NEXT OF US

Find Your Next Opportunity and Make a Plan

A practical guide for high school and college students



Photo: Yan Krukau / Pexels. Illustrative stock, not Next of Us participants.

START THE GUIDE →

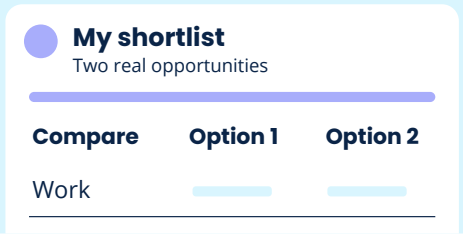
Leave with two options, one next action and one question to resolve.

Four Tools to Prepare For Your Next Opportunity

You do not need to do everything at once. Use these four tools to make an opportunity easier to understand and act on.

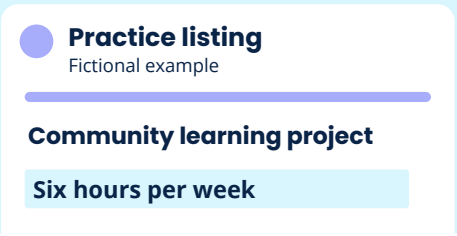
Compare

Put two options side by side. Compare the work, time and support.



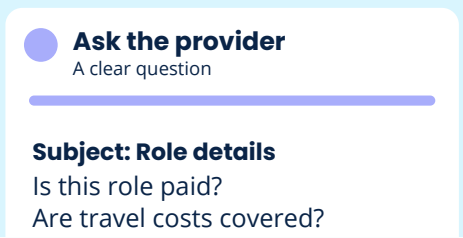
Read the details

Spot what is stated and what you still need to confirm.



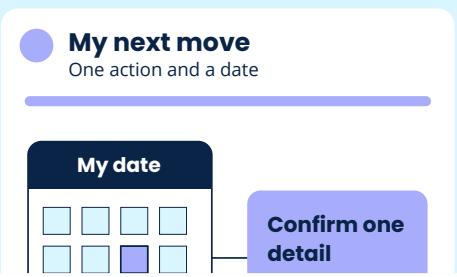
Ask a question

Turn a missing detail into one question. Ask the provider or a teacher or advisor.



Plan one step

Choose one action and a date for your calendar.



Compare the Work, Not Just the Title

1 Internship

Work: Help a team with ongoing tasks.
Example: Prepare workshop materials at a nonprofit.

What will I do each week, and who will review my work?

2 Research

Work: Investigate a question.
Example: Compare local programs.

What question will I help answer, and what training is included?

3 Fellowship

Work: A program or project.
Example: Public service.

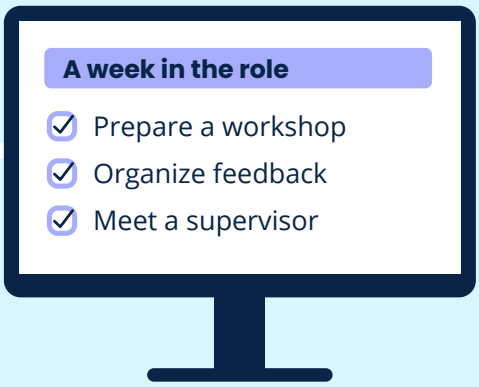
What must I produce, and what support is offered?

Quick check

Titles overlap. Read the duties, requirements and support before deciding what fits.

One shared test

What will I actually do each week?



Before You Shortlist

- **Requirements**
  Required or preferred?
- **Your week**
  Classes, travel and paid work.
- **The cost**
  Pay, expenses and equipment.



READ THE DETAILS

Read the Listing Before You Decide

A title cannot tell you whether a role fits. Separate what the listing tells you from what you still need to ask.

Four checks to make

1 Requirements
Check the student level and experience required.

2 Work and time
Check the tasks, hours and meeting schedule.

3 Pay and support
Ask about pay, expenses and equipment.

4 How to apply
List documents. Confirm year and time zone.

Community Learning Project

FICTIONAL EXAMPLE | NOT A LIVE ROLE

1 **Requirements**
High school or college student. No prior experience required.

2 **Work and time**
Help compare local learning programs and prepare a short summary. Six hours weekly for six weeks.

3 **Support**
Weekly supervisor check-in. Training included. Pay details not stated.

4 **Apply**
Send a resume and 150-word interest note by May 12, 5 p.m. Year, time zone and start date are not listed.

Turn missing details into useful questions

- ☑ When and where would I work?
- ☑ Is the role paid, and when?
- ☑ What would I learn or produce?
- ☑ Which requirements are essential?

A missing detail is a question to resolve, not an answer to assume. Use the provider's official contact.

When to Start Preparing Your Next Application

Start with the provider's real deadline, then work backward from the documents and feedback you need. **This is an illustrative plan, not a rule for every opportunity.**

4 to 6 weeks out

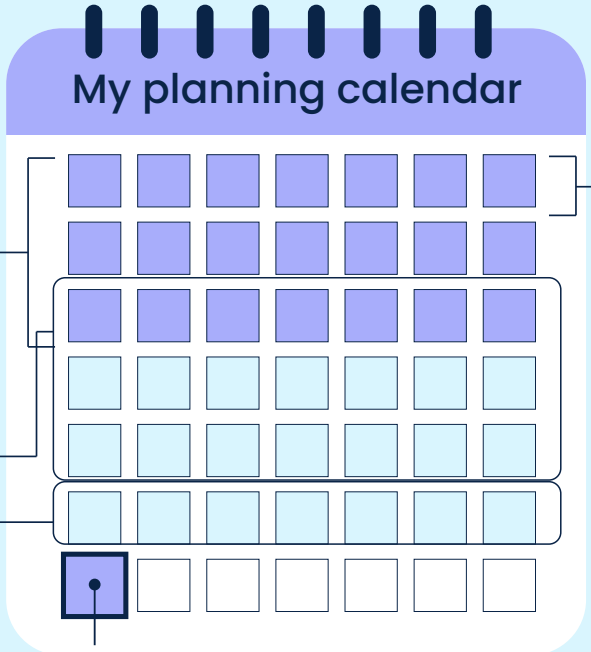
- ☑ Read the full listing.
- ☑ Check who can apply.
- ☑ Choose two options to explore.

2 to 4 weeks out

- ☑ Gather the requested documents.
- ☑ Ask questions and allow time for feedback.

1 week out

- ☑ Check the files and deadline details.
- ☑ Review, then submit when you are ready.



My target day

Start with the **provider's deadline.** Then work backward from the documents and feedback you need.

Two Options and One Next Move

Choose two real opportunities from official listings. Keep a note of what appeals to you and what you still need to check.



Make It Your Plan

Option 1

Opportunity / organization

Official page or link

Fit / detail to check:

Option 2

Opportunity / organization

Official page or link

Fit / detail to check:

My next action

I will

By this date

What I need first:

One question

What I still need to know:

Who can answer it:

For eligibility, pay or dates, ask the provider. A teacher or advisor can help you think through fit and your next step.