



**Build Your Brand**

# **The Search for Jobs and Self-Employed Work Opportunities**

Visit our website



## Take note!

**A reminder of the important dates** – By **2 February 2025**, you should record an **invite to an interview** (if seeking employment) **or** a self-employment declaration (if seeking to be self-employed) at [www.hyperiondev.com/outcome8](https://www.hyperiondev.com/outcome8). Additionally, you should record an **offer of a job** (if seeking employment) or evidence of obtaining **new work/contracts** (if self-employed or seeking to be) at [www.hyperiondev.com/finaloutcome8](https://www.hyperiondev.com/finaloutcome8) by **13 April 2025**. Please record these milestones as soon as you reach them.

A **limited** number of co-certifications will be awarded based on your achievement of all **four criteria** for successful completion of this Skills Bootcamp.

## Introduction

There was a time when people stayed in the same job and worked for the same company for most if not all of their professional careers, but those days are long gone! This means you need to prepare to apply for jobs several times during your working career. If you are self-employed, pitching for new business will be a regular part of your working life. By the end of this task, you will have applied for your first job or submitted your first self-employment pitch and will officially be on the job market!

You will need to spend time every week on job applications or new business opportunity pitches to **hone** your skills. Set aside some time every day, or a longer block of time once a week, to hunt for and apply for jobs or new work opportunities. This includes customising your application package for each role/pitch (including your CV and cover letter) and following up on roles/pitches you have applied for using our [Job Interviews/Pitch Opportunities Tracker](#). In this task, we are going to focus on helping you improve your LinkedIn profile and start applying for jobs.

## Part 1: Building your professional brand with LinkedIn

Professional branding is about the reputation you build as a professional. It is how others (including your peers, colleagues, clients, and potential employers) perceive you. Your professional brand lets others know what your unique skills are, what services you provide, and what values you have.

Whether you like it or not, you will be branded by what you do or don't do. For example, a potential employer may take a dim view of a person in the software development field who does not use online services like GitHub and LinkedIn, which are commonly used in this industry. Additionally, someone may question a software developer's passion for their field if they aren't using tools like GitHub. As [this article](#) puts it: 'If you're not defining your own brand, it's certain others are going to do that for you, so you need to take control of it.' This is probably truer in the technology industry than in any other field!

## WHAT IS LINKEDIN?

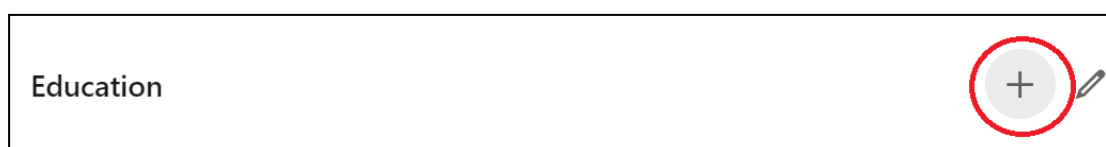
As you're probably aware, [LinkedIn](#) is a social networking site for professionals. Your LinkedIn profile acts as a CV/résumé. You can use LinkedIn to connect with other professionals in your field, and the people you connect with can give you referrals and endorse your skills.

LinkedIn is a great way to start connecting with hiring companies, recruiters, and fellow developers. It has helped many people land their dream job! In the digital era, if you are not on LinkedIn, you do not exist, as **97% of hiring companies and recruiters use LinkedIn to source potential candidates**. A strong LinkedIn profile could mean the difference between you being invited for an interview or overlooked.

## TIPS FOR CREATING A GREAT LINKEDIN PROFILE

Here are eleven tips for creating a strong LinkedIn profile:

1. Add a professional profile pic and a cover photo to personalise your profile.
2. Add a 'Headline', e.g., Software Engineer / Software Developer / Web Developer / Data Scientist / Cyber Security Analyst / Penetration Tester. Your title could also include more than one thing, e.g., Student and Aspiring Software Engineer.
3. Add an 'About' section explaining who you are and what your career objective is. Remember, this platform is for professional use and should not be used as a second Facebook profile.
4. Add HyperionDev under **Education**, as recruiters can and do search for specific institutions. You can find this by scrolling down your profile until you see the 'Education' section header, which looks like this:



Click on the plus sign, circled in red in the screenshot above, to add an education record. Under **School**, start typing in HyperionDev and then select the institution from the offered options as shown in the next screenshot.

**Add education**

**Notify network**  
Turn on to notify your network of key profile changes (such as new education) and work anniversaries. Learn more about [sharing profile changes](#). Off

\* Indicates required

**School\***

Hy

HyperionDev School

Then, fill in the rest of the fields (you can fill in 'Bootcamp' under 'Degree', and then under 'Field of Study', fill in whichever is appropriate for you – Data Science / Software Engineering / Full-Stack Web Development / Cyber Security. Don't forget to add the start and end dates of your bootcamp.

5. If you have been employed before, explain your daily tasks at your previous and current position(s) and any significant projects you completed. The best way to do this is to add individual tasks using bullet points. You could add volunteer work here if you haven't previously been employed.
6. Outline the course content you covered and the technical skills you acquired during your studies at HyperionDev.
7. Add all the programming languages and skills you have learnt at HyperionDev under 'Skills & Endorsements', as well as any technical skills you obtained before your bootcamp. The reason for doing this is that most recruiters search for candidates using keywords; if you don't have any of those keywords in your profile, you won't be visible to them.
8. Update your industry to the industry you are interested in joining, e.g., Data Science / Software Engineering / Web Development / Cyber Security.
9. Update your employment status under "Career interest" and let recruiters know you are open to new opportunities.
10. Lastly, start connecting with HyperionDev staff, students, and fellow alumni to get the ball rolling. Also, follow companies, technical skills pages, and influencers within your industry. Join groups to strengthen your network and stay up to date with current events within your field.

If you need more of a visual approach to creating your profile, watch this video tutorial shared by LinkedIn: [Create a great profile](#).

LinkedIn has also shared [20 steps to a better LinkedIn profile in 2024](#), an article that could be beneficial for you to explore and enhance your profile even further.

## Part 1: Practical task 1

Follow these steps:

- Create a Google doc for your answers with a uniquely identifiable filename that includes your name and email address and a task identifier for this task (**Job\_Search**). For example, if your name was Jane Smith and your email address was jane\_smith@gmail.com, your filename would be **Jane Smith - jane\_smith@gmail.com - Job\_Search**.
- Join LinkedIn (if you haven't already) by visiting [their sign-up page](#).
- Complete your LinkedIn profile, applying the tips provided in this task and the linked article and video. If you already have a LinkedIn account you are pretty happy with, take the time to update it wherever possible by following the tips provided in this task.
- Paste a link to your LinkedIn profile into your Google answers doc.
- Locate and follow the [HyperionDev](#) company page.
- Remember to add the **bootcamp** that you are completing with **HyperionDev** under your 'Education' section. Take a screenshot to show you have done this and paste it into your Google doc.

Rubric for LinkedIn profile assessment

Your LinkedIn profile will be marked using the rubric below. It is included here so that you can use it as a guide if you wish. If you score below 14/21 for this task, or if you score an 'Unsatisfactory' on any of the criteria, you will be able to resubmit the task. If you score 14/21 or higher, your submission is automatically accepted and so you will not be able to resubmit the task.

	Unsatisfactory (1)	Acceptable (2)	Outstanding (3)
Profile	• No profile	• Profile picture provided	• Profile picture provided

<b>picture and background / Cover</b>	<p>picture.</p> <ul style="list-style-type: none"> <li>• No display picture.</li> </ul>	<p>but not professional (no direct eye contact, cluttered background, untidy clothing, inappropriate setting, e.g., bed/pool).</p> <ul style="list-style-type: none"> <li>• Display picture is provided but does not relate directly to former or current career.</li> <li>• Profile picture/display picture are of low quality or not clear.</li> </ul>	<p>and is of a professional nature.</p> <ul style="list-style-type: none"> <li>• Career-related display picture provided.</li> <li>• 'Open to work' banner has been applied to profile picture.</li> </ul>
<b>Contact section: Title, location, contact info – add links</b>	<ul style="list-style-type: none"> <li>• No title, location, or contact details have been provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Title has been included, but not relevant to current skills/education.</li> <li>• Location has been included but is not up to date.</li> <li>• Contact details have been provided but are too limited to facilitate potential employer contact.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant title has been included and is reflective of current skills/education.</li> <li>• Up-to-date location has been included.</li> <li>• Contact details have been provided, including links to portfolio or personal website.</li> </ul>
<b>Profile summary / About section</b>	<ul style="list-style-type: none"> <li>• No profile summary/about section has been provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Profile summary/about section has been provided but is not professional/confusing or doesn't address current skills and/or education.</li> </ul>	<ul style="list-style-type: none"> <li>• Profile summary/about section has been provided and is professional and logically set out. It introduces skills and education and provides a glimpse of the graduate's personality. GitHub profile added.</li> </ul>
<b>Featured section – cert. / CV / Project</b>	<ul style="list-style-type: none"> <li>• No featured section has been added.</li> </ul>	<ul style="list-style-type: none"> <li>• Featured section added but does not contain relevant sources.</li> <li>• Featured section added, contains relevant sources, but is overcrowded and</li> </ul>	<ul style="list-style-type: none"> <li>• Featured section added with relevant sources.</li> <li>• Featured section is tidy and logically structured.</li> </ul>

		has too many resources.	
<b>Experience (work; if none, focus on bootcamp) – add bullet points</b>	<ul style="list-style-type: none"> <li>• No experience section has been added.</li> <li>• Experience section has irrelevant information.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience section has information (company, duration, role) or equivalent data about bootcamp, positioning it as experience.</li> <li>• Experience section does not contain further description of role or responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience section has information (company, duration, role) or equivalent data about bootcamp, positioning it as experience.</li> <li>• Experience has a description provided to explain each specific role or equivalent data about bootcamp, positioning it as experience.</li> <li>• Experience section has responsibilities of the role set out in bullet points or equivalent data about bootcamp, positioning it as experience.</li> </ul>
<b>LinkedIn Educational Experience</b>	<ul style="list-style-type: none"> <li>• No information provided to validate education.</li> <li>• One or more pieces of information are missing.</li> </ul>	<ul style="list-style-type: none"> <li>• Only institution and qualification names have been provided.</li> <li>• Education is listed in chronological order.</li> <li>• Little to no detail provided about the course/qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Education details have been provided, and are listed in reverse chronological order.</li> <li>• Education details include institution and course names, commencement and completion dates, location, etc.</li> <li>• Course achievements have been detailed.</li> <li>• Relevant skills obtained have also been listed.</li> <li>• Thesis title and description included (if any).</li> </ul>

<b>Skills section</b>	<ul style="list-style-type: none"> <li>• 0-2 skills listed.</li> <li>• No information provided to validate skills.</li> <li>• One or more pieces of information are missing.</li> </ul>	<ul style="list-style-type: none"> <li>• 3 or more skills have been identified.</li> <li>• Only technical skills have been listed.</li> </ul>	<ul style="list-style-type: none"> <li>• 10 or more skills have been identified.</li> <li>• Sector-specific skills have been listed. For example: <ul style="list-style-type: none"> <li>• WD - HTML, CSS, JavaScript/Python/C#, C++, Responsive Design, User Interface, React,</li> <li>• SE - OOP, Java, Python, JavaScript, C#</li> <li>• DS - SQL, Git, MongoDB, Python</li> </ul> </li> <li>• Candidate has included a diverse range of technical and soft skills.</li> </ul>
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## Part 2: Finding opportunities and applying for jobs/pitching for self-employed work

By this point, you should have set up a CV, GitHub technical portfolio, and your LinkedIn profile.

### OPEN TO JOB OPPORTUNITIES

Now it's time to let the business world know that you're open to jobs! Create a LinkedIn post letting everyone know that you're open to new jobs and new opportunities. Here's a great template to adapt for your post:

*I've got exciting news. I've recently completed the **[Insert HyperionDev LinkedIn Page] [Insert bootcamp name]** Bootcamp!*

*It's been an incredible journey of learning and growth, and I'm now ready to embark on the next chapter of my career. I'm currently open to new job opportunities as a **[Insert preferred job role(s)]**. If you're seeking a passionate and dedicated team member, let's connect!*

*Here are some of the new skills I've acquired:*

***[Insert a list of your top technical skills based on your bootcamp.]***



*I'm interested in roles that offer opportunities for hands-on experience, continued learning, and collaboration with talented teams. Whether it's **[insert bootcamp specialisations]**, I'm eager to contribute my skills and grow professionally.*

*You can also check out my GitHub portfolio here: **[Insert link to GitHub Portfolio]***

*I'm looking forward to exploring new opportunities and making meaningful contributions to innovative projects!*

***[insert relevant hashtags]***

## GUIDE TO USING LINKEDIN TO SEARCH FOR JOBS OR SELF-EMPLOYED WORK OPPORTUNITIES

In one of the practical tasks you will do at the end of this section, you will need to search for relevant jobs/self-employed work opportunities on LinkedIn and find the contact details of people involved in hiring for these jobs, so here we're going to explain in some detail how to do that. You should be able to view data on LinkedIn without being logged in or having your own profile. However, if you need to log in and don't have a LinkedIn account, just make one quickly for the purposes of this task. We will walk you through customising your LinkedIn profile in a future task.

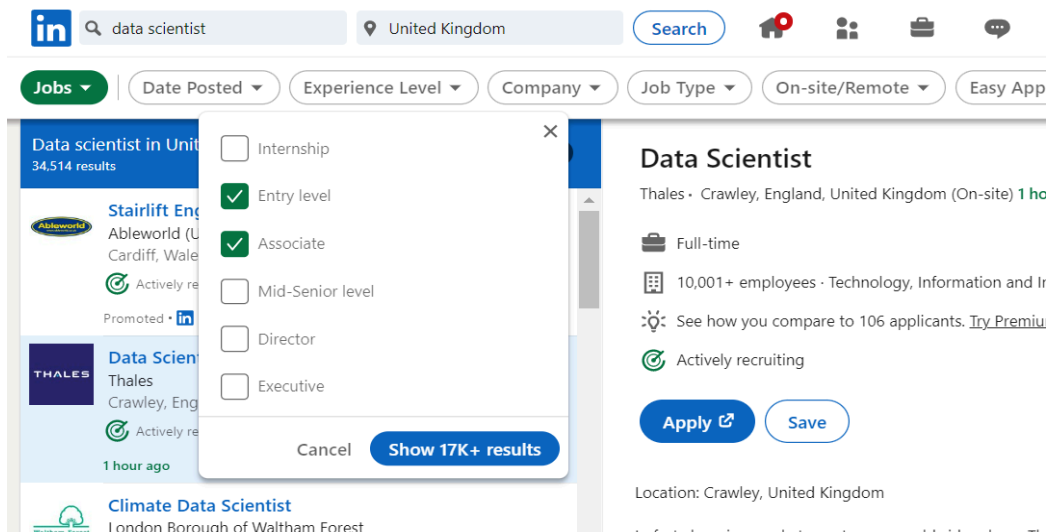
Consider LinkedIn as a search engine. You can use the LinkedIn search bar to find jobs, companies, people, and even groups that can greatly assist your search for a new role or business opportunities in tech. Making connections with employers and hiring managers can be a useful way of building your own tech recruitment network and gaining useful insights into the job market.

Now we will walk you through how to get started with your job search:

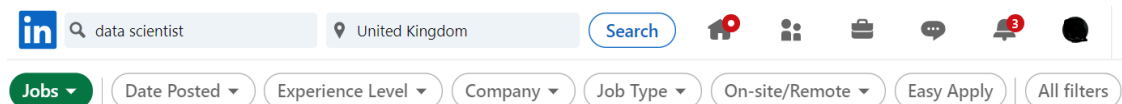
- Check out LinkedIn's jobs section to find jobs in different niches.



- Search for a job using relevant keywords (e.g., data scientist) and click on the 'All filters' option. Then, choose 'Experience level' and then 'Entry level' and 'Associate' to get relevant entry-level jobs.



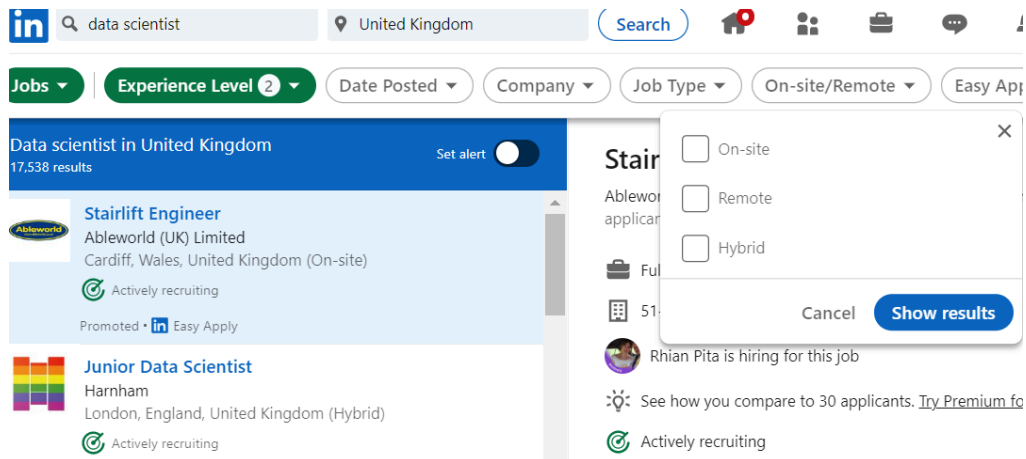
- Furthermore, you can choose to select several filters to refine your search. Use fields like 'Title', 'Locations', 'Date posted', 'Job Type', 'Easy Apply', etc., to narrow down your search to the ideal role or employer for you.



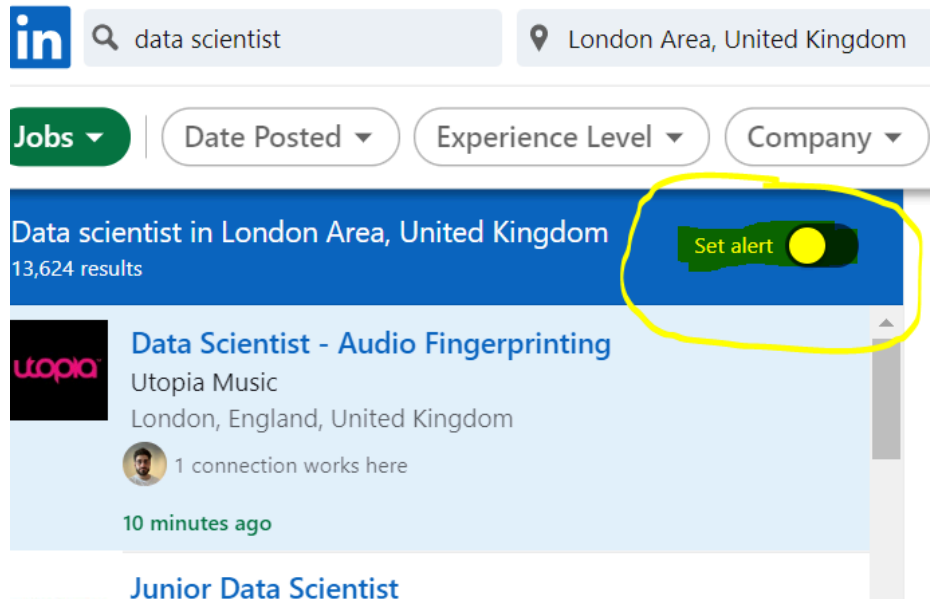
You can find jobs/opportunities relevant to you by typing the skills into the LinkedIn job search bar. Here are some examples of role names specific to the skills taught in HyperionDev bootcamps:

- Data science**
  - Data architect
  - Machine learning engineer
  - Python software engineer
  - Back-end developer
  - Data analyst internship
- Software engineering**
  - Python software engineer
  - Junior software developer
  - Software engineer
  - Back-end developer
  - Junior database developer
- Web development**
  - Junior web developer

- Front-end web developer
- Graduate web developer
- Web developer apprenticeship
- JavaScript software engineer
- **Cyber security**
  - Cyber operations manager
  - Cyber risk analyst
  - Intelligence researcher
  - Security developer
  - Security analyst
  - Junior cyber security specialist
  - Penetration tester
  - Information security analyst
- You can also select your preferences to filter jobs/opportunities on the basis of work setup – on-site, remote, or hybrid. Remember, the more filters you have, the fewer opportunities you will see. Start with a wider search and then narrow it down.



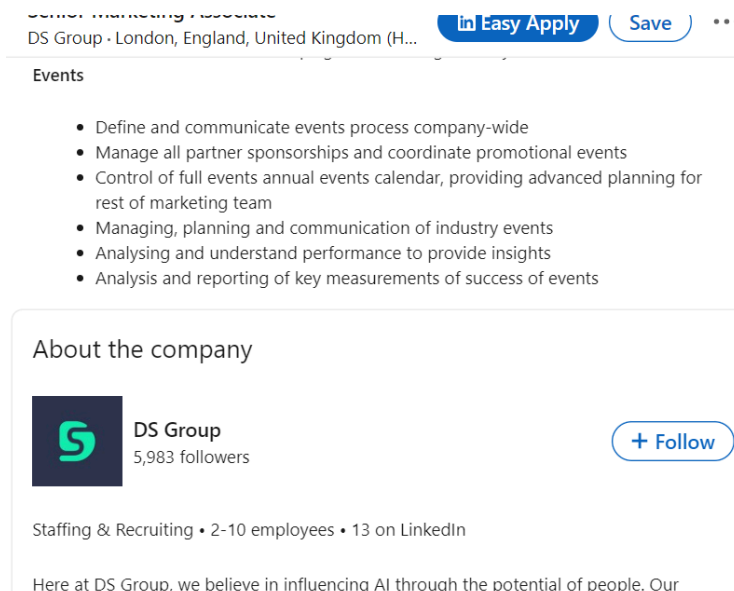
- You can also set alerts to receive relevant jobs/opportunities on your registered email address.



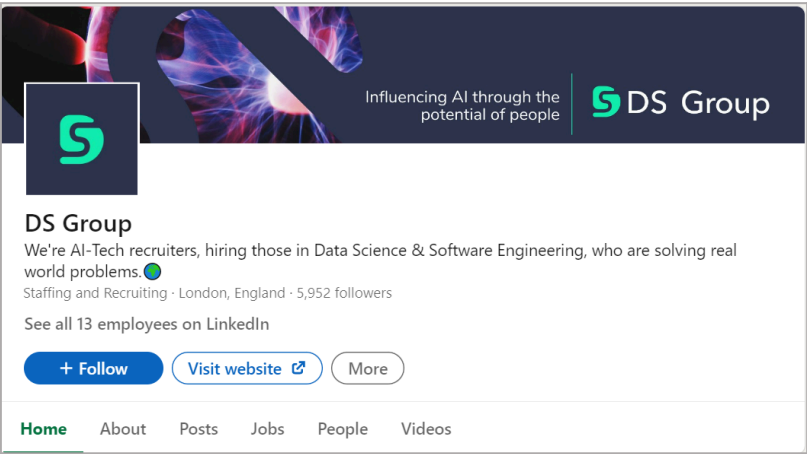
## Finding recruiter and hiring manager information

Once you have found your preferred list of employers and roles, it's important to know who the relevant hiring contact or contacts for the position are. To find the most appropriate contacts follow the steps outlined in the example below:

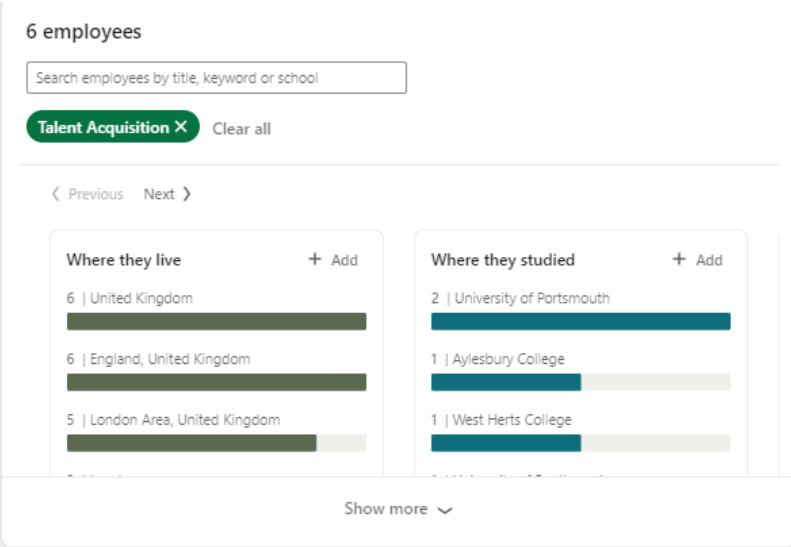
- On the job ad page in LinkedIn, scroll to the bottom of the job to find and then click on the company name.



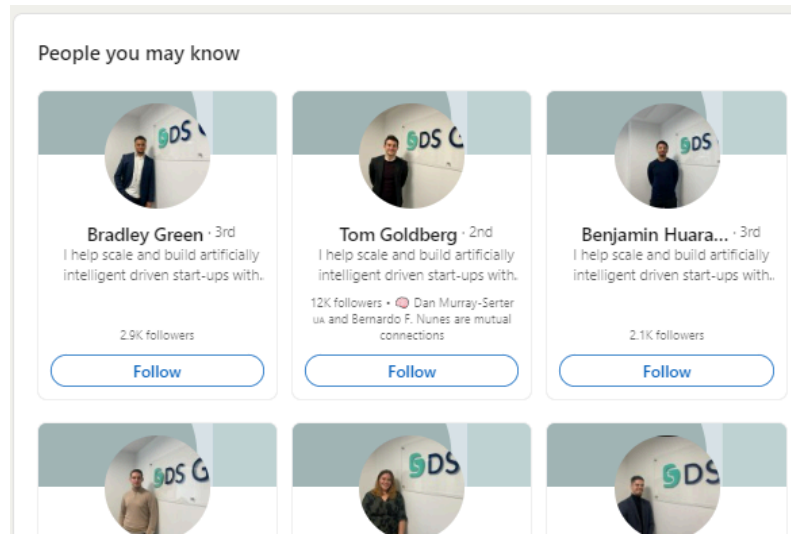
- This will open the company page, as seen below:



- Click on the 'People' tab on the company page. The most relevant contact will likely depend on the size of the organisation. For larger companies, it is likely to be someone in the talent acquisition team. In the case of startups, it will probably be the founder or head of HR.

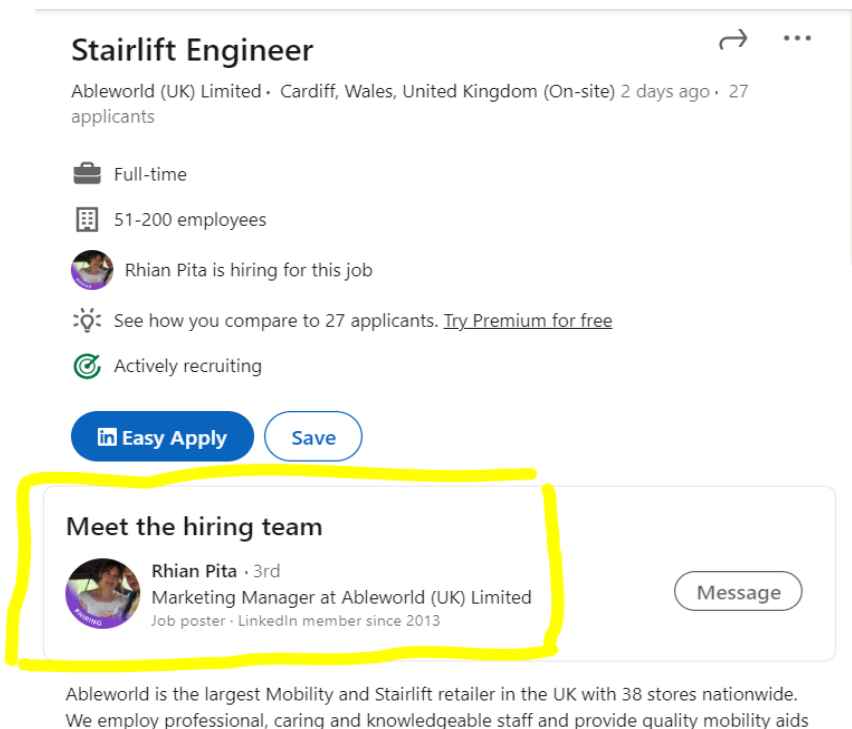


- Once you have found a likely contact, click on the relevant profile for the person for whom you want to find an email address. Keep in mind that this may not be listed. You can send the person a connection request or direct message them.

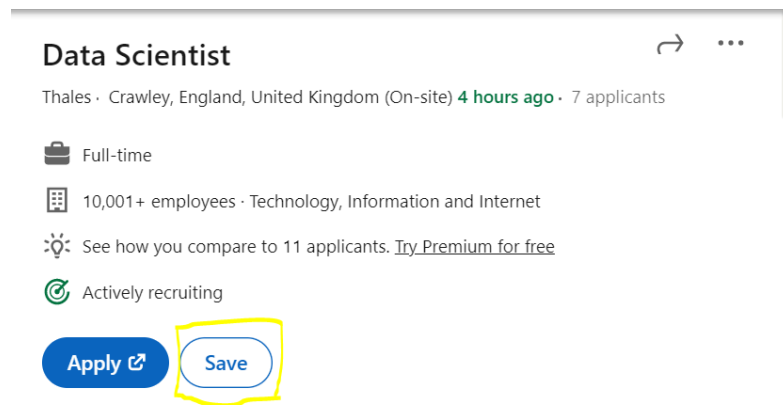


A few tips for you to **increase your reach**:

- If any job has a job poster, it should be visible on the job itself. Once again, you can send the poster a connection request or message them directly.



- You can also save jobs for application at a later date. After a day, you will receive an email from LinkedIn on your registered email address reminding you to apply for the job you saved.



## HOW TO SEARCH FOR JOBS OR SELF-EMPLOYED WORK OPPORTUNITIES ON OTHER WEBSITES

Searching for a new job or pitching your services can be overwhelming. With thousands of listings and a long to-do list, it can be tough to get started. However, with some preparation, the process becomes easier.

### Simple steps to get started:

- **Review your CV:** Customise and update your CV for each job application or pitch.
- **Research:** Learn about companies, positions, and contracting opportunities to prepare for applications, interviews, or pitches.
- **Practice interviews/Pitches:** Conduct mock interviews or pitches with friends or family, aligning responses to job requirements. Research common interview questions and study industry practices.
- **Network:** Attend industry events and career fairs to meet potential employers or clients. Network with peers from your bootcamp cohort.
- **Informational interviews:** [Introduce yourself to companies](#) or contacts informally to learn about positions and opportunities.

In the next BYB task, we will cover detailed interview and meeting preparation to help you secure job or contracting opportunities.

### What sites should you use?

The [HyperionDev job board](#) contains new vacancies from our employer partners and handpicked opportunities from the web that our Career Services team believes are suitable for bootcamp graduates.

With almost 80% of recruitment on [LinkedIn](#), we have guided you through the process of how to set up job alerts there. However, also consider other sites like [Glassdoor](#), [Indeed](#), and [Google Careers](#) for job listings.

Explore technology apprenticeships across the UK on sites like [GOV.UK](#), [UCAS](#), and [Apprenticeships](#). [Reed](#) is great for searching specific companies for jobs or apprenticeships.

For non-corporate opportunities, check out [Escape the City](#), [Otta](#), and [Wellfound](#).

Upload your CV to [CV-Library](#) to receive alerts specific to your skills, or contact technology recruitment agencies for more senior roles. For remote job opportunities, visit [FlexJobs](#), [Remote.co](#), and [Remotely](#), or filter for remote jobs on other sites.

- For graduate-related jobs and internships, explore [targetjobs](#), [graduate-jobs.com](#), [Give a Grad a Go](#), and the [Graduate Recruitment Bureau](#).



### Take note!

#### A reminder of the important dates.

By **2 February 2025**, you should have recorded an **invite to an interview** (if seeking employment) **or** a self-employment declaration (if seeking to be self-employed) at [www.hyperiondev.com/outcome8](http://www.hyperiondev.com/outcome8). Please record this milestone as soon as you reach it. You can record any of the following:

- Joining an apprenticeship programme that utilises some of the knowledge obtained in your bootcamp.
- Obtaining a paid work opportunity for a duration of at least 12 weeks that utilises some of the knowledge obtained in your bootcamp.
- Obtaining a full-time job that utilises some of the knowledge obtained in your bootcamp and is with a new employer or your current employer (e.g., a promotion or extension of role).

Additionally, by **13 April 2025**, you should have recorded an offer of a **job** (if seeking employment) or evidence of obtaining **new work/contracts** (if self-employed or seeking to be) at [www.hyperiondev.com/finaloutcome8](http://www.hyperiondev.com/finaloutcome8). Please record this milestone as soon as you reach it. You can record any of the following:

- An offer of a new job or apprenticeship that utilises part or all of the skills acquired in your bootcamp. You don't need to accept the offer to fulfil this requirement.
- New contracts or opportunities you obtained that utilise the new skills acquired through the bootcamp, which may include self-employed contract work or starting your own company.



Remember to keep an open mind and **explore various opportunities** to help you practise your interviewing skills and broaden your engagement with the tech sector. If you receive an invitation to a job or apprenticeship interview, please remember to fill out [www.hyperiondev/outcome8](http://www.hyperiondev/outcome8) **before attending** the interview.

A **limited** number of co-certifications will be awarded based on your achievement of all [four criteria](#) for successful completion of this Skills Bootcamp.

## TRACKING AND ORGANISING YOUR JOB APPLICATIONS

As previously mentioned, when you are in the market for a job or to pitch your company or services as a self-employed person, you will be applying for many opportunities, so keeping track of and organising your applications or pitches will make your life much easier.

**A tracking document must include the following aspects:**

### For job seekers

- Company name, website URL, and company contact details.
- Contact details of the recruiter/hiring manager: Include their name, email, LinkedIn profile link, and phone number if possible.
- Jobs advertised with the company: Nature of the job (remote, hybrid, on-site), job description, URL.
- Application date: The date you applied to the job/position.
- Deadlines/important dates: Deadlines for providing any additional information the company asked for, or for submission of a take-home test.
- Interviews: Scheduled interview dates.
- Follow-up date: The date(s) you followed up after an application submission or interview.
- Application status: Whether you have been rejected, are waiting to hear back, or have an interview scheduled (and if so, whether this is a first-round or third-round interview, etc.)

### For self-employed students

- Company or individual's name, website URL, and contact details.
- A link to the work opportunity or contract advert if applicable.
- Contact details of the relevant business contact.
- Jobs or contracts advertised by company or individual if available: Nature of the job (remote, hybrid, on-site), job description, URL.

- Pitch date: The date you pitched for the work opportunity or contract.
- Response status: Whether or not you have had a response and whether it was positive or negative.
- Deadlines/important dates: Deadlines for providing any additional information asked for, or for providing evidence of your experience or a copy of your CV.
- Meeting dates and times.
- Offer or contract status: Whether you've been made an offer or awarded a contract.
- Follow-up date: The date(s) you followed up after an application submission or interview.

Please **make a copy** of this useful [Job Interviews/Pitch Opportunities Tracker](#) template as a base to work from. Take note that the template will not be shared for editing with anyone, so **making a copy is the only way to access the template**.

Remember to **remove the example data** before populating it with your own data. Your tracker will be reviewed fortnightly to assess updates.

## Part 2: Practical task 1

In this task, we are focussing on applying for roles or pitching for new work opportunities. The instructions below differ slightly for job seekers and self-employed students. Read them carefully and follow those that fit the category you are in.

### SELF-EMPLOYED STUDENTS

- Use the feedback provided from the previous task to improve your CV, so that you can use the improved CV for your pitches.
- Consider companies and business contacts that you would pitch your services or products to. Identify five such companies or contacts.
- **Create and submit pitches** to these **five opportunities**. For each opportunity you pitch for, this will involve:
  - Using your improved CV as the basis, create a CV tailored to the business opportunity. Ensure you have your GitHub and LinkedIn profile links included in your CV.
  - Using the [cover letter template we shared previously](#) along with the guidance provided, create a cover letter tailored to the business opportunity.
- You will need to track this data in your copy of the tracker spreadsheet as you go along. **Update your copy of the Job Interviews/Pitch Opportunities Tracker** and insert a publicly accessible link to it into your Google answers doc. This [short video](#) will guide you through creating a shareable link. Remember that although

your tracker will be reviewed fortnightly to assess updates, you will not receive additional grades or feedback.

- For each of the opportunities you pitch for, capture your contact's details if possible (company name, name, email, phone number, and their LinkedIn profile URL if possible). **Try to find LinkedIn profile links for all contacts.**
- Drawing on the details captured in your tracker, fill the details of the roles/pitches and contact people you have identified into [this form](#). Take screenshots of the form showing all the data you have filled in, and paste them into the Google answers doc you created earlier so that the career coach reviewing your work can see that you have completed this part of the task. Also include a screenshot of the message that displays on-screen after your form has been successfully submitted, proving that you have properly submitted the form.
- Save your Google answers document as a PDF and upload the PDF to your GitHub folder for this task.

## JOB SEEKERS

- Use the feedback provided from the previous task to improve your CV and use the improved CV for your job applications.
- Consider the sort of roles you might like to apply for and the sort of companies you might want to work for. Take into consideration the role, the skills required, location, ways of working (remote, hybrid, or on-site), the type and size of the organisation, and the industry.
- Find five suitable junior tech or apprenticeship roles currently being advertised – ensuring you consider **a range** of employers – large (1,000+ employees) and small (100–500 employees) companies as well as tech scale-ups (up to 100 employees), paid internships and apprenticeships, or companies that source, hire, and train.
- Remember to apply to a broad range of organisations. This approach offers several benefits: it expands your comfort zone beyond major brands, increases your awareness of small-to-medium enterprises (SMEs) in the tech hiring landscape, and meets DfE requirements to support the broader tech market, especially SMEs. Our team will review your submissions and try to build relationships with your identified companies. While we already partner with many large tech firms, targeting various company sizes and profiles diversifies your applications and enhances your chances of success.
- For each of the roles you find, identify the recruiting/hiring managers (possibly the Talent or HR people at each company), and if possible, their details (company name, name, email, phone number, and their LinkedIn profile URL). **Try to find LinkedIn profile links for all contacts.**
- **Create and submit applications** to these five opportunities. For each role you apply for, this will involve:

- Using your improved CV as the basis, create a CV tailored to the business opportunity. Ensure you have your GitHub and LinkedIn profile links included in your CV.
  - Using [the cover letter template we provided previously](#) along with the guidance provided, create a cover letter tailored to the business opportunity.
- You will need to track this data in your copy of the tracker spreadsheet as you go along. **Update your copy of the Job Interviews/Pitch Opportunities Tracker** and insert a publicly accessible link to it into your Google answers doc. This [short video](#) will guide you through creating a shareable link. Remember that your tracker will be reviewed fortnightly to assess updates, however, you will not receive additional grades or feedback.
- **Reach out** to the contacts you have identified in whatever way possible (email, LinkedIn direct message, phone call, etc.), drawing their attention to your application to their company's role.
- Drawing on the details captured in your tracker, fill the details of the roles/pitches and contact people you have identified into [this form](#). Take screenshots of the form showing all the data you have filled in, and paste them into the Google answers doc you created earlier so that the career coach reviewing your work can see that you have completed this part of the task. Also include a screenshot of the message that displays on-screen after your form has been successfully submitted, proving that you have properly submitted the form.
- Save your Google answers document as a PDF and upload the PDF to your GitHub folder for this task.

## ALL STUDENTS

- **Get your CV in front of employers;** you can have the CoGrammar team **send your CV to employers** who are actively recruiting by uploading and submitting it through [this form](#). **Take screenshots of the form showing all the data you have filled in, and paste them into the Google answers doc you created earlier** so that the career coach reviewing your work can see that you have completed this part of the task. **Also include a screenshot of the message that displays on-screen after your form has been successfully submitted**, proving that you have properly submitted the form.
  - This is more than just submitting an application; it's a direct line to our **employer partner team**. They're in touch with companies eager to find new talent.

- By taking this step, you're not just waiting for opportunities to come to you; you're actively putting your profile in front of the **people who matter**.

**Don't let this opportunity pass you by.** Ensure you're taking full advantage of this chance to stand out!

## Rubric for job applications/pitches assessment

Your job applications/pitches will be marked using the rubric below. It is included here so that you can use it as a guide to completeness if you wish. If you score below 4/6 for this task, or if you score an 'Unsatisfactory' on any of the criteria, you will be able to resubmit the task. If you score 6/9 or higher, your submission is automatically accepted and so you will not be able to resubmit the task.

	Unsatisfactory (1)	Acceptable (2)	Outstanding (3)
<b>Employer data form</b>	Evidence not provided or incomplete	Same as for outstanding	Evidence provided as requested
<b>Personal job application tracker</b>	<ul style="list-style-type: none"> <li>• No link or private/inaccessible link for job/interview tracker provided and no spreadsheet file uploaded to GitHub either</li> </ul> OR <ul style="list-style-type: none"> <li>• Tracker provided but less than five roles entered</li> </ul>	<ul style="list-style-type: none"> <li>• Public link to the student's job/interview tracker provided, or spreadsheet file of tracker uploaded to GitHub</li> <li>• Completed the following columns for five roles: company, link to job advert, role/title, and application date (should have five total roles at this point)</li> </ul>	<ul style="list-style-type: none"> <li>• Public link to the student's job/interview tracker provided, or spreadsheet file of tracker uploaded to GitHub</li> <li>• Completed the following columns for five roles: company, link to job advert, role/title, and application date (should have 15 total roles at this point)</li> <li>• Job adverts listed are well suited to skills student has or will gain during the bootcamp</li> </ul>
<b>CV reworked</b>	Evidence not provided or incomplete	Same as for outstanding	Evidence provided as requested

# Final Submission Checklist

Ensure you hand in the following:

## Part 1: Practical task 1

- The screenshot (pasted into your Google answers doc) of your completed LinkedIn profile showing HyperionDev under the education section.
- A link to your LinkedIn profile pasted into your Google answers doc.

## Part 2: Practical task 1

- A publicly accessible link to your personal copy of the Job Interviews/Pitch Opportunities Tracker, updated to include the five new roles you applied for, pasted into your Google answers doc. This [short video](#) will guide you through creating a **shareable link**.
- Screenshots of your completed form showing the application/pitch data you have submitted via the form, and a screenshot showing proof that you have successfully submitted the form itself, pasted into your Google answers doc.
- A PDF of your improved/reworked tailored CV submitted via [the form](#) provided, and screenshots of this form with the data you filled in and the post-submission screen pasted into your Google answers doc to show that you have successfully completed and submitted the form.

At this point, save your Google answers doc as a PDF (using menu options File → Download → PDF). **Don't forget to upload** your final Google answers PDF **to GitHub folder** for this task, along with the PDF of your reworked CV.

**Remember, if you secure an interview, it is absolutely vital that you notify us** via [hyperiondev.com/outcome8](https://hyperiondev.com/outcome8).



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Think that the content of this task, or this course as a whole, can be improved, or think we've done a good job?

[Click here](#) to share your thoughts anonymously.

