



Job hunting is never an easy task and it can feel very demoralising when you aren't having much luck in finding a job that interests you. The job hunting process can be made a whole lot easier if you know the right places to look and the right people to talk to. Your chances of securing new job opportunities heavily relies on finding the right strategies to use and implement. However, finding a new job should also be seen and felt as an exciting time. You are one step closer to finding your dream job or a job that you think will challenge you more or help with your personal development.

The world is your oyster and the options are endless for you so don't sell yourself short.

So let's delve into some of our tips that we recommend doing and using when finding your new job;

Tip 1: Decide on your goals



Now is the perfect opportunity to be able to take a moment and think about what your career goals and aims are, it's a chance to decide what your dream job is and where this will be. By doing this you can then determine the type of job that will best help you on the career path you wish to go down. Goal setting is a great way to plan out different aspects of your life and will be extremely helpful when you want to narrow your job search down. It's also a great chance to consider your own personality traits and how these will play a massive part in the decision of the job pool you review. Certain working environments will work better for certain people and this will lend itself to the types of jobs that will be best suited. So ... Grab your pen and paper and begin jotting down your career goals and start narrowing the job search down to benefit your personal wants and needs.

Tip 2: Create a stand out CV and Cover Letter



Creating a stand out CV is one of the most important actions you can do when you're job hunting. This document is the KEY when prospective employers are deciding if they want to talk to you further or invite you in for an interview. Hiring managers have busy schedules and therefore the first glance of your CV is the most important. Keep your information concise and relevant to the job you're applying for, list all relevant qualifications, degrees, education and work experience to help showcase your skills, abilities and achievements. You're selling the best version of yourself so make it stand out from the crowd and put effort into making it resemble the individual you are.

Although a great CV could get you that dream job, writing a compelling cover letter that will catch the recruiter's eye and encourage them in wanting to read your CV is just as important, if not more. In some situations where the job role has had an influx of applicants, recruiters may simply just view

cover letters to help decide which CV's are worth looking at. In other words it's crucial your cover letter grabs their attention and draws them in. Keeping it concise, this is your chance to inform the recruiter why you are the best person for this job. This is prime time to let your fantastic personality seep out onto the page. We recommend you include key phrases and skills that they mention in the job description to show that you have carefully read it and will enable to recruiter to put a tick in the box next to the points you've explained you can do.

Tip 3: Utilise job search websites



When searching for a new job, a really useful tool to help you filter down your choices are job search engines like 'Indeed or Glassdoor'. Platforms like indeed are free to create an account and give you the ability to easily narrow down your searches. You can add different filters such as location, salary range and job type which helps to tailor your search and bring up vacancies that match your requirements. It's an effective way to find job roles that will suit your skills and wants. Job search websites allow you to save and favorite job listings to make it easier for you to review the again and it gives you the ability to apply for roles by simply adding your CV and any other documents they require. These job application status's can be tracked to inform you what stage your application is at and also lists all of your applied vacancies together so you can easily see them. Another great function these job search websites have is the ability to be able to switch on 'job alerts' for any jobs that fit your desired criteria. These alerts get sent straight to your email address and gives you a short cut to viewing the job listing. These tools are here to make your life easier so don't be afraid to use them for your own advantage.

Tip 4: Using social media to look for jobs



We all love using social media but did you know that social media is a fantastic place to look for jobs. A vast majority of companies in today's era have a huge presence across a variety of platforms such as Facebook, LinkedIn, Instagram and twitter. It's a good idea to follow company pages you are interested in so that you can keep up to date with their content and news. Most companies will also post any job vacancies or positions they have available so it's always worth keeping an eye out on posts so that you can apply as soon as you see something of interest.

As great as social media is it's also good measure to consider how you present yourself across platforms as potential employers can see this if you plan on reaching out to companies with your personal profile. Just be mindful about what you post to give yourself the best chance possible of being considered for the role.

Tip 5: Speak to your personal network

The beauty of having a personal network is that when on the hunt for a job we can inform our friends, family and acquaintances that we are looking for a new challenge and this can help to bring valuable leads or help give you an idea of other companies who are hiring. Having a network who can keep you updated if they see any job vacancies pop up or get wind of anything in the pipeline is a great way to help you find a role sooner.



Tip 6: Always prepare yourself for interviews



You get that phone call... You've been called in for an interview, this is a massive achievement and you should be proud of yourself for getting to the next stage in the application process. You want to make sure that you are thoroughly prepared and ready for this interview so that you can truly show the recruiters that you have done your research and come across in a very positive light.

A good way to start prepping for this interview is to begin researching the company and looking through everything on their website. You want to try and find out any company history that they've outlined, the values the business holds, the company culture and on most company websites you can also see a team profile page that will give you the chance to see who has what roles within the firm. You will be able to use this information within your interview to show that you have done your own research and are aware of what the company does and how it runs.

It's also good practice to browse online a bunch of typical interview questions that you can prepare for in advance and have an idea of how you'd answer before the interview. Although not all of these questions may come up it's still good to have an idea of how you'd answer certain interview questions so that you can practice your interview skills. Planning and preparation could be the difference between you landing your new dream job or looking underprepared and unorganised but we know you want to smash this so give it your best shot.

Although we've just given you our main top 6 tips when you're looking for your new job we also have some other pointers that you should consider while you're on the hunt.

- Be open-minded
- Confidence is key – Remain confident
- Keep tailoring your CV to match the job description
- Use this time to learn new skills
- Stay motivated and have a positive mindset



- Begin developing a healthy life style
- Be flexible where you can
- Prepare wherever possible



Hopefully now you're feeling somewhat less nervous about your new job hunt and can start implementing a good strategy in finding it. Job hunting can be challenging at times but if you approach it with a positive can-do attitude and start following our tips above we are sure you will be on track to finding that dream job of yours. There is plenty of support you can gain from the internet so remember to use any helpful tools available to you and be proactive in your search, it will help you get a job sooner than you realise.

Good Luck!

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