



SUBMISSION FORM

All submission forms must include the following information. Separate submission forms must be turned in for each eligible program. **Deadline: July 1, 2021.** Please include this submission form with the electronic entry. If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact [Gage Harter](#).


PROGRAM INFORMATION

County: County of Henrico
Program Title: Bank Partnership Leads Charge in Student Career Prep
Program Category: Community and Economic Development

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Title: Deputy County Manager for Administration
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Program Overview

In Henrico County Public Schools' Career and Technical Education (CTE) programs, our focus is to prepare students for future success in post-secondary education and work. In order to prioritize the health and safety of employees, students, and families during the continuing coronavirus pandemic, Henrico County Public Schools (HCPS) used a predominantly virtual start to the 2020-21 school year. In efforts to support our teachers and provide engaging and meaningful experiences to distance learning, we partnered with Bank of America to conduct virtual workshops on resume-building and interview techniques.

Students at HCPS' Advanced Career Education Centers and from the Academy at Virginia Randolph, our nontraditional school, were invited to participate in three virtual 90-minute learning sessions: "Your Personal Selfie," "Who's Got Talent?" and "Let's Interview the Best You." The sessions helped teach students how to successfully stand out during the hiring process, using the lens of an industry leader.

While reinforcing classroom instruction, "HCPS Resume and Interview Days with Bank of America" gave students the opportunity to work on their resumes and gain useful feedback that would prepare them for their career goals.

Problem/Challenge/Situation Faced by Locality

While students and teachers began to cope with the virtual learning environment necessitated by the COVID-19 pandemic, HCPS wanted to offer meaningful virtual experiences that enhanced teacher instruction and prepared our career and technical education students for the world of work. Each year, junior and senior students at the Advanced Career Education Centers and the Academy at Virginia Randolph are required to complete a resume and participate in mock

interviews as preparation for success after high school. This year, a new approach was needed to bring relevancy to the instruction through distance learning. How could we assist students in building their resumes while using an engaging digital format? How can we use distance learning to bring industry leaders to the virtual table?

How Program Fulfilled Awards Criteria

Each student who participated in the HCPS Resume and Interview Days with Bank of America learning sessions had an opportunity to build on their classroom instruction, edit and revise their resumes and hear feedback from business executives from the second largest banking institution in America. During the “Let’s Interview the Best You” workshop, students asked engaging questions while learning tips and techniques for interviewing in today’s competitive market. Furthermore, we as a school division gained an enthusiastic partner who has since attended our CTE Business Advisory Council meetings, as well as eagerly participated in other CTE program opportunities to share their expertise and knowledge with students.

While the 2020-21 school year has held much uncertainty, distance learning has given us the opportunity to take the time to rethink creatively, innovate and collaborate with area businesses for real-world experiences for students in ways we had not thought of before. Our HCPS Resume and Interview Days with Bank of America workshops provided valuable career training preparation for students who are entering the workforce now, as well as in the future. Whether we are virtual or meeting face-to-face, this is a program worth repeating. It captured students’ attention and broadened their understanding of getting a foot in the door of employers.

How Program Was Carried Out

We collaborated with our business partners from Bank of America (in particular, the company's senior vice president of consumer banking for the Virginia region) and two area human resource specialists to help CTE students. The idea emerged to help our career and technical education students learn to build eye-catching resumes and to share interview tips and techniques relevant to today's job market. The objective was to support classroom instruction while bringing relevancy through the perspective of one of our area's largest business industries. After several virtual meetings, we developed a three-week timeline for implementing HCPS Resume and Interview Days with Bank of America.

For the first workshop, "Your Professional Selfie: How to make your resumes stand out," students came to the learning session with a skeleton of the resume in hand. After a presentation on the sections of a resume, including key "look fors" by the employer, students then had the opportunity to rethink and edit their resumes. Seniors were encouraged to submit their polished resumes in a "Who's Got Talent?" competition where Bank of America executives reviewed the resumes and chose the best three for prizes. More than 80 seniors participated in the competition. The second resume workshop took a deeper dive through good themes and information to highlight. The Bank of America team also demonstrated common mistakes, focusing on opportunities for improvement. Even though there were 450 participants in these sessions, our Bank of America partners asked to offer a third resume-building session for students who had scheduling conflicts with the first learning sessions. Amazingly, an additional 112 students attended this impromptu session.

In the third week, our Bank of America partners tackled the interview process by presenting the "Let's Interview the Best You" workshop to another 208 attendees. In this learning session, the

Bank of America senior vice president reviewed the different types of interview questions and shared tips and techniques for in-person, virtual, and phone interviews. The HCPS Resume and Interview Days with Bank of America workshops were a true Henrico County collaboration, providing our career and technical education students the platform to learn from industry leaders. At the same time, Bank of America presented insights on relevant materials every student needs for the next steps of their journey.

Financing and Staffing

There were no costs associated with HCPS Resume and Interview Days with Bank of America. For the learning sessions we used our school division's preferred choice of online platforms, Microsoft Teams, to hold the live workshops. The prizes awarded for the "Who's Got Talent" competition were donated by vendors. The senior vice president and human resource specialists from Bank of America not only freely volunteered their time for three 90-minute sessions but also insisted we add an additional workshop for junior students who missed the first learning session.

Program Results

While the beginning of the 2020-21 school year had many hiccups, the HCPS Resume and Interview Days with Bank of America was not one of them. We were amazed at the sheer number of students from the Advanced Career Education Centers and the Academy at Virginia Randolph who voluntarily signed up to learn from experts at Bank of America. Students were not given incentives or a quiz grade for attending. Instead, they were sincerely interested in hearing the professionals' viewpoints. The three planned learning sessions — "Your Personal Selfie," "Who's Got Talent?" and "Let's Interview the Best You" — each drew over 200 attendees, while the makeup session for juniors had over 100 additional participants. In addition, the quality of the resumes after editing greatly improved as further proof of student interest. With a total of 762

attendees for the four 90-minute workshops, these junior and senior students were given authentic learning experiences that enhanced their classroom instruction and helped them better prepare for becoming productive employees.

Brief Summary

With a virtual start to the 2020-21 school year, HCPS was committed to continuing to offer meaningful virtual experiences that enhanced teacher instruction and prepared our career and technical education students for the world of work. Each year, junior and senior students at the Advanced Career Education Centers and the Academy at Virginia Randolph are required to complete a resume and participate in mock interviews as preparation for success after high school. This year, a new approach was needed to bring relevancy to the instruction through distance learning.

Collaborating with business partners at Bank of America, as well as two area human resources specialists, students at HCPS' Advanced Career Education Centers and from the Academy at Virginia Randolph, our nontraditional school, were invited to participate in three virtual 90-minute learning sessions: "Your Personal Selfie," "Who's Got Talent?" and "Let's Interview the Best You." The sessions helped teach students how to successfully stand out during the hiring process, using the lens of an industry leader.

While reinforcing classroom instruction, "HCPS Resume and Interview Days with Bank of America" gave students the opportunity to work on their resumes and gain useful feedback that would prepare them for their career goals. Each of these sessions drew over 200 student participants, with an additional 100 participating in a make-up session. A total of 762 students were able to benefit from valuable career training through this re-imagined experience.

Bank Partnership Leads Charge in Student Career Prep

Supplemental Materials

What is a Resume? – Getting Started

The starting points to build your resume are the same, regardless of the desired position:



Determine the job, or types of jobs, you want to do and research their responsibilities and qualifications.



Think about why you can do the job and make a list of your skills that are relevant to the job.



Identify experiences or accomplishments that show your proficiency in the skills required for the job.



Summarize your abilities, accomplishments and skills into a brief, concise document.

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Parts of a Resume – Section 2: Objective

Objective Statement Structure

A ¹_____ position in ²_____ utilizing my skills
in ³_____ to ⁴_____.

- 1) **Position** (operations manager, financial analyst, administrative assistant)
- 2) **Functional Area** (corporate finance, commercial real estate, MIS, banking center)
- 3) **Specialized Skills** – skills that make you a unique asset to the hiring manager (accounting, sales, customer service, written communications, training)
- 4) **Value Added** – What basic value do you propose to add to your new environment? How will the hiring manager know six months from now that you have added value to his/her team? Your most compelling quality, contribution.