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My Job Search Strategy

Congrats on completing your Springboard course! You've put in a lot of hard work to get to this point, and you should be proud! The hard work is sure to continue as you take steps to land that fantastic new job. This doc will help kick off your initial meetings with your career coach and prepare you for a strategic job search. Good luck!

ME:

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Springboard Career Track: Data Science with Specialization in Deep Learning

Career Coach: Liva Neyround

My Job Search Checklist

While the job search is not a linear process, the following checklist will help set you up for success as you partner with your coach to land that job!

Task	Details
WEEK 1	
<ul style="list-style-type: none">Celebrate	<ul style="list-style-type: none">Going through an intensive Bootcamp is not easy, and you've crossed the finish line! Take some time to celebrate and relax so you'll feel refreshed for your job search.Post your Springboard certificate on LinkedIn - express gratitude to those who have supported you and announce your job search.



<ul style="list-style-type: none"> Understand Springboard's Expectations 	<ul style="list-style-type: none"> Read the <i>Post-Completion Prep emails</i> you will receive starting the day you get your program certificate (if job guarantee eligible) Review the Coaching Call Policy.
<ul style="list-style-type: none"> Explore the Career Dashboard 	<ul style="list-style-type: none"> Get familiar with your Career Dashboard. Find the link to the Job Guarantee terms and become familiar with the weekly, bi-weekly, and monthly requirements. <ul style="list-style-type: none"> Read about identifying and avoiding job offer scams
<ul style="list-style-type: none"> Select your coach 	<ul style="list-style-type: none"> Select <u>one</u> coach to work with during post-completion. During your first calls, align with your coach on a recurring coaching call day and time and add this to your calendar. Use this meeting agenda for all coaching calls.
<ul style="list-style-type: none"> Fill out the worksheet 	<ul style="list-style-type: none"> Fill out this worksheet before your first coaching call. Your coach will review your responses to help you develop a personalized strategy.
MONTH 1	
<ul style="list-style-type: none"> Refine your Elevator Pitch 	<ul style="list-style-type: none"> Review your Elevator Pitch or “Why” with your coach to clearly market your personal brand on LinkedIn and during networking conversations and interviews.
<ul style="list-style-type: none"> Refine application materials 	<ul style="list-style-type: none"> Review the updated resume submitted to your Job Search Toolkit (located on your dashboard) and have your coach grade it. Yes, again! Review the updated LinkedIn profile submitted to your Job Search Toolkit and have your coach grade it. Review a draft of your cover letter. Create or refine a portfolio of your work - most important for design, software engineering, data analytics, and data science. Create a list of references to provide prospective employers. Review the list with your coach to maximize effectiveness.
<ul style="list-style-type: none"> Target companies of interest 	<ul style="list-style-type: none"> Review your Company & Title Research list. Follow companies on LinkedIn or other social media platforms. Reach out to employees for informational interviews.
<ul style="list-style-type: none"> Track your activities 	<ul style="list-style-type: none"> Download the Springboard Job Tracker to track your applications and networking activities on your dashboard. !! Verify that these have been logged on your dashboard by the end of the week !!



	<ul style="list-style-type: none"> Develop an additional method for staying organized beyond the dashboard (ex. Google Sheets, Huntr). Track all the info and advice you will receive during informational interviews on a separate doc. This info will come in handy as you apply for jobs and prepare for interviews!
<ul style="list-style-type: none"> Networking 	<ul style="list-style-type: none"> Join the Springboard Alumni Group on LinkedIn. Check out Springboard's Community Events Calendar Consider posting your Springboard Certificate of Completion on LinkedIn. Send messages to your network, letting them know you've completed the program and are looking for full-time work. Start sending out messages requesting informational interviews with industry professionals.
<ul style="list-style-type: none"> Skill development 	<ul style="list-style-type: none"> Identify your skills gaps. Identify at least one project or opportunity to keep your skills sharp right away. Decide what immediate changes need to be made to your portfolio.
<ul style="list-style-type: none"> Stay informed 	<ul style="list-style-type: none"> Keep up with the field - pick a podcast, YouTube Channel, blog post (or all 3!) to engage with.
Ongoing	
<ul style="list-style-type: none"> Career Coaching Prep 	<ul style="list-style-type: none"> Use this agenda or any other shared document with your coach to make the most of your career coaching calls.
<ul style="list-style-type: none"> Divide and conquer! 	<ul style="list-style-type: none"> Set weekly goals for spending time in the four areas of the job search - applications, networking, skills development, and wellness.
<ul style="list-style-type: none"> Apply for jobs 	<ul style="list-style-type: none"> Source and apply for jobs. Target applications for the position you're applying to - work with your coach on a targeted approach. Follow up with recruiters immediately to let them know you've applied. Reiterate your interest in the company. Learn about avoiding job search scams
<ul style="list-style-type: none"> Networking 	<ul style="list-style-type: none"> Implement strategies to keep your contact "warm" Show your commitment to the profession by documenting your learning journey on LinkedIn and other networking platforms
<ul style="list-style-type: none"> Interviewing 	<ul style="list-style-type: none"> Use the interview prep checklist to conquer each interview! Find at least one resource to practice interviewing on a weekly basis.



<ul style="list-style-type: none"> • LinkedIn profile development 	<ul style="list-style-type: none"> • Refine your profile, add keywords, and make updates as you work on additional projects and build new skills.
<ul style="list-style-type: none"> • Get unstuck 	<ul style="list-style-type: none"> • Review these ideas if you're feeling stuck in your job search. • Consider forming a Job Search Buddy Group to exchange ideas (and vent a little).
60 days into the Job Search	
<ul style="list-style-type: none"> • Reassess your strategy 	<ul style="list-style-type: none"> • With your career coach, reflect on your job search thus far - what's worked well? Any wins? Areas of improvement?

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My Job Search Worksheet

Complete the worksheet before your first post-completion coaching session for discussion with your coach. Your responses will serve as a good jumping-off point for building your strategy.

LinkedIn: How many LinkedIn connections do you currently have?

of LinkedIn Connections: **I would like to get to 500+ connections**

- 500+
- 400-499
- 300-399
- 200-299
- **100-199**
- Less than 100

LinkedIn Profile URL: [https://www.linkedin.com/in/roger-swartz-0236abba/]

INFO INTERVIEWS: Approximately how many info interviews did you complete while in the course?

- **0-5**
- 6-10
- 11+



WEEKLY TIME COMMITMENT: How much time a week will you dedicate to your job search (applications, networking, skill development, and self-care/wellness)? We know this may fluctuate weekly, but take your best, realistic guess.

- **More than 20 hours a week**
- 15-20 hours
- 10-14 hours
- 5-9 hours
- Less than 5 hours

CURRENT WORK SITUATION: If you're currently working, tell us about your position, company, and how many hours you are working a week.

Looking for Work.

WORK AUTHORIZATION: This information is for internal use only and can help us provide you with the appropriate support needed for your situation.

- | | | |
|---|---|---|
| <ul style="list-style-type: none">• U.S. Citizen• Greencard holder• Greencard applicant• Dreamer/DACA | <ul style="list-style-type: none">• L2 Visa• H4 Visa• L1 Visa• TN1 | <ul style="list-style-type: none">• H1B holder requiring sponsorship• F1-OPT <i>with</i>STEM• F1-OPT <i>without</i>STEM• Other |
|---|---|---|

LOCATIONS: Where are you focusing your job search efforts? Which locations? We recommend that you only focus on a few, key metro locations.

Boston, New York City, San Francisco



JOB SEARCH CONFIDENCE: What is your job search confidence on a scale from 1-5, with 1 being “not confident at all” and 5 being “very confident.” Explain your rating.

My rating:

- 1 (“not confident at all”)
- 2
- 3
- 4
- 5 (“very confident”)

Explanation: I feel very good about what I have learned and my abilities. Additionally, I learned a great deal in Machine Learning, Deep Learning and AI. These are hot topics right now so I feel very good about my prospects.

MY GOAL: What is your desired outcome? Where do you want to be as a result of your job search? Be specific and detailed. Review your Job Search Strategy worksheet from the beginning of the course to see if anything has changed.

I would like to go to Grad School at MIT Mathematics and/or Computer Science or to work in Financial Modeling as a Quantitative Engineer building investment models.

MY “WHY”: Why are you pursuing this career? Revisit your Elevator Pitch and tweak as needed to make it compelling and clear.

My undergraduate degree in Business and Engineering with concentration in finance combined with my programming skills and abilities in modeling, machine learning and deep learning fits the needs of the positions I am interested in well. From a very young age my father would drill me on the fundamentals of finance, accounting and the importance of earnings and dividends or equivalently share buy backs for mature companies and sales growth and cash flow in growing companies. That mentality has stuck with me and with that a fused sense of how quantitation plays a major role in things like volatility in the markets for short and intermediate term

Back in 2022 I was trying to model different securities and economic indicators on excel only to find that I hit many different challenges just imagine trying to do many of the things machine learning engineers do in python on Excel. I put that on the back burner and finally came to a realization that I must learn Python Programming and Machine Learning to move in the direction of becoming a quantitative machine learning engineer so I can leverage and further develop these models.



The excel models taught me an invaluable lesson invariably the ease with which we can do analysis with Python and attempting to work through a rather massive dataset on excel where you are agonizing over the details results in a kind of heuristic filtering that enabled a fully integrated and comprehensive understanding of all economic indicators and the resulting behavior of stocks, bonds and commodities. Once I became skilled in Python, SQL, Neural Networks architectures including TensorFlow and Keras to Carry Out Broad Scale Data Analysis and Predictive Modeling I was quickly able to model and predict the Consumer Price Index (CPI) for extended periods years in fact with very low mean squared error and exceptional diagnostic plots for any 6 – 8-year period in the last 70 years. My second sense of these economic indicators gave me an immediate sense of the directions to take to feature engineer them. These programming languages became the means for me to do the kind of analysis I deemed essential to gain precise quantitative insights into financial markets to position me to deliver impactful financial results.

I feel the combination of being able to build advanced time series models combined with an intimate understanding of financial markets and their relation to economic indicators positions me to make a significant contribution in this space and makes we well qualified.

SUPERPOWERS: What are the top 5 skills and strengths you bring to the job search? Think both technical and behavioral - previous experience, networking skills, portfolio, resilience, etc.

1. I feel very confident about my programming skills.
2. I have built up a strong foundation in time series modeling, machine learning and Deep learning.
3. I am well experienced in building Neural Networks and am beginning to get a sixth sense when it comes to how to optimize models.
4. I have an intimate understanding of financial markets and economic indicators and their relationship to each other. I can quickly build a model that uses the information from both economic indicators, important commodities and stock performance benchmarks to forecast the future value of securities and derivatives.
5. I can leverage the existing models I have built to help my employer achieve impactful financial results.
6. I specialize in predictive modeling for inflation and securities forecasting, utilizing time series modeling and machine learning frameworks including TensorFlow and Keras. My expertise encompasses optimizing AI models through parameter and hyperparameter tuning, employing novel gradient descent techniques to enhance existing AI frameworks. I manage the complete data science workflow, ensuring robust, scalable, and actionable solutions across diverse asset classes and derivatives.

AREAS OF IMPROVEMENT: What challenges do you anticipate facing in the job search? Think of challenges within your control to address - interview skills, previous experience, a network of professionals, language skills, Python, visual design skills, etc. - rather than those external to you (i.e., the job market/economy).

1. I would like to expand my network with the Quant. Finance space.
- 2.



COACHING: Where are you looking for in a coaching relationship? It's important to communicate expectations early on to see what is feasible and realistic. Remember that this is *your* career, and you should attend every session ready to work, learn, and try new strategies! Let us know what you are looking for in a coach to help jumpstart your coaching and be sure to review the [Career Call Policy](#).

Well, I would like to be sure my resume/CV is tailored for quant. investing.

YOUR HEROES: Are there any bloggers, YouTubers, or people you follow on LinkedIn who you admire and have your ideal job? Identify 3 individuals and drop their LinkedIn URL or web/blog/social page here and a short description of why you admire them.

This space does not have a lot of blogging because people develop models and blogging would more than likely involve revealing something about your model and so I think it is less common. What I can say although is that there is a lot of commenting on areas relevant to the field such as comments on books, relevant publications, phenomena within this space.

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My Career Call Agenda

Consider using this agenda to structure your career coaching calls. Simply copy and paste it for each call. You are expected to attend each coaching call ready to brainstorm ideas and work on your job search skills.

SUGGESTED COACHING AGENDA:



1	DATE:
2	My "Why": It's helpful to revisit this during each meeting. Ex: <i>To land a full-time job as a software engineer so I can have more energy and time to spend with my family and not worry about our finances.</i>
3	POTENTIAL DISCUSSION TOPIC: Suggested discussion topic if there aren't major updates or items for discussion
4	WINS: What went well / was a highlight since the last meeting?
5	UPDATES: Since the last meeting I worked on: This upcoming week (or two weeks) will be successful if:
6	ROADBLOCKS, CONCERNS & ITEMS NEEDING INPUT: Protip: Revisit your areas of improvement for this section
7	GOALS: What will I work on before the next meeting? Use SMART goals for greater success.



My Job Search Ideas

Applications	
Task	Job Search Ideas
Self-assessment	<ul style="list-style-type: none"> Assess and market your top 3 skills, strengths, and values for a targeted search. Continuously reassess.
Research	<ul style="list-style-type: none"> Research companies and salary ranges - Inc 5000, Builtin, Glassdoor, AngelList - and continue to populate your Company Research list.
Agencies	<ul style="list-style-type: none"> Explore staffing agencies, apprenticeship sites, etc.
Creative Strategies	<ul style="list-style-type: none"> Create an “About me” pitch deck to send to employers/recruiters after applying for a job.
Other?	<ul style="list-style-type: none">
Networking	
Task	Job Search Ideas
Create a Social Media Strategy	<ul style="list-style-type: none"> Engage on social media each week, using some of the strategies listed below.
Engage on LinkedIn	<ul style="list-style-type: none"> Engage with your network - comment on, create, and share posts. Engage with Springboard Alumni on LinkedIn - maybe find some team members for a Hackathon! Join the #LinkedIn30DaySprint.
Build Your Network	<ul style="list-style-type: none"> Connect with and speak to people in your field and at companies of interest - peers, hiring managers, recruiters, etc. via LinkedIn,



	<p>Slack, community forums, and events. Remember, you should conduct <u>at least 2</u> info interviews a month.</p> <ul style="list-style-type: none"> Keep these messaging templates handy for reach outs!
Follow up!	<ul style="list-style-type: none"> Send a specific article or resource to someone in your networking - "Read this and thought of you". Send a \$5 coffee gift card to someone with whom you conducted an info interview. Send updates to your network during holidays or after reaching certain milestones (ex. Finishing up a pro-bono project for a non-profit).
Engage with Influencers	<ul style="list-style-type: none"> Engage with bloggers, YouTubers, etc. with thoughtful comments and questions.
Events	<ul style="list-style-type: none"> Attend in-person or virtual meetups and professional events. Pay attention to emails from Career Services with upcoming events.
Content Creation	<ul style="list-style-type: none"> Draft a blog article to cross-post on various platforms.
Creative Strategies	<ul style="list-style-type: none"> Create a "job seeker ad" noting your top skills, contributions, and interests. Create a video recorded Elevator Pitch to share on various platforms.
Other?	<ul style="list-style-type: none">
Skill Development	
Task	Job Search Ideas
Job Search Skills	<ul style="list-style-type: none"> Attend Springboard-hosted events, such as Office Hours and Community Events.
Technical Skills	<ul style="list-style-type: none"> Work on additional projects to add to your portfolio. Consider a mix of fun projects, freelance work, hackathons, and pro-bono work. <ul style="list-style-type: none"> How to Keep Your Tech Skills Sharp How to Keep Your Design Skills Sharp
Industry Knowledge	<ul style="list-style-type: none"> Find other YouTubers, Bloggers, or Podcasters to follow



Behavioral Interview Skills	<ul style="list-style-type: none"> Develop behavioral-based interview questions using job duties listed on a job description as your guide. Practice, practice, practice!
LinkedIn Assessments	<ul style="list-style-type: none"> Complete Skills Assessments on LinkedIn to highlight your proficiency to recruiters.
Other?	<ul style="list-style-type: none">
Wellness	
Task	Job Search Ideas
Physical Health	<ul style="list-style-type: none"> Engage in your favorite exercise (yoga, walking, martial arts, strength training).
Mental Health	<ul style="list-style-type: none"> Make time for quiet and self-reflection (meditation, breathwork, journaling, therapy, napping). Consider using an app like Daily Haloha. Create a motivational playlist that you can listen to when you're feeling discouraged. Listen to the "Relax Your Mind" Spotify playlist when feeling stressed.
Community	<ul style="list-style-type: none"> Connect with others (family, friends, classmates, other job seekers).
Fun	<ul style="list-style-type: none"> Don't forget to play! Think: board or video games, movies, sports
Other	
Task	Job Search Ideas
Get creative	<ul style="list-style-type: none"> Explore 50 Ways to Get a Job
Resources	<ul style="list-style-type: none"> Check out some General Job Search Resources

Your job search is a dynamic process requiring active participation and attention to quality applications, building and leveraging your network, continuous technical and behavioral skill development, and staying healthy through it all. If you're feeling stuck in your job search, consider engaging in one of the techniques below.

