

Career Coaching Services Newsletter

TAKE TIME FOR A SUMMER CAREER REFRESH

Summer is the perfect time for a fresh start on your career journey. Professional growth can begin with small, consistent steps during the summer months. Polish your online presence, refresh your resumé, and upgrade your skills. Take charge of your career, build your network, and prepare for your next opportunity.

SUMMER READING BOOSTS CAREER SUCCESS!

Reading professional newsletters and books, listening to podcasts, and using online resources can help advance your skills and amplify your career development. Here are a few sites we recommend you follow:

- [Career Experts Group](#)
- [The Briefcase Coach](#)
- [Career Contessa](#)
- [Career Essentials](#)

NEW CAREER SEMINARS ARE STARTING SOON!

‘MANAGING YOUR CAREER IN CHANGING TIMES’ Our most popular program, a free six-week career seminar, will be offered twice this Fall! A professional career coach can help you succeed at every stage of your journey—whether you're a recent college graduate, an experienced professional, or looking to make a meaningful change. Participants develop greater self-awareness to clarify their career goals, explore new career options, and gain practical job search skills, including resumé writing, interviewing techniques, and optimizing their LinkedIn profile. Participants are eligible for a one-on-one consultation with their career coach. A virtual meeting with the Career Coach is required prior to the seminar to determine placement.

- **IN PERSON AT THE EASTCHESTER LIBRARY: beginning October 7th from 12:00pm to 1:30pm** over six weeks. To apply, visit our [website](#). Applications will open September 8th!
- **ONE ADDITIONAL SEMINAR WILL BE OFFERED THIS FALL. DATE AND TIME TO BE ANNOUNCED.** To apply, check our [website](#). Applications open in early September!

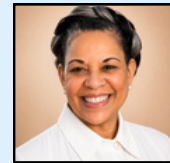
A LOOK BACK AT OUR SPRING & SUMMER WORKSHOP TOPICS:

- Pivoting into a New Career: Tips to Help You Make a Successful Transition
- Tips for Successful Interviewing
- Latest Trends in Resumes
- Unleashing Career Opportunities Through Networking
- Preparing for the Teen Job Fair

Check the CCS [website](#) for in-person workshops coming this Fall.



LINKEDIN BOOT CAMP! NEW DATES!



Dr. Elisse Barnes, JD, PhD
Your LinkedIn Driving Instructor presents a free two-day virtual workshop!

Dr. Barnes provides hands-on training that empowers individuals to reset, reboot, and reinvent to pursue new jobs, career transitions, nonprofit leadership, and entrepreneurship.

**Monday, August 17th
and
Thursday, August 20th
10:30am - 1:00pm**

Participants must attend both sessions!

To register, [click here](#) or scan:



**"Growth doesn't pause for summer.
It thrives in it."**



CAREER COACHING SERVICES (CCS)

WLS offers specialized programs with trained professionals to guide you in your career path. Career Development virtual seminars, interactive workshops, and career-related speaker events are offered throughout the year facilitated by professional career coaches. Seminars provide career strategies to build self-awareness to clarify career direction, explore career options and alternatives, learn about latest job search trends, and develop career goals.

OUR MISSION

The mission of the Westchester Library System (WLS) is to empower lives and communities by connecting people in Westchester County with the resources, services and programs available through WLS and the member libraries.

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SUMMER RESET: YOUR MID-YEAR CAREER CHECKUP



Time has been flying by and suddenly it's August. If you're like many people, this time of year can sneak up on you, especially if your career hasn't gone the way you planned. Maybe your goals from January have fallen by the wayside. Maybe your job search is taking longer than you expected.. Or maybe you're stuck in a role than no longer fits, and you're not sure what to do next.

No matter where you are, this is a a great time to stop, reflect, and reset. We usually think of January as the moment for new beginnings. But late summer can be just as important, when there's still time to make real progress before the year ends. Whether you're job searching or simply trying to stay prepared in a changing job market, this is your mid-year career checkup. Use it to regroup and move forward with clarity.

Take Inventory: What's Changed Since January?

Start by giving yourself a moment to reflect. What has shifted in your professional life since the start of the year? Maybe you've taken on new projects or learned new skills, but you haven't added them to your resume or LinkedIn profile. Maybe your goals have changed, and what felt important six months ago doesn't feel the same now. Or maybe you're watching your company downsize and wondering how secure your role really is. Try asking yourself a few honest questions:

- What's going well in my professional life?
- What feels off, frustrating, or unclear?
- What do I want to continue doing? What needs to change?

You don't need all the answers right now. The goal is to understand where you stand today so you can make better decisions for the months ahead.

Update Your Toolkit

Think of your resume, LinkedIn, and professional materials like your toolkit. Start with your resume. Add new wins, updated responsibilities, or any results you've delivered this year. Think about outcomes. What changed because of your work? Next, check your LinkedIn profile. Does your headline show what you actually do—or what you want to do next? Is your summary still accurate? If not, take some time to rewrite it to reflect your current focus and strengths. Consider updating your headshot. It doesn't have to be a professional studio photo. Just something recent, clear, and polished.

Reconnect Before You Need To

The best networking happens when there's no pressure. Late summer is the perfect time to reconnect with people you haven't spoken to in a while. Reach out to 3 or 4 former coworkers, mentors, or peers. Send a quick message just to say hello and check in. You don't need to ask for anything, just keep the connection warm. Attend a professional event, join a local meetup, or register for an online panel. These small steps can lead to new opportunities, referrals, or simply fresh ideas.

Make a Plan for the Rest of the Year

Fall always moves fast. Between back-to-school, holidays, and Q4 goals, it's easy to lose track of time. That's why August is a smart time to set one or two clear goals for your career. These don't have to be huge goals. Think small and specific. What can you do in the next 90 days to move your career forward? Make sure you choose something you can actually stick with. The goal isn't to do everything, it's to do something consistently. Write it down. Track it in a notebook, calendar, or app. Share it with a friend or coach if that helps you stay accountable.

You Don't Need a Total Overhaul, Just a Reset

A reset is about getting clear. It's about refreshing your mindset. If you're actively looking for work, this is your moment to sharpen your tools and your focus. If you're not job searching but feeling stuck, use this time to explore new ideas or reconnect with what motivates you. And if you're somewhere in between, focus on small actions that build momentum. Take an hour this week to pause, reflect, and realign. You don't need to fix everything overnight. You just need to take the next step.

Adapted from 'Summer Reset: Your Mid-Year Career Checkup' by Scott Gardner, 7/21/25, [LinkedIn](#). Scott Gardner is a certified Career Coach and Resume Writer.