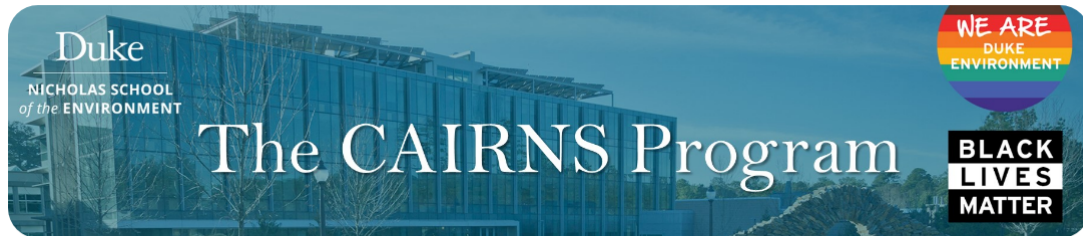


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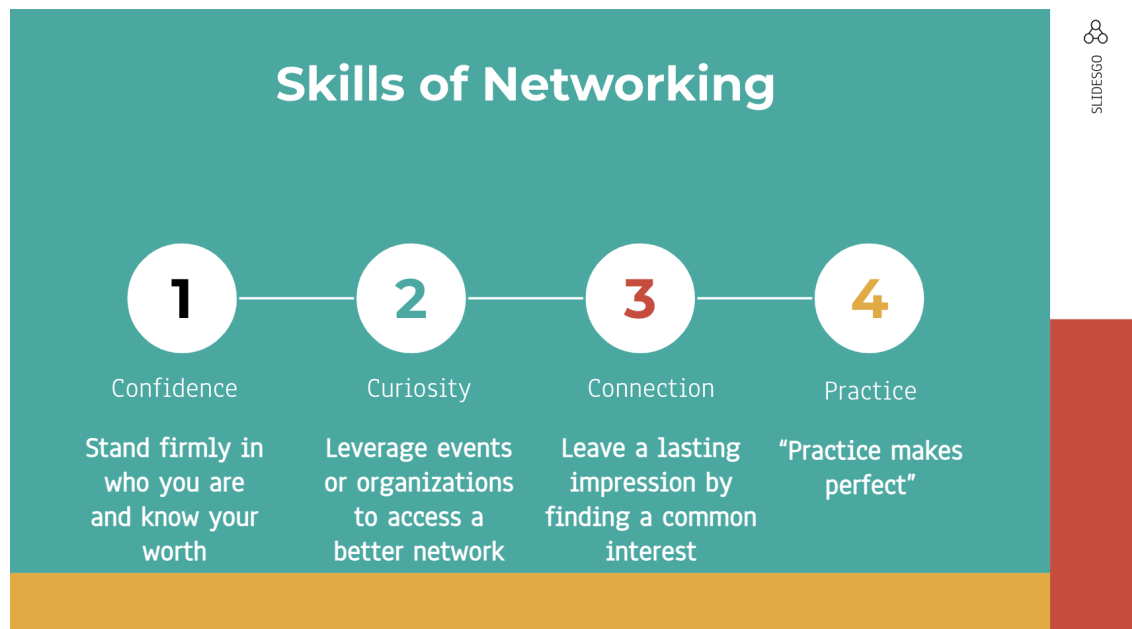
CAIRNS Mentee Newsletter

November 2022

Happy Tuesday, 2022 Cohort!

This is our second newsletter of the school year! Remember, this newsletter will keep you updated with the ongoings of the CAIRNS program and will offer you useful information on opportunities and topics in the sustainability field.

Please continue reading for important updates and action items.



[Recap of October Cohort Meeting](#)

definitions, we came up with our own definition of networking:

"The cultivation of productive relationships under common interests in all types of settings".

When Networking...

1. Look for common interests or experiences
2. Be specific with your ask
3. Focus on gaining knowledge and insight
4. Send a "Thank You"

Click [here](#) to review the presentation from our October session to review the main takeaways, the networking exercise, and to access the LinkedIn and email templates (see picture below) you can use as you start to network with your mentors, alumni, classmates, professors, and professionals in your interested sector or industry.

Tools & Resources from October Session

- Some of you wanted examples of subject lines to use when networking, so click [HERE](#) to access 55 Subject Lines for Networking Emails from Indeed.
- [Handshake](#) is Duke's career readiness platform to help you discover new career pathways and find amazing jobs and internships. You can use Handshake to find and register for all of Duke's events and career fairs, sign up for career advising appointments, and explore employers' and other students' profiles.
 - Here's a [video overview](#) of Handshake (only watch from min 5:17 to 17:11) and a video of the [five things in your first week on Handshake](#) to set yourself up for success.

<h2 style="margin: 0;">Example Messages</h2>	
<div style="writing-mode: vertical-rl; transform: rotate(180deg);">LinkedIn</div>	<p>Hi [NAME], I am a sophomore at Duke studying Biology, and am interested in nature-based climate solutions. I would appreciate the opportunity to connect and hear about your experience working in the forest carbon offsets sector. Thank you!</p> <p><i>*Keep LinkedIn's 300 character limit in mind</i></p>
<div style="writing-mode: vertical-rl; transform: rotate(180deg);">Email</div>	<p>Dear [NAME],</p> <p>I am a sophomore at Duke studying Biology, and am interested in nature-based climate solutions. I recently had a conversation with Professor Smith about this field and she suggested I reach out to you.</p> <p>Professor Smith mentioned that you entered the forest carbon offset sector after you graduated from Duke. I would love the opportunity to hear about how you navigated your time at Duke and post-grad to pursue a career in the nature-based climate solutions field. Would you be open to connecting over a 30 minute phone call or Zoom?</p> <p>I understand if you are unable to - I appreciate any and all insight you feel comfortable providing. Thank you for your time.</p> <p>Sincerely, [Your Name]</p>

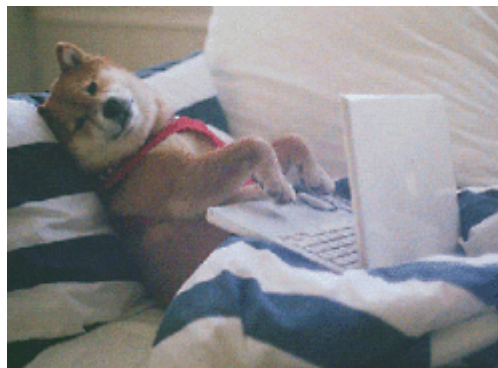


Upcoming Events/Sessions:

- We are having our **CAIRNS: Let's Get LinkedIn!** event tomorrow **Wednesday, November 9th** from 7:30 - 8:30 p.m. This is an **optional** event to provide you with some loosely structured time to work on your [LinkedIn](#), practice your networking skills, and even get a nice informal headshot over dinner. Meilin sent a calendar invite with the event location and tips on how to get a [nice headshot with our phones](#). Please RSVP to the calendar so we can get a sense of attendance.
- Our **November CAIRNS Meeting** is next week on **Wednesday, November 16th** from 7:30 - 8:30 p.m. Please RSVP to the calendar invite and notify us if you aren't able to make it at least 24 hours in advance. Scroll to the end of the newsletter to find the Pre-Work.

Action Items:

1. **Deadline Nov 16th** - Your homework from the October session was to schedule an informational interview with one of the alumni you listed in your networking tracking tool. After your meeting, please share one sentence describing your experience in our [CAIRNS GroupMe](#) by our meeting next week.
2. Join the CAIRNS LinkedIn Group by clicking [HERE!](#)



[Pre-Work for November Cohort Session](#)

November Cohort Session Topic: Resumes & LinkedIn Part 2

Pre-Work:

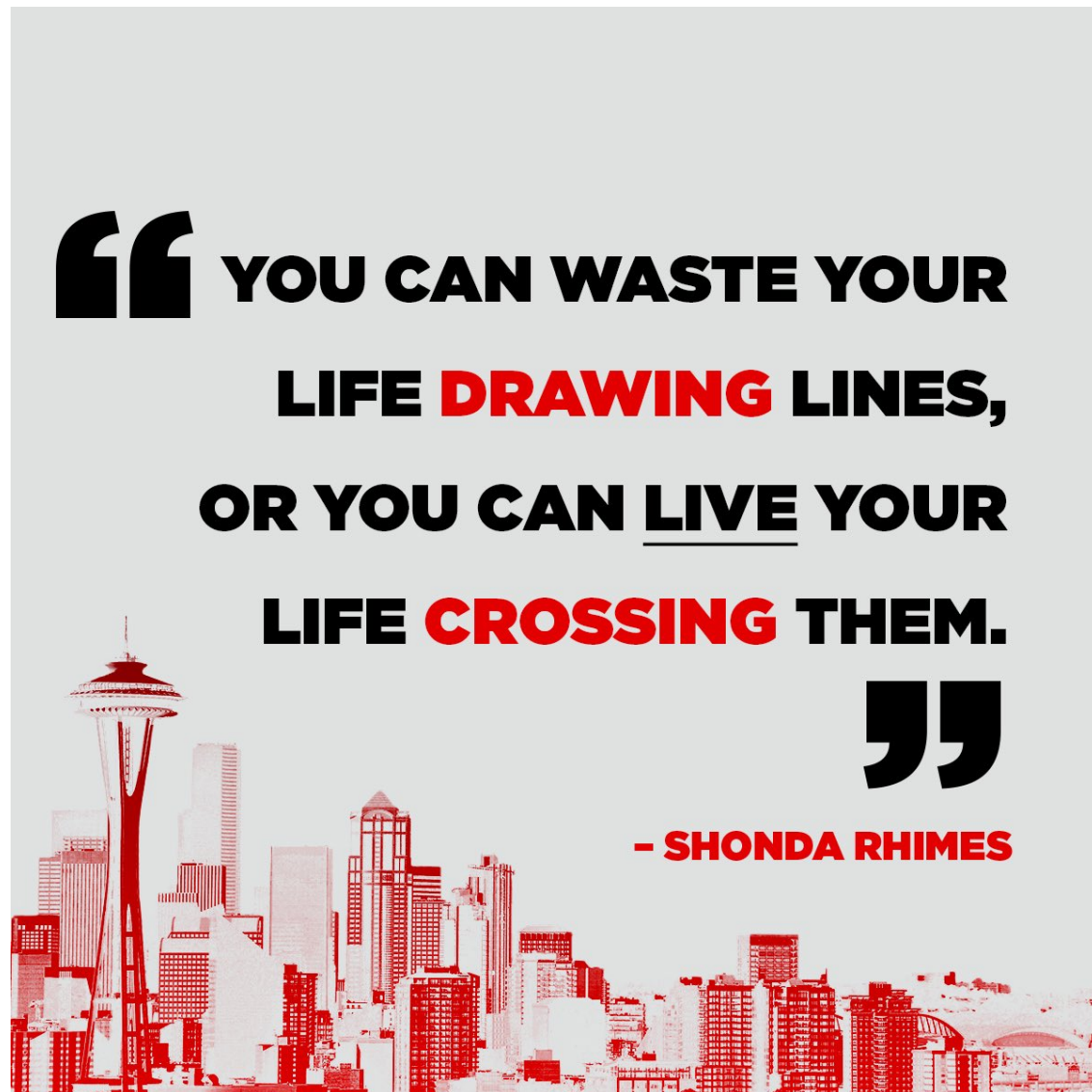
1. Identify one internship opportunity you want to explore on LinkedIn, Handshake, or another platform and submit either the internship website link or internship description in this [Google Form](#). (20 - 25 mins)

November Cohort Session. (5 mins)

3. Click [HERE](#) to answer a poll question about a potential Self-Care session before the semester ends. (1 min)

Deadline: November 16, 2022, 7:00 p.m.

Resources to Use: CAIRNS Mentee Google Drive, LinkedIn & [Handshake](#) (Feel free to reach out if you have questions about the pre-work)



Internship Opportunities & More

Meilin and I will start including internship opportunities in our CAIRNS Mentee Newsletter. Here's the first one for you to check out:

- [The Aspen Institute](#)

- [Application Link](#)
- **Application Deadline:** Sunday, December 4 at 11:59 PM ET (extended deadline). Selections will be announced by mid-December 2022.

Just for Fun: [Halloween Playlist](#) (who says Halloween is over?) :)

Questions or comments? Email Us!

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