Career Prep Assignments & Instructions

06 JUNE 2019 on Career (/tag/career/), Career Prep (/tag/career-prep/)

Welcome again to V School! My name is Laney Kawaguchi and as Outcomes Director, I'll be your guide.

You're probably attending V School because you'd like to start a new job as a Web Developer and we think that's pretty neat! To help you on your way we've created a **required** series of readings and assignment to not only teach you more about how to network and job search effectively but to also help you get everything you'll need to search effectively ready to go by the end of class! That means Resumes, Cover Letters, LinkedIn, interview prep and more!

Each week you'll be required to read 1 or 2 blog posts on a career prep topic. We recommend you complete the assignments for that week by **the following Monday**. All assignments are due by the end of the course. You can submit your assignments via the Google Form below each assignment.

Once a week, I'll be joining your class for a workshop and brief Q&A on that week's topic. Bring questions! I've lectured on these topics for years and am in touch with local recruiters to keep V School up to date on the latest job searching trends.

Below is a syllabus of each topic you'll be covering throughout the course along with the companion assignment. You're welcome to following along with the class or to work ahead.

All of these assignments MUST be complete and passed of by the Outcomes Director in order to officially pass your program.

I'll be announcing on **Monday's** the weekly topic in the V School slack #careerprep channel too. That's a great place to ask further questions on assignments, etc.

Career Prep Assignment Syllabus

Week 2: Networking Best Practices

Blog post: Networking: Utah Tech Meetups, Slack Teams + Conferences (https://coursework.vschool.io/landing-a-job-through-your-social-network/)

Assignment:

1. Set and submit a list of 5 networking goals for this course including a meetup you will attend.

2. Attend 1 meetup and submit a 150 word paragraph on what happened and what you learned there and what you would do differently next time.

Submit your assignments via this Google Form:https://forms.gle/wYv68stbSBg93YqN8 (https://forms.gle/wYv68stbSBg93YqN8)

Week 3: Boosting your LinkedIn

Blog post: LinkedIn.com - Tips, Tricks, How-To's (https://coursework.vschool.io/linkedin-com-tips-tricks-how-tos/)

Assignment:

- Submit your updated LinkedIn profile using your vanity URL.

Submit your assignment via this Google Form:https://forms.gle/kZHDNtxkc6xJc2no9 (https://forms.gle/kZHDNtxkc6xJc2no9)

Week 4: Resumes

Blog post: Is My Resume on Point? + Tips, Example, Templates (https://coursework.vschool.io/is-my-resume-on-point-checklist/)

Assignment:

- Submit a PDF of your updated resume based on the resume checklist post above.

Submit your assignment via this Google Form:https://forms.gle/PEokXTrEFLDwt1N97 (https://forms.gle/PEokXTrEFLDwt1N97)

Week 5: Finding Jobs to Apply to

Blog post: Finding Jobs to Apply For: Online (https://coursework.vschool.io/online-job-search-tips/)

Assignment: Submit a list of 10 different development job postings using at least 3 of the websites listed in this post. Job postings from slack or meetups are free game.

Submit your assignment via this Google Form:https://forms.gle/Gu4omr1WPgMJ9nQSA (https://forms.gle/Gu4omr1WPgMJ9nQSA)

Week 6: Applicant Tracking Systems (ATS)

Blog post: - JobScan.co - Free tool for getting your resume past Applicant Tracking Systems (https://coursework.vschool.io/jobscan-co-free-tool-for-getting-past-applicant-tracking-systems/)

Assignments:

1. Submit a PDF of a resume tailored to match a job posting you found last week using JobScan with a score of 20% or above

2. Submit a copy of your JobScan.com report

Submit your assignments via this Google Form:https://forms.gle/jC1W9MPoyruChyFV9 (https://forms.gle/jC1W9MPoyruChyFV9)

Week 7: Cover Letters

Blog post: What should I write in my cover letter? (Or that Email to a Real Person) (https://coursework.vschool.io/what-should-i-write-in-my-cover-letter/)

Assignment: Submit a Cover Letter tailored to one of the job posts you found for "Job searching best practices" following the exercise in the cover letter blog post

Submit your assignment via this Google Form:https://forms.gle/uUpnpWmkUToxfqTY8 (https://forms.gle/uUpnpWmkUToxfqTY8)

Week 8: Techniques for applying to jobs

Blog posts:

- "Easily Apply" - A Quantified Approach to Job Applications (https://coursework.vschool.io/easily-apply-a/)

- Emailing Your Resume to Real People - A Quality-Based Approach to Job Applications (https://coursework.vschool.io/emailing-you-resume-to-real-people/)

Assignment: Using one of the jobs you found in "Job searching best practices" find someone to submit your resume to. List their name, company, job title and likely email address below. (If you can't find an email pattern using Huntr.io, list 5 possible email address combinations using their name)

Submit your assignment via this Google Form:https://forms.gle/2SgxtBHD1DZgDZdd9 (https://forms.gle/2SgxtBHD1DZgDZdd9)

Week 9: Interview Preparation

Blog posts:

- How NOT to Answer 9 Common Interview Questions - Preparing for Job Interviews (https://coursework.vschool.io/preparing-for-job-interviews/)

- Predicting Potential Interview Questions (https://coursework.vschool.io/predicting-potential-interview-questions/)

Assignment: After reading both posts, complete the predicting potential interview questions exercise with one of the jobs you found from "Job searching best practices". Write out and submit a document response to at least 10 of the questions you predict will be asked in an interview

Submit your assignment via this Google Form:https://forms.gle/A7hrFy1R9hgg5V8m6 (https://forms.gle/A7hrFy1R9hgg5V8m6)

Week 10: Job Offer Negotiation

Blog post: Negotiation Best Practices
(https://coursework.vschool.io/negotiation-best-practices/)

Assignment: Submit a 150 word paragraph on your salary research findings and benefits that are important to you. Include why these benefits are important to you.

Submit your assignment via this Google Form:https://forms.gle/WobWahHY5kkG1wuu7 (https://forms.gle/WobWahHY5kkG1wuu7)

Week 11: Job Search Plan of Action + Final Updates

Blost posts:

- Baby Steps: Your Job Search Plan of Action (https://coursework.vschool.io/job-search-plan-of-action-2/)

- Let's Talk About Huntr.co - A Tutorial on Tracking the Jobs You Apply For (https://coursework.vschool.io/lets-talk-about-jobtrack-io/)

Assignments:

1. Following the recommendations in the "Baby Steps" post, submit a document of your job search plan of action. Include a weekly schedule for how you plan to go about looking for work.

2. Updated Resume: Submit an updated PDF of your resume including descriptions and links your web development projects and portfolio

3. Updated LinkedIn: Submit your updated LinkedIn profile using your vanity URL below

4. Submit the link to your final portfolio project

Submit your assignments via this Google Form:https://forms.gle/j7Xj9eNnoaMbygY4A (https://forms.gle/j7Xj9eNnoaMbygY4A)

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Transferring to a new computer

This article is intended for those who have been renting a MacBook Pro from V School and are now...

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