



Top tips for getting a job

As you probably know, at the moment the competition is high when looking for a new job therefore it is essential that you put 100% effort in to maximising your chances! Don't worry - we are here to help!

We will do our best to support you in any way possible. Here are a few tips to get you started:

- **Your CV is your selling tool.** Ensure this document is interesting and **sells your skills**. Your opening (*personal profile*) should include:
 - o What you are currently doing
 - o What you are looking for
 - o Your greatest achievement which will help you progress in to the role you want
 - o Key skills to match the job you are applying for or which are transferable to a new role
 - o Your key strengths, including skill and mind-set
- Include **IT skills** in your CV as well as any **training courses** you have attended and any **testimonials** you have received.
- Include your **LinkedIn account** on the CV.
- Channel all of your efforts into finding a company who have a job which is **right for you**.
 - o Do a Google **search** on competitor companies in the industry you currently work in or / and industries you would like to work in.
 - o Look out for job roles which **reflect your qualifications**; be realistic though. Some job roles require certain qualifications or experience in order to fulfil them, if you don't have this you may need to retrain or undertake an internship.
- **Explore all possible routes** to finding your perfect job: direct applications (company's websites), digital job boards, recruitment agencies and personal contacts. In certain industry sectors you may benefit from undertaking an **internship** in order to gain relevant industry experience.
- As you are applying for roles, remember the companies you are applying to may well be researching you! Ensure **social networking** sites and blogs reflect you in the best possible way. Alternatively ensure you have set strict privacy settings.
- Once you have secured an interview – **check out our interview tips**.
- On **interview**, make sure you **look the part**. You should always be suited and booted, remember first impressions count! For more in depth tips, please look at our interview tips downloads.

One of the final and most important things to do before looking for a new role is to reflect on what you are doing now! Do you know where you want to work and how you want your career to



progress? What are the reasons for your move? Is it worth talking to your present employer before your search to make sure they could not offer you a better package or new challenge?

Careers Advice

While we will do our best to advise you on all aspects of your job search, it is sometimes appropriate to seek external help. If required, we may refer you to MB Skills & Coaching, a service set up by Matt Brill in 2014 designed to assist you with the following areas of your job search.

- CV Writing
- CV Refresher and General Advice
- Cover Letter Writing and Support
- LinkedIn and Social Media Profiling
- Job Search and Approaching Employers
- Job Applications
- UCAS Statements
- Interview Techniques Advice for Jobs and University
- Mock Interviews
- Career Options
- 1-2-1 and Group Workshops

With over 12 years' experience in providing employability and training advice to individuals, groups and corporate customers, MB Skills & Coaching can guarantee a professional, honest and individually tailored service to suit your personal requirements. Having written in excess of 1,000 CVs and cover letters for a range of clients from differing backgrounds, Matt Brill can help you.

Where required, Matt also offers corporate outplacement services to staff of organisations making redundancies, in the form of tailored workshops and 1-2-1 support in any of the aforementioned areas. Packages can be tailored to suit your budget and needs, so if you would like to make an enquiry or you'd like to book an initial **FREE** consultation, please contact Matt Brill on **07884 311716** or email info@mbskillsandcoaching.co.uk.