

## **Job Hunting Do's and Don'ts**

**DO** think about what you enjoy, what hobbies you have, what experience you have and what skills you have. This will help you find a career that is best suited to you and your lifestyle.

**DON'T** rely on just one method of job searching. Use a wide range of sources to find jobs.

**DO** adapt your CV to a specific job so that the employer can match your skills and experience to the job advertised.

**DO** take a good look at the job advert, and highlight your relevant key skills, knowledge and experience before you write your CV.

**DON'T** rush when you are making an application to an employer.

**DO** research the company and the role when putting your CV, Cover Letter or Application Form answers together.

**DO** make sure you tailor your content to the position you are going for.

**DO** ask a friend to read over everything just in case you miss any spelling or grammar mistakes.

**DO** your research. Find out as much as you can about the employer and the job, ask for some company literature or use their website. Find out what they do and what the job role involves.

**DO** follow up the interview with a letter or email to the interviewer thanking them for their time and expressing your interest in the role.

**DON'T** get disheartened if you do not get one of the first jobs you apply to. If you are informed that you have been unsuccessful then wherever possible ask for feedback. Take this feedback on board and apply it to the next interview.