

README: Career Foundations Workshop — Applying for Jobs

Facilitator: Arthur Chisolm, Career & Academic Advisor

Program: CUNY2x Tech @ City Tech

Workshop Date: November 4, 2025

Location: Namm 621 / Virtual

1. Workshop Overview

- This workshop, part of the **Career Foundations Series**, focuses on how to *apply strategically* for technical jobs and internships..

Understanding the Job Search Funnel

- Tracking your progress with a **Job Tracker**
- How to avoid the “**Black Hole**” of online applications
- Four LinkedIn strategies to find hidden opportunities
- How to write professional **outreach messages** to alumni and hiring managers

2. Workshop Materials

Attached Files:

- [Applying for Jobs — Slides \(PDF\)](#)
 - **Contains Alumni and LinkedIn Outreach templates**

Job Tracker Templates

Use one or both of these trackers to organize your job search.

Tracking applications can **double or triple your callback rate** by helping you stay consistent and follow up effectively.

- **Job Tracker (Google Sheets):** [Job Tracker/ Networking](#)
- **Job Tracker (Excel version):** [Job Tracker / Job Boards](#)

Tip: Save your own copy of the tracker and rename it:

4. Key Takeaways

- Most jobs come from **connections, not applications**.
- Keep a list of your **Top 20 Target Companies**.
- Use **LinkedIn Alumni Search** and **Posts** to find hidden roles.
- Always **track** who you've contacted and when to follow up.
- Treat your tracker as your personal **Career CRM**.

5. Your Action Plan This Week

- Create your job tracker and log at least **5 companies**
- Find **3 alumni** on LinkedIn and connect (no message at first)
- Send **1 outreach message** asking for career advice
- Apply to at least **1 job or internship** that truly fits your goals

6. Need Support?

Visit the CUNY2x Tech Office – Namm 621 or email Arthur Chisolm –
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