



Workshop Outline

Workshop Title: Crafting a Career Story That Opens Doors: Clarity, Confidence, and Compelling Messaging

Overview

This 60–90 minute workshop helps participants articulate a clear, compelling career story that strengthens résumés, LinkedIn profiles, interviews, and networking conversations. The session blends reflective practice, practical writing strategies, and ethical use of AI tools to support career clarity and confidence.

Audience

Professionals navigating career transitions, emerging leaders, early-career talent, and members of employee resource groups.

Learning Objectives

Participants will be able to:

- Identify core themes in their professional journey
- Translate experiences into strengths, achievements, and value statements
- Draft a concise career narrative for résumés, LinkedIn, and interviews
- Use AI tools ethically and strategically to refine their story

Agenda

1. Welcome & Framing (5 minutes)

- Introduce purpose and outcomes
 - Normalize nonlinear career paths
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- Establish community agreements grounded in equity and accessibility

2. What Makes a Strong Career Story? (10 minutes)

- Break down components of an effective narrative
- Compare strong vs. vague career statements
- Group reflection on what makes stories memorable

3. Guided Reflection: Identifying Career Themes (10 minutes)

Participants explore prompts related to values, strengths, impact, and patterns in their work.

4. Drafting Your Career Narrative (15 minutes)

- Introduce a simple narrative structure (Present → Past → Future)
- Demonstrate how to turn themes into a cohesive story
- Participants draft a 3–4 sentence narrative

5. Applying Your Story Across Platforms (10 minutes)

Participants adapt their narrative for:

- Résumé summary
- LinkedIn “About” section
- Interview introductions
- Networking conversations

6. Using AI as a Writing Partner (10 minutes)

- Demonstrate how AI can support clarity, tone, and structure
 - Emphasize human judgment, authenticity, and equity
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- Participants test one AI-assisted revision

7. Closing & Next Steps (5 minutes)

- Share templates and examples
- Encourage continued refinement
- Optional: offer follow-up coaching or small-group sessions

Included Materials

- Career Story Worksheet
 - Résumé Summary Template
 - LinkedIn “About” Examples
 - AI Prompt Guide for Career Storytelling
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