

# JOB-HUNTING TACTICS

THERE ARE MANY WAYS TO FIND A JOB. USING A VARIETY OF METHODS IN YOUR SEARCH WILL BOOST YOUR CHANCES OF SUCCESS.

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## Job boards and online vacancy sources

Browse adverts not only to find roles to apply to but also to discover new job roles or potential companies you could investigate. Looking at job descriptions will also give you a sense of the kinds of skills and experience that employers are looking for. Job boards such as **targetjobs.co.uk** and **prospect.ac.uk** are online graduate job boards that cover a range of sectors. If you would like to work in a particular sector, **prospect.ac.uk/types\_of\_jobs.htm** contains information on job roles, experience and skills needed as well as links to specialist job boards.

Also search your careers service job vacancy website.

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## Professional bodies and associations

If you know the sector you want to work in, websites for professional bodies and associations are good sources of information. You can find sector news and events which can help you build your commercial awareness and make useful contacts for networking. Often, they list their members which are a good source of potential employers and may have their own job listings.

Search **totalprofessions.com/profession-finder** to find the associations relevant to you.

See 'Speculative applications' PAGE 35

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## Speculative applications

A large number of jobs are never advertised. If you find an organisation you would like to work for, contact them directly with a speculative application. Send your CV and a cover letter explaining your interest. Make sure you target your application, showing how your skills and experience would fit the organisation.

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## Events

Events are a good way to network and make contacts as well as discover organisations and job roles which may be new to you. They can also help you gain valuable information about what organisations look for in candidates and where and how they recruit. Find events by checking your careers website for details of talks and fairs on campus and across London.

See 'Why events are essential' PAGE 20

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## Connecting with people – in person and online

Meeting new people – or 'networking' – can help you find out more about a sector, job roles and routes in. Start with people you know – consider contacts from any previous work experience, internships, volunteering or co-curricular activities you have been involved in. Ask for tips and advice on which roles and opportunities are available as well as the recruitment process.

Using social media can also be a good way to connect with people professionally. Look for alumni from your department and university. Who is currently working in roles or companies that interest you? A professionally worded message may result in some great opportunities.

Taking time to connect with people will help you make personal links with organisations – helping you become less of a faceless CV and more a motivated 'human' candidate for future jobs or internship opportunities.

See 'Making connections' PAGE 21

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## Employment / recruitment agencies

Be open to temporary as well as longer term jobs, as temping can often be an excellent way to build your experience and gain contacts to get your foot in the door. Find agencies that specialise in graduates or the sector you are interested in at **agencycentral.co.uk** or **rec.uk.com/help-and-advice/jobseekers**.

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## Internships and summer placements

Internships and summer placements are a great way to make contacts while also converting your academic knowledge into work-based skills. Having an internship on your LinkedIn or CV looks great, and it's widely known that having work experience will increase your chances of success when going for a graduate opportunity. Don't forget: your careers service can help you when applying for internship and placement opportunities!

See 'Experience matters' PAGE 10

