

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: Darsh Chetan Pandya

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

- 1) S: I will get a summer internship as a software developer at a tech startup company located in Silicon Valley  
M: I will put myself out there in at least 3 networking events and develop at least 5 meaningful LinkedIn connections. Getting an offer from one of these connections means I have succeeded at my goal.  
A: I believe that this goal is attainable if I consistently do my research every day and apply to 5 companies in a week.  
R: I want to improve my skillset and overcome new challenges, which will help with my overall development.  
T: I will get a summer internship as a software developer at a tech startup company located in Silicon Valley by the end of February, by putting myself out there in at least 3 networking events and developing at least 5 meaningful LinkedIn connections by that time and making useful connections in the field.
- 2) S: I want to expand my knowledge and watch new videos in Machine Learning  
M: I will set a quiz for myself at the end and test how much my skillset has increased. Flourishing in this test will prove that I have succeeded.  
A: I believe this goal is attainable if I stick to my schedule and watch 1 video every day.  
R: This will in turn help me poach a job in the industry down the line and improve my skill range.  
T: I will dedicate 1 hour daily to watching educational machine learning videos daily, as I want to improve my skillset in the field, and explore the field, so that I can develop an industry level skillset, and can apply for jobs in that domain by June.
- 3) S: I want to create a worthwhile full stack development project.  
M: I will test this project out in the real world and show it to 5 of my friends, whose review of the project will determine if I have succeeded.  
A: I believe this goal is attainable if I put in 2 hours daily and be punctual with the timelines I set.  
R: This will help me improve my resume and eventually stand out in a pool of candidates applying for an internship  
T: I will put in 2 hours daily for the next 2-3 months, over my full stack development project, so that I can have an excellent project to show on my resume, by the start of March, which will help increase my professional brand value.

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.

#### Top 5 skills-

- 1) Proficiency in Data Structures- Due to my background in the tech industry, such as my bachelors degree, I have a deep understanding of the benefits and drawbacks of each data structure. This helped me when I was solving a LeetCode problem the other day, where I could solve a string problem very quickly in reduced time complexity, as I knew the use of HashMap's was appropriate for the above problem.
- 2) Proficiency in Java- I have been coding in Java since a few years now, and my fluency in this language, helps me convert my thought process into code more efficiently. This was the case when I managed to complete my Image Processing program in less than 40 hours.
- 3) Knowledge of Full Stack Development- I have worked on multiple full stack projects, using MERN stack and HTML, CSS and PHP as well, which widens my usability. In my previous experience as a Full-Stack Developer, the company did not have to hire 2 different developers for frontend and backend development as I could develop the entire application for them.
- 4) Algorithms
- 5) Data Analytics

#### Top 5 strengths-

- 1) Teamwork- I have been proven to work well in a team, as in my previous work experiences, I was part of a team which handled the entire development. We helped each other when needed, and completed all the individual tasks assigned to us, which in turn helped quicken the development process.
- 2) Communication- I have learned how to communicate with your peers, due to my previous work experiences where two of us developers were working on overlapping code, which caused a huge problem in integration and caused a lot of wastage of time. That mistake however, helped me work on it and not cause that problem ever again.
- 3) Time Management- I have delivered every task and every product on the said timeline in my past experiences at college and at work.
- 4) Problem Solving
- 5) Creativity

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.

- 1) Google: Innovative projects, a culture of creativity, and a focus on personal development. Google is known for its stimulating work environment and commitment to cutting-edge technology.
- 2) Microsoft: Opportunities to work on a diverse range of products and services, a strong emphasis on learning and development, and a global impact through initiatives like cloud computing and AI.
- 3) Amazon: A leader in e-commerce and cloud computing, providing opportunities to work on large-scale projects. Amazon fosters a culture of innovation and has a vast array of teams and technologies.
- 4) Apple: Iconic products, a commitment to design and user experience, and a focus on pushing the boundaries of technology. Apple's work culture emphasizes creativity and attention to detail.
- 5) Facebook (Meta): Opportunities to work on cutting-edge social media and virtual reality technologies. Facebook is known for its open culture and the chance to make a significant impact on a global scale.
- 6) IBM: A long-established company with a global presence, IBM offers opportunities in various domains, including AI, cloud computing, and blockchain. It's known for its commitment to research and development.
- 7) Netflix: A pioneer in streaming services, Netflix is known for its data-driven approach to content creation and its focus on innovation. The company values a culture of freedom and responsibility.

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) Research in depth for both fields Machine Learning and Full Stack Development and determine which job profile suits me more in one week.

- 2) Talk to at least 5 industry individuals and ask them about their experiences, working in both these fields, figuring out working in which field would make me happier.
- 3) Working on creating 1 project, which would make an impact on my resume, and help me stand out in the crowd in the next 1 month.
- 4) Creating a list of the top 10 companies I want to work in, that inspire me, in the next 2 weeks, and researching about their job openings.
- 5) Connecting to at least 2 individuals on LinkedIn and introducing myself, displaying my personal brand after task 4, in the next 2 weeks.

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

Hello, my name is Darsh Pandya, and I am a computer science graduate student at Northeastern University. My experience as a Full-Stack Development Intern at GoPillz ignited my passion for innovation and technology, driving me to pursue a master's degree to further deepen my expertise and contribute to cutting-edge advancements in the field. Being a part of my college's Data council, I interacted with peers and top industry individuals which fueled my passion for the field. I am currently looking for a summer internship in the field of software development. I love the work your company does and have some great ideas I would like to share with you.

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) dbt Boston Meetup December 7<sup>th</sup> 4 pm <https://www.meetup.com/boston-dbt-meetup/events/297398542/>

2) Generative Artificial Intelligence meetup December 14<sup>th</sup> 4pm <https://www.meetup.com/boston-cambridge-machine-learning-meetup-group/events/297566640/>

3) Boston New Technology End of Year Celebration 14<sup>th</sup> December 5pm  
[https://www.meetup.com/boston\\_new\\_technology/events/297486152/](https://www.meetup.com/boston_new_technology/events/297486152/)

4) Boston Code and Coffee @CIC 16<sup>th</sup> December 12pm <https://www.meetup.com/boston-code-and-coffee/events/297654717/>