



Job Application Process Guide for ITWorks Students & Alumni

By Alyssa Weker, Career Development Specialist @ Tech Impact

Please note: Tim Lewis is the Career Development Specialist for ITWorks students. However, I am also here as a resource if you have any questions.

Tim's email: timl@techimpact.org

Alyssa's email: aweker@techimpact.org

Companies are currently in a position where they can be highly selective about who they hire. There is an abnormally high amount of people out of work and/or actively looking for work, making today's market super competitive. It is important to be proactive to increase your odds of getting an interview and get a company to know who you are. Below is a list of resources and tips to help you throughout your job search! I have developed this knowledge through my time as both an internal IT Recruiter and an IT Recruiter for staffing companies.

PRO TIP: When you start applying to jobs, please make sure your social media is either private or free of anything that would prevent you from getting hired!

Job Boards

[Dice](#), [Indeed](#), [LinkedIn](#), [Monster](#) & [ZipRecruiter](#) are my favorite sites to search for jobs. Dice is a job board specifically for technical positions.

You can also utilize Google to scrape jobs from all major job boards! Here's how:

[LinkedIn Post](#)

Job Titles to Search for on Job Boards

IT Support Admin • IT Support Specialist • Help Desk Support Specialist • Field Service Technician • Desktop Support Technician • IT Support Analyst • IT Support Intern • Help Desk Intern

- [20+ IT Support and Help Desk Job Titles | CompTIA](#)

Companies to Apply to

DE:

- [Delaware Top Workplaces 2023](#)
- [Delaware Top Workplaces 2023: A full list of the winners \(delawareonline.com\)](#)
- [Best Companies To Work For In Delaware In 2024 - Zippia](#)

Wilmington, DE:

- [Top 20+ IT Companies in Wilmington DE \(2024\) - TechBehemoths](#)
- [Best Tech Companies and Startups in Wilmington, DE 2024 | Wellfound \(formerly AngelList Talent\)](#)
- [Biggest Companies To Work For In Wilmington, DE - Zippia](#)

Philadelphia, PA:

- [29 Top Companies In Philadelphia To Know | Built In](#)
- [Top Tech Companies in Philadelphia, PA 2024 | Built In](#)
- [26 Tech Companies In Philadelphia To Know | Built In](#)

Philadelphia area:

- [13 Philadelphia area companies make 2021 Fortune 500 | PhillyVoice](#)

Working with Recruiters

There are 2 types of Recruiters: Staffing Company Recruiters and Internal/Corporate Recruiters.

- 1. **Staffing Company Recruiters:** Recruiters that work for staffing companies have clients (companies that are hiring) that they help recruit for. Recruiters often have specific types of positions they recruit for. Working with Recruiters who work for staffing companies is ideal because they often can submit your resume for consideration to several different companies and positions!
- 2. **Internal/Corporate Recruiters:** Employees of the companies they recruit for (for example, a Recruiter at Geico). Internal Recruiters *only* recruit for one company, which is the company they personally work for. Internal Recruiters often have Talent Acquisition in their titles.
 - **Potential Titles of Internal Recruiters to contact on LinkedIn:**
 - Head of Talent Acquisition, VP of Talent Acquisition, Director of Talent Acquisition, Talent Acquisition Manager, Talent Acquisition Specialist, Talent Acquisition Coordinator
 - Use LinkedIn to determine who holds these positions at companies you are applying to and consider reaching out! → Search Company & click “People” tab
- It is a harsh reality that some Recruiters do not respond to messages and some ghost candidates. While I recognize this is easier said than done,

please do not take it personally if a Recruiter that is working with you stops responding. Some take the easy route and would rather ghost than give you an update you may not want to hear. Generally-speaking, there are both good and bad Recruiters at every organization.

Staffing Companies

Below is a list of staffing companies in the area. I suggest actively monitoring their job portals linked below and applying for positions you are interested in. When you apply on these portals, your resume is sent directly to Recruiters. **If the job posting has a Recruiter's email, I recommend emailing them your resume directly!** If there is a Recruiter's name, find them on LinkedIn and connect with them and message them if you are comfortable. There are more than just these companies, these are just the main ones I know:

- **Adecco:** [Search and Apply for jobs | Adecco USA](#)
- **Aerotek:** [Search results | Find the available job openings at Aerotek](#)
- **Beacon Hill:** [Job Search | Temp & Permanent Placement | Beacon Hill \(beaconhillstaffing.com\)](#)
- **Dexian:** [Find Tech Consulting Jobs | Dexian](#)
- **firstPRO:** [Job Listings - firstPRO \(firstproinc.com\)](#)
- **Insight Global:** [Find a Job Using Insight Global's Staffing Services. Start Your Job Search](#)
- **J2 Solutions:** [Job Search - J2 Solutions \(j2-solutions.com\)](#)
- **Judge Group:** [Job Placement Services | Find Your Dream Job | Judge Group](#)
- **Robert Half:** [Search Jobs | Robert Half](#)
- **Placers:** [Find Your Dream Job | Placers Job Search \(myplacers.com\)](#)
- **Soni Resources:** [Soni Resources - Careers](#)
- **TEKsystems:** [Careers | TEKsystems | Job Listings at TEKsystems \(icims.com\)](#)
- **Yoh:** [Find a Job: Your Career Starts Here | Yoh Staffing Services](#)

Example LinkedIn Outreach Messages

For Staffing Company Recruiter:

Hi [First name],

I noticed you are recruiting for a [Job title] in [Location] for your client. I have just completed an IT Support training program and internship and am actively looking for an entry level position in the IT space. I have applied for the position and wanted to make sure you have received my resume. I am interested in learning more about this position as well as any other positions you are recruiting for that I may be a fit for.

Is there a time this week we can hop on a call to discuss the position? Looking forward to hearing from you soon.

Best,

[your First & Last name]

For Internal Recruiter/Talent Acquisition:

Hi [First name],

I saw that [Company's name] is hiring a [Job title]. I have just completed an IT Support training program and internship and am actively looking for an entry level position in the IT space. I have applied for the position and wanted to make sure you have received my resume. I am interested in learning more about this position.

Is there a time this week we can hop on a call to discuss the position? Looking forward to hearing from you soon.

Best,

[your First & Last name]

Resume Tips

- General rule of thumb is keep it **simple & concise**
- Include email, phone, & location + zip code (do NOT include full address!!) under name
- Sample “Professional Summary” section (under name & contact info): Junior IT Support Professional skilled in [main technical skills you know] seeking entry-level IT Support & Help Desk position. [Briefly describe past professional experience if you have any].
- Include “Technical Skills” section (tools & technical languages you know)
- “Professional Experience” section
 - Focus on achievements – initiatives you created, projects you led, awards you have received, etc.
- Include “Certification” section (if you have)
- Make sure tenses are correct – current tense for current projects or positions, past tense for anything you are no longer doing
- No headshot or photo of yourself!
- [IT Resume Examples and Template for 2024](#)

Interview Resources

- [Tech Interview Handbook](#)
- [IT Support Interview Questions \(With Example Answers\) | Indeed](#)

As a past IT Recruiter, I am accustomed to interviewing people for a wide array of IT positions. If helpful, I am happy to conduct mock interviews with you and give you feedback on your responses. If interested, email me to schedule a time.

LinkedIn Tips & Resources

I recommend listing your profile as “Open To Work” so that Recruiters and Hiring Managers know to reach out to. This will also tell them your preferences for the type of work you are looking for. From your personal LinkedIn profile, click “Open to” and fill out the info. Make sure to include specific locations you are considering as well as job titles. Including specific information will increase the chances that your profile comes up when Recruiters search for job seekers on LinkedIn.

Please note: *If you are currently employed and do not want your employer to know you are looking for work, I would advise against putting “open to work” viewable by all LinkedIn users! There is an option to only notify Recruiters that you are open to work under the “Open to” selection.*

- [14 LinkedIn Profile Summary Examples \(and 14 Best Practices\)](#)

Additional Training Resources

- **CoLabL**
 - [CoLabL - Diversity and Inclusion Training, Mentoring, Upskilling](#)
- **CompTIA**
 - [CompTIA Resources](#)
 - [CompTIA IT Certification Training | CompTIA IT Certifications](#)
 - [Job Search - Career Portal \(dayforcehcm.com\)](#)
- **Correlation One**
 - [Amazon Career Choice: Cybersecurity \(correlation-one.com\)](#)
 - [DS4A | Correlation One \(correlation-one.com\)](#)
 - [Merck Data Science Competitions! \(correlation-one.com\)](#)
 - [Walmart Data Science Bootcamp \(correlation-one.com\)](#)
- **Delaware Tech Council Training Courses (Connect to Career Tool)**
 - [Connect To Tech Career Tool - Tech Council of Delaware](#)
- **JobWorks Education & Training**
 - [Www.trainwithjobworks.com](#)
- **JPMorgan**
 - Student programs (internships, apprenticeships, jobs, etc.): [Jobs, Student Programs & Internships | JPMorgan Chase & Co.](#)
 - [Emerging Talent Software Engineers](#)

- **LeetCode**
 - [LeetCode - The World's Leading Online Programming Learning Platform](#)
- **SANS Institute (Cybersecurity)**
 - [Cyber Security Resources | SANS Institute](#)
 - “Core Academies” for diverse populations (women, veterans, BIPOC, etc.): [SANS Cyber Academies | SANS Institute](#)
 - Free resources: sans.org/free