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: Xu Zhou   Date: 2024.1.28

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

Insert your 3-4 S

Specific: I aim to secure a position as a Junior Software Developer at a tech company where I can utilize my background in law and computer science to contribute to projects that focus on social impact, within six months after graduation.

Measurable: I will contribute to at least two large-scale projects annually and aim to receive positive feedback or a performance rating of at least 4 out of 5 in my job evaluations.

Achievable: To prepare for a role as a Software Developer, I will complete my master's degree with a GPA of 3.5 or higher, and I will build a portfolio featuring at least three applications that demonstrate my ability to simplify processes and address the needs of vulnerable communities.

Relevant: I plan to enhance my expertise in low-code platforms by obtaining a certification in a popular tool such as OutSystems or Mendix within the next year, ensuring I can deliver high-quality applications more efficiently.

Time-bound: Within the next three years, I aspire to progress to a mid-level Software Engineer role and mentor junior developers, using my strong communication skills to contribute to team success and improve project workflows.MART career goals here.

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. **Logical Analysis:**

   - *Example:* My ability to leverage logical analysis allowed me to successfully streamline the user experience for an application during my last internship. By identifying and eliminating redundant steps in the user workflow, I was able to increase the app's efficiency by 30%.

2. **Quick Learner:**

   - *Example:* I rapidly mastered a low-code platform in my previous role, which was completely new to me at the start of my internship. Within a few weeks, I not only learned the platform but also developed a suite of document automation tools that improved the team's productivity.

3. **Communication:**

   - *Example:* During my time as a tutor, I honed my communication skills by working with students from diverse backgrounds. I was particularly effective in breaking down complex technical concepts into understandable terms, which resulted in a noticeable improvement in student performance and satisfaction.

Top 3 Strengths:

1. **Problem-Solving:**

   - *Example:* In my master's program, I was faced with a challenging project that required the integration of disparate data sources. My problem-solving skills came to the fore as I designed and

implemented a solution that not only integrated the data seamlessly but also automated the process for future use.

2. **Adaptability:**

 - *Example:* When my university transitioned to remote learning, I quickly adapted by organizing virtual study groups and utilizing online resources to maintain a high academic standard. This adaptability ensured that my grades remained high and I stayed on track with my learning objectives.

3. **Teamwork:**

 - *Example:* In a group project, I played a crucial role in aligning the team's goals and efforts. I facilitated regular meetings, mediated conflicts, and ensured that every team member's strengths were effectively utilized. This led to our project being completed ahead of schedule and receiving commendations from our professors.

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.

Certainly! Here's a list of six major technology companies along with reasons for wanting to work for each:

1. **Google**

- Google is renowned for its innovation and cutting-edge technology. I am particularly drawn to their work culture that encourages creativity and offers opportunities for personal and professional growth. Working on projects like Google's AI for Social Good would allow me to use my skills to make a meaningful impact.

2. **Microsoft**

- As a leader in software development, Microsoft offers a diverse range of products and services that align with my interest in both law and technology. Their commitment to empowering every person and organization on the planet to achieve more is inspiring, and I would like to contribute to their inclusive technology initiatives.

3. **Apple**

- Apple's dedication to creating products that blend art and technology is something I admire. The prospect of working in an environment that strives for innovation and design excellence is exciting, and I'd be proud to contribute to the development of their next groundbreaking device or service.

4. **Amazon**

- Amazon Web Services (AWS) is a leader in cloud computing, and working with them would provide me with invaluable experience in a rapidly growing industry. Additionally, Amazon's customer-centric approach resonates with my desire to create applications that can improve people's lives.

5. **Facebook (Meta)**

- Specializing in social media and now expanding into the realm of virtual reality, Meta presents an opportunity to work at the forefront of digital connection and immersion. I am excited about the potential to work on platforms that prioritize user engagement and community building.

6. **IBM**

- IBM has a rich history of innovation and continues to be at the forefront of technology such as artificial intelligence and cloud computing. I am enthusiastic about the possibility of joining a company that is focused on creating technology that can help solve some of the world's most challenging problems.

Each of these companies offers a unique opportunity to work on innovative projects, grow professionally, and contribute to society in meaningful ways, aligning with my goals as an aspiring Software Development Engineer.

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 your complete the tasks you will continue to add more to your list.

"To-Do" List for Job Search:

1. **Update Resume and Cover Letter**

   - *Task:* Revise my resume to highlight my skills in logical analysis, quick learning, and strong communication. Customize my cover letter for each company I apply to, showcasing my specific interest in their work.

   - *Deadline:* February 5, 2024

2. **Research Companies and Roles**

   - *Task:* Conduct in-depth research on the top six technology companies I wish to apply to, focusing on the roles available for software developers and the specific projects or teams I'd like to join.

   - *Deadline:* February 10, 2024

3. **Networking**

   - *Task:* Reach out to alumni from Northeastern University who are currently employed at my target companies. Schedule informational interviews or casual chats to learn more about the company culture and opportunities.

   - *Deadline:* February 15, 2024

4. **Develop Technical Skills**

   - *Task:* Complete an online course or certification in a relevant programming language or technology that is commonly required by my target companies, such as Python or React.

   - *Deadline:* March 1, 2024

5. **Apply to Jobs**

   - *Task:* Start submitting applications to the identified positions at the six target companies, ensuring that each application is tailored to the job and company.

   - *Deadline:* March 10, 2024

Calendar Entries:

- **February 5, 2024:** Resume and Cover Letter Update

- Dedicate 3 hours to revising documents.

  - Finalize and proofread in the evening.

- **February 6-9, 2024:** Company Research

  - Allocate 2 hours each day to research different companies.

  - Compile notes and key points of interest for each company.

- **February 10-14, 2024:** Networking Outreach

  - Spend 1 hour finding contacts and sending personalized LinkedIn messages or emails.

  - Schedule calls or meetings for the following week.

- **February 15-28, 2024:** Technical Skill Development

  - Block out 1-2 hours daily for online coursework.

  - Practice new skills through small projects on weekends.

- **March 1-9, 2024:** Job Applications

  - Apply to at least one job per day.

  - Spend the first half of the day tailoring applications, submitting in the second half.

As tasks are completed, I will revise the "to-do" list to include follow-up actions, such as preparing for interviews, sending thank-you notes after networking meetings, or learning additional skills based on job requirements.

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

Hi, I'm Xu, and I'm doing my master's in computer science at Northeastern University.

I really like working with logic. I'm good at using it to simplify processes and create useful apps that help people.

Right now, I want to combine my background in law with my computing skills to make great apps that support the rights of vulnerable groups.

Include your written Professional Introduction (Elevator Pitch) here.

Hey, I'm Xu, and I'm studying for my master's in computer science at Northeastern University.

I've got a thing for logic. I'm really good at breaking things down and making apps that are super handy and help out.

Right now, I'm looking to use what I know about law and computers to build awesome apps to help people who really need it, especially to stand up for their rights.

I'm also pretty great at communicating. I spent two years tutoring and got really good at working through disagreements with students and helping us all move forward. I'm sure I'll get along with colleagues just as well in this job.

Plus, I pick things up fast. In my last internship, I was thrown into making data apps with this low-code platform and I got the hang of it super quickly, ending up making some really slick document automation software.

I've aced my courses at NEU, and now I want to dive into this internship to get some real-world experience and see what cool stuff I can make with my computer science skills.

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