

# Navigating Job search

## Action plan

- mindset and time investment
  - get/stay organized: track efforts
  - Quality > quantity: apply for positions that are WORTH it.
  - knowing when to take a break
  - set up alerts : have job boards come up to you...
- email etiquette
  - proofread! especially names
  - get to the point...be polite but not long winded.
  - include a greeting and signature & keep it formal...make sure you add your linkedin hyperlinked to your signature
  - don't text talk...use punctuation, leave out emojis and shorthand
  - responding in a timely manner...1 to 2 business days...poor communication...check her spam
  - reminder! don't respond to an email when you're highly emotional...not thinking through the offer...you risk over- committing

## LinkedIn

- networking and making connections
  - previous professional relationships can come in handy
  - shows people you may be interested in connecting with based on your current connections
- access job posting

- professionals in staffing often share/post their openings looking for candidates
- build your brand
  - your previous colleagues or leadership can endorse you on certain skills sets and write visible recommendations
- research potential employers

## **Job boards**

- search engines for job posting and openings
- employers post open positions and search for candidates who have profiles with resumes
- sign up for alerts, research trends
  - career builder, indeed, monster, scrum and agile, built in....use your gut and red flags use your gut

## **Qualify**

- you qualify if you meet most of the requirements
- don't be scared off too easily
- job postings are created for the 'perfect dream candidate'
- pay attention to "required" vs. "preferred"
- you may be considered overqualified. this is an easy way to be overlooked for roles.

## **Points of Contact**

- if the app or posting mentions don't contact...follow the directions
- if you were referred to have questions reach out when the appropriate contact is listed/ available

whom to reach out?

- contact listed on the job posting

- recruiter or hiring manager
- utilize LinkedIn - search for the employee responsible for hiring and recruiting

## AI-

communicating in the language of the employer

its a good starting point...but add the latina spice lol

Homework.... do at least one....but do all THREE!!!

create or improve your LinkedIn

create an account for a job board...most up to date resume...anticipated completed date...what are you coming out of the program

complete an application....apply to a job...a scary one...

Certa-port owned by

PearsonVue

900 total

700 to pass

60 min exam

35/40ish questions

will receive email from toni to get our voucher code...

you said you were going to do two exam windows on both of the days you gave us to choose from correct?

80/85 % passing percentage rate

everyone does well in cloud concepts

easier time defining service then explaining when to use a service- why would i need elasticity??? Load-balancer- need to

management and governance- security/networking

microsoft learn proctor

## NOTES FOR CAPSTONE

### 1. EXPECTATIONS :

- a. STICK TO OUR SCHEDULED DEADLINES. Let's stick to the guidelines. let's communicate if something is going on.
- b. ask for help. we are more than happy to help each other
2. we have a month and a half, but it's good that we are starting early.
3. we can accommodate for the meetings
4. we will get started on October 1st
5. we need to start looking into roles that we want to do.