

# CHALLENGE 2

## FIND THAT JOB!

So, you're ready to look for a job, but where to start? The perfect role could be waiting for you, so follow these top tips to make the most out of job searching

### BEFORE YOU APPLY!

Make sure you have an up-to-date CV, that's tailored to the roles you are looking for. Having an electronic version with a covering letter will make your life easier so you can quickly send it through for any online applications. If the advert says a covering letter is optional, attach one anyway as it will show that you are making an effort and will help your CV to stand out.

#### Websites

There's an endless list of websites out there which regularly advertise the most up-to-date job opportunities available. We've included a list of some of the more popular ones in our 'Reserves' section, so check these out as this is a great place to start.

Job search websites pull in adverts from the internet and bring them together to one place to make your life easier! Examples include Monster, Indeed and Total Jobs. Here's some tips on how to navigate your way around one of these sites;

- **Use the advanced search:** This is a great way to narrow down the many job listings on a job search engine. You can typically search by keyword or phrase, company, industry, or location. You can also search by salary. This is a helpful way to make sure you only look for jobs that are a good fit.
- **Watch out for multiple listings:** One drawback to job search engines is that, because there are so many listings from multiple places, repeated listings are common. Be careful to avoid repeat listings, as well as expired job listings.

JOB SEARCH LOADING



- **Create an account:** Consider registering for an account. Most job search websites allow you to register and upload a CV and covering letter so employers can come to you. This is where if you're looking for a variety of roles, it could be a disadvantage as your CV may be too generic. You can instead, upload a couple of different CV's tailored to specific sectors/industries, and make applications directly. You can also typically bookmark jobs or request emails with the latest job listings.
- **Let the jobs come to you:** Use job alerts to register and receive job listings by email.
- **Go direct:** Some companies will only advertise on their own sites so check the sites of any companies you want to work for directly too.

### LinkedIn

LinkedIn is like 'Facebook' but for finding work! A lot of employers use LinkedIn to advertise roles and head-hunt prospective employees. If you choose to job search this way, bear in mind, you need to approach it in the same way you would any other application process – make sure you put your best self forward, ensure the information you provide is all accurate, up-to-date and without mistakes, and that your profile picture is a professionally appropriate one! So no holidays snaps of you in your bikini!

### Recruitment agencies

There are tonnes of agencies out there which exist to help people find work. Agencies receive job vacancies from specific employers and earn a commission for each job they fill with a suitable candidate. It's worth registering with a few. The process involves an interview with the agency, forwarding your CV and keeping in regular contact with them to find out about potential vacancies. Some

more nationally recognised ones are Reed, Office Angels, and Hays to name a few.

### In-person

Take job searching into your own hand and get out there! Some jobs, retail ones in particular, advertise for vacancies in their shop windows. Print out your CV and covering letter on good quality paper, pop them in envelopes, and enquire about jobs you're interested in in-person. It may be that they can take your CV from you there and then and get back to you. You could also try targeting companies that you wish to work for who aren't advertising, but bear in mind that there may not be any vacancies available so be prepared to not receive a response.

### Newspapers

Why not put your feet up, and enjoy a cuppa whilst looking through your local paper for vacancies. It might seem like an old-fashioned way of finding work, but you'd be surprised how many employers still use newspapers to recruit. The job adverts will instruct you on what to do. There may be an email address that you need to send your CV to or a link to a website where you can apply.

## REMEMBER!

Keep positive. It is a time consuming process and we all get a few knock-backs when looking for work. Don't take it personally if you are rejected or don't even get a response. Employers receive hundreds of applications, especially online, and they're not always able to respond to all applications.

