FIRST JOB & INTERNSHIP KIT

Free sample preview · Your Complete Job Search Toolkit

A small preview of the practical templates and worksheets included in the full kit. This sample is for browsing only; the complete downloadable package includes editable files and additional resources.

Sample 1 — Resume structure

YOUR NAME
City, Country · Email · Phone · LinkedIn

PROFESSIONAL SUMMARY
Write 2–3 concise lines describing your strengths, relevant experience, and the type of role you seek.

EXPERIENCE / PROJECTS
Role or project · Organization · Dates
• Describe a contribution using an action verb.
• Include a result or measurable outcome when accurate.

EDUCATION
Program · Institution · Dates
Relevant coursework or projects (optional).

SKILLS
List skills and tools relevant to the target role.

Sample 2 — Interview practice

• Tell me about yourself.

• Why are you interested in this role?

• Describe a challenge you overcame.

STAR framework — Situation: set the context. Task: explain your responsibility. Action: describe what you did. Result: share the outcome and what you learned.

Sample 3 — Application tracker

The full kit includes an Excel tracker to record applications and follow-ups. Here's a sample layout:

Company	Role	Date	Status	Follow-up
Company A	Intern	Oct 1	Applied	Oct 15
Company B	Analyst	Oct 3	Interview	—
Company C	Assistant	Oct 5	Pending	Oct 20

Sample 4 — 30-day job search plan

Week	Focus	Suggested actions
1	Prepare	Define target roles, update resume, build LinkedIn profile.
2	Apply	Research employers and tailor applications.
3	Practice	Practice interview answers and continue applying.
4	Follow up	Review progress, follow up appropriately, refine strategy.

The full kit also includes two resume templates, cover-letter template and sample, 50 interview questions, STAR worksheet, LinkedIn checklist, professional email scripts, offer evaluation worksheet, detailed job-search safety checklist, and editable resources.

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