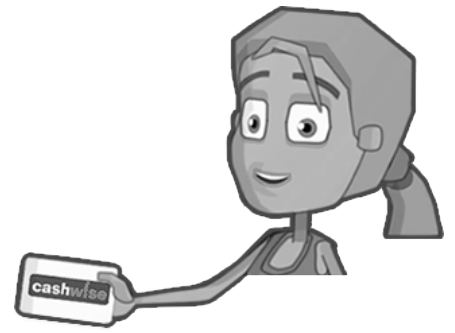


Hints and Tips to support your Job Search

- Create a Job Search File to maintain a record of your job search activity.
- Arrange regular days/times to do job search / follow up applications etc.
- Look at as many potential sources of vacancies as possible.
- Search a range of websites, e.g. not just Jobcentre Plus but also individual companies.
- Search by location / date order not just by job title to look at a range of jobs on Universal Jobmatch.
- Create strong CV, Personal Statement (for application forms) and Covering Letter templates that highlight your relevant skills and experience. Ensure there are no spelling errors.
- Tailor your Personal Statements and Covering Letter for each job you apply for, using the job advert, job description and person specification.
- Review and update your CV and applications regularly.
- Set up an e-mail address and ensure you check this regularly.
- Sign up for e-mail job alerts with employers.
- Send speculative applications alongside applications for advertised vacancies.
- Research companies to gain an understanding of their requirements.
- Use Google to open up opportunities, e.g. input Engineering in Wakefield.
- Reduce any gaps in your employment / skills / knowledge and further strengthen your applications by accessing relevant courses / voluntary work / placements.
- Be persistent! (if you don't ask, you don't get!).
- Attend Jobs Fairs and Work Clubs to find out about upcoming vacancies.
- Tell others what you are looking for, and ask family/friends to keep an eye out.
- Send applications in advance of the closing date, as some employers close positions when they have enough applicants, e.g. NHS.



- Consider registering with an employment agency – a temporary job may lead to something permanent, at the very least it gives you useful experience.

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