

# 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 – [Arthur.Chisolm65@citytech.cuny.edu](mailto:Arthur.Chisolm65@citytech.cuny.edu)**