|  |
| --- |
| 10 ways to find a job |



# 10 WAYS TO FIND A JOB

Finding a job can be done in many ways. To increase your chances of success, plan your job search and use different methods.

Figure out where and when you can find jobs you’re really interested in. Remember, different industries hire differently, so focus on the ways they typically do things. Research online and talk to people in the industry to learn more. Mixing up your job search methods can help you find the right job for you. Here are some different ways you can try.

1. **Job boards and online vacancy sources**

General graduate recruitment sites such as the ones listed below, provide job listings in various sectors and careers advice

* [www.prospects.ac.uk](http://www.prospects.ac.uk)
* [www.targetjobs.co.uk](http://www.targetjobs.co.uk)
* [www.milkaround.com](http://www.milkaround.com)

Check out the job profiles on the Prospects website to find special job sites. For example, the software engineer profile has links to relevant job boards. Also, look at job ads to find new roles or companies to apply to. Save job sites you like, get email alerts, and check them often for updates. If you see an interesting ad but the job isn't exactly what you want, keep an eye on the company's own job page or contact them directly.

Don't miss out on opportunities by focusing too narrowly on job titles. Sometimes, organisations describe similar roles in different ways. Look at the job description and person specification to see what the job really involves.

1. **Employer websites**

There may be specific companies that you are interested in working for. But bear in mind some employers will not advertise their vacancies via job boards. So, it is important you check their websites regularly for suitable vacancies

Find out more about the organisation by following them on social media and follow up with a speculative application.

1. **Making the most of your contacts**

About a third of university graduates land a job at a company where they've previously worked through internships, volunteering, or part-time gigs. Make the most of your connections by asking current or former employers for tips on how and where they hire, and what qualities they value in candidates. Use this insight to narrow down your job search and consider which experiences will be most beneficial for you and why.

Your contacts might also offer extra hands-on experience. For instance, if you've worked part-time in retail, you could inquire about shadowing opportunities at their main office.

1. **Events, talks and workshops**

Going to events is a fantastic way to expand your network and get useful insights for your job hunt. Learn about what's going on in their company and industry to boost your understanding, and discover their recruitment methods.

To leave a lasting impression and differentiate yourself:

* Research who will be attending.
* Think of questions in advance that aren't easily found on their website.
* Have an updated CV ready to share

 Keep an eye on your careers website and professional organisations for information about talks and job fairs.

1. **Social media**

A professional online presence is always useful. Effectively utilising online networking sites such as LinkedIn and Twitter will allow you to;

* Follow companies you are interested in
* Expand your range of contacts
* Follow industry developments and trends
* Hear about events where you can network at
* Join relevant industry, alumni, and interest groups
1. **Industry news**

Develop your commercial awareness by reading articles in sector specific blogs or magazines, such as New Scientist or The Economist.

Search career sites for your industry (e.g. marketing or pharmaceuticals) to find additional news sources. Use this knowledge to demonstrate your motivation and enthusiasm for both the company and industry on your application and at interview.

1. **Unadvertised jobs and speculative applications**

An estimated 70% of jobs are never advertised. Once you have found potential employers you would like to work for, send them your CV and a speculative covering letter explaining your interest and how your skills and experience would fit that particular organisation.

1. **Employment and recruitment agencies**

Before using an agency, look at the jobs on their website to see if they are applicable to you. Be open to both temporary and longer-term jobs, as temping can be an excellent way to build your experience, gain contacts, and potentially secure a permanent position within the company.

Find agencies at [www.agencycentral.co.uk](http://www.agencycentral.co.uk).

1. **Professional bodies and associations**

These organisations often publish a list of their members online which you can use to identify potential employers. Many also provide industry news, careers advice, information on training, events, and job listings.

1. **Business directories**

Online business directories provide lists and details of
organisations you can search by sector. This is a useful way to find small and medium sized enterprises (SMEs). Search directories to find potential employers you can research further and apply to speculatively if they are not currently advertising any roles. Using specific criteria in a search engine such as “marketing assistant jobs London” or “environmental start-ups London” can uncover particularly useful results.

See:

* [www.ukmallbusinessdirectory.co.uk](http://www.ukmallbusinessdirectory.co.uk)
* [www.londondirectory.co.uk](http://www.londondirectory.co.uk)
* [www.yell.com](http://www.yell.com)

**Think**

**Think broadly**
Don’t limit your search by only looking at certain industries or employers. For example, accountants don’t just work for finance companies, but organisations ranging from engineering firms to fashion houses. It is likely there are a huge number of roles and companies with exciting
opportunities that you have never even heard of before.

**Think flexibly**
Few graduates walk straight into their dream job. Be open to other roles and types of organisation where you can build the skills you need. For example, you may want to work in a finance role, but data entry or admin roles in a finance department could be an excellent springboard.

**Think methodically**
Looking for work is time consuming. Set yourself realistic goals (e.g. research 10 employer websites in one afternoon) will help your efficiency and keep you motivated. Make a note of roles you’re interested in and their deadlines. Also, keep track of all the roles you apply for and keep copies of every application that you send.

**Think positively**
It can be frustrating and disheartening if you don’t hear back from an employer you’ve applied to or are not shortlisted for a role you really wanted. This happens to everyone at some point. It’s important not to give up but to use the experience to improve your future applications. Always ask for feedback and find ways of learning from it.

**Checklist**

* Keep note of the jobs you’ve applied to.
* Keep copies of your applications to help you prepare for interview.
* Get friends or family to proofread your application. Employer feedback reveals many are immediately rejected due to grammar mistakes and typos.
* Keep track of deadlines.

If you find that you are not getting shortlisted it might be time to take a step back. Are you applying for the right type of roles appropriate to your level of skills and experience? Is your CV or application effective?

Make an appointment with your careers service to discuss your options and get feedback on your CVs and applications.

-------------------------------------------------------------------------------------------------------------------------------------------------------------------