

Selected extracts from...
You're Hired!

The COMPLETE Guide

**To Successful
Job Searching**



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	Page
Contents	
Create a Job Search Profile	3
Get Prepared	4
11 Ways to Find Jobs	5
Using Recruitment Agencies	8
• Types of agency	8
• Advantages of using agencies	9
• Disadvantages of using agencies	9
• Where to find agencies	10
• 9 Tips to maximize your success	10
Finding Jobs through Networking	11
• Building up contacts	11
• 7 Tips to maximize your success	12
Job Fairs Opportunities	13
• 7 Tips to maximize your success	14
Making Speculative Approaches	15
• 4 Tips to maximize your success	16
A Speculative Letter Example	18
A Networking Letter Example	19
Final Message	20

Job Search Profile

Approaching your job search in the right way can reap significant benefits, not only in finding jobs, but also in winning them.

Although many people put time and effort into writing a good cover letter and resume or CV, many plough into their job search without proper thought and the right planning. Those that succeed in finding good jobs often do so by chance, but chance is not something you want to rely on. Far better to stack the odds of finding the right job in your favor by having a considered job search plan. That way you target the right jobs with the highest chances of success.

Begin by getting pen and paper and identify your wants, needs and abilities by answering these three questions:

- What would I **like to do** for a living? What are my interests, passions?
- What **can I do** for a living? Where does my knowledge and experience take me? Where can I use my skills, abilities, qualifications and attributes well?
- What are the **practical considerations**? How much do I need to earn to live? How far away can I work? What hours do I need? etc....

This gives you a **job search profile**.

Do this first because when you begin your job search it helps focus your mind on what’s important to you and prevents you from getting distracted by other interesting opportunities that may not ultimately suit you. Only explore those job vacancies which match your job search profile and you’ll be focusing your energy in the right place.

You will still get rejections and it’s important

(Continued in the full book)

Job Search Preparation

As with most important activities, planning will be key to your success. Here are some important steps to take at the start of your job search activity:

- Have a system so you can organize your job search. How you do this is up to you but make sure you can easily follow your progress. Some people are happy with a notebook. Others will prefer a ring binder with dividers.
- Keep a diary showing the tasks you did today and a to-do-list for tasks you still need to carry out.....

(Continued in the full book)

Where to Find Jobs

There are many ways to find work. The most common involve approaching companies in response to vacancies they have advertised and most jobseekers **only** do this. But you can also approach companies speculatively. Since up to **80%** of jobs aren’t advertised, speculative approaches shouldn’t be ignored.

Some job sources are obvious and we only mention these to remind you. Others are less obvious and we provide more information and advice on these.....

(continued in the full book)

Recruitment Agencies

The good news is that there are many good quality employment agencies around. The bad news is that there are some who promise much but don’t deliver. The secret to success is finding the right one or ones for you.

Shop around. Don’t always assume.....

(continued in the full book)

Networking

Few jobseekers use it but “networking” is one of the best ways to find “hidden” job opportunities. It’s simply about using personal contacts you’ve built up to find out about non-advertised jobs.

We’ve already said that up to 80% of jobs aren’t advertised so having somebody on the inside who knows about vacancies can give you a real edge. As they say, “it’s not what you know but who you know”.

To be an effective ‘networker’ you must be.....

(continued in the full book)

Speculative Letter Example

John Wiseman
325 Winebottle Road
Philadelphia
PA 66644

2 Sept 2008

Mr David Major
Design Director
Jacobs Manufacturing
Sacramento
California
94205

Dear Mr Major

There was a reference in the Weekly Courier last Thursday that caught my interest.

I see

(continued in full book)

Networking Letter Example

Tom Clancey
1456 Maple Lane
Sacramento
California/United States
94203

3 Sept 2008

Miss Sally Swan
Sales Manager
ABC Electronics
Gerard Place
Sacramento
California
94205

Dear Miss Swan

I first met you at the Electronics Fair in

(continued in full book)