

# Job/intern Search Strategies

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Corporate and Career Services  
Department of Computer Science | NC State University

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**How the  
job or  
internship  
search can  
feel...**



The challenge is BIG, but

**You are well  
equipped for  
this challenge!**

Computer Scientists are analytical  
problem solvers

The combination of your skills,  
experience, and interests are  
different than anyone else's

With each application, every  
success and every failure, you are  
gathering information about what  
works for YOU

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# Agenda

Identify sources of finding new job  
job postings

Analyze postings to determine how  
to tailor your resume appropriately

Explore ways to organize your job  
search

Plan for future networking  
opportunities

Connect with peers for networking  
and interview practice

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# Entry Level Job Sources

Take a minute to sign up for one of  
these websites

[Video of these slides](#)

- [ePACK!](#) Set up a custom search agent
- [Piazza](#)
- [Ripplematch](#)
- [Untapped \(formerly Canvas\)](#)
- [Handshake](#)
- [WayUp](#)
- Crowd sourced sites
  - [Github intern list](#)
  - [Github full-time list](#)
  - [Another github list](#) :)

[CSC ePartner companies!](#)

[Previous employers of CSC alumni!](#)

(scroll down for master lists)

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# Strategies for finding new listings

Get the newest postings without having to wade through “promoted” roles on LinkedIn

Search Google for NEW listings on the ATS sites. Example: site: greenhouse.io “software engineer”

## Search results

- Greenhouse
- Workday
- Lever
- Ashby
- iCiMS
- Taleo

# Strategies for finding new listings

Big job boards like LinkedIn or Indeed allow you to search broadly but you face a LARGE volume of competition from other applicants through those sources.

- Enable notifications on our [Slack channel](#) for #jobsearch or #internships for leads we find!
- Focus on industries that are hiring
  - Hospitality (hotels, airlines)
  - Healthcare
  - Construction
  - Retail
- Sort jobs by date posted to see vacancies posted in the last two weeks
- Follow accounts and/or hashtags on  
@WorkTriangleNC [www.workinthetriangle.com](http://www.workinthetriangle.com)  
—— #TriangleTuesdays #techjob



# Organize your search

Take a minute to look up one of these websites or create your own spreadsheet

Choose a method for keeping track of your applications

- Custom spreadsheet
- Trello
- Teal
- Notion

# Additional Job Sources

- Geographic focused
  - [NC Tech Association](#)
  - [Built in ATX](#)
- Industry or Affinity focused
  - [Women In Technology](#)
  - [INFORMS Career Center](#)
- Broad/National platforms
  - LinkedIn
    - [H1b plugin](#) for  
LinkedIn/Chrome
  - Indeed

# Step 1: Find a job posting



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[Video on these slides](#)

# I want to apply for **THIS** job



Once you've found a job listing of interest, the goal is to align your resume to match the requirements and profile of the job description.

To determine what the employer thinks is important, look for items that are:

- listed as a **REQUIRED** qualification
- at the top of the list
- linked to the essential responsibilities of the job
- mentioned more than once

# **Step 2: Analyze and Annotate!**

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# ANNOTATE the job posting

Note that many ATS systems do not recognize acronyms or differences in verb tense!

Label chatbot with NLP

List certifications & MOOCs.  
Proofread!!

- Actively enrolled in an accredited University studying towards a Master of Science or PhD in **data Science, Computer Science, Statistics, Bioinformatics, or equivalent.**
- Experience with **object-oriented coding languages** such as Python.
- Strong capability in and deep experience with **R** as a toolset for **data access, data cleaning, statistical analysis, and visualization.** Experience in **creating user interfaces** using R-Shiny (preferred) or Plotly dash.
- Strong applied **data science** skills via college **course** curriculum and/or boot camps
- Knowledge in machine learning **algorithms**, their application for solving biological problems
- Experience with **cloud platforms** such as Azure
- Basic knowledge of **data visualization tools** such as Tableau, Power Bi, Looker etc.,
- Previous experience working in **Natural Language Processing of text** is a plus
- A **curiosity-driven** desire to learn in a **highly collaborative cross-functional team** environment
- Ability to **meet aggressive goals** and high-quality standards with support from fellow interns and other team members
- Strong **verbal and written communication** skills.
- Must maintain a **HIGH** level of ownership and **see assignments through to completion** based on **agreed upon deadlines**
- Must be **self-driven, results-oriented and a quick learner**
- Must possess **attention to detail, learning agility, scientific curiosity** with a problem-solving mindset, and an enthusiastic, collaborative, professional work-ethic.

## PREFERRED QUALIFICATIONS

- Willingness to extend data science concepts to Plant Health initiatives and/or experience working with handling biological data
- Version Control and Issue Tracking: Experience with JIRA, Confluence, GitHub, Docker, and Trello
- Tableau-Aware: Experience in building dashboards and data visualizations using Tableau Desktop

Project w. R & python

List data sci classes

Describe hackathon project

Ensure these are on skills list!

Just as you would read a text for a class, go back and re-read the description, taking time to highlight and annotate with your own notes.  
Don't forget the importance of non-technical skills and qualities!

# **Step 3: Compare with Resume and make UPDATES**

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# Review your annotations with your Resume

Do you need to make updates to labels, order, or descriptions?

Did you leave off any content that seems relevant to the job?

Should you remove any text that is not relevant to your current goals?



Should I apply for this job, or keep searching?



# You try it!



1. Pull up a job listing of interest
2. **Copy this Doc** and paste your job listing into it
3. Highlight important qualifications
4. Add your annotations
5. Answer the questions in the table to better analyze your qualifications and fit!

# **Resume & Cover Letter Resources**

[Resume Resources](#): Includes  
Sample Resume, Rubric, Action  
Verb list

Cover Letter TIPS:

[Click here for a handout](#) on writing  
a cover letter in 3 paragraphs

[The Career Guide](#) from the Career  
Development Center offers sample  
cover letters to view.

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**Set daily/weekly  
goals for your  
search**

# **Develop a routine for your search**

- Determine your most productive times of day to work on your search, and stick to a schedule
  - Narrow your search to a few types of roles that you'll apply to, and develop a network for
  - Decide the easiest ways for you to make tweaks to your documents so that it is manageable!
  - Budget time for networking & leetcode!
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# **Leverage & expand your NETWORK**

# Meet with others

Make time each week to connect with alumni, peers and/or mentors

- Attend campus programs
  - Connect with your neighbors, now!
- Join [local meetup groups](#) or register to participate in conferences
- Practice tech interview questions with a peer

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# Basic Rules of Intros

I AM

I DO

I'M SEEKING

# Meetup/Networking intros - modified elevator pitch

- I AM

Education, career goals and interests

- I DO

Technical skills & experience

Personal involvement: hobbies, service, etc

- I'M SEEKING

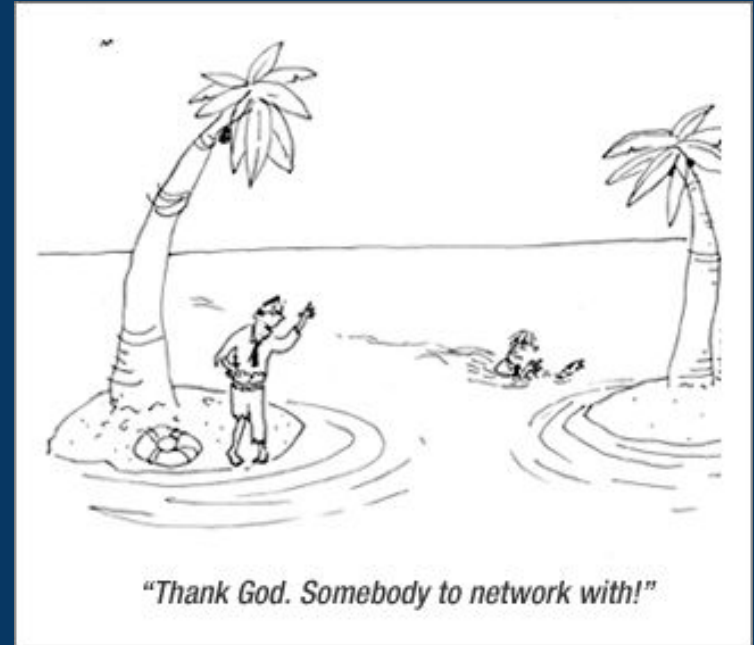
Next role (internship vs. FT job), domain of interest, what you have curiosity/passion for!



# Connections & Groups

- Follow companies and groups
  - Connect with other professionals in the field
  - Find and connect with alumni
  - Contribute to conversation on the posts of those you follow
- Post original content
  - Share articles and posts from those you follow with your own commentary included
  - Highlight topics that interest YOU!

Other ways to build your network, virtually!



# Ideas for posting on LinkedIn

- Questions about your field of interest or perhaps about a topic from class.
- An interesting article you've read recently, including your thoughts or opinion on the piece
- An update on an academic achievement, project, or paper
- A success story from an internship or job.
- A blog post you have written or other content you've created and added to the Internet.



# LinkedIn/email intros - modified pitch

- WE ARE CONNECTED THROUGH or I WAS FASCINATED BY YOUR POST ON  
Provide context for why you are contacting them
- I AM  
Education, career goals and interests
- I DO  
Technical skills & experience
- I'M SEEKING  
Next role (internship vs. FT job), domain of interest, what you have curiosity/passion for!
- CAN YOU SHARE INFORMATION ABOUT  
Ask specific questions that are a good starting point, and it is easy for them to answer

# How do I connect?

Samples of how to reach out to new connections

- “I noticed you just posted about your developing work in Data Science. I have a passion for Data Science, and am currently studying Computer Science to refine my skills. Can you share with me some of your key influences you for this research?”
- “It was great speaking to you at the Engineering Career Fair last week. The web development work you do for local companies sounded fascinating! I’d like to stay up-to-date on future initiatives at your company.”
- “I see that you graduated from my current university, North Carolina State University—go Pack! I’m a Computer Science Masters student and would be excited to hear more about your work with Facebook. I’d love to connect and hear about how your experience at NC State prepared you for working with Facebook.

# Other LinkedIn Uses

It's more useful than you think!



- Find job opportunities through POSTS by CONNECTIONS - not the job board!
  - Research companies and your interviewers!
    - See what companies post and the background of your interviewers
  - Notice your stats and views
    - See how often you're searched for and by who!
  - Review other profiles
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# You are good enough.

- Some factors are out of your control, but the market is not as bad as you might think!
- Develop a plan that helps structure the areas where you DO have influence.
- Find sources of support & encouragement.  
We are thankful you're part of our Wolfpack.

**A competitive job  
market is tough  
for everyone.**



**You are not alone.**

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# **Additional resources & tips**



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Enter your student ID ##

