

Task Description



Practical Task 1:

All Students

- Join LinkedIn (if you haven't already) by visiting this site: <https://www.linkedin.com/reg/join>
- Complete your LinkedIn profile.
 - If you already have a LinkedIn account you're pretty happy with, take the time to update it wherever possible.
- Create a Google doc with a uniquely identifiable filename that includes your name and email address and a task identifier for this task (BYB 2).
 - For example, if your name was John Smith and your email address was john_smith@gmail.com, your filename would be: [John Smith - john_smith@gmail.com - BYB2](#).
- Locate and follow the [HyperionDev](#) company page. Take a screenshot to show you have done this and paste it into your Google doc.
- 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.
- Once you are happy with your LinkedIn setup, put the link to your profile on your CV.
- You don't need to do anything else with your Google doc at this point; you'll add to it in the third practical task.

Practical Task

2:

All Students

- Open the **Job Descriptions** folder in your Dropbox.
 - Here you will find job adverts with full role descriptions for three roles relevant to Cloud Engineering, Cyber Security, Data Science, Software Engineering, and Web Development students, respectively.
 - Locate and read carefully through the job advert relevant to the bootcamp you are taking.
- Create a version of your CV and cover letter that is relevant to the job advert you looked at.
 - Note that, in our guidelines given in this task, we suggest that the second paragraph of your cover letter needs to show that you have spent adequate time researching the company.
 - Our example job descriptions do not have any info about the company posting them which makes this difficult.
 - You can research any tech company you've found job ads or tenders for contract work from online, and use it as the basis for this paragraph, in this exercise, just to get practice writing this sort of thing.
- Add a PDF of your CV and cover letter to your Dropbox.

Practical Task

3:

JOB SEEKERS

- 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 5 junior tech roles currently being advertised - different from the roles you identified in the first Build Your Brand task - ensuring you consider a range of employers - large (1000+ employees) and small (500-100 employees) companies as well as tech scale-ups (up to 100 employees), paid internships and apprenticeships, or companies that source, hire, and train.
- For each of the roles you have identified, again identify the recruiting or hiring managers (possibly the Talent or HR people at each company) and their contact details if possible (email addresses for at least 2) and LinkedIn profile URLs (for all, mandatory).
- If you are ready to start applying for jobs, create and submit applications to these 5 opportunities, as well as the 2 you identified in the first Build Your Brand task.
 - Also, 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.
- Remember to track your [applications in the tracker spreadsheet](#) we provided a template.

Practical Task

3:

JOB SEEKERS

- Remember that we specifically request that you search for and apply to a broad range of organisations.
- We find this to be best practice for a number of reasons:
 - It pushes students out of the comfort zone of just applying to work for the major brands they're already familiar with
 - It helps students to broaden their knowledge of which companies form part of the tech hiring landscape, particularly small to medium enterprises (SMEs);
 - It ensures that we meet the DfE requirement to address the needs of the broader, especially SME, tech market.
- Keep in mind that our team will review your submitted data and create relationships with your identified companies if you have indicated that you are ready to apply for jobs.
- We already have relationships with many larger tech companies, so focussing on companies of different sizes and profiles will also help to diversify your application profile and increase your chances of success.

Practical Task

3:

SELF EMPLOYED STUDENTS

- Once again, consider companies and business contacts to whom you would pitch your services or products. Note the contact and other details of 5 such companies or individuals.
- If you are ready to start reaching out to potential clients, **create and submit pitches** to these 5 opportunities, **as well as** the 2 you identified in the first Build Your Brand task.
- Remember to track your pitches in the [tracker spreadsheet](#) we provided a template for earlier in this task.

NEXT STEPS

Fill the following into [this form](#):

- your LinkedIn Profile link;
- the details of the contact people you have identified, whether for job opportunities (job seekers) or business opportunities (self-employed students). Take screenshots of the form showing all the data you have filled in, and paste them into the Google doc you created earlier so that the mentor reviewing your work can see that you have completed this part of the task.
- Put a public link to your Job/Interview/Pitch Opportunities tracker into the BYB2 Google doc you made earlier. Make your Job/Interview/Pitch Opportunities tracker public by using this sharing setting on Google Sheets:

General access



Anyone with the link ▼

Anyone on the Internet with the link can view

Viewer ▼

- If privacy is a concern, you may make it private again after this task has been marked.
- Save your Google doc as a PDF (using the menu options File -> Download -> PDF) and upload the PDF file to your Dropbox.
- Remember, if you secure an interview, it is absolutely vital that you notify us via hyperiondev.com/outcome5.



Resources

Will be available after this session.

<https://www.linkedin.com/business/talent/blog/product-tips/linkedin-profile-summaries-that-we-love-and-how-to-boost-your-own>

<https://www.linkedin.com/pulse/how-contact-recruiters-linkedin-6-examples-resume-genius/>

[The Applicant Tracking System \(ATS\) And How You Can Beat It! - CoMoney](#)

[6 Universal Rules For Resume Writing | Indeed.com India](#)

[\(1\) Resumes: Introduction to Applicant Tracking Systems \(ATS\) - YouTube](#)

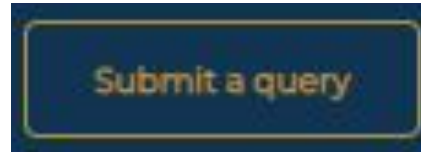
[\(1\) applicant tracking system - YouTube](#)



Resources

For student support, please use the following channels only.

- Book a 1:1 career coach consultation
- Log a ticket via www.hyperiondev.com/support
- Or by clicking on your Student Dashboard on the “Submit a query” button
 - Choose Career Services or BYB



Do not send an email to career coaches relating to student operational support.

**SKILLS
FOR LIFE**

SKILLS BOOTCAMPS



Department
for Education

Thank you for joining us

CoGrammar

Time for Q&A

**Post your
questions in the
Private chat**

