

Job Hunting During COVID-19

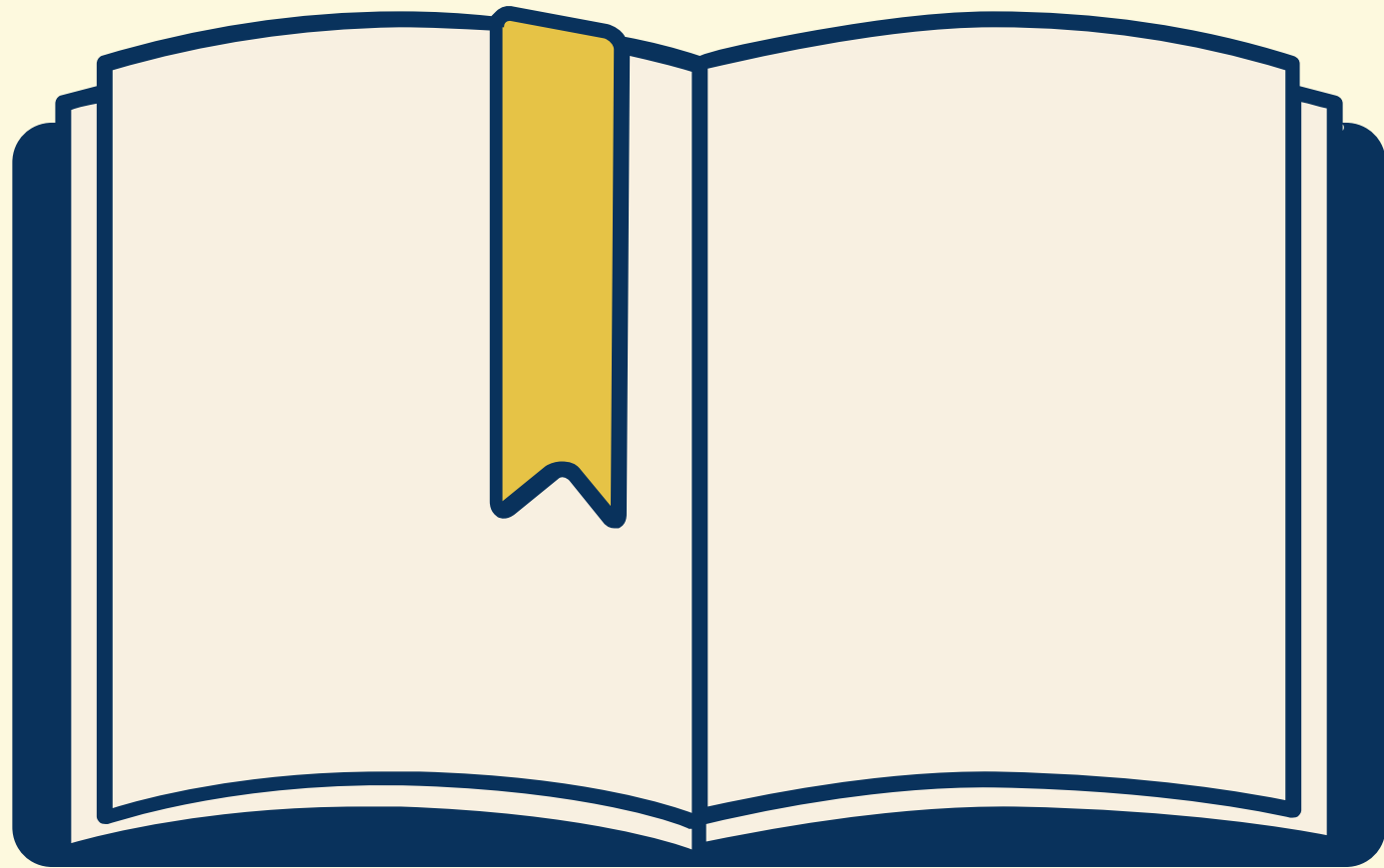
Jaffari Education Committee

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
رَبَّنَا أَفْرِغْ عَلَيْنَا صَبْرًا وَتَوَفَّنَا مُسْلِمِينَ

Dua for Patience

"Our Lord! pour upon us patience and let us die as Muslims [in submission to You]"
(7:126)

Agenda



1. Introduction
2. Applying for Jobs
 - a. How to Apply
 - b. Resume & Online Profile
3. Preparing for the interview
 - a. Communication
 - b. Online Interviews
 - c. Practice, Practice, Practice

How to Apply for Jobs?

Iterate:

Applying to jobs is an iterative process – apply, track success, refine, repeat

Personalization:

Spend extra time on the companies you care about and try to reach out to them directly or get a referral

Sales Funnel:

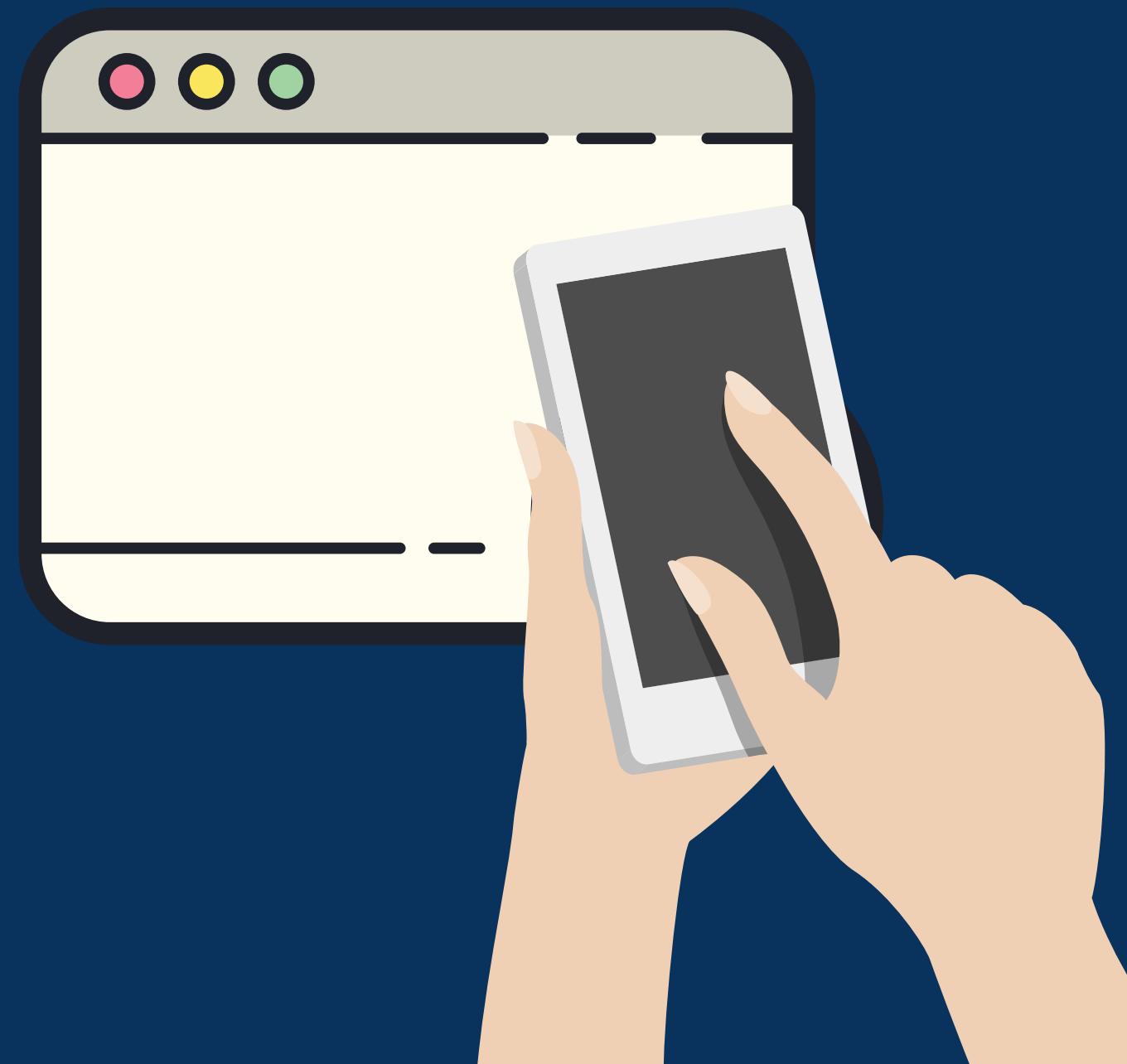
Like a sales process, you need enough applications (and enough channels) so that you can find the one that is interested in you

Seek Advice:

Keep applying and getting no response? Possibly you need some career coaching on how to navigate the job market and find your next step

Up-skill:

Often times you don't have enough experience or the right skill set, and you may consider to up-skill and improve your portfolio





Networking during COVID-19

- During regular times, one of the most effective ways to find a job was through events such as career fairs
- Networking still reminds an effective way to find a job during these times and it can be attained by:
 - Getting recommendations at companies through friends and colleagues (past co-workers, fellow students)
 - Warm and secondary leads – who is in your network? who is in your network's network?
 - Reach out to employees at companies to do "virtual coffees"
 - Cold outreach employers – using LinkedIn and cold emails

Cold Outreach

- Demonstrate strong written communication skills
- Written communication is your first impression to an employer
- You should cold email (treat it like a sales process)
- Written communication is one of the most important things on the job!
- **You should be specific, clear, succinct, professional, and compelling**
- Do not spam!



Examples

Example 1:

Good Morning -----,
I hope you are doing well.I would like to tell you
that i had applied for a developer position, I
havenot recieved any response yet.I am
experienced in Angular ,.Net.
If you have any good offer ,please let me know.
Thanks

Example 2:

Hi -----,

My name is ----- and I just applied to the Jr. Software Developer position via Indeeed, but I wanted to reach out personally as well to introduce myself. I love what your company is doing for people who are just breaking into this industry and, as one of them myself, this would be the perfect fit for my skills as well as my desire to build useful and exciting things.

I've sent in my resume, so I won't reiterate any of those details but I'm looking forward to taking your online test and I really hope to have the opportunity to meet and interview with your team.

Feel free to let me know if you have any questions and I hope to hear from you soon.

Thanks,

A Good Template

Hi <name>,

I came across the job application for <position> on <job board> and it really piqued my interest because of <explain a reason that is unique to that company>

I wanted to reach out directly to you since I'm sure you're getting overwhelmed with applications. But I wanted to share 3 simple reasons why I think I'm a good fit for this position:

- <Reason 1 (short + simple)>
- <Reason 2 (short + simple)>
- <Reason 3 (short + simple)>

I'd love to share more if you'd be open to a quick call some time this week.

Thanks so much for your time!

<Your Name>

Your Résumé

- **One page résumé**
 - Recruiters do not have all day to read your résumé. On average they view it for less than 6 seconds. Keep it short and concise.
- **Sections (Header, Education, Employment, Projects, Technical Skills)**
 - Place sections in order of importance from top to bottom. Relevant work experience is the most important. Certain sections are must-haves depending on the role you are applying to (Technical Skills, Personal Projects, Portfolio, etc.)
- **Consistent layout + font per section**
 - Make sure each section contains a uniform look. Consistent style is important as it enhances the readability. Readability is essential.



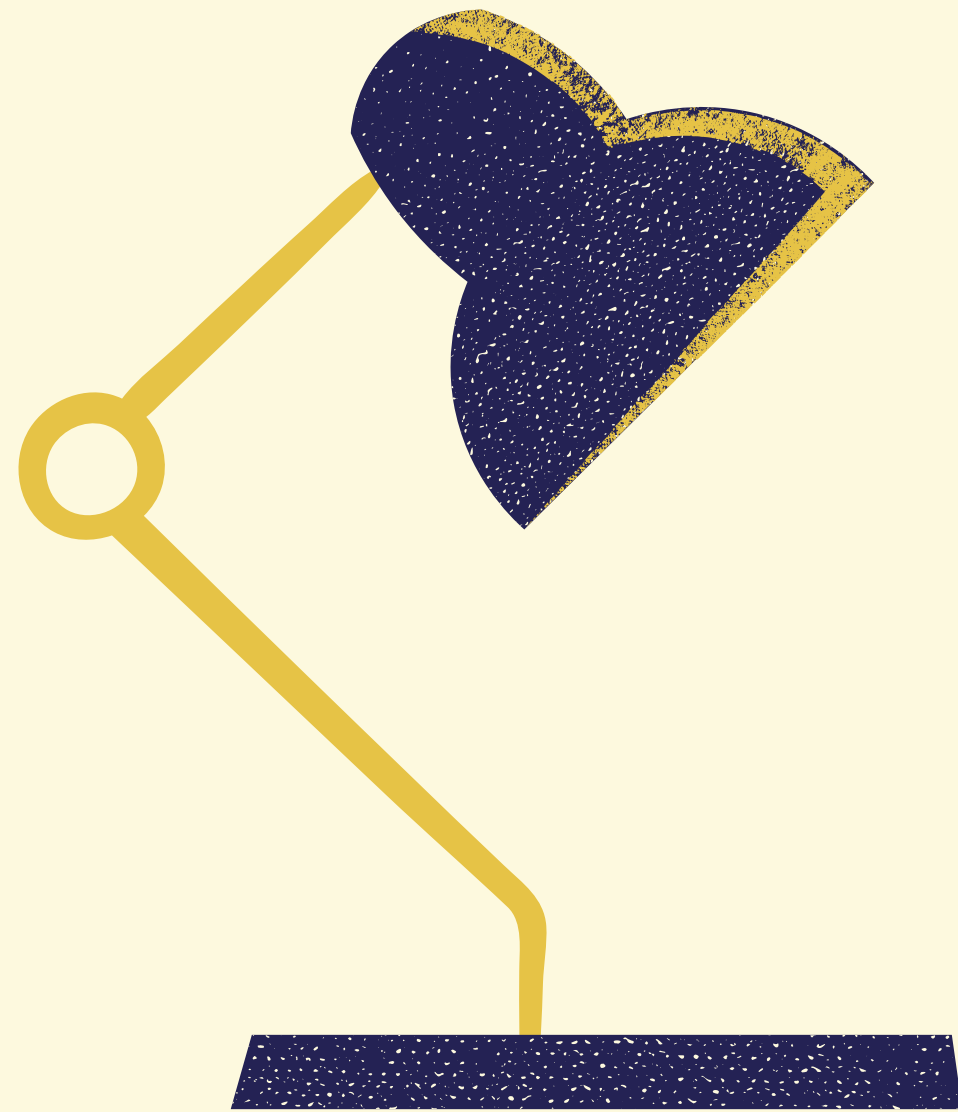
Online Presence



- As important as your resume, is your online presence – your LinkedIn account, or other websites for your portfolio
- Fill up your profile as much as you can. Add skills to your profile and get endorsed for your skills.
- Get more connections. You should have at least 100 connections on LinkedIn. Your connections will actually refine your job search on LinkedIn. The more connections you have, the better your search results.
- Have a good profile picture! Smile :) Not too zoomed into your face or zoomed out

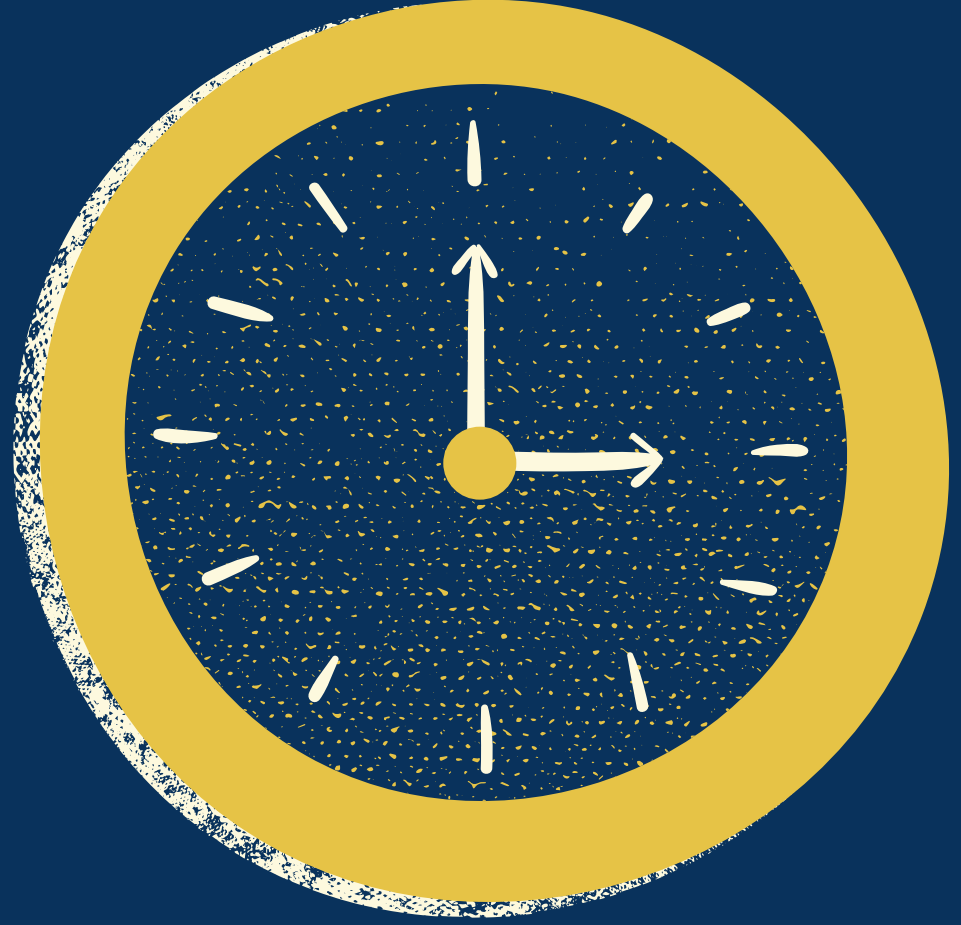
Interviewing

- **What is good communication?**
 - clear and succinct
 - confident
 - depth + self-awareness (ask yourself why?)
 - cater your answers to who you are talking to
- **What do you want them to remember about you?**
 - Think of the 3 key things you want them to remember about you (relevant to the job) and drill those points down in your answers



Tell me about yourself

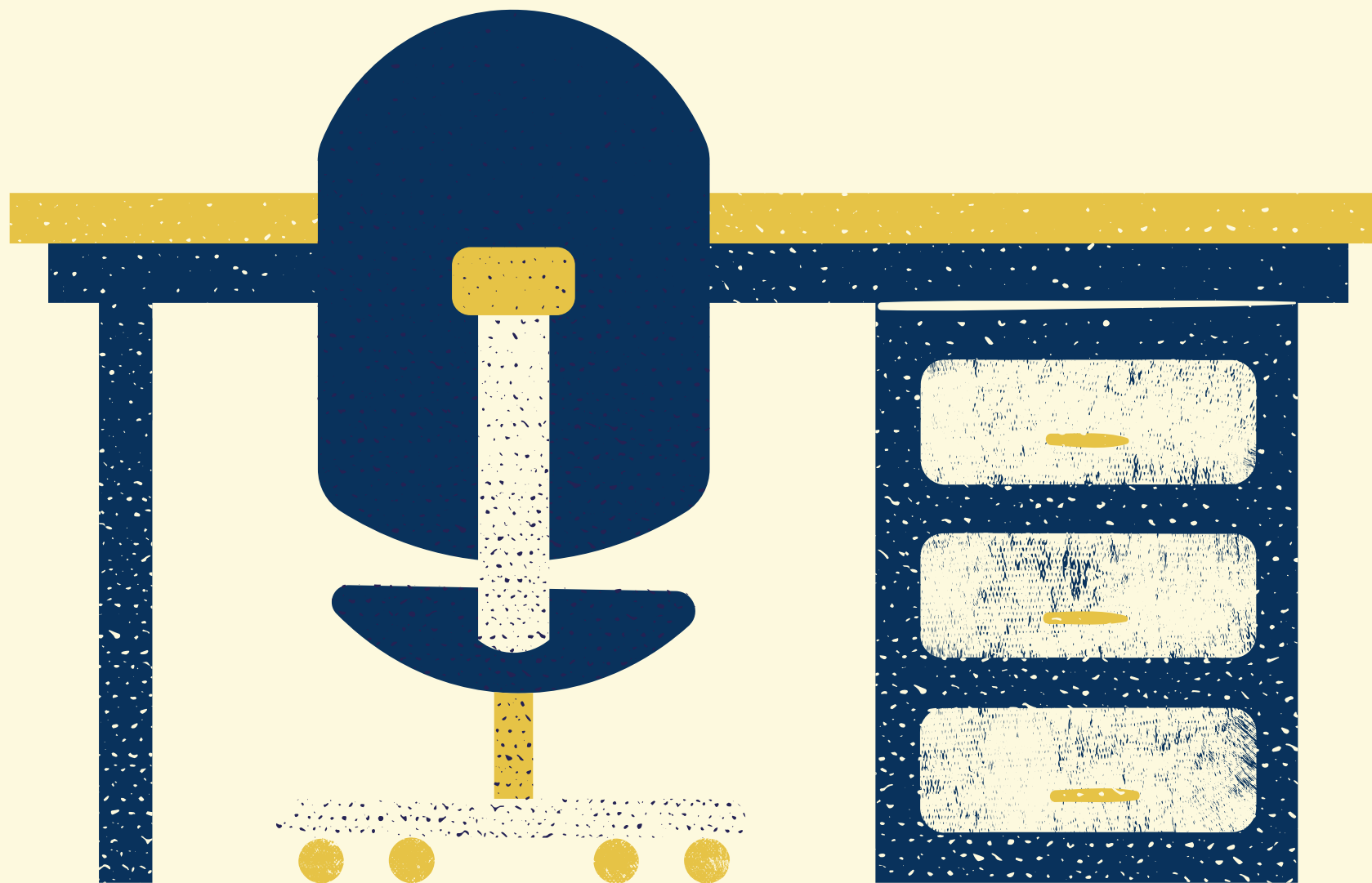
- Succinct
- Plant the seeds of what you want them to ask you about
- Be chronological
- Explain "why"



Tell me about a time...

- 1) Use the STAR method
- 2) Tell them what you learned

Why do you want to work here...?



- Be specific to the company (team, product, technology etc.)



Any questions for me?

What do you need to know to be interested and excited
about this opportunity?

Always come prepared with questions!

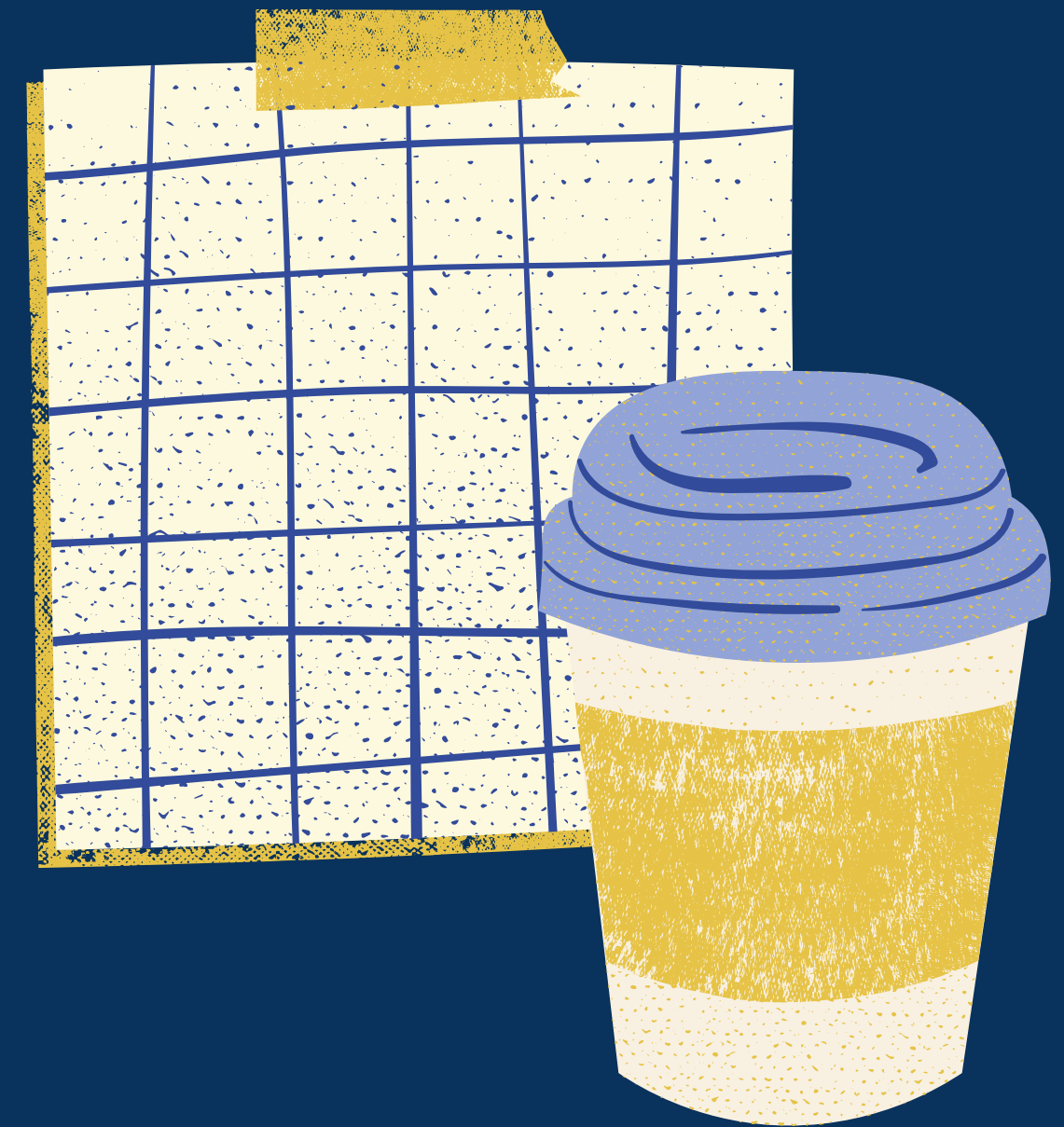


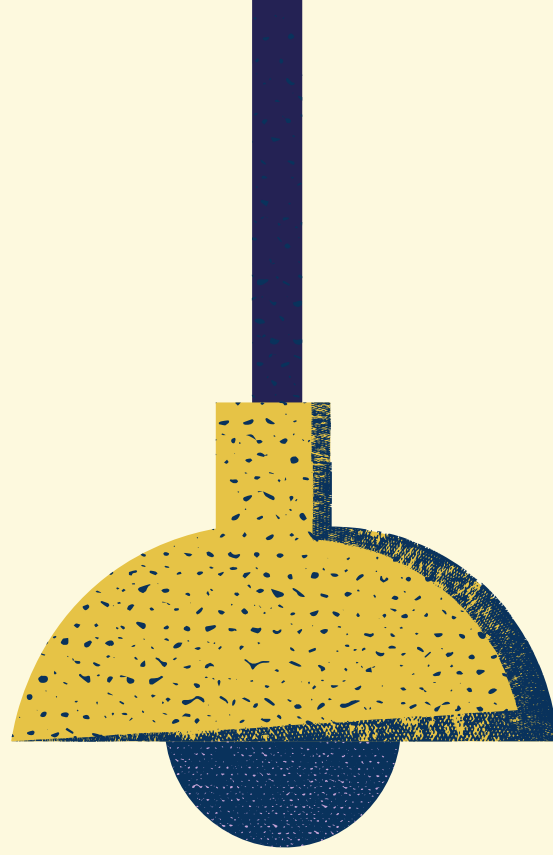
Stumped on a question?

- Revert back to one of the three key points you want to drill down on

Tips for online interviews

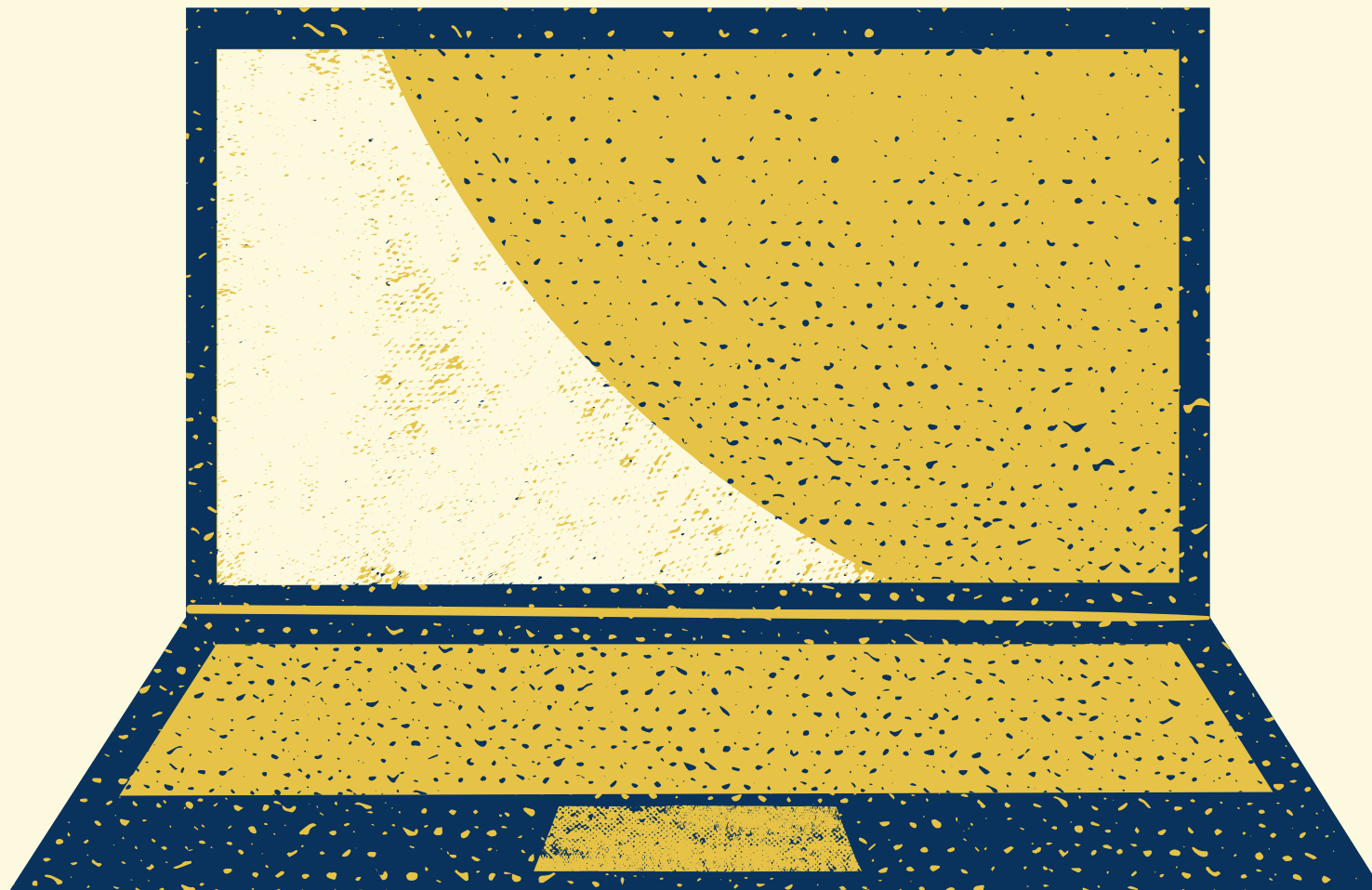
- Accept calendar invites before the meeting
- Check and test the software before the interview (zoom may require updating, you may require a gmail account for a Google Meet / Hangout)
- Email them if they are not there after 3 minutes!
- Turn your video on!
 - Your background should not be distracting
 - Dress for the role
- Be responsive – don't take longer than half a day to respond to emails and respond to every emails even if it doesn't warrant a response





Practice, practice, practice...

- All parts of the interview process needs practice to improve
- Study for the technical part of the interview
 - Leverage books, online resources, friends, & glassdoor to gather insight into the interview process



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
رَبَّنَا آتِنَا فِي الدُّنْيَا حَسَنَةً وَفِي الْآخِرَةِ حَسَنَةً وَقِنَا
عَذَابَ النَّارِ

"Our Lord! Grant us in this world [that which is] good and in the Hereafter [that which is] good and protect us from the punishment of the Fire " (2:201)



Zahra Aziz

Nonprofit management and communications strategist, brand builder, and advisor to executive teams and boards



Mashal Kara

Analytics and AI Strategy Senior Manager at Accenture



Muntazir Pardhan

Project Manager and Environmental Engineer with a degree in Civil and Environmental Engineering

Mock Interviews

For those that registration, join the Google Meet link in the calendar invite