Activity: Prepare for your job search

Activity Overview

In this activity, you'll prepare for your job search by exploring how your work and learning experiences relate to cloud data analytics responsibilities found in job postings. Reviewing and reflecting on your knowledge, skills, and interests will help you locate the job postings that best suit you. You will use LinkedIn®, Glassdoor, or Indeed job platforms to search for three cloud data analyst jobs. Then, you will review each job to reflect on how your experiences and skills relate to the listed job descriptions.

Be sure to complete this activity before moving on. The next course item will provide you with a completed exemplar to compare to your own work.

Step-By-Step Instructions

Consult the supporting materials to answer the quiz questions in the asset that follows. After you complete the quiz, you can compare your answers to the feedback provided.

Step 1: Access supporting materials

The following supporting materials will help you complete this activity. Keep them open as you proceed through the activity.

> 🔔 **RIGHT CLICK LINKS TO OPEN IN NEW TAB** 🔔
> Link to supporting material: Tools and tips for resume preparation
> Link to template: Prepare for your job search

Step 2: Open job search-related documents

Open job search-related documents, such as your resume and/or portfolio (if applicable), that will help you ease into the job search process. A resume lists your skills, previous work experience, and education. Reviewing your resume will help you recall responsibilities and achievements from prior jobs. A portfolio helps demonstrate your technical skills to potential employers. Your portfolio might include projects you have completed or contributed to, like data visualization reports and dashboards or the capstone project from this course. Reviewing your portfolio can help you consider how to relate specific projects to descriptions in a job posting.

Step 3: Search for three cloud data analytics job postings

To search for the job postings, navigate to job platforms like LinkedIn®, Glassdoor, or Indeed. Use job titles like "cloud data analyst," "operations analyst," or "business intelligence analyst" to help narrow your search. To find entry-level jobs, include terms like "intern," "junior," or "entry-level" as key words. For example, try using "junior cloud data analyst" as a search term.

Step 4: Review each job posting

Identify three positions of interest that align with your skills or experience. Copy and paste the job title and company name of each position into the **Cloud data analytics job postings** template. Review the job descriptions, responsibilities, and qualifications for each job. Then, compare the experiences from your resume and portfolio (if applicable) to what's outlined in the job descriptions.

Reflecting on your previous work or educational experiences will enable you to think critically about what you have learned and prepare you for interviews. Think back to what you have learned over the course of this program. Consider the different tools and workflows you've gained insight into. As you review each job posting, think about specific topics you've learned

about—such as visualizing data in the cloud, transforming data, or data lakehouse architecture—and how they map to what's expected in the job.

Step 5: Add relevant job descriptions

Copy a responsibility or qualification from one of the job postings you identified in **Step 3** into the first **Job description** section of the template. Repeat this for two more responsibilities from that job posting. Follow the same steps for the other two job postings.

Step 6: Write a description of how your experiences relate to the posting

In the **My relevant experience and skills** sections of the template, write 1–2 sentences explaining how your experience and skills relate to each of the responsibilities or qualifications you listed.

For example, you can describe technical skills you have learned from this program, like using SQL to transform raw data or applying UI/UX skills to wireframe cloud-native visualizations. Or, you can consider how previous work experience or education relates to the job responsibilities or qualifications. If the job posting emphasizes teamwork, you can share how you led a group project or collaborated with teammates.

These explanations will be useful when you are preparing for interviews. During an interview, you should provide examples of how your technical skills and experiences relate to the question asked. Reviewing a list of these explanations before an interview will help keep your accomplishments fresh.

Visit Interview Warmup to practice answering some typical interview questions, allowing you to flex your skills and build your confidence. Then continue on your journey to complete your certificate on Google Cloud Skills Boost.

Pro Tip: Save the template

Finally, be sure to save a copy of the blank template you used to complete this activity. You can use it when you begin to apply to jobs or for further practice as you prepare for interviews. This template can help you work through your thought processes so you can demonstrate to potential employers how your skills and experience align with the position you are applying for.

What to Include in Your Response

Your completed template should include:

- The titles and company names for three entry-level jobs that align with your skills, experience, and interests
- Three responsibilities or qualifications from each job posting that are relevant to your skills
- 1–2 sentences for each job that explain how your experience and skills align with that position