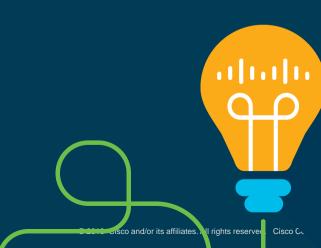
**CISCO** Academy

# Techies Guide to Getting Hired Vebinar Series

Session 3: Manage Your Job Pursuit

Cisco Talent Bridge



## Define Your Career Plan



## **Informational Interviews**

Informational interviews are casual conversations in which a potential job seeker speaks with an employed professional.

## Prepare for Your Applications

Make sure you have these items ready before you jump into the job search:

- Base Resume
- LinkedIn Profile
- Base Cover Letter
- Clean Digital Presence

#### **Organize Your Search**



CREATE A ROUTINE DO YOUR RESEARCH

#### DOCUMENT YOUR PROGRESS

#### Example of How to Document Your Applications

Date Applied	Company	Job Title	Resume file name	Link to job application	Job Description	Location	Contact details	Notes

TIP: Save pdf copies of job descriptions for future reference

### Manage Your Job Pursuit

- Surf job sites for more than open positions
- Be mindful that potential job leads can be anywhere
- Look and act professional always
- Do your research
- Customize your applications
- · Demonstrate you want the job

