

Top Tips for Job Searching

Job searching can feel overwhelming. These tips are designed to help you stay focused, present yourself well, and improve your chances of securing the right role.

1. Be clear on what you are targeting

- Define the type of role, industry, and level you are aiming for.
- Focus your search rather than applying for everything.
- Check job descriptions carefully to ensure a strong match.

2. Tailor every application

- Customise your CV and cover letter for each role.
- Use keywords from the job advertisement.
- Clearly show how your skills and experience meet the role requirements.

3. Keep your CV concise and relevant

- Aim for 2–3 pages maximum.
- Focus on achievements, not just duties.
- Use simple formatting that is easy to read and scan.

4. Write a strong cover letter

- Address the selection criteria directly.
- Explain why you are interested in the role and the organisation.
- Keep it professional, positive, and brief.

5. Use your network

- Let people know you are job searching.
- Reach out to former colleagues, managers, and industry contacts.
- Many roles are filled through referrals before being advertised.

6. Make the most of LinkedIn

- Keep your profile up to date and aligned with your CV.
- Use a clear headline and summary that reflect your skills and goals.
- Follow organisations and engage thoughtfully with industry content.

7. Prepare thoroughly for interviews

- Research the organisation, role, and sector.
- Prepare examples using the STAR method (Situation, Task, Action, Result).
- Practice answering common interview questions.

8. Stay organised

- Track where you have applied and any follow-up dates.
- Save copies of job ads and applications.
- Set reminders for interviews and deadlines.

9. Look after yourself

- Job searching can take time. Pace yourself.
- Maintain routines and take breaks when needed.
- Seek feedback and support where possible.

10. Keep building your skills

- Consider short courses, certifications, or volunteering.
- Upskilling can improve confidence and employability.
- Show recent learning on your CV and LinkedIn profile.

If you would like tailored advice or support with your job search, our consultants are here to help.