

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.

Your Name:

Date:

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. Achieve a Fall co-op opportunity in backend/cloud by the end of July
2. Get a job offer as a SWE/cloud engineer by December
3. Start a side business as a PC builder by next year's June

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.

#### Top 3 skills

1. System design: From my previous internship experience, I had an opportunity to communicate with the company's CEO and learn about the business needs. After writing the product specifications, I started designing the whole backend system on the AWS platform. I also had experience designing object-oriented programs due to my previous coursework projects.
2. Cloud computing: Since I was in undergraduate education, I had a chance to study the basics of cloud computing. Thanks to the previous internship experience, I was able to work extensively with the AWS cloud platform to set up networking, serverless functions, and the database that meet the company's needs.
3. Java programming: I chose Java when I started my Computer Science degree due to its object-oriented nature. Throughout time, I have solved a lot of algorithms using this language. I also had an opportunity to work with multiple projects during my time at Northeastern to further strengthen my skills in aspects such as: concurrency, networking, object-oriented design.

#### Top 3 strengths

1. Detail-oriented: During my first internship experience at FPT, I worked with a lot of bug documentation, including bug description, solution, and testing. All those documentations required precision due to their impact on the system and the project's clarity. Since then, I have learned to put my mind on minor details when needed to make sure there are no minor errors that would cause catastrophes.
2. Work analysis and distribution: During an internship experience, I had an opportunity to work with a group of students from my university to build a mobile application for a company. During that time, I took the initiative to learn about business needs, write documentations, and list the necessary functions of the product. After that, me and my team discussed together to see each person's desired task and assign to them a part of the product.
3. Strive for innovation: As I work on a project, I usually read more about the related topics and find areas within the product that can be further optimized, either for performance, flexibility, or cost. I usually spent a decent amount of time figuring out the pros and cons of an approach, how that compares to others', and try that out to see if it's worth implementing.

Create your list of companies you'd like to work for from the list you created in Module 3 – Researching 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

1. Salesforce - working environment, flexible plan towards immigration status
2. Microsoft - working environment, ability to jump between different groups and projects
3. AWS - good alignment with skillset and compensation target
4. ASML - very cool semiconductor business, good culture values
5. AMD - cool products, great innovations
6. Nvidia - great products & work ethics

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.

1. Finish NeetCode's algorithm preparation path by the end of June.
2. Conduct 3 informational interviews with SWE in the top 6 companies in my list by the end of June.
3. Do at least 3 virtual interviews on VMock by middle of July.
4. Take the AWS Cloud Practitioner Certificate by the end of August.
5. Meet with a Northeastern career advisor at least once by the middle of June.

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, my name is Khoa Cao but I usually go by Cody. I am an MSCS student at Northeastern University specializing in Cloud Computing and Distributed system. I have experience in software engineering, computer graphics, cloud computing, and database design. I am skilled in object-oriented design as well as AWS cloud computing platform.

My previous projects and experiences focused on web development using serverless stack for mobile applications, designing databases in accordance with the business's requirements, as well as testing and documenting. I am passionate about designing cloud architectures that meet best practices while fitting businesses' needs.

I'm looking for an opportunity in the cloud computing and distributed system area. You can get in touch with me at: [codykhoa123@gmail.com](mailto:codykhoa123@gmail.com)

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

1. Seattle Tech Career Fair - May 19

2. Career Club Virtual Job Fair - June 2<sup>nd</sup>

3. Seattle Career Fair - June 19<sup>th</sup>