

As you complete the Career Preparation Modules and related readings, activities and assignments you have created a Job Search Strategy that is unique to you. Use the following template to document your job search plan at this point in time. As you begin to implement your plan your goals, motivations, job interests, etc. may change. Therefore continue to use this template as way to keep yourself accountable and focused to find a job, employer and career that best fits your needs and is unique to you.

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List your career goals. - Module 2 - Using the SMART goal method, develop your list of 3-4 Career goals.

Insert your 3-4 SMART career goals here

1, I want to work in a tech company full time. I want to start doing interviews starting June, and do interviews at least 3 times per month. I want to land the job by the time I graduate. I have to start practicing skills and renew my resume by June and start applying for it by June. This is relevant to my long term goal to learn more technology and apply it to solve more science and other interesting problems. I will be hired around March ish by applying every week and attending all the career fairs.

2. I want to find another internship next year in a finance related firm. I will get interviews from related companies for the next few months. I want to land the internship by the end of the summer. This is relevant to my future because I would love to explore this field a little bit. I will get the job by the end of summer by applying to jobs and attending career fairs and building up relevant experiences and interview skills.

3. I want to practice my leetwork more and design books more. I want to practice it in the next 2 months. I want to successfully complete the 100 problems and read the book. This is relevant to my long term goal because lots of companies asked about this during interviews, so practicing it will help me to successfully land offers in the future. The time frame is the next 2 months by reading 30 pages a day and 2 problems per day.

List your experience, skills and strengths. Reflect back on the readings and activities you completed in Module 4 – Build Your Brand. Create a list of your top 5 skills and your top 5 strengths. Include a brief example for at least 3 of your top skills, i.e., how you demonstrated the skill, and a brief example for at least 3 of your top 3 strengths, i.e., how you demonstrated the strength.

Insert your top 3 skills with your examples and your top 3 strengths with examples here.

1, I am good at consistency and perseverance. I once ran 3 miles daily consistently for a year. I studied English for 3 months to achieve the goal in 3 months by following my own study plan. I practiced interviews to get an internship.

2. Good at overcoming difficulties. When I ran into a project I couldn't figure out, I was able to calm myself down and finish in one week and got my first internship. ran a half marathon even though it was hard. When I was learning to climb, when I faced a problem I couldn't do, I would try to figure it out and not lose confidence.

3. Good at communication. One time in a group project, two teammates were having a fight and I was able to help them make up and focus on our common goal. When I was doing lab one time, and we ran into some device difficulties, I was able to communicate with the manager, communicate with the subject, and then handle the situation well.

you created in Module 3 –
Researching

Create your list of companies you'd like to work for from the list

the Job Market. Modify the list to include 6-8 companies that interest you the most. This is an opportunity to not only list the companies but also include comments why you would like to work there.

Insert your list of the top 6-8 companies and why you would like to work for them here

- Google , a cool tech place that solves problem
- 23and me I am interested in genes and using tech to solve biology related issues
- ancestrydna same with above
- EA games – ea games and the sim development is always my interest
- Hudson River Trading - heard it was difficult and a cool place to learn more about combination of trading and technology
- Amazon - amazon has cool work

Create a “to-do” list prior to starting your job search. An effective “to do” list is not just a list of things that you plan to do. Instead it is a list of things you plan to do that includes prioritization and due dates.

Some examples of action items include: researching your top 5 companies of interest to learn more about what they do and their company culture. Or a list of the top 5 job descriptions you plan to research. Or creating a list of your professional references and contacting these references to request permission to use their name and contact information should an employer request your list.

Create a “to do” list of the top 5 items that you plan to accomplish as you start your job search. Set realistic deadlines when each item should be finished so that you are accountable and more likely to complete all tasks. After writing down your "to-do list" items, add the items into a calendar or schedule.

Insert your “to-do” list below. Include realistic dates when you plan to complete each task. Note that this is your “to-do” list at this point in time. As you complete the tasks you will continue to add more to your list.

- To do list
- 1, research about top 5 companies, interesting positions and requirements by 1-2 weeks
- 2, start practicing interview problems daily for 2 months.
- 3, change resumes and send out daily for 3 months.
- 4, read books in 2 months.

5. get sharp and ready for interviews.

What is your professional brand? Refer to Module 4 – Build Your Brand – the module in which you created your Professional Introduction (Elevator Pitch).

Include your written Professional Introduction (Elevator Pitch) here.

Hello, I am Serena, a master student in the Northeastern school data science program. I am interested in using technology to solve problems and have done similar projects in the past. I am looking for a full time position right now, and I am interested in your company because of its combination of tech and (health/data). I wonder if you can be my mentor on how to secure a position in this company.

Participate in networking opportunities - Module 5 – Building Your Network. Review the sites for On campus and Off campus Networking events. (Websites included in the module) Check out different Networking events and identify the ones you are interested to attend. Register for the event!

Insert a list of 3-4 Networking events you plan to attend here

- Khoury career fiars, meetups, Tech sec, and Employee information session