April 4th, 2017

Notes from IT job hunters April 4th 2017

Folks in attendance:

Beth, Sarah, Josh, Yusheng, Jennilee, Chuck (via Skype)

Topic: Cover letters

Cover letter must-haves:

- Greeting (use the person's name if applicable)
- What job you are applying for
- What types of things you've accomplished career-wise or academically that show your qualifications for said position. (Reference stuff from your resume)
- Mention something about the company and what you feel you can offer them based on that. Research the company via LinkedIn or Glassdoor
- Mention things you are passionate about
- Closing, mention that you look forward to hearing from them. Be direct, not passive.
- Always cater the letter to the job/company you are applying to.
- Proofread it. If you don't trust yourself to do it, have someone else do it.
- Check for network connections (do you know anyone who works there? Or someone who knows someone)
- Put your name in the subject line if sending it as an email.
- Be polite and cordial
- Tell a story if relevant to your applying to the job.
- Link to portfolio or github link.

Whiteboard Image:
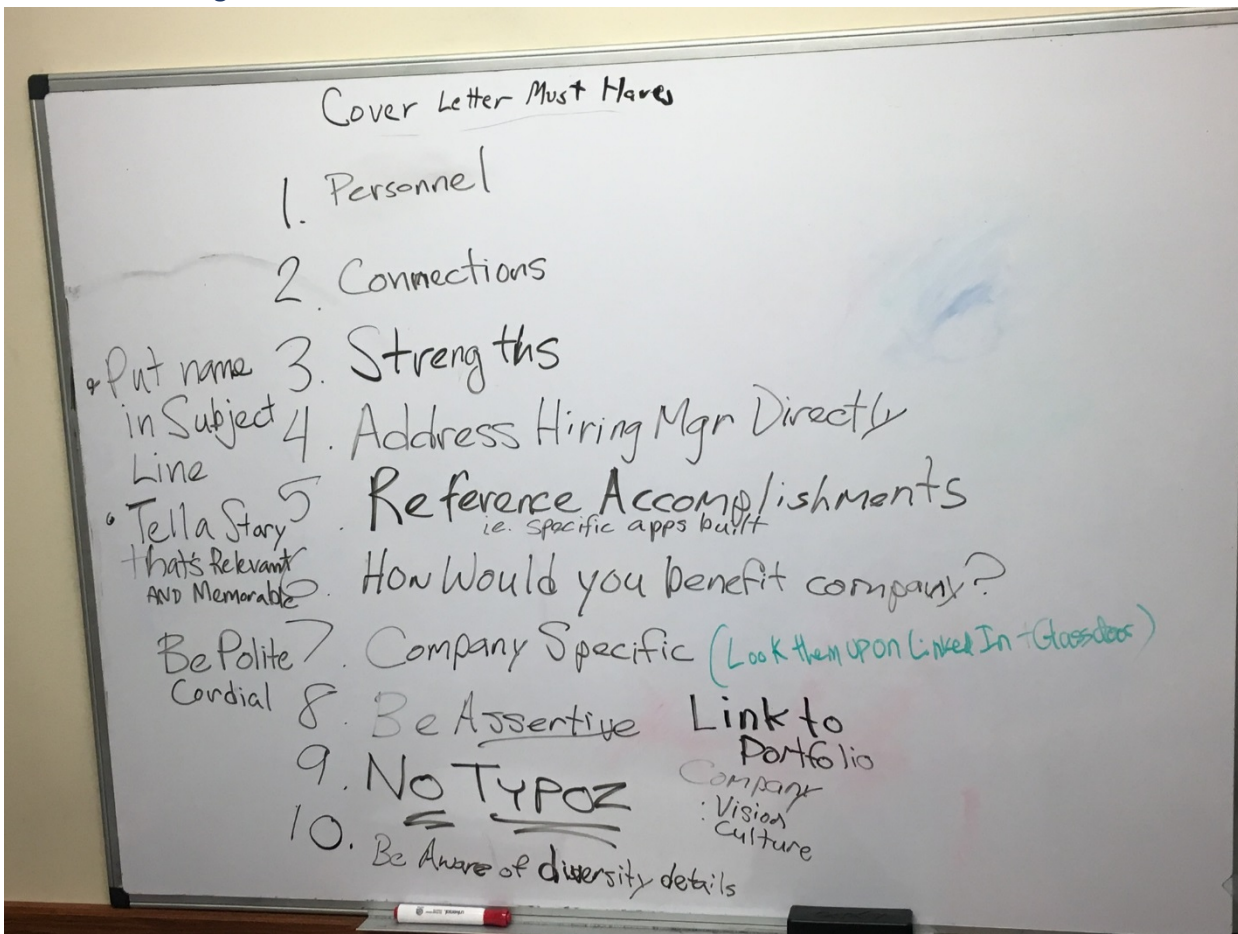
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Other things to note:

- Meeting space for next week likely going to be Urbana Library again. April 18th is going to be at the Champaign Library.
- Topic for next week is reviewing materials for a specific job we're applying for. Bring materials and prepare for peer review.