

JOB SEARCH TIPS

Finding a job, is a job!

Prepare well, keep positive & achieve success!

Tip 1: Get your CV together

Your CV is the document that will assist you in marketing yourself as a good potential employee. It is critical that it gives the right impression, especially if you're going to be competing with 100s and possibly 1000s of other workseekers.

Tip 2: Get your CV in as many places as possible

You can never have your CV in too many places when you're unemployed and looking for an opportunity. Consider uploading it to the many free job portal websites and keeping it handy in case you come across an opportunity in the newspaper or via a friend/connection.

Tip 3: Check the newspapers

Almost all newspapers have a "Recruitment/Vacancy" section. If these are not daily, then they appear at least once per week. Make sure that you get the newspaper and go through the vacancies to see if any are suitable & then apply. Consider following up your application with a telephone call.

Tip 4: Consider temping

The stats show that many young people get their first experience through temping. Why not register with a local temp agency and make yourself available for short-term assignments. Not only will you get experience to add to your CV, you'll have the chance to try out different occupations and work environments. Oh and of course it's great to earn some bucks too! Just make sure that the agency you're registering with is a member of a professional association, like APSO.

Tip 5: Let your network know you're looking!

Most people get their first job through someone they know. Whilst you don't want to harass your friends and family, be sure to let them know that you're available. Why not consider offering your services as a volunteer? That will give you some experience to put on your CV and give you a chance to prove your worth. Who knows, you may even get a job?

