My Professional Profile

## Analyse the Market

1. Identify all the keywords of one open job offer you thing you could apply as a junior developer. Find a job descriptions on LinkedIn, Glassdoor or similar. See the example and complete the table with the key words of the chosen job description.

Company’s Name:

Position:

Link to job Description:

|  | SOFT SKILLS | DIPLOMAS & CERTIFICATES | CODING SKILLS |
| --- | --- | --- | --- |
| MUST HAVE | *Communication skills, proactive, fast learner* | *Tech Degree,*  *English* | *HTML, CSS, JavaScript* |
| NICE TO HAVE | *Passionate about fashion* | *Dutch* | *Angular Native*  *MySQL* |

2. Create a table with the results of the most demanded skills in the IT market including the information of the analysis of your peers.

| MOST DEMANDED SKILLS IN THE MARKET | SOFT SKILLS | DIPLOMAS & CERTIFICATES | CODING SKILLS |
| --- | --- | --- | --- |
| MUST HAVE |  |  |  |
| NICE TO HAVE |  |  |  |

3. Check our [Job Board](https://jobs-board-client-codaisseur.herokuapp.com/companies) and list the top 10 companies that hire Codaisseur graduates or have a better conversion ratio (more interviews per less applications).

4. List the 10 companies with worst response to Codaisseur graduates. (more applications sent, less replays).

## My Personal SWOT

1. Identify your Strengths, Weaknesses, Opportunities and Threads as a candidate.

Consider your education, previous experience, skills and motivations and the key words you found in the job offers (copy and paste them in the chart).

Check the questions below to get ideas on what to include. You don't need to answer all the questions, but use them as a guide to get inspired. Put every statement as keywords.

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
| * *What technologies, knowledge, languages, skills or experiences you have that IT companies are looking for?* * *What resources do you have that will help you achieve your goal? (Codaisseur program, career advisor…)* * *What projects did you develop already?* * *What is the positive feedback you received from your teacher?* * *What makes you a good developer?* * *What childhood experiences may support your goal? (coding since I was 14, study abroad…)* * *- What activities or hobbies are you good at? What skills they show about you? (team player, discipline, logic…)* * *When you work in a team, what would your team say you do well? (good leader, smart, cheers up…)* * *What do you enjoy? What activities do you invest most time into? And in a coding project?* * *What do you find easiest? And in a coding project?* | * *What technologies, knowledge, languages, skills or experiences you do nor have that IT companies are looking for?* * *What prevents you from achieving your goal?* * *What is the not positive feedback you received from your teacher?* * *Do you have any identifiable limitations?* * *What are you afraid of?* * *What keeps you from moving forward?* * *What do you find most difficult? And in a coding project?* |
| **Opportunities** | ***Threats*** |
| * *Who can help you achieve your goal? In what way? (friends in IT companies, Codaisseur, alumni…)* * *Are any companies that can see your background as a plus?* * *How could you expand your network in the sector?* * *What events or online communities you could be part of to gain visibility/experience/network/job offers/advise or recommendations?* * *What are the different channels you can use to find job offers?* * *What else you can do to achieve your goal?* | * *What external aspects make it difficult for me to reach my goal?* * *What external problems in my sector make it difficult for me to achieve my goals?* * *Is there a lot of competition in the sector?* |

2. List two actions you are going to take to improve the most limiting weakness in the next month.

1.

2.

Add this to your calendar or tasks, or do anything you need to take the first step today to make it happen.

## 

## My Achievements Stories

1. List the most relevant or recent educational and/or job experiences (between 2 and 5).
2. Write about at least one achievement per experience. Think of times where you saved money, time or improved profitability for the company. Or when you received awards, scholarships, diplomas, promotions, high grades or honors. Or when you coded a project with new technology in short time. Make sure to include at least one story about Codaisseur.

*Example: I successfully graduated from Codaisseur.*

1. Think why this is an achievement. Why was difficult or what was the context (big challenge/new/ tiny deadline, no collaboration of peers…)? What was at stake?

*Example: Only 35% of the applicants are accepted and 70% of them graduate due to the intensity and difficulty of the program.*

4. Think if there is any additional info you want to add to complete your achievement story. How you did it? With who? With what aim? Any result that you didn’t mention?

*Example: I left my well paid previous job and invested all my time into learning a new profession I am passionate about.*

5. Find the best way to structure your achievement and make it to the point. Now try no to use “I”, and to start with a verb.

6. Share every achievement in a group of 3-4 colleagues and ask for their feedback. Then note down one phrase that best encapsulates your story to an employer. Practise talking about your achievements. Make sure you also give feedback to your peers. Check if is it clear and outstanding.

## My Goal

1. Define your immediate career goal following the Codaisseur course, considering your professional profile and everything you discovered about the IT market.

*Example: Get my first job as a Frontend Developer in 3 months maximum in Amsterdam.*

Make sure you use the SMART tool.

SMART is an acronym that you can use to guide your goal setting.

To make sure your goals are clear and reachable, each one should be:

* **S**pecific (simple, sensible, significant).
* **M**easurable (meaningful, motivating).
* **A**chievable (agreed, attainable).
* **R**elevant (reasonable, realistic and resourced, results-based).
* **T**ime bound (time-based, time limited, time/cost limited, timely, time-sensitive)

My goal is….

## My Job Search Strategy

There are different strategies to get hired and is time to create yours. Some candidates prefer to focus on companies in their sector of expertise. Others focus on the type of company or technologies. Some attend as much meet-ups as they can and others apply to the maximum online job offers. The possibilities are infinite and depend of your strengths, opportunities and goal.

1. Check the main inputs of everything you learned today about yourself and companies. Think about what strategy could work better for you taking into account everything you learned today (SWOT, Market situation, your goal…)
2. Create your plan for your first 3 weeks of jobs search. This is going to be your step by step to your first job offer. We suggest you some actions in the chart below, but feel free to design your own strategy. You can add the 2 actions to work on your weakness you listed above your SWOT.

*Chart help:*

*Priority: choose from high, normal and low.*

*Action: your task*

*Goal/ Expected result: With the complex tasks think about why are you doing this and where is going to lead you.*

*Real result: Did it work? What was the final result?*

*Stage: choose from pending, working on, complete, on hold*

1. Share your strategy with a group of 3-4 colleagues and see if you can add an inspiring action, work together if you share tasks or make any improvements to your strategies.
2. Validate your strategy with your Career Advisor in the personal meeting during this week.
3. If you normally use a productivity app or have a to do list, make sure you add this tasks to make it more accessible to you.

| Due date | Priority | Action | Goal/Expected Result | Real Result | Stage |
| --- | --- | --- | --- | --- | --- |
|  | High | Make a list of 10 companies where I can fit the best | Apply to companies where my background is a plus |  |  |
|  | Normal | Set job alerts in LinkedIN and Indeed |  |  |  |
|  | Normal | Make sure my email address is professional |  |  |  |
|  | Normal | Polish my GitHub Profile |  |  |  |
|  | Low | Develop a small project to add to my candidature for my preferred company |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |