



Finding a Job

There are many different ways of getting a job – from word-of-mouth (i.e. telling everyone you know that you are looking, so that they can tell you about jobs they see advertised) to registering with recruitment agencies.

Here are some good ideas for finding a job:

- Buy a local newspaper with a job section – or have a look on job search websites such as **indeed.com** or **totaljobs.com**. Do this every week and follow up on any jobs straight away – call for an application form
- Register with the local Job Centre and have regular appointments with an advisor who can help you find suitable opportunities. They can also help you to get on training courses that might help you get the job you want
- Register with local recruitment agencies – some employers do all of their recruiting through an agent so might not advertise the job elsewhere.
 - Give the agencies your CV and consider temporary jobs that they might have available – these can sometimes lead to a permanent job, especially if the company likes you.
 - You don't have to pay the agency to register. The company with the job vacancy pays the agency to find a suitable worker.
- Send your CV to every company that employs people to do what you want to do.
 - Send a covering letter with your CV that highlights your strengths and experiences that would make you a good employee.
 - Personalise the letter to the company, and address it to a specific person (e.g. the head of the department you want to work in).