JETBRAINS

Career Advice
for IT Newcomers

2024

The first few things to consider

The IT industry offers a wide range of opportunities that are difficult to keep up with. Before looking for job offers, it is worthwhile to nail down your search criteria.

☐ Define your skills and technology stack

☐ Narrow down career directions (job roles) that suit you (maybe several of them)

☐ Determine what kind of company culture would make you feel most comfortable while working

☐ Figure out what you expect from the job/internship and what you want to get out of it

☐ Make a list of your dream companies

> 💡 Communicating with professionals from your desired field can be beneficial in helping you determine your career path. They can provide valuable insight, advice, and guidance on what it's like to work in that field, what skills and qualifications are needed, and what opportunities are available. In addition, you can find a mentor who helps you navigate the industry by sharing knowledge, offering guidance, and providing opportunities for networking.

Where to look for job opportunities

The list of resources where you can find good job offers is long and not limited to specialized sites. These are just some of the resource options for job searches:

- Companies' websites

- Direct appeal to a recruiter or an HR department

- University job fairs

- Thematic conferences / Meetups

- Hackathons

- Career groups in social networks

- LinkedIn / Indeed / Glassdoor / Local job aggregators

- Your personal network

How to write a CV

Your CV is the first impression you make on a potential employer. A well-crafted CV can help you stand out from other applicants and increase your chances of getting an interview.

☐ Use templates to convey professionalism and ensure readability

☐ Structure your CV in a clear and concise manner

☐ Highlight your work experience, including internships, pet projects, hackathons, etc.

☐ Avoid generic phrases that add no value to your profile

☐ Emphasize your contributions and accomplishments, highlighting challenges you overcame, technologies you mastered, and results you achieved

☐ Focus on the skills that are relevant to the position – while it is important to showcase your technical expertise, refrain from listing every single technology you've ever encountered

☐ Provide links to your GitHub, portfolio, or relevant research articles

☐ Provide a relevant and updated LinkedIn profile link

☐ Ensure that your CV is error-free by thoroughly proofreading for grammatical and stylistic mistakes, ensuring all links are functional and correct

☐ Save your CV in easy-to-read format. Avoid using .docx format, as it requires downloading the file

☐ Make sure your CV highlights relevant experience for the job you're applying to

How to write a cover letter

Your cover letter is also an important part of your job application. It is your chance to "round out" the first impression you make. When writing your cover letter, keep the following principles in mind:

☐ Make sure your cover letter answers the question of why the vacancy or company is interesting to you

☐ Make sure the information in the cover letter complements the experience on your CV

☐ Show your motivation

☐ Show how you can contribute to the team's goals in the role that you are applying for

☐ Pay attention to the tone of your letter – a letter that is too formal or too informal can be off-putting

☐ Be concise and explain your thoughts

☐ Run your text through typing assistants for spelling and grammar checks

Before the interview

You've been invited to an interview – which means you're already halfway there!
The main thing you can do now is to make sure you're well prepared for the interview.

☐ Find out the interview format

☐ Have a good understanding of what the company does

> 💡 Check the website and blog of the company and team, as well as relevant news and articles on blogging platforms. This will help you understand what the company's efforts are aimed at and what projects your potential new team is engaged in. Studying the company and the team will make your questions more accurate.

☐ Get to know the company's product as a user

☐ Rehearse your self-introduction

☐ Make a list of questions

> 💡 Be sure to ask a few questions about the company during your interview. This will help you learn how the company works and how stable it is. It also demonstrates your interest. Here are a few hints about what you can ask in the nterview:
> - The team you will work with
> - The distribution of roles in the team
> - The distribution of tasks in the team
> - What the performance review looks like
> - What a workday looks like
> - What sort of contribution is expected from you
> - What systems, tools, and management approaches are used

☐ Be on time

☐ Check the connection before the remote interview

☐ Make sure you have the time of the day booked for the interview, and organize a workspace so you are not interrupted

For an interview

There's no way around it: In the interview, you're going to be evaluated on both a professional and a personal level.

- Being nervous is OK – the better prepared you are, the less nervous you will be

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"Don't be afraid to be interviewed. It is better to approach the interview as a workout in the gym. You don't hesitate to go because you're not sure if you want to or because you're scared. You just go, do the best you can, and get feedback. It helps you move on."

Liana Gukasyan
Frontend Developer

- Respond to questions

- Think out loud

- Don't hesitate to ask questions

- Admit your mistakes

- Be honest if you don't know something

- Ask for feedback

An interview is not an exam that you need to pass, but a two-way process. As a candidate, you have the opportunity to evaluate the company's culture, values, and vision and understand how they suit you. Furthermore, any interview (even if you don't get the job) is your chance to get feedback from a professional and recommendations for skills and career development.