

# JOB SEARCHING TIPS



If you find yourself needing to start to job search here's a useful reminder about the **key things to focus on** and where to go to find out what jobs are available.

# JOB SEARCH

## Your job search checklist

- ☐ **Update your CV**  
Make sure it has all your employment history, experience and key skills.
- ☐ **Tailor your CV**  
Tweak your CV to make the most relevant parts to the job you are applying for stand out.
- ☐ **Network**  
Ask people you used to work with, in the playground, neighbours or relatives if they know of jobs.
- ☐ **Take time on applications**  
Even the long ones, employers will decide if you are the right fit by reading them!
- ☐ **Stay resilient**  
Remember not to take it personally if you don't hear back about a job.

## Where to job search online



Use job search sites to find out about particular roles, there are lots of sites but here are a few ideas to start you off;

[www.indeed.co.uk](http://www.indeed.co.uk)

[www.totaljobs.com](http://www.totaljobs.com)

[www.cv-library.co.uk](http://www.cv-library.co.uk)



Remember you can apply directly on major employer sites too, for example in the NHS or Councils, and you can also Google sector related jobs ie: 'jobs in construction' or 'jobs in finance'.

## Finding help



Many of the job search sites have helpful information within them, but you might also find the following organisations useful;

### The National Careers Service

<https://nationalcareers.service.gov.uk/>

Current employment support projects running in Essex are listed on this site

[www.livingwellessex.org/work-and-learning/finding-work/finding-a-job/](http://www.livingwellessex.org/work-and-learning/finding-work/finding-a-job/)

Remember that you can always get in contact with your local **Job Centre Plus** to find out about local employment support projects.



To find out more please check out our website

[ENABLEEAST.ORG.UK/HEADSUP](http://ENABLEEAST.ORG.UK/HEADSUP)