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Mind Wide Open™

Lab 10.0.2.2 Finding the Right Networking Job

Objectives

- Research networking jobs that match skill strengths and interests.

- Create a résumé with a cover letter for a networking job or internship.

Expected Results and Success Criteria

Before starting this lab, read through the tasks that you are expected to perform. What do you expect the result of performing these tasks will be?

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What benefits are gained from creating a résumé and cover letter for a networking job that interests you?

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What resources are available to help evaluate your résumé and cover letter?

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Background / Preparation

In this lab, you will research an IT position that interests you and then create a résumé and cover letter to apply for the position.

There are many resources available today to provide job seekers with a better idea of their attitudes and interests in terms of career choices. The resources available vary widely – from free self-assessment tools to resources that require a fee. Some sites may have an age requirement as well as a fee.

Some of the resources available can be found on websites, in books, or through memberships with companies that specialize in helping people identify and make career choices. One method is not necessarily better than the other.

Over time, you may find that your career choices change as your skill set, experience, and knowledge-base broadens. Career choices may also change as you discover other areas of interest related to your chosen career path. As you perform your job search, remember that the areas of strength and interest identified by the assessment tools are areas that can always be improved upon.

Step 1: Perform a Skills Strength and Interest Assessment

Several career paths are available for individuals interested in an IT career. If you have not already participated in a strength and interest assessment, or if you have not yet determined which career path is of interest to you, research some of the tools available. They can help provide a starting point for an IT career selection. There are many resources available – the list below is only a small sampling.

Resources available:

- Secondary school guidance departments and local college career departments can provide helpful information.

- Public libraries or websites, such as amazon.com, offer books on researching career choices and skill strength assessments such as:

  Information Technology Jobs in America [2007] Corporate & Government Career Guide (Paperback) by Info Tech Employment (Editor)

  Discover What You're Best At by Linda Gale

  The IT Career Builder's Toolkit by Matthew Moran

- Company websites offering a mix of free and fee related services, such as:

  Promoting IT Careers: Virtual Field Trips – http://www.cisco.com/web/learning/netacad/career_connection/promoteIT/VFT/index.html

  Cisco Networking Academy Career Connection – http://cc.netacad.net/home.do#

  CompTIA TechCareer Compass – http://tcc.comptia.org/default.aspx

  CyberCareers for the Net Generation – http://www.cybercareers.org/students/itcareercenter/

  Quintcareers – http://www.quintcareers.com/student.html

During your search, remember that many IT careers are not limited to IT Companies, but may be associated with the Education, Healthcare, Finance, or Manufacturing industries.

a. Use one of the resources above or similar resources to research possible career choices in the networking field.

   For example, in addition to identifying skill strengths, the CompTIA TechCareer Compass site has a page via the **Explore Job Roles** link (http://tcc.comptia.org/job_roles.aspx) that allows you to search for a job based on a job title or job criteria. If you are not sure of a job title, the **Search Using Job Concentrations** section of that page lists job roles that are divided into three areas: Administration, Development, and Integration. Clicking one of the three areas displays a list of job titles. You can then click any title to see a description of critical job functions, compare your skill strengths with the position requirements, and identify the certifications required for the job.

b. Select one of the job titles that is of interest to you as a possible career path.

Step 2: Search a job website for a possible IT position

After identifying a possible career position, search one of the many job sites available. If you are interested in experiencing other cultures or are willing to travel, consider employment opportunities outside your state and country. Internship offerings may also be available.

 Some possible job sites to use to search include:

   http://www.cisco.apply2jobs.com/index.cfm

   www.monster.com

   www.jobing.com

   www.careerbuilders.com

Step 3: Create a résumé and cover letter

a. When a potential job has been found, create a cover letter and résumé that you can use to apply for the position.

   Print the job description and use it as your guide for creating a customized résumé and cover letter.

If the selected job description requests a particular form of résumé, be sure to create your résumé in that format. For example, some jobs require that résumés be submitted via a website only, while others require a paper copy submission. There are many free resources available to assist with the creation of the résumé and cover letter. The websites listed below offer tutorials or information related to writing a résumé and cover letter.

http://www.cisco.com/web/learning/netacad/career_connection/promoteIT/VFT

http://content.monster.com/resume/industry/12/home.aspx

http://www.quintcareers.com/tutorials.html

b. After your cover letter and résumé are complete, submit them and the job description to your instructor.

Step 4: Reflection

What other areas related to applying for a job are not covered in this particular lab?

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