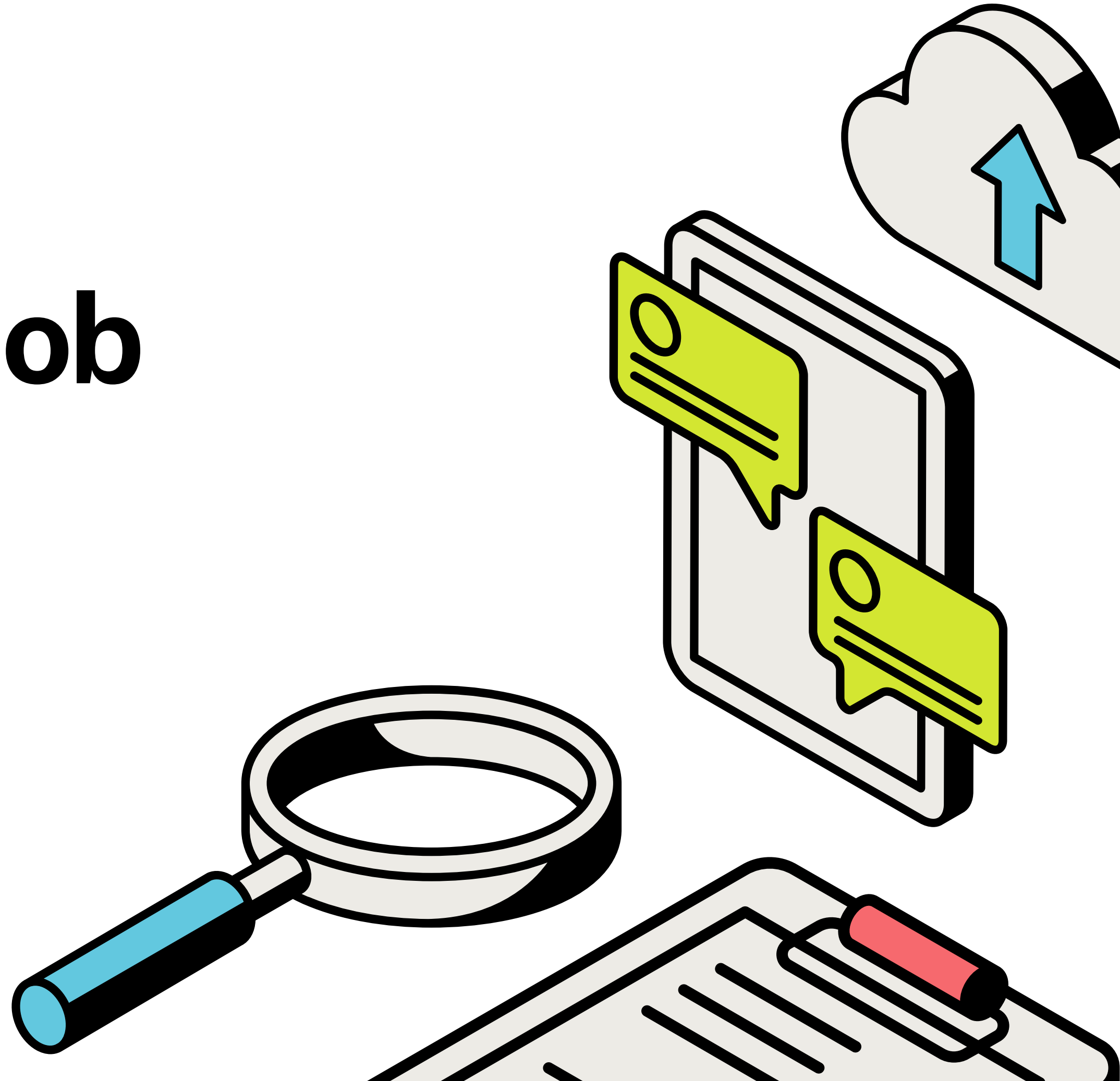# How to find a job in tech: first steps

PRESENTATION BY SOFIA SUKHININA

What are we going to cover:

1. Where to search for a job

2. Some other (important!) things to think of while searching/applying

3. Application process - what do recruiters expect from you?

4. How to write an effective CV

5. Do I need a cover letter?

6. Yes! They invited me for an interview! Or: what to do in a call with the recruiter

7. What to ask for a salary?

8. Interview Process - how does it look like
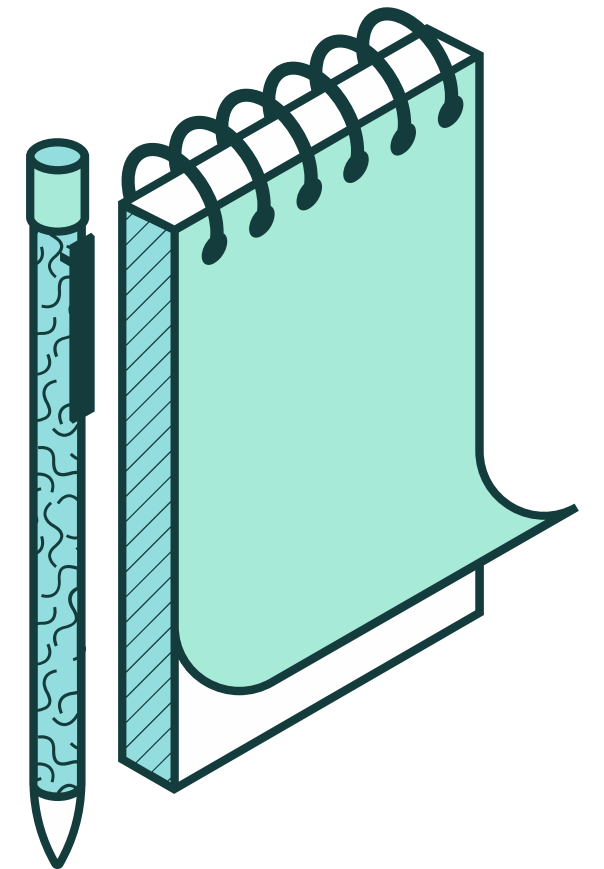
Where to start looking

- LinkedIn (good for setting up recommendations and job alerts, as well as connecting with like-minded people and hiring managers)
- Otta (new tech jobs search platform: great interface, possible to set up your own alerts, mostly used by the start-ups)
- GermanTechJobs (Mainly used by German firms, however, a great feature on salaries - the recruiters are not allowed to post the job without the salary range)
- Other Job Boards: Campusjaeger, Indeed, Stepstone, Monster (warning: many jobs require German)
- WeAreDevelopers (Jobs and Event Platform, with the biggest conference for developers - Berlin, 27-28 July 2023, Student Pass - 99 Euros)
- Agencies (e.g. Honeypot and Moberries - recruiters apply to developers, however, might not be interested in juniors. Anyway, Honeypot blog is a jewel for juniors!)
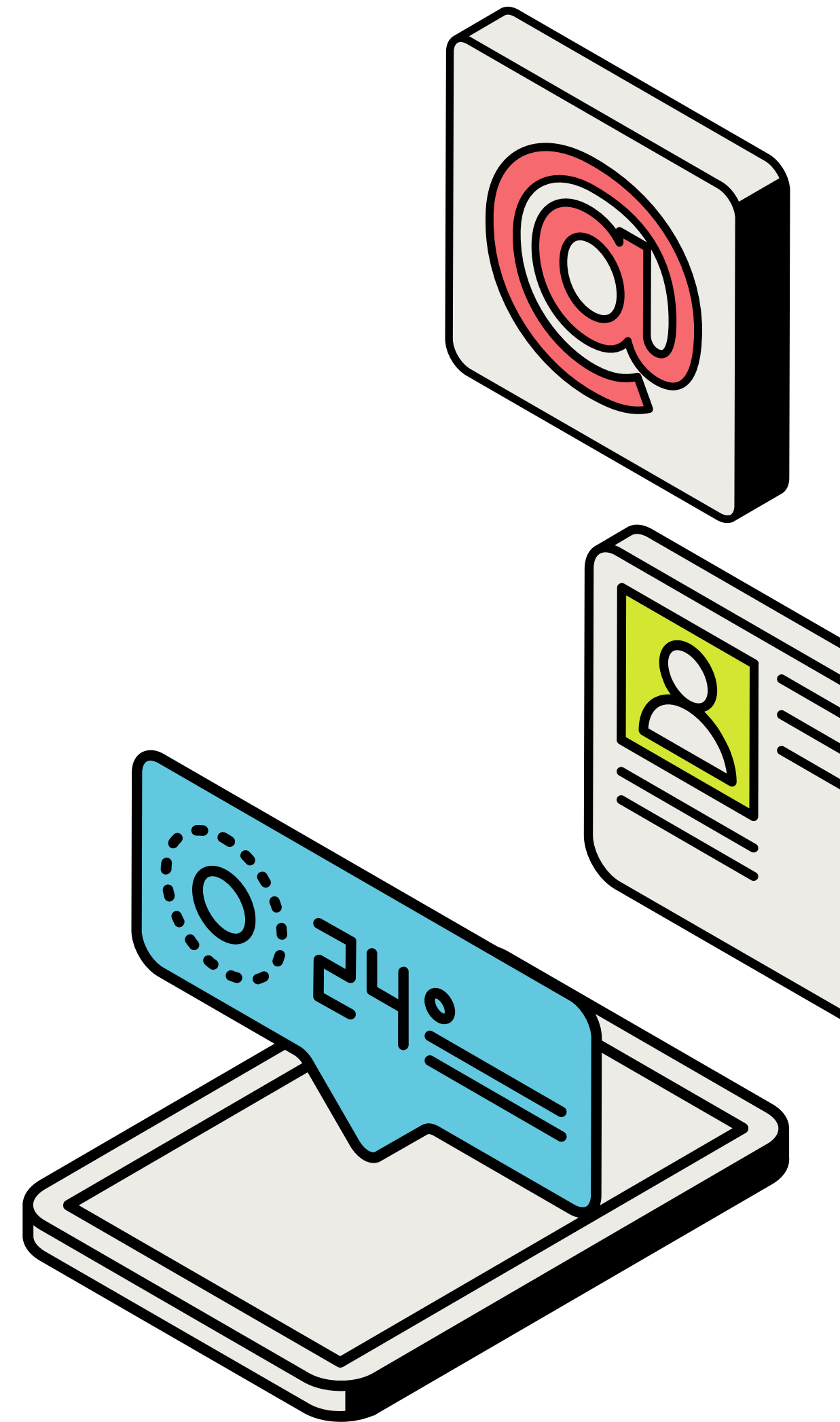
Where to start looking

- Job Fairs:
  - Techs Job Fair / Berlin
  - Connecticum / Berlin
  - JobMesse / Germany
  - Karrieretag / Berlin
  - Made in Berlin Jobmesse / Berlin
  - Sticks & Stones / Berlin
  - Unicontact / Berlin
  - Full list: https://www.berlin.de/messen/branchen/ausbildung-und-job/
- Meetups and conferences
  - Meetup (example: https://www.meetup.com/de-DE/golang-users-berlin/events/291309900/)
  - Eventbrite (example: https://www.eventbrite.com/e/infobip-connect-berlin-tech-meetup-tickets-598384583397?aff=ebdssbdestsearch)

Sounds good... But how to understand where to apply?

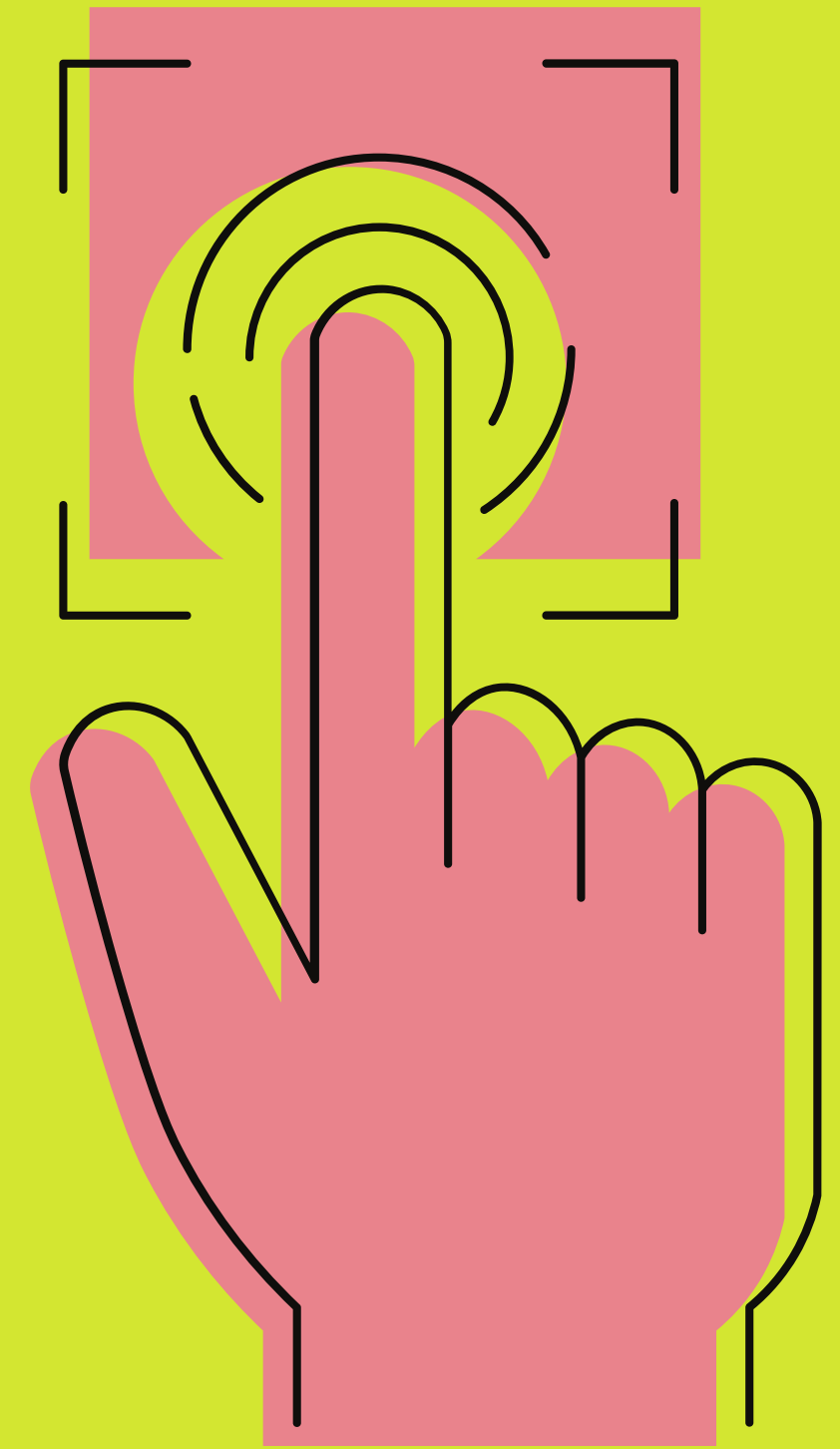Think of your skills (both tech and soft) or what you like the most

Research different IT roles and read job descriptions

You have an experience in certain industry or an education in a certain field (even not IT)? It helps!

Seek advice (attend meetups and conferences to talk to like-minded people)

You have shortlisted some jobs, what's next?

Application

The ABC of application process:

A

**Even if not 100% match
-
still apply**

B

**Duties and requirements in job
description
=
your skills in CV and cover
letter :)**

C

**Research the company to
make application stand out**

Principles of a strong CV:

1	Keep it short (preferably one page), use the bullet points to strengthen your skills to the point
2	"About me" is as important as the rest: don't forget to include the short summary of your skills
3	Tailor CV to the job: do not include everything, just important things for an X job position in a Y company!
4	Keywords in the job description = keywords in your CV. The more, the better!
5	Use quantifiable metrics: highlight achievements (in numbers/percents) vs just listing your duties
6	Use the appropriate format: start-ups prefer creative CVs, while corporations - black-and-white plain format

SOFIA SUKHININA

Senior Web3 Recruiter

✉ sofiasukhinina@gmail.com   📞 +49 152 033 05127   🌐 LinkedIn   📍 Berlin, Germany (ready for 100% remote)

ABOUT

Experienced recruiter & sourcer in the blockchain industry, proficient in advanced search strategies including open-source intelligence (OSINT). Covered both high-volume and hard-to-fill positions. Tech-driven and results-oriented person, passionate about automating processes, creativity in outreach and exceptional candidate experience.

SKILLS

Sourcing Tools: LI Recruiter, SeekOut, AmazingHiring, OctoHR (for GitHub), TweepleSearch (for Twitter), Orbit (for Discord)
Web and Data Scrapping: PhantomBuster, Instant Data Scraper
Contact Search: Nymeria, Hunter, RocketReach
Templates Creation: Briskine, TextExpander
ATS: Lever, SmartRecruiters, Greenhouse
Other tools: Google Suite, Asana, Canva

EXPERIENCE

TECH RECRUITER / NEWTENDERMINT (TENDERMINT, IGNITE)
2022 - Present

- Managed **full-cycle recruitment** for core **blockchain and smart contract engineers** from sourcing to interviewing and hiring for core areas of the blockchain industry
- **Hired a core development team for Saga** (protocol for automatically creating application-specific blockchains in the multiverse), currently **hiring a core development team for Gno** (L1 decentralized, secure and scalable smart contract platform)
- Successfully sourced and interviewed for the **CEO and General Manager** positions as well as non-tech roles **(HR, Operations, Finance, Design)**

TECH SOURCER / SMARTRECRUITERS
2021

- Sourced, interviewed, and facilitated hiring for **Product, Design, and Engineering** teams, helping **reduce time-to-hire from 1 month to 2 weeks**
- Led sourcing initiatives, strategizing, and developing practices to fill hard-to-fill positions, successfully making over **5 hires/month**, on average
- Led internal **trainings for Engineering teams** on how to conduct interviews and how to submit feedback

RECRUITER / TALEDO GMBH
2019 - 2020

- Facilitated recruitment for 15+ customers in various roles, including **sales, marketing, operations, and product**
- Managed the entire recruitment process, from kick-off call to offer, including sourcing, screening, communication, and weekly reporting

ACHIEVEMENTS

May 2021 - Participation in Ru:Source Conference
Aug 2021 - Certified Diversity Sourcing Professional
Oct 2021 - Winner of Sourcing Hackathon by AmazingHiring & MatcHR
Dec 2021 - Participation in Sourcing Course: Advanced by EvoTalents School
Apr 2022 - Participation in #SOSUTECH - Sourcing Summit Technology 2022
Jul 2022 - Participation in Managing Expectations Workshop by Enrico Heidelberg
Created my own tool for cross-referencing in sourcing (similar to Balasz's tool)
Active participant of Sourcing WAN Party

EDUCATION

2020-2021	2017-2019	2013-2017
MASTER INT. HR MANAGEMENT	**M.A. EUROPEAN STUDIES**	**B.A. INTERNATIONAL RELATIONS**
Rome Business School	Europa-Universität Flensburg	Saint Petersburg State University

Make several versions of your CV

It makes sense to make several CVs according to different parameters - your CV might contain or not contain certain information, might vary in styling
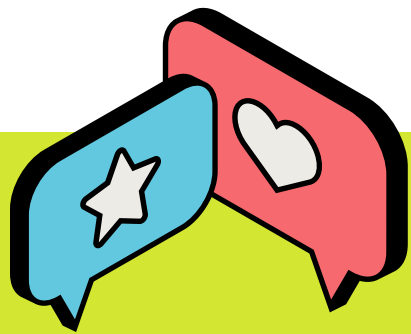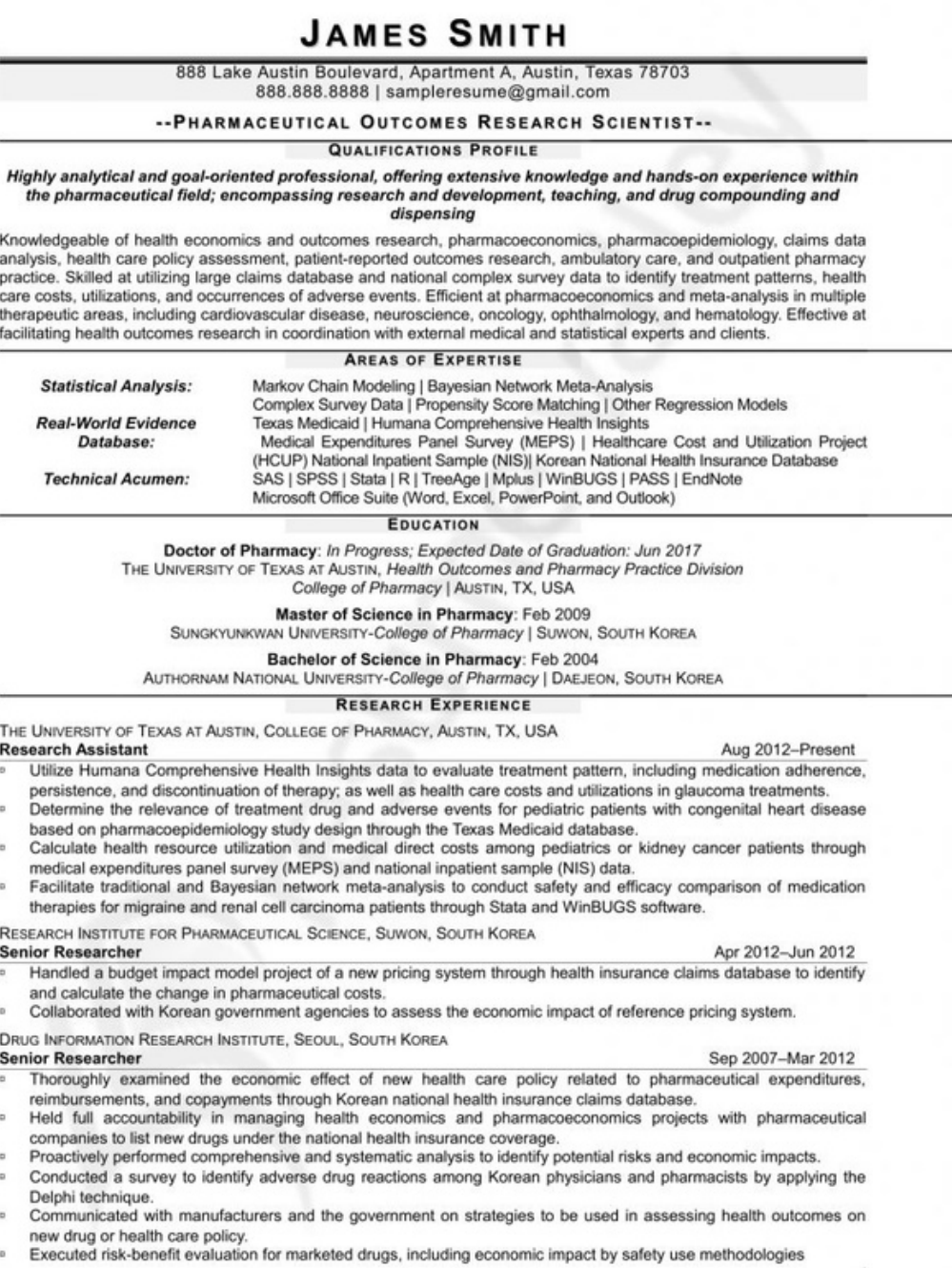
Start-ups vs corporation
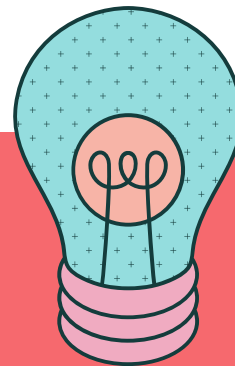
Job title

Industry

Start-ups vs corporation

By job title

Data Engineers:
1. Data Infrastructure Engineer
2. Data Platform Engineer
3. Big Data Engineer
4. Data Pipeline Engineer
5. Data Integration Engineer
6. ETL Developer (Extract, Transform, Load)
7. Data Warehouse Engineer
8. Database Engineer
9. Cloud Data Engineer
10. Machine Learning Engineer (if they are responsible for the data pipeline that feeds machine learning models)

IT Administrators:
1. System Administrator
2. Network Administrator
3. Database Administrator
4. Server Administrator
5. Security Administrator
6. Cloud Administrator
7. IT Operations Administrator
8. Technical Support Specialist
9. IT Infrastructure Engineer
10. IT Coordinator

Software Engineers:
1. Software Developer
2. Application Developer
3. Full Stack Engineer
4. Front-end Developer
5. Back-end Developer
6. Mobile Developer
7. Game Developer
8. Embedded Systems Engineer
9. DevOps Engineer
10. Systems Engineer

Project Managers:
1. Program Manager
2. Project Coordinator
3. Team Leader
4. Scrum Master
5. Agile Coach
6. Project Lead
7. Delivery Manager
8. Product Manager
9. Business Analyst
10. Operations Manager

By industry

- If you have experience in a certain industry: go for the jobs in this industry first, and include the experience in your resume (e.g. if you worked in the hotels and you are applying to the HospitalityTech company, include your experience from the hotels in the CV. Also, make sure to write about it in "About me" part, since this will be the first thing the recruiter reads)

- If you are interested in working in certain industries: create top3 list and make three different versions of your resume (probably, only "About me" part of the CV and cover letter needs to be changed)

- You can also skip this category selection, however, if you are really passionate about a certain industry, it is always worth to mention it.
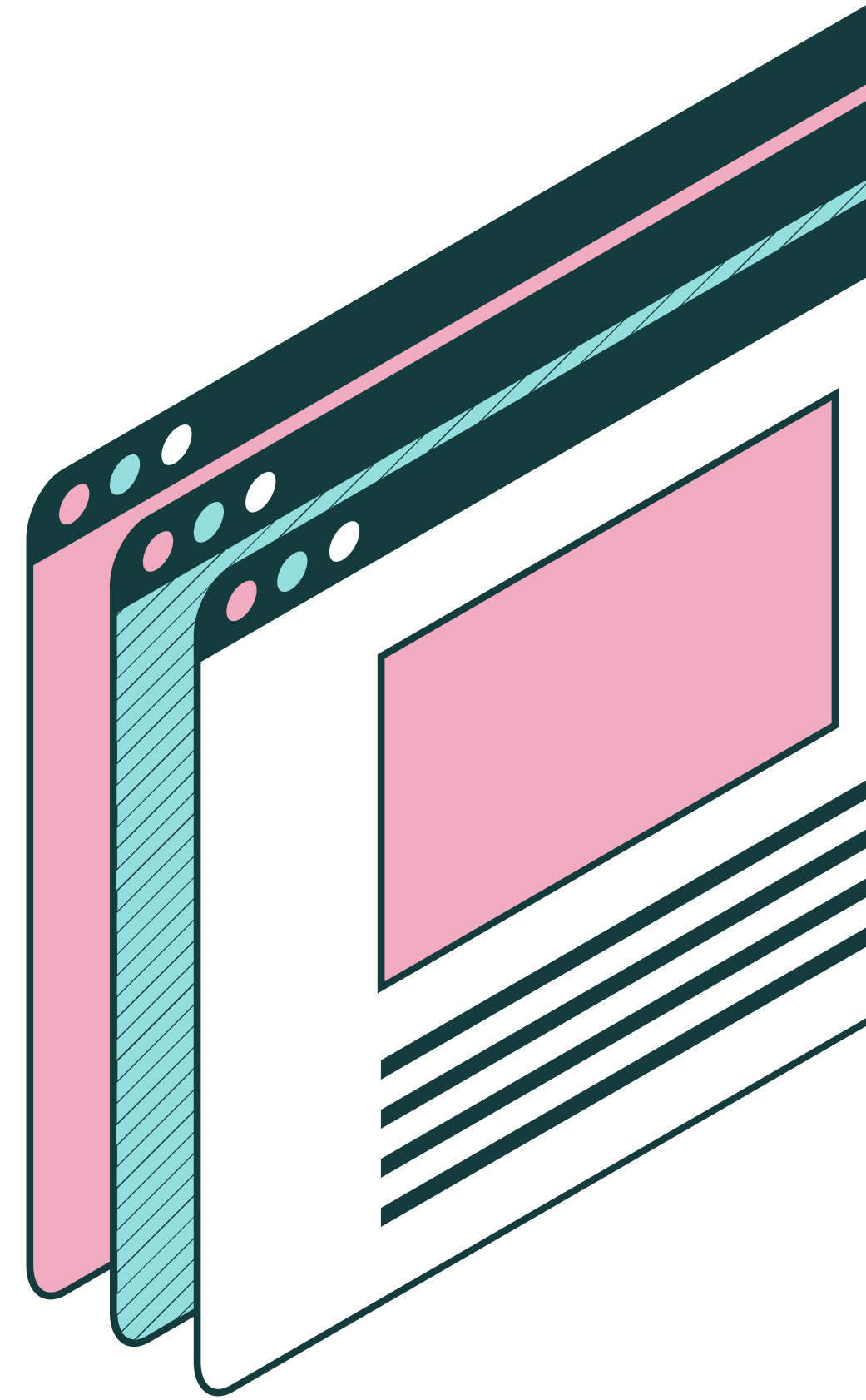
That all sounds good...
# But what to write in the CV?

If you don't know where to start:

- Check for the accounts on LinkedIn / GitHub / other social media with similar profiles:
  - Go to search tab, type the job title you are applying for, and select the country to see the difference between Europe / US
  - Search for the alumni of 42 to see what they write about their experiences in the school
  - Research the company you are applying for to see the other junior employees and what they write about themselves
  - Once you pick up the profile, google where else they are presented - if on GitHub: maybe they have some open-source code which can give you some idea of which projects to select for, if they have their own website: maybe you want to build your own too for showcasing your portfolio

  You have to train a good eye for making your profile stand out from the crowd.

Or.. use this lifehack :)

**https://www.instagram.com/jerryjhlee/**
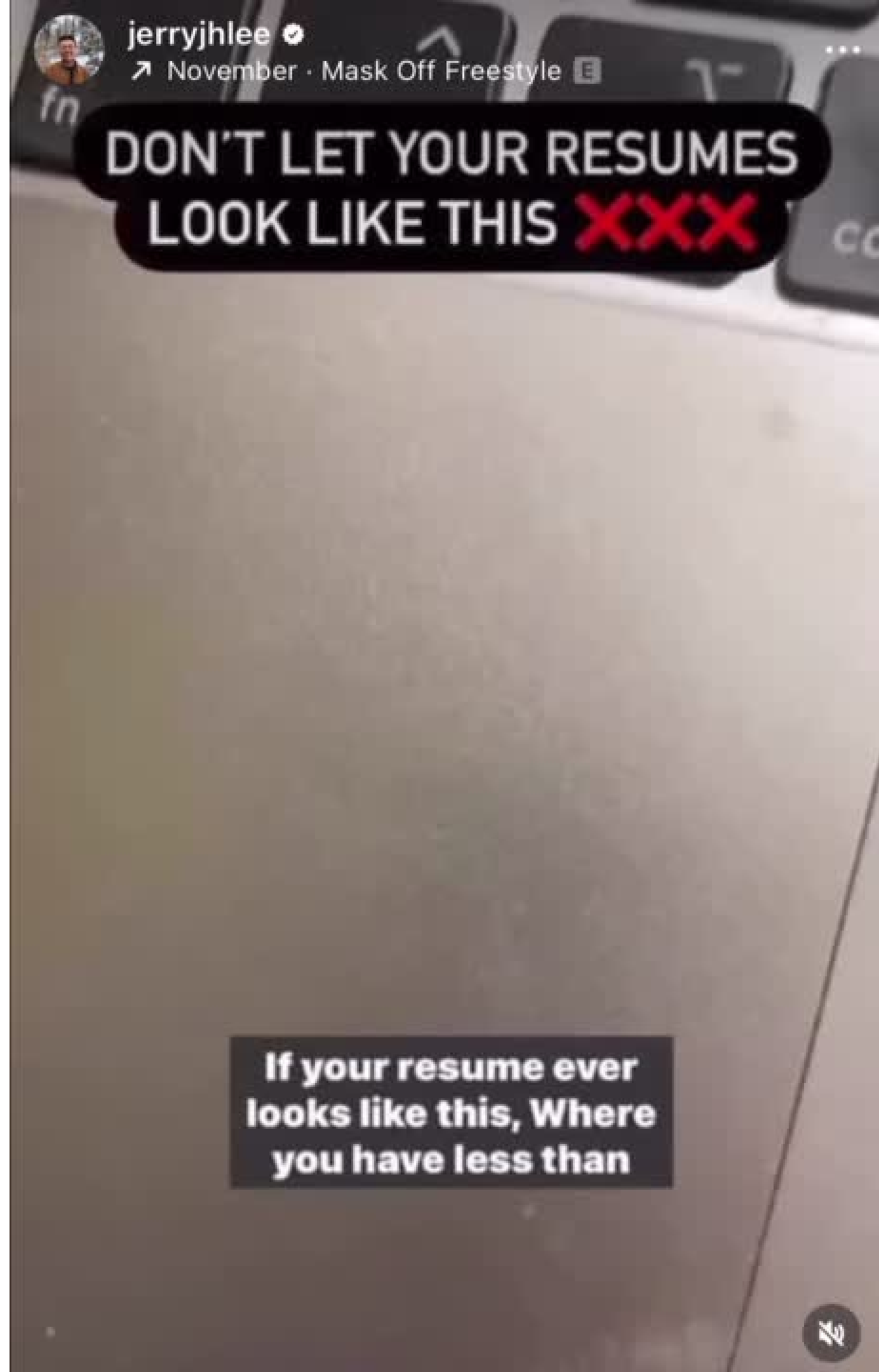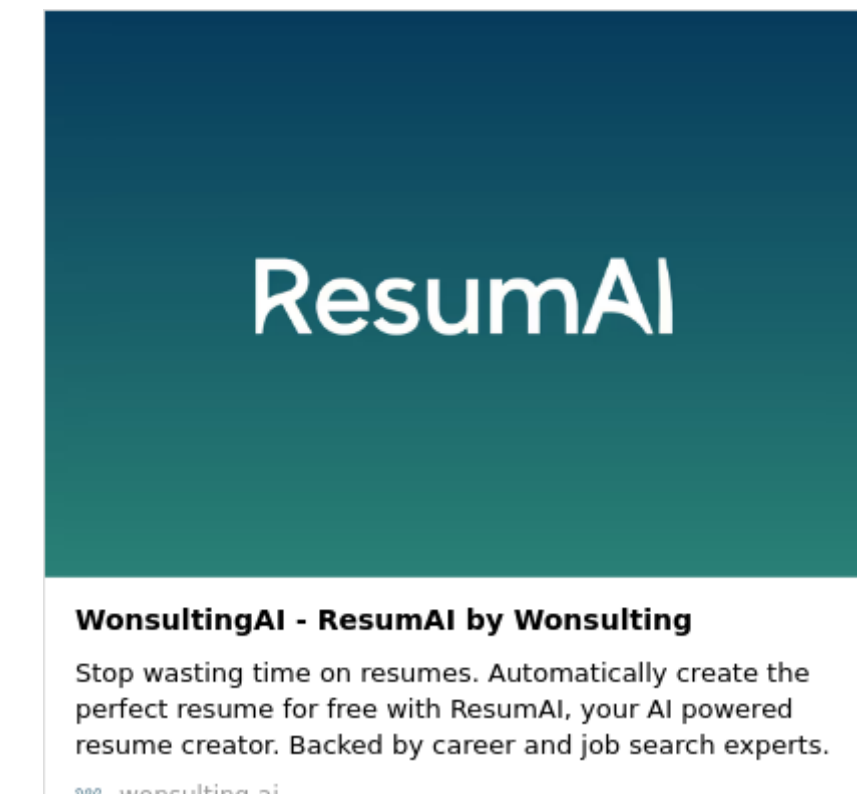
Do I need a Cover Letter?

Cover letter - a document that ACCOMPANIES your job application, cover letter should NOT look like a copy of your resume. Use it for:
- Explain the gaps;
- Adding information that is crucial for the application.

I DO recommend writing a cover letter, because if it is written correctly, it may boost your chances getting the first interview.

Cover letter should have at least 2 paragraphs:
- Why am I the best choice for this job?
- Why are you the best company to work for for me?
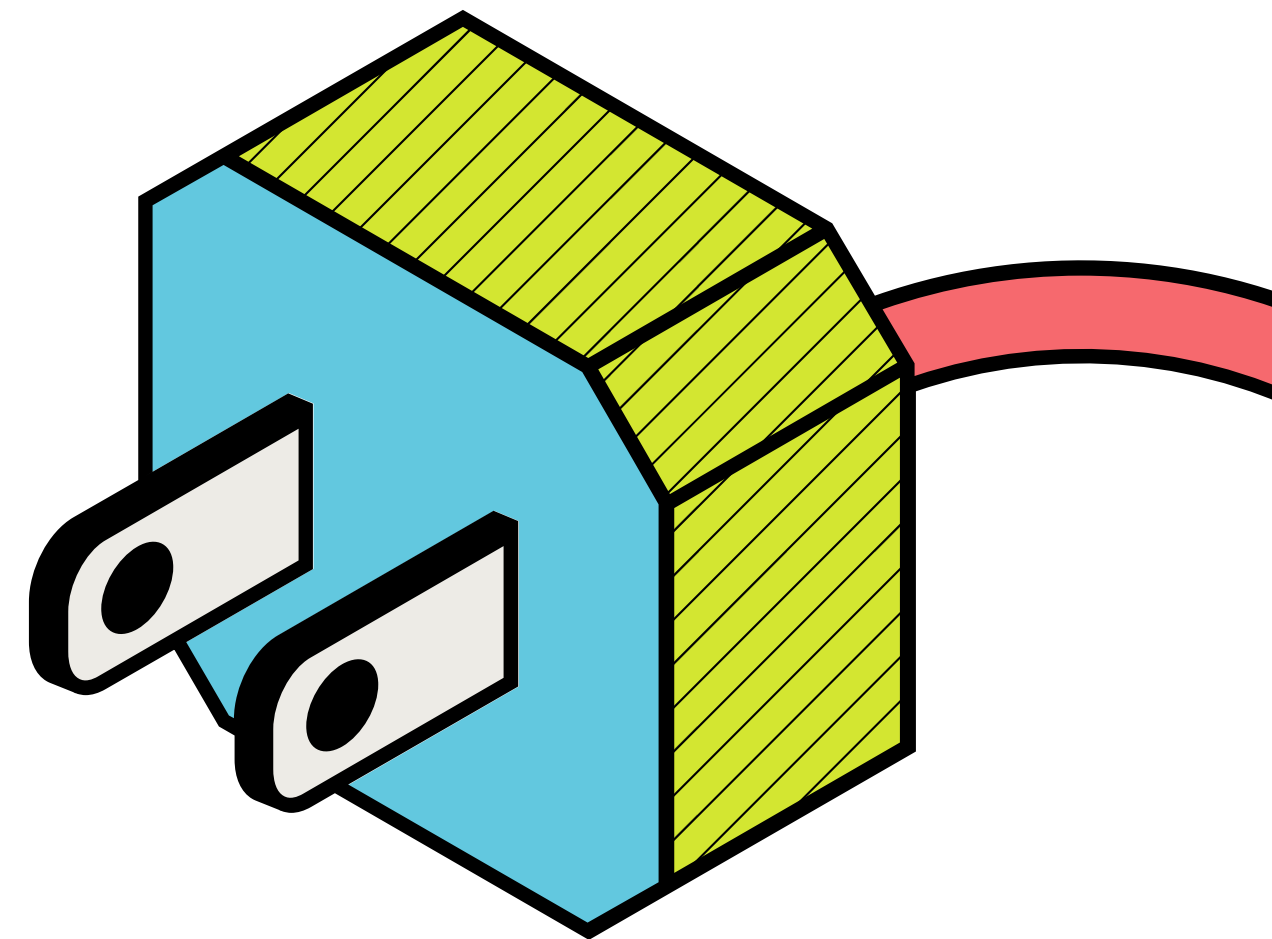
Where to start with my cover letter?

- **ChatGPT helps!**
  - *Just type: "I am applying for this job: <add the copied job description here>. The job application is asking me for "Additional information" (annoying, right?). I want to impress the hiring team. Can you write me something to impress the hiring team?"*

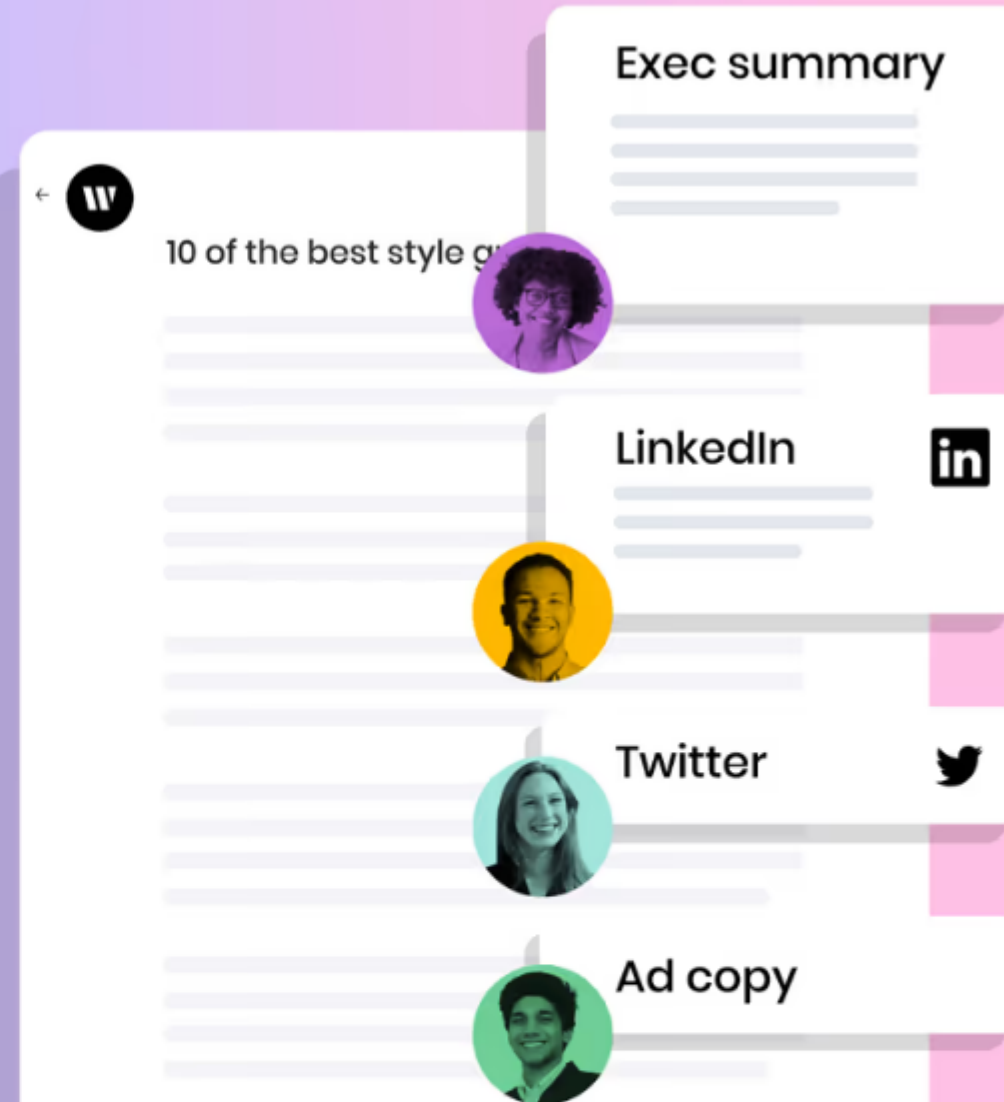- **Check the new initiative from Wonsulting called "Cover Letter AI":**
  - *https://www.wonsulting.ai/coverletterai*

- **Bonus: check this podcast:**
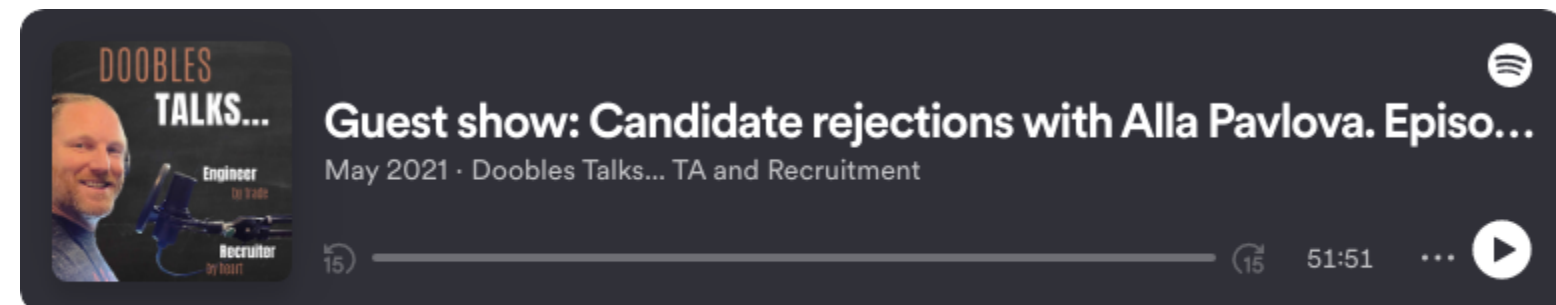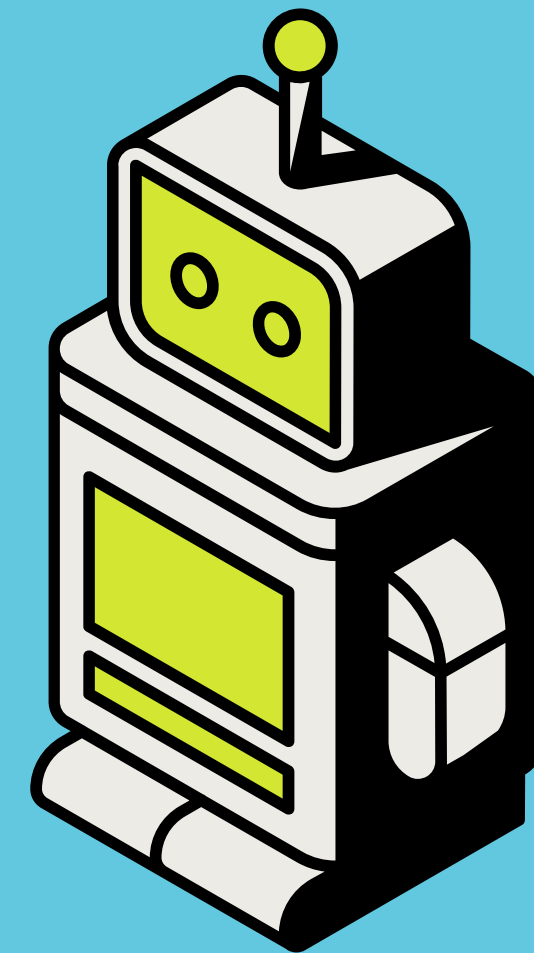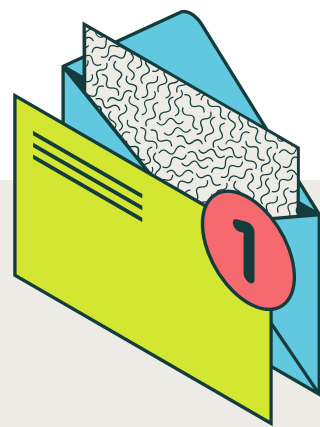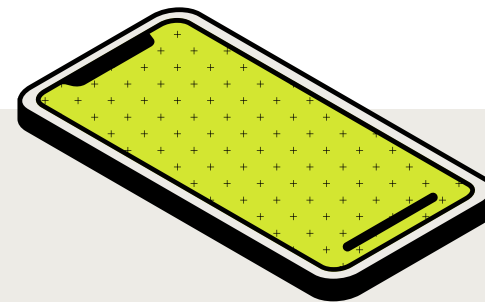
Yes! They invited me for the interview!

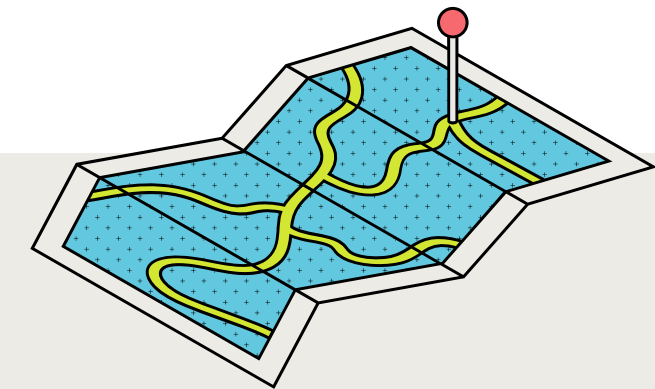Interview with HR / Recruiter Screen is made to figure out the cultural fit and the motivation of the candidate.

DYOR
(Do your own research)

One of the lifehacks:
https://www.instagram.com/p/Co usvCqgL_s/

Be positive!
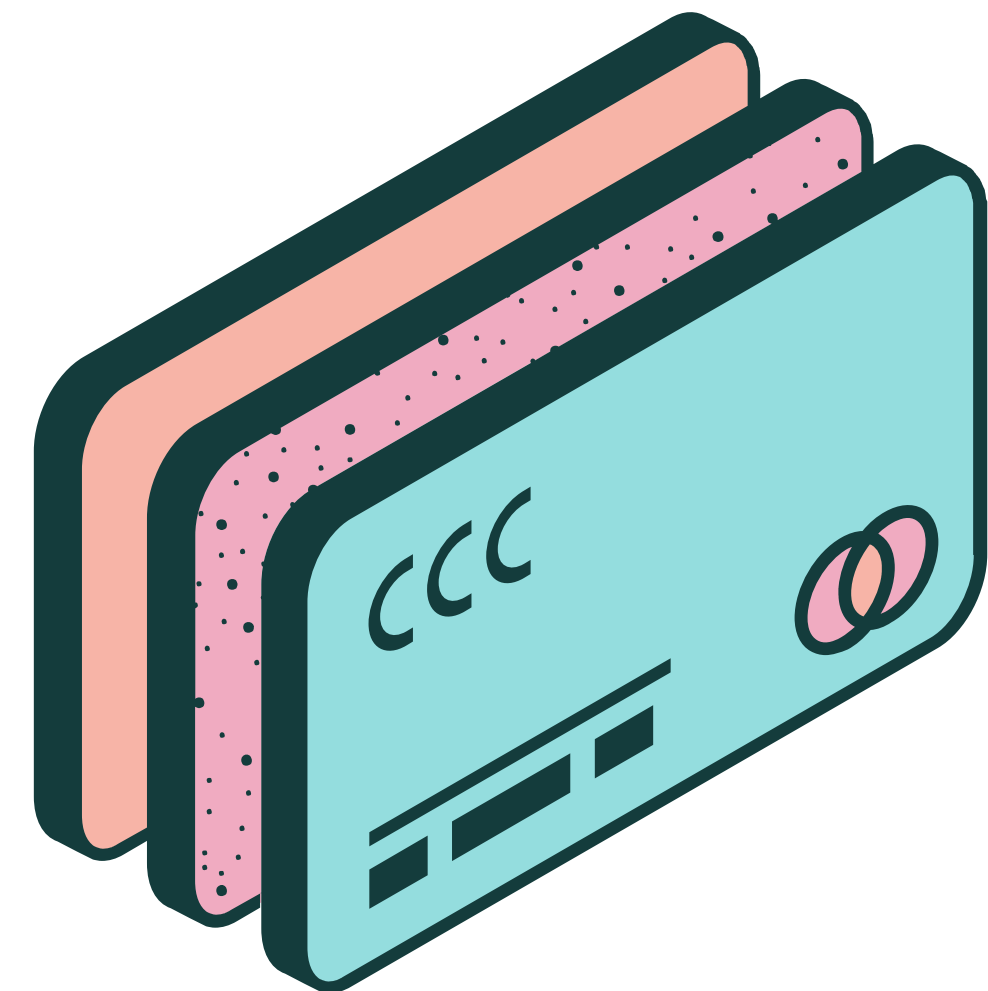
Ask questions, react, add some humour to your story

Fake it till you make it

Yes and No:
Yes if you know that you are capable of things but have never done them before
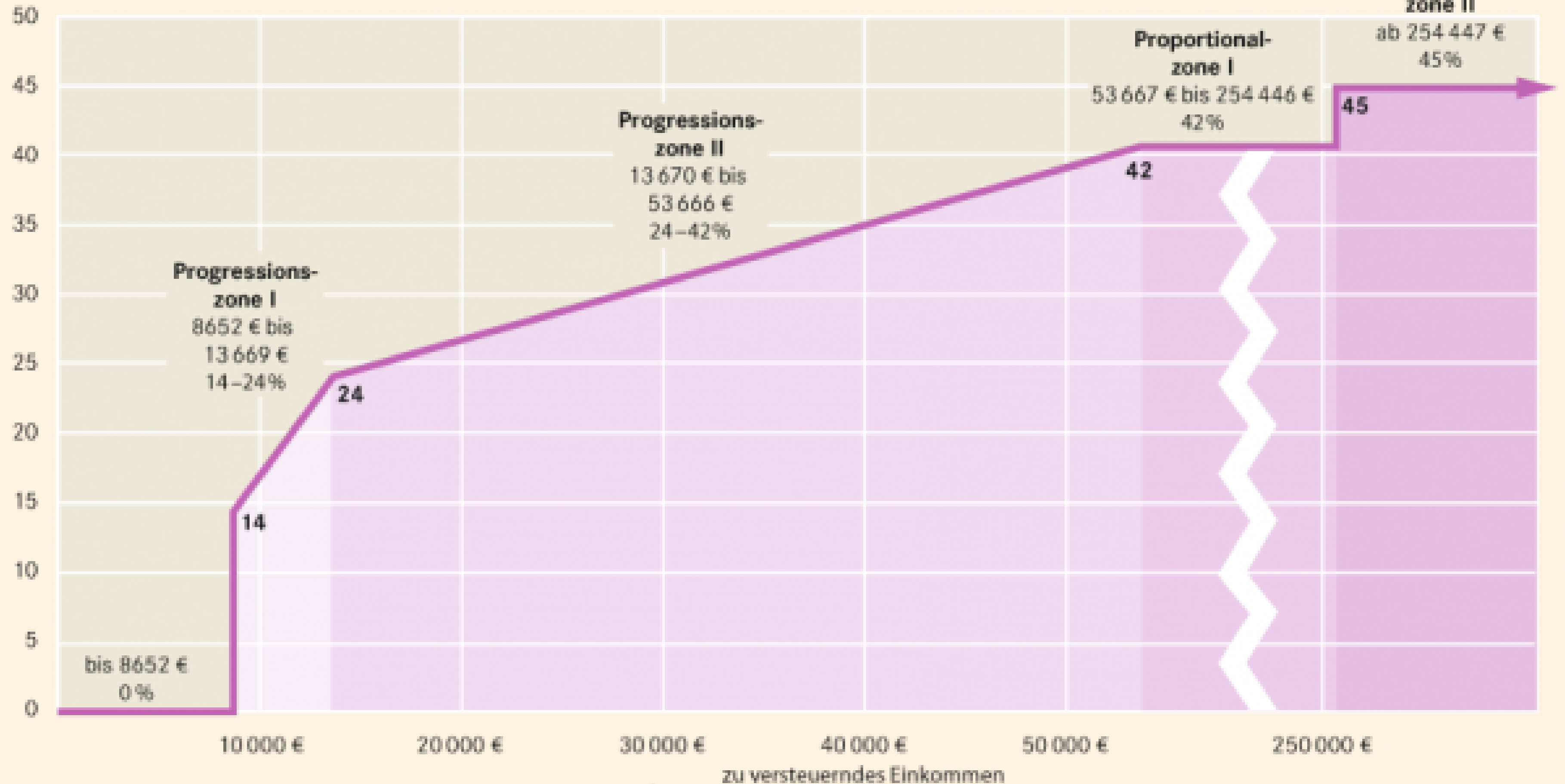and No to lying or misrepresenting yourself

Money, money, money...

- **Research the market**
  - *Check <u>Glassdoor</u>, <u>Payscale</u>, <u>Levels.fyi</u> first*
  - *Real salaries available on the <u>GermanTechJobs</u> board*
  - *Check the reports like those on <u>Honeypot</u> and <u>WeAreDevelopers</u>*
- **Try to get the bandwidth from the recruiter first**
- **You can tell that you believe that they pay fairly and negotiate the salary later**
- **Please, count the salary after tax !!!**

EINKOMMENSTEUERTARIF

Grenzsteuersatz

Proportional-zone II
ab 254 447 €
45%

Proportional-zone I
53 667 € bis 254 446 €
42%

Progressions-zone II
13 670 € bis
53 666 €
24−42%

Progressions-zone I
8652 € bis
13 669 €
14−24%

bis 8652 €
0 %

45

42

24

14

50

45

40

35

30

25

20

15

10

5

0

10 000 €   20 000 €   30 000 €   40 000 €   50 000 €   250 000 €

zu versteuerndes Einkommen

Interview Process Overview

- **Recruiter Screen**
- **Hiring Manager Screen** *(Getting To Know You, but more technical questions are to be asked, train with ChatGPT or google the questions that might appear on this stage)*
- **Coding Task - some links to get yourself prepared:**
  - *CodeSignal*
  - *HackerRank*
  - *Codewars*
  - *FreeCodeCamp*
  - *GeeksForGeeks*
- **Team Interview** *(to talk about the coding task solutions - to understand your logic, and to ask you more tech questions)*

JUST DO IT

You know where to find me:

https://www.linkedin.com/in/sofia-sukhinina/

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sofiasukhinina@gmail.com