

How To Find A New Job



Looking for a new job? Then we are here to help!

It doesn't matter if you're brand new to jobseeking, you're looking for a career change, or you've been on the hunt for a while – finding the right role is not always easy.

Recruiters have a vast wealth of experience to share, so here is our step-by-step guide to finding a new job.

“Figure out what you want to do”

You are sure you need, or want, a new job – but what is it that you actually want to do? Whether you are looking to progress onto a more senior role, you want to start a graduate scheme, you need to change careers, or you are just in need of a change of scenery – it all informs your job search.

If you are struggling to figure out what you want, consider how your skills, interests, and priorities match up with the typical duties you'd find in a certain job. Take into account factors like location, working hours, and salary.

Once you are sure of what you want to do, you can create a list of all the potential job titles to incorporate into your search.

“Look in the right places”

Registering with a recruitment consultancy is a great way to find work – especially if you’re looking in a specific sector. This approach will also allow you to get one-to-one advice from a consultant. Alternatively, the easiest and most effective way to find a role is by using a job board. Not only will they allow you to upload your CV and start applying for vacancies instantly – but some will also have responsive sites and mobile apps available, meaning you can search for jobs wherever you are.

Or, if you’re keen on working for a particular employer, but they aren’t currently hiring – you can reach out to them directly using a speculative cover letter. Networking, local newspapers, and social media can also be great tools for finding the right job.

“Write (and/or refresh) your CV”

Even if you already have a CV, it’s vital to spend some time making sure it’s up to date before you start your job search. Although you’ll still need to tailor it to each role you apply for, having the basics covered (e.g. formatting, layout, and your most recent work history/skills), will make this process much easier.

Whether you use a CV template, go for a more creative CV layout, or start from scratch after figuring out how to write a CV – you’ll be on the right track to impressing future employers. Just make sure it’s short, succinct, and relevant. Any longer than 2 sides of A4, and you run the risk of rambling (and/or boring the recruiter with your life story).

“Build your online presence”

Building your own professional brand is a great way to stand out to recruiters. Potential opportunities to sell yourself include writing your own blog, sharing any events or conventions you attend on social media, or connecting with useful contacts in your industry. Not only does this give off a positive impression, it also helps to back up any skills, abilities, and experience you’ve mentioned in your application.

If you’re looking for work in the creative industries in particular, showcasing examples your work online is often a must-have when it comes to proving your skills. Just make sure you’re not painting yourself in the wrong light; because over sharing can be a potential turn-off to employers.

Remember: privacy settings are there for a reason.

“Tailor your applications”

Once you’ve figured out what you want to do and where you’re going to look, it’s time to start applying for roles.

Firstly, make sure you’re searching in the most effective way – whether it’s through broadening or restricting your search, alternating the job titles you search for, or introducing boolean strategies. Then, once you’ve found a role you’re interested in – make an effort to sell yourself, through carefully tailored applications. This means using the job description to highlight your most relevant skills and experience in your CV and cover letter. Although sending the same ones every time might save you time, it’s far less likely to impress an employer. It also won’t prove your suitability



NHB Recruitment Solutions Ltd
Unit 7,
Carlton Yard,
Victoria Road Farnham,
Surrey,
GU9 7RD



01252 597012



info@nhbrecruitmentsolutions.co.uk

Company Registration - 8604644

“Check back daily”

Searching for a job can be a time consuming task. Not only do you have to spend time searching for the right role and submitting a good application, you also have to wait to hear back from recruiters. Instead of putting all your faith into one vacancy or waiting around to get a call back – it’s vital to keep your search moving. Especially because new jobs are added every day, and submitting an application quickly is vital if you want to beat the competition.

All it takes is a quick check in to job sites, employer websites, and social media pages daily to make sure you’re in the loop. And, if you’re registered to reed.co.uk – you can use your saved searches to set up job alert emails, giving you immediate access to the latest jobs.

“Prepare for the interview”

Great news: you’ve been invited to interview - but how do you prepare?

Aside from figuring out what type of interview you’re attending (whether it’s phone, video, group, or one-on-one), it’s also key to research the company, role, and potential questions you’ll be asked.



NHB Recruitment Solutions Ltd
Unit 7,
Carlton Yard,
Victoria Road Farnham,
Surrey,
GU9 7RD

01252 597012
info@nhbrecruitmentsolutions.co.uk
Company Registration - 8604644