

JOB SEARCHING

Improve your chances of landing the right job with some tips on navigating the job market more efficiently. Finding the right job itself takes some technique, so once you've found your own way it'll become easier.

Getting Started

Treat Your Job Search Like a Job

- Start your day as if you were going to work, get up and dressed.
- Set up your computer in a quiet area where you are less likely to be disturbed.
- Schedule your tasks: reviewing CV, networking calls, online applications, attending events.
- Get organised and keep track of your applications and follow up for outcomes.

Where to Look for a Job

- GOV.UK's Find a Job service
- Careers and Jobs Fairs
- Local Jobs Boards
- Local and National Press
- Recruitment Agencies
- Sector specific websites
- Social Media
- Speculative applications
- University careers and employment services

When Things Get Tough

- When you're at the end of your tether, don't despair, phone a friend or family member for encouragement
- Take a break from your job search for a bit and do something you enjoy
- Get advice from professionals who can help at your local Careers Advice Centre or Job Centre Plus
- Keep things in perspective and start again tomorrow

Things to Think About

- Tidy up your **social media**. Lots of employers view you online for a heads-up on what you're really like.
- Add to your **CV**. Investigate voluntary opportunities and courses whilst you are job searching.
- **Network** with friends and others, many jobs go to those who are in the right place at the right time
- Set up a **LinkedIn** account <https://www.linkedin.com/> to access jobs, networks and even find educational blogs and posts from industry professionals.
- Check your CV has relevant **keywords** for jobs you are applying for online. This is how companies notice you.
- Get out and about, **visit places** you want to work at and take your up to date CV. Although many companies want you to apply online, some still accept walk-in candidates, this is most popular within the retail sector and volunteering roles. Make sure you look the part and dress to impress.
- Most **Libraries** have computer access and daily newspapers. It a great place to concentrate!

Good Luck!

