**Technical and Business Writing**

**Job Search Activity**

**Contacts List Chart**

*Often your own contacts can be a source of finding the right entry level positions in the industry. List down names of your contacts working within the field.*

| Contact Name/Type | Phone Number/Email | Why Selected | How Will They Help You |
| --- | --- | --- | --- |
| Sir kifayat | kifayat.ali@nu.edu.pk | Experience in Data Science | Help in choosing career |
| maam Aniqa Jahangeer | aniqa.jahangeer@nu.edu.pk | Knowledge in the field of entrepreneurship | Help in building communication skills |
| Moiz Ashfaq | NA | Knowledge in the field of machine learning | Help in building experience |
|  |  |  |  |
|  |  |  |  |

**Track Your Options**

*Job search is a long and tedious process. Note down the following preliminaries for your desired position/role.*

| Job Title | Organization or Business | Contact Info - Website, Email, Phone Number | Contact Person |
| --- | --- | --- | --- |
| Data scientist, Graphic designer | Teradata, system inc., ISI | NA | Moiz ashfaq |
| People, Data, Things or Ideas | Job Average Wage | Opportunities for Advancement | Education/Training for Job |
|  |  |  |  |
| Licensing/Certifications for Job | Duties of Job | Personal Pros | Personal Cons |
|  |  |  |  |

**How to make a tailored CV/Resume**

*Have a look at your qualifications and skills and think of what makes them suitable and also unique for this job/role.*

| Qualifications | How do you meet the criteria? |
| --- | --- |
| Bachelor’s in Science in Data Science  graduate Fsc and matric |  |
| Skills, Abilities or duties | How do you meet the criteria? |
| knowledge of many computer applications  leadership skills | Done several group projects, including, Game of Life, Software development, Orphanage charity work etc. |

**Demonstration Statements**

| **Written communication** | **I use these skills when…** |
| --- | --- |
| Condense information/produce concise summary notes accurately with correct grammar, punctuation and spelling. | When writing reports,memos and letters etc. For clarity or correctness |
| Write letters and reports that are logically structured and contain all relevant information. | When writing instructional manual to convey the procedure clearly |
| Adapt writing style in consideration of different audiences. | Active voice. |
| **Oral communication** | **I use these skills when** |
| Ask and answer questions, clarify, and summarize what others are communicating. | When Presenting an idea of a project via a presentation |
| Provide clear explanations and directions while instructing, educating and providing feedback. Communicate with others using a variety of communication strategies to negotiate, mediate, resolve difficult issues and sell ideas. |  |
| **Teamwork** | **I use these skills when…** |
| Demonstrate respect and care. Is open and supportive of the thoughts, opinions, and contributions of others. | Doing big project where group of people works together |
| Actively contribute to team projects/tasks; fulfils required roles, participates in discussion to improve effectiveness. | Doing projects that involve a going to a place, for example an orphanage |
| Accept and share responsibility. Learn from constructive criticism and give positive and constructive feedback. | Doing projects that are require feedback and surveys for it to proceed |
| **Leadership** | **I use these skills when…** |
| Accept responsibility for decisions and display a positive attitude and perseverance. | Doing projects that have stakes or require time efficiency |
| Models a strong desire to succeed by demonstrating adaptability to achieve goals. |  |
| Take initiative in leading, supporting and motivating others in developing individual skills or tasks to achieve goals. Effectively apply organizing and planning skills to manage work. |  |
| Work effectively to complete deadlines when under pressure. Proactively plans and manages work; monitors results through to successfully complete plans. |  |
| Make decisions in accordance to accepted practices and guidelines. |  |
| Use problem-solving strategies to identify and resolve problems, issues and determine solutions. |  |
| Recognize inconsistencies in reasoning. Makes decisions in situations that fall outside established guidelines or where the choice among options is less obvious. |  |
| **Presentation Skills** | **I use these skills when…** |
| Present basic information to one or more people using appropriate resources, vocabulary, and non-verbal language. |  |
| Prepare and present advanced information with clarity with the ability to respond to questions in a timely manner. |  |
| Facilitate interactive presentations of advanced information customized to the interests and needs of the audience. |  |
| **Personal Management** | **I use these skills when…** |
| Demonstrate professionalism in recognizing expectations in work culture to maximize success in the workplace. |  |
| Embrace new opportunities, learn continuously, and identify importance in every job/task. |  |
| Anticipate the unexpected and respond quickly to sudden changes in circumstances. |  |

**Interview Steps**

|  | **Organization Business Name and Job Info** | | |
| --- | --- | --- | --- |
| **Checklist Steps** | **Job 1** | **Job 2** | **Job 3** |
| Give Your Name |  |  |  |
| Ask for the name of the Department Head and ask to speak with them |  |  |  |
| Give your name to the Department Head and address them by name |  |  |  |
| Tell the person who referred you (if anyone), or how you learned about the position |  |  |  |
| Give your qualifications and express interest in the specific job you seek |  |  |  |
| Ask for an interview (either job or informational interview) |  |  |  |
| Interview Date |  |  |  |
| If you are comfortable, ask the person if they know of any other job leads and how to contact them |  |  |  |
| Ask for permission to use the person's name when contacting those leads |  |  |  |
| Thank the person and tell them when you will call back/or ask when you should call back |  |  |  |
| Any learning or follow-up actions needed |  |  |  |