



# Techies Guide to Getting Hired Webinar 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



# Talent Bridge for Networking Academy

