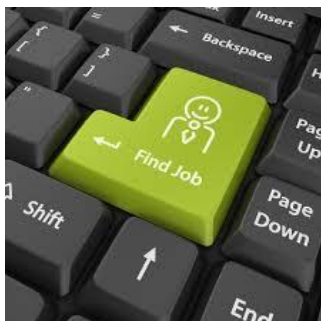


## Top tips for getting a job

- Join several job search websites, such as [www.monster.co.uk](http://www.monster.co.uk) or [www.reed.co.uk](http://www.reed.co.uk) and create a profile.
- Consider joining employment agencies.
- Set up email alerts, so you don't miss any and save time by only looking at job vacancies relevant to you.
- Create an online presence - promote yourself!
- Tailor your CV to the job you are applying for. If the advert asks for someone who is 'organised, outgoing and able to work as a team' make sure you demonstrate those skills on your CV.
- Clean up your social media presence. Many employers now check prospective employee's Social Media pages before they hire them so don't have pictures of you falling out of nightclubs.
- Apply to a few jobs well rather than lots badly.
- Research the organisation and role you are applying for.
- Send a covering letter in with your CV whether the advert asks for it or not.



- On your CV, focus on your achievements, rather than just your duties.
- Don't believe everything you hear in the media; there are unfilled jobs out there!
- If you are unsuccessful, ring the company for feedback as to why you were unsuccessful and learn from it.