

Suncoast Developers Guild

Career Support Checklist

Preparing to Apply for Jobs

☐ LinkedIn

- ☐ Professional Headshot
- ☐ Headline
- ☐ Description
- ☐ Experience
- ☐ Education
- ☐ Volunteer Experience - optional
- ☐ Skills & Endorsements

- ☐ Accomplishments
- ☐ Recommendations
 - ☐ Coworkers/Supervisors
 - ☐ Classmates
- ☐ Interests
 - ☐ Companies you are interested in
- ☐ Personalized URL

☐ Resume

- ☐ Contact Info
 - ☐ Phone
 - ☐ Email
 - ☐ LinkedIn
 - ☐ GitHub
 - ☐ Portfolio

- ☐ Skills
- ☐ Experience
- ☐ Education
- ☐ Reviewed by two people

☐ Portfolio

- ☐ Contact Info
 - ☐ Phone
 - ☐ Email
 - ☐ LinkedIn
 - ☐ GitHub

- ☐ 3 -5 projects
- ☐ Responsive design
- ☐ Bio section
- ☐ Reviewed by two people

☐ Trello

- ☐ Practice by adding a card for your dream job
 - ☐ Move card to Ready for Rec
 - ☐ Tag @katherinesdg
 - ☐ KT will comment to verify it has the information needed

Applying for Jobs

- ☐ Push to Github 3-5 days a week, stay active!
- ☐ Apply for 5 - 10 jobs per week
 - ☐ Research each company - find their narrative
 - ☐ Update Resume to highlight what you need for the position, if applicable
 - ☐ Write a Cover Letter
 - ☐ Include company narrative
 - ☐ Speak to why you would be an asset to them/ the position
 - ☐ Include a link to your portfolio
 - ☐ Close with what you hope the next step might be
 - ☐ Keep it relevant to the position/company
 - ☐ Don't make it too long, you have about 7 seconds to catch them
 - ☐ Reviewed by two people or place in Slack #feedback-requests
 - ☐ FYI: Google docs will let you set up edit access that allows people to leave comments
- ☐ Trello - track each job as an individual card
 - ☐ Must have info:
 - ☐ Company - job title
 - ☐ Description
 - ☐ Company website link
 - ☐ Location
 - ☐ Job Link
 - ☐ Attach wording for Cover Letter (or Google doc link)
 - ☐ Attach copy the Resume you sent (or Google doc link)
 - ☐ Comment saying how you applied
 - ☐ Comment telling us who your contact is and how to reach them (If applicable)
 - ☐ Incomplete cards will cause delays in recommendations
- ☐ One Week After Applying - No Interview Scheduled/ No Response
 - ☐ Move the card for the position to Ready for Rec
 - ☐ Ping Katherine in Trello asking for a recommendation
 - ☐ Incomplete cards will cause delays in recommendations
- ☐ 1st Interview
 - ☐ Gather information on next steps:
 - ☐ Find out email and contact for when you want a rec sent
 - ☐ Find out hiring timeline
 - ☐ If the company is moving fast to hire:

- ☐ Ping Katherine for rec immediately and let her know it needs to be sent ASAP
 - ☐ If the company will be waiting for a few weeks to make a decision:
 - ☐ Ping Katherine and let her know it does not need to be sent for about a week
- ☐ One Month after applying/ interviewing
 - ☐ Email to check in to see if the position is still open
 - ☐ Relate back to why you would be a great fit for the position/company
 - ☐ Relate back to something that you learned or were impressed by in the interview
- ☐ If Denied
 - ☐ Send a follow-up email asking if they would be willing to provide feedback
 - ☐ Relate back to something that you learned in the interview