

Top Tips for Jobseekers

These tips have been compiled by our very experienced team of advisers.

- ✓ Read the job description and minimum job requirements – only apply if you meet these requirements - the job may sound great but if the employer wants grades or experience that you don't have, you are likely to waste your time and the prospective employer's time by applying. If you are unsure, don't hesitate to call the employer - or Connexions if you heard about the job through the Connexions team
- ✓ Make a good impression right from the start - listen to your voicemail message and check your email address - will an employer find them business-like and mature? Make sure you check your Youtube and facebook entries too!
- ✓ Show that you can follow simple instructions - if the employer has asked for a CV to be emailed, that's what they want, so email it rather than sending by post.
- ✓ Pay attention to detail.....on all written communications with prospective employers. Check spelling and grammar on your CV, letters and forms. If you haven't already sent a CV, take 2 copies along to the interview: one for you to remind yourself of details, and one to give the interviewer.
- ✓ Do it yourself! - if you need to call the employer, do it yourself. If someone else does it for you, it looks as though you lack confidence or are not very interested.
- ✓ Think about the journey - even if you get a lift to the interview, make sure you have checked how you would get to work on your own. Is it a reasonable journey by public transport? The following website can help you plan your journey: www.intalink.co.uk
- ✓ Be enthusiastic and open-minded - maybe you applied for this job because you couldn't get your first choice. Don't let the employer know they are your second choice. They will want to offer the job to someone keen. If you get this job, you may like it, or at least be able to use it as a stepping stone to your dream job.
- ✓ Show an interest - find out about the industry, company and specific job you are applying for. The company's web site will give you plenty of ideas that will allow you to show how much effort you have made e.g. "I see from your web site that you have other offices – would I have the chance to visit these?"
- ✓ Keep a record - keep a record of what jobs you have applied for with dates of each step e.g. when application sent, when telephone interview held, when interview is planned for. Unless you do this, it's very easy to get muddled and miss an important date

Applying 'on spec': Most jobs are found through networking or by speculative applications. Use your personal contacts, friends and family to find out about jobs. Look in local telephone directories, web business directories (such as www.yell.com), trade magazines in the library, employment agencies and so on. Look out in the newspaper too for new companies moving to your area.