



PRINTABLE JOB-SEARCH CHECKLIST

# Your First Tech Role: A Practical Entry-Point Checklist

Use this checklist to match your existing strengths with beginner-friendly tech roles, build credible proof of skill, and prepare targeted applications. No technology job history does not mean you have no relevant experience.

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## Start with the right mindset

The easiest tech jobs to enter are not equally accessible to everyone: your previous work, location, schedule, and communication strengths matter.

Transferable experience can be valuable: customer service shows issue ownership, administration shows process discipline, and repair work shows troubleshooting habits.

Beginner-friendly does not mean skill-free; employers still look for reliability, accuracy, problem-solving, and clear communication.

A small portfolio, realistic practice, and targeted applications can provide stronger evidence than unrelated courses alone.

# 90-DAY PREPARATION PATH FOR AN ENTRY-LEVEL TECHNOLOGY JOB

A focused 90-day plan to build skills, create projects, and land your first tech role.



90 DAYS OF FOCUS TODAY CAN CHANGE YOUR CAREER TOMORROW.

INFOGRAPHIE 90-day process diagram for preparing for an entry-level technology job

## Match your strengths to a starting role

| Role                                      | Good fit if you enjoy                                                            | Useful beginner evidence                                                       |
|-------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Help desk technician                      | Troubleshooting, explaining solutions, and handling repeatable requests          | Practice support tickets, troubleshooting guides, and clear documentation      |
| IT support specialist                     | Diagnosing practical technology problems and following procedures                | Realistic troubleshooting practice and examples of resolving issues reliably   |
| Technical customer support representative | Helping customers understand and solve product problems                          | Customer-service examples, product practice, and written solution explanations |
| Junior QA tester                          | Detail-oriented checking and finding problems                                    | Structured test cases, bug reports, and evidence of accuracy                   |
| Customer success specialist               | Communication, relationship building, and helping users get value from a product | Examples of customer support, follow-up, organization, and product learning    |
| Implementation or onboarding specialist   | Organization, coordination, documentation, and guiding users through a process   | A process plan, documentation sample, or example of coordinating detailed work |

## Check whether a posting is genuinely entry level

- ☐ **Separate essential requirements from preferred qualifications**  
Do not treat every item in a wish list as a strict barrier.
- ☐ **Look for structured onboarding or supervised training**  
Repeatable workflows and documented procedures can signal a more accessible entry point.
- ☐ **Check whether adjacent experience is accepted**  
Look for customer service, administration, operations, repair, or communication experience.
- ☐ **Identify the tools used every day**  
Examples may include ticketing platforms, spreadsheets, knowledge bases, or content systems.
- ☐ **Confirm practical work conditions**  
Review shift schedules, on-site attendance, travel, language, location, and work authorization requirements.
- ☐ **Compare the role with your current situation**  
A position may be accessible on paper but unsuitable for your schedule, location, or work preferences.

## Build proof before you apply



**1 Choose one target role**

Select the role that best matches your strongest transferable skills instead of applying broadly to every technology position.

**2 Practice realistic tasks**

Create examples that resemble the daily work: document a troubleshooting process, write a support response, organize an onboarding sequence, or produce structured test cases.

**3 Translate past experience**

Rewrite previous responsibilities around outcomes and skills such as issue ownership, accuracy, documentation, process discipline, or customer communication.

**4 Prepare a small portfolio**

Include a few focused work samples that show how you think and communicate. Quality and relevance matter more than collecting unrelated certificates.

**5 Target suitable postings**

Prioritize employers whose requirements, training process, work conditions, and tools align with your evidence and availability.

**6 Adjust after interviews**

Use questions and feedback to identify missing proof, unclear explanations, or gaps in tool familiarity, then improve your materials.

# TECH CAREER PATHS BY STRENGTHS

Not sure where to start in tech? Match your natural strengths to the right beginner path—then take the next step with confidence.

| YOUR STRENGTH                                                                                                                                                                        | BEGINNER ROLES TO CONSIDER                                                                                                                                                     | WHAT YOU'LL DO                                                                                                                                                                                                                                     | YOUR NEXT STEP                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <b>Troubleshooting</b><br>You enjoy solving problems and figuring out what's broken.               |  <b>Help desk or IT support</b>                                                               | <ul style="list-style-type: none"> <li>• Diagnose and resolve technical issues</li> <li>• Help users via phone, chat, or email</li> <li>• Escalate complex problems</li> <li>• Document solutions and procedures</li> </ul>                        |  <b>Systems or networking</b><br>Move into managing infrastructure, networks, and systems.                                 |
|  <b>Detail focus</b><br>You notice the little things and care about accuracy and quality.           |  <b>QA testing</b>                                                                            | <ul style="list-style-type: none"> <li>• Test software and find bugs</li> <li>• Write clear test cases and reports</li> <li>• Reproduce issues and track defects</li> <li>• Ensure a smooth user experience</li> </ul>                             |  <b>Automation or quality engineering</b><br>Advance into test automation, frameworks, and quality strategy.               |
|  <b>Communication</b><br>You explain things well and enjoy helping people succeed.                  |  <b>Technical support or customer success</b>                                                 | <ul style="list-style-type: none"> <li>• Support customers and answer questions</li> <li>• Translate technical topics simply</li> <li>• Build strong customer relationships</li> <li>• Drive customer satisfaction and retention</li> </ul>        |  <b>Implementation or product education</b><br>Guide onboarding, training, and product adoption at scale.                  |
|  <b>Structured work</b><br>You like processes, organization, and getting things done the right way. |  <b>Implementation, CMS, or operations</b>                                                    | <ul style="list-style-type: none"> <li>• Follow processes and ensure accuracy</li> <li>• Manage content, data, or configurations</li> <li>• Coordinate tasks and monitor progress</li> <li>• Keep systems and projects running smoothly</li> </ul> |  <b>Business or data operations</b><br>Move into data management, reporting, process improvement, and operations strategy. |
| <b>GET STARTED TODAY</b>                                                                                                                                                             |                                                                                                                                                                                |                                                                                                                                                                                                                                                    |                                                                                                                                                                                                               |
|  <b>Build skills</b><br>Learn the basics with free or low-cost resources online.                    |  <b>Gain experience</b><br>Practice, build projects, or volunteer to get real-world exposure. |  <b>Grow your network</b><br>Connect with professionals online and attend tech communities.                                                                       |  <b>Keep learning</b><br>Tech evolves—stay curious and keep upskilling.                                                     |
|  <b>REMEMBER</b><br>Every expert started as a beginner. Your strengths are your advantage.        |                                                                                                                                                                                |                                                                                                                                                                                                                                                    |                                                                                                                                                                                                               |

**COMPARISON INFOGRAPHIC** Use your transferable strengths to identify the beginner technology role that fits you best.

## ! Do not assume remote is easiest

Remote entry-level roles can be competitive. On-site work, customer contact, or shift availability may create more accessible first opportunities, depending on your situation and the employer.

## Your application evidence check

Before submitting an application, make sure you can point to one concrete example of troubleshooting, accurate process-following, documentation, customer communication, or organized coordination. Your goal is to show that you can perform the core work reliably—not simply that you completed training.

Requirements vary by employer, location, and role. Always review current job postings and verify work authorization, schedule, and attendance expectations.