off critical life decisions such as serious dating or marriage because of their concerns about supporting a family.

Our objective is to provide young adults with the opportunity to connect with and learn from professionals in their chosen field of interest.  Professionals like yourself share their experiences and knowledge with young adults in order to help them prepare to enter the workforce as a confident, committed and ethical professionals.

Our program is divided into two options for the young adults:

The first option is the **Introduction to a Professional.** This option is open to all individuals that have an interest in exploring one or more career paths. We introduce them to leading professionals in their chosen field of interest so that they can learn from them about the challenges and rewards of that profession, the education necessary to enter that profession, and best practices to be successful in that profession. This option is especially helpful for individuals who are curious about various professions and want to do some preliminary exploring before committing to an education plan.

The second and more interactive option is the **Young Professionals Career Coaching Program.** This option is available for those individuals who have completed or nearly completed their formal education and are now ready to begin their career. This option includes a coaching relationship utilizing the assistance of volunteer Career Coaches who are experienced professionals working in a variety of occupations.   The Career Coach helps the young adult to (1) settle on a career to pursue, (2) learn job search skills, (3) polish their resume and cover letter, (4) prepare them for job or informational interviews and (5) connect them with professionals in their career field of interest for the purpose of conducting informational interviews.

The most important duty that you will be providing is to be supportive of the young adult, to listen to their concerns, and to help them develop a plan for achieving their goals.  You are also being called upon to share your career experiences and to introduce the young adult to your professional network.

Steps that you can take now include:

1. Visit the Young Professionals Career Engagement website at <https://byums-mentoring.byu.edu/>
2. Read the section titled *Career Engagement Program Outline for Coaches.*
3. Check out the guidebook tab on our website. There you will find helpful resources to assist you in your coaching efforts. Together with your young adult, you should focus on those resources that are most applicable to their needs.

Once you have been assigned a young adult to coach, here are 11 tips for you to develop a successful mentoring relationship with him or her:

1. Develop a passion for working with your young adult. This can be an incredibly rewarding experience for both of you. This is also a great opportunity for you to give back to your profession and to the community.
2. Set the right expectation. Don’t sugarcoat the advice that you give to them. You are not interviewing them for a job; therefore, your advice should be straightforward and honest. You owe it to them to give them candid advice helping them to be well prepared for job interviews and a successful career. They should also recognize that they can never have a second chance to make a first impression.
3. Work to change the mindset of the young adult from looking for job to building a career.
4. Your meetings with young adults should be conducted in a public place such as a library, church, restaurant or office. If they are under the age of 18, it may also be wise to invite them to bring a parent to the meetings.
5. Get to know your young adults.  What are their career interests and concerns? Share with them your own career story and the positives and negatives of your occupation.
6. Identify which areas of our resources that are most applicable to the young adult’s progress and then develop a plan for reviewing those chapters them.
7. Plan to meet with your young adult monthly for at least five meetings if you are in the formal coaching program with them. If you are only completing an informational interview with him or her in the Introduction to a Professional program, then you only need to meet with them once. You are welcome to continue meeting with or staying in touch with your young adults for as long as you both believe it is helpful.
8. We provide at the beginning of each section *Discussion questions for Young Professionals and Career Coaches*. These questions are intended to help you initiate a meaningful discussion with the young adult about the information contained within that section.
9. Help them to develop their professional resume so that it looks appropriate for the career that they are seeking.
10. Conduct mock interviews with them.  Help them to understand that in order to stand out in an interview, he or she must first thoroughly research the industry, the company, and the position for which he or she is applying.  It is also helpful for the young adult to review the biography of the interviewer, if available, so that they may understand areas of common interest with the interviewer.
11. When you believe that the young adult is ready, introduce them to your professional network for the purpose of conducting an informational interview with these professionals. These informational interviews are very important and key to the them in exploring or jumpstarting their career. I can’t overstate enough the importance of the them in conducting informational interviews. Not only will it help them in jumpstart their career, but it will also give the young adults valuable opportunities to improve their interviewing skills. Note that it is their responsibility to schedule the informational interview with the career professional after your introduction to them.

Again, thanks for volunteering to be a Career Coach. Your work assisting young adults is very important to us! If you have any questions, please do not hesitate to contact us.

All the best,

John Smith

Chapter Program Director

The Young Professionals Career Engagement Program

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