

TechHire New Mexico participants have an advantage that other Tech/IT jobseekers don't! Through TechHire New Mexico you have access to a wide range of resources to help you kick-start your Tech/IT career job search.

The TechHire New Mexico grant program requires that all participants engage in Tech/IT job search and job placement activities after they complete their training.

Whether you find employment on your own, or through the TechHire New Mexico program, you are responsible for communicating your job search activities and employment outcomes to your TechHire New Mexico Career Development Specialist or Career Consultant.

You must contact TechHire New Mexico at least once per month until you have secured employment.

Now that you have completed your Tech/IT training, you may, or may not, need help finding a Tech/IT job. Regardless of your resume and cover letter development skills, or your job search and interviewing skills, there are a few things you will need to do. The following provides a checklist and step-by-step guide of the items you will need to complete **before** you meet with the TechHire New Mexico Career Consultant:

- Submit your personal profile to you Career Development Specialist
- Update your basic resume and email it to your Career Development Specialist
- Set up your job search alerts
- Commit and stay in touch with the TechHire New Mexico staff

Personal Profile

In order to promote you to our network of Tech/IT employers, we need your current Personal Profile. Your Personal Profile provides TechHire New Mexico and prospective employers with a “snapshot” of your desired job title, knowledge and skills. Your Personal Profile will be placed on the TechHire New Mexico website and used as a first introduction of you to our network of Tech/IT employers. Following is the template and an example of what your Personal Profile should look like:

[Desired Job Title Here – First and Last Name]

- [Provide the education and training you have completed that supports your desired job title here]
- [Provide any certifications or credentials you have earned that support your desired job title here]
- [Provide a brief description of your previous experience that supports your desired job title here]
- [Provide a brief description of your soft skills and any other distinguishing skills]

Example:

Network Engineer/Security IT Associate – Marilyn Smith

- Bachelor’s Degree in Telecommunications and Electronics (05/2016) and over 5 years of experience in Network Support and IT Security.
- Certifications: CompTIA Security+ (07/2018); CompTIA Network+ (06/2018); CCNA Data Center (04/2017).
- Expertise in designing, installing, configuring, administering, securing Ethernet and wireless networks, and electrical design (Cisco, Schneider, Huawei).
- Perform well under pressure and possess excellent customer service, teamwork, and leadership skills.
- Fluent in Spanish and English.

Once your Personal Profile is complete, email it to your TechHire New Mexico Career Development Specialist and the Career Consultant at rowland@wccnm.org.

Updated Resume

A critical part of any job search is a “stand out” resume. Your resume should be a reflection of your professional personality, and the knowledge and skills that make you a perfect candidate for the position you are applying for, and for the employer who has posted the open position. You must start with a solid basic resume that you will customize for each job you apply for, with keywords from the posted job description included throughout.

Many employers utilize scanners to evaluate the resumes and cover letters they receive for any given position. The scanners look for keywords in your resume that match words in the job description. If your resume does not contain keywords from the employers’ posted job description, you probably won’t be contacted for an interview.

There are an unlimited number of excellent websites that provide guidance on effective resume development. Just Google “Best Resume Tips” and you will see a lot of great suggestions for developing a resume that will help differentiate you from the other applicants.

USE SPELL CHECK! One sure way to have your resume eliminated from consideration is misspelled words and incorrect grammar usage. Proofread your resume multiple times and have someone else proofread it before you send it out.

Be prepared to modify and customize your resume for each position you are applying for, making sure to include keywords from the job description. Don’t forget to include your soft skills.

Employers throughout the nation, regardless of industry, have identified a lack of soft skills as a barrier to hiring technically qualified job seekers. As a TechHire New Mexico participant, you were required to complete the Core Score Soft Skills Assessment, related online Penn Foster Soft Skills Training, and the online Entrepreneurship Course. Each of these mandatory trainings provided you with basic soft skills training that should be included in your resume and cover letter. In addition, any soft skills gained through your previous jobs should also be included.

For example, if you have previous food service or retail experience, you should have customer service skills. Highlight any and all of your Soft Skills including:

- Customer Service
- Communications
- Leadership
- Teamwork
- Critical Thinking/Problem Solving
- Adaptability
- Drive for Results

To demonstrate your soft skills training and capabilities, include in your resume and cover letter your Core Score Soft Skills Assessment score, any Penn Foster Soft Skills training you have completed, or mention your Entrepreneurship Certification and any on-the-job soft skills capabilities.

Research the websites of the companies/positions you are interested in applying with/for and identify any transferrable skills based on the keywords in the job descriptions. For example, if you are the “go to” person that helps family, friends, and coworkers with their IT needs, you should highlight that in your cover letter.

A large part of your company research must focus on you having a firm understanding of what the employer you are applying with does and what your specific role would be if you are the successful job candidate. Identify your transferable skills—what knowledge or skills have you gained from previous experience that is specifically related to the position you are applying for, and how is it relevant? Give specific examples that demonstrate to the employer that you are the best candidate for the job.

All employers like to know that the person they are interviewing is familiar with their business. Additional things to learn from employer websites include specific customers or accounts the employer serves, all services or products the employer offers, any recent contract awards or industry recognition awards or recent press releases, and their mission and vision statements. As a result of your research you should be able to identify additional keywords to include in your cover letter and resume.

When you have completed your resume(s), be sure you email your resume to your TechHire New Mexico Career Development Specialist.

Cover Letter

No job application is complete without a cover letter. Your cover letter must be specific to the job you are applying for, error free, and provide a maximum one-page summary of how your skills match those required in the position for which you are applying.

There are a number of websites that provide excellent guidance for developing a winning cover letter. The following link is just one of these many websites:

<https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/what-is-a-cover-letter/how-to-write-a-cover-letter>

Just like with your resume, make sure you and at least one other person has proofread your cover letter.

Your Job Search Toolkit

1. Applying for Jobs

Apply for **all positions** that interest you. Remember, after you have studied the employers' website, and the job description, you will need to customize your resume and cover letter for each job opportunity. Make sure you allow yourself enough time to learn about the company and the job, and perfect your cover letter and resume so you are able to make a great first impression.

If you are just starting your Tech/IT career, which most TechHire New Mexico participants are, you must be flexible in your job search and willing to start in an entry-level position, even if it's not your ultimate career goal. For example, you may want to be a Cyber Security Analyst, but without any previous experience, it's not likely that you are going to get that job right away. In this scenario, you will want to consider entry level positions such as Tech Support, or Help Desk/Call Center Tech Support positions. Once you gain a little experience, you will have a better chance of moving up with your current employer, or finding a new employer.

Do you remember the saying "practice makes perfect?" The more jobs you apply for, the more job interviews you will have, and the more polished and comfortable you will become with the interview process. Use each interview as an opportunity to learn how to improve your interviewing skills.

Before you go to any interview, you need to rehearse how you will answer different, difficult interview questions. There are many websites that provide examples of interview questions and tips on how best to answer them. Do your homework by researching and preparing for a wide variety of potential questions. Take advantage of any "mock interview" opportunities, and ask family and friends to help you by asking you interview questions so you can rehearse and get comfortable with your responses.

Don't forget to make a list of questions to ask the employer during the interview. DO NOT ask questions about benefits, vacation time, or salary/wages. Ask questions that demonstrate to the employer you are familiar with their organization. For example, you might say something about the specific client services they provide and then ask if these are representative of the types of projects you might be working on, if you are the successful candidate. Then you could ask if the work you would be doing is primarily

done in a team setting. This is a great opportunity to then talk about your excellent team work skills (or other soft skills).

In addition, you will learn a lot from the online application process. Every employer utilizes a different online process for job applications. Before you start to apply online for a job, do your homework to learn about the employers' online procedures and identify up front any and all attachments you will be required to upload, including cover letter, resume, copies of transcripts, IT certificates and credentials, and diplomas. Make sure you have everything you will need at your fingertips so you can easily get through the online application process without leaving out any required attachments or documents.

2. Set Up Job Alerts

The following link will take you to a site that provides a great overview of the job search sites you need to register on in order to maximize your job search opportunities.

<https://www.roberthalf.com/blog/job-market/10-best-job-search-websites>

Most job search sites have an option for you to register to receive job alerts based on your specific job preferences. Setting up job alerts with each of the job search websites is a huge time saver as any job opportunities meeting your preferences will be delivered to your email inbox on a daily basis.

Most company's use different job titles for the same positions, so don't limit your job search to a specific job title. For example, if you are interested in being employed as a Web Developer, expand your job search to include other job title keywords like Coder, Programmer, Fullstack Developer, Front End Developer, Web Administrator, Web Developer, and/or Webmaster. The following website is one of many that will help you explore the different job titles for the type of work you are pursuing.

<https://www.thebalancecareers.com/list-of-information-technology-it-job-titles-2061498>

Be sure and study the job descriptions to ensure that the position is really what you want and that you are familiar with the position requirements.

The following are links to the best job search sites so you can create your job alerts and start marketing yourself:

<https://www.careerbuilder.com>

<https://www.indeed.com/tools/jobseeker/>

<https://neuvoo.com/>

https://help.glassdoor.com/article/user/Creating-Job-Alerts/en_US/

<https://job.com/>

<https://www.monster.com/>

<https://www.linkedin.com/>

This top networking site enables you to find jobs through your extended network. Additionally, you can join groups, participate in conversations and follow companies you find interesting and relevant to your job search.

<https://www.simplyhired.com/>

<https://us.jobs/>

In addition to setting up job alerts, please take a few minutes to watch the Prep4Tech video that was developed in conjunction with the April 2018 TechHire Career Expo. There are some very good tips in the video.

[https://www.facebook.com/nmtechcouncil/videos/10155484508555998/?hc_ref=ARQNo sTZ5y8A8W1-Xs_QuSArO4kXuW_q4O7g9Gr5FxuXe9WKXEhZ3C03t77apZdJaRo&_xts__\[0\]=68.ARBZlp0izgbAxBhNW5vWPwf4zDtbQDfc6fgWtgvE7c9yJBuLO1LAXqNxrstU8NSAEJ53oBAnBrQdczv-htg33HUZ9UKmtpiS11kDcfLFB8pS7yg1FrgkxGr486_2E66rDCE0MTFZYthjfxKP95FPtIRV9MwHgCPmiXkjF1YTrcfkrCNp67-CTw&_tn_ =FC-R](https://www.facebook.com/nmtechcouncil/videos/10155484508555998/?hc_ref=ARQNo sTZ5y8A8W1-Xs_QuSArO4kXuW_q4O7g9Gr5FxuXe9WKXEhZ3C03t77apZdJaRo&_xts__[0]=68.ARBZlp0izgbAxBhNW5vWPwf4zDtbQDfc6fgWtgvE7c9yJBuLO1LAXqNxrstU8NSAEJ53oBAnBrQdczv-htg33HUZ9UKmtpiS11kDcfLFB8pS7yg1FrgkxGr486_2E66rDCE0MTFZYthjfxKP95FPtIRV9MwHgCPmiXkjF1YTrcfkrCNp67-CTw&_tn_ =FC-R)

Also, please read the attached Prep4Tech document. It has great tools to help you navigate the highly competitive job market.

Commit to the Job Search Process

Once you have completed the checklist above, if you find you still need help with your resume, cover letter, job search, and/or interviewing skills, you may contact the TechHire New Mexico Career Consultant at 505.843.1919 to set up an appointment. During our meeting, we will review your personal profile, basic resume, and explore any assistance you may need with your job search, help with interview preparation, and discuss any internships or on-the-job training opportunities that may be available to you.

As you identify employers/jobs that interest you, keep a list of all the jobs you have applied for along with the job descriptions and email them to the TechHire New Mexico Career Consultant (trowland@wccnm.org). We have excellent relationships with many area Tech/IT employers and we may be able to help get you in the door by working with the employer on a paid customized on-the-job training, paid internship, or paid apprenticeship.

**Once you have found your Tech/IT job, you may be eligible for a \$100 Incentive Check!
But, you must stay in touch with us in order to be eligible.**