



Guide to Job Searching

Part 2

Week 2: CV and cover letter preparation



Creating an effective CV and cover letter is crucial to your job search. This worksheet will help you prepare and tailor your application materials to maximise your chances of landing a job. These days, especially with the advent of AI scanning it's best to keep a CV as simple as possible. Ideally we want our CV to be no more than 3 sides of A4 but 2 sides is preferable. Be sure to match your CV to the specific role you are applying for. **Keep in mind with both the CV and the cover letter how you can add value to the organisation and the role.**

There are some very useful AI tools out there that can significantly streamline and enhance CV creation. It can analyse job descriptions to identify key skills and requirements, helping you tailor your CV to specific roles. AI-powered tools can suggest impactful action verbs and industry-specific keywords to improve your CV's visibility in applicant tracking systems. These tools can also help optimise your CV's format and layout for better readability. While AI assists in crafting a polished CV, remember to review and personalise the final product to ensure it accurately represents you. See the section further on about using AI to help in the process

Essential V Desirable Skills in Job Applications

When applying for a job, you'll often encounter the terms "essential" and "desirable" skills. Understanding the difference between these two is crucial for crafting a compelling application.

Essential Skills

These are the core competencies that a candidate must possess to perform the job effectively. They are non-negotiable and typically outlined in the job description. If you don't have these skills, you're unlikely to be considered for the role. Taking a customer service job as an example:

- Good communication: Being able to talk and listen clearly to customers.
- Problem-solving: Figuring out how to help customers with their problems.
- Patience: Staying calm and helpful, even when customers are upset.

Desirable Skills

These are skills that would be beneficial to have, but are not strictly necessary for the job. They can give you a competitive edge over other candidates. Employers often look for these skills to fill gaps in their team or to enhance the overall performance. Again taking our customer service job as an example, these are the desirable skills required:

- Experience: Having worked in a customer service job before.
- Computer skills: Being able to use computers to help customers.
- Product knowledge: Knowing about the products or services the company sells.

Example:

Imagine you're applying for a job at a phone shop.

- Essential skills: You need to be able to explain phone plans clearly, solve problems like a broken phone, and stay calm if a customer is angry about their bill.
- Desirable skills: It would be helpful if you've worked in a shop before, know how to use the store's computer system, and understand the different phone models.

THE 3 S'S OF A CV

Strategy
Structure
Substance



"A CV needs to be built to perform, not just exist"

Identify the role

- Job title
- Company
- Job description summary

Tailor your CV

Now its time to match your skills and experiences to the job specification.
(Continue the list below for as many as you can)

- Required skill 1: Your matching skill
- Required skill 2: Your matching skill
- Required skill 3: Your matching skill
- Required experience 1: Your matching experience
- Required experience 2: Your matching experience

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Things to include

- Name, contact phone no, Email
- Add a simple professional statement that is an overview of your main skills try for 75 -100 words. Include one sentence mentioning the name of the company you are applying to.
- Add 6 main headline bullet points that demonstrate your key Skills/Attribute
- Then begin with your employment history. You must start with current and then work back. All dates should be accurate. There should be no gaps in your timeline, and you must explain honestly if there are any, what you were doing during that period.
- For each employer you should show Start date, End date, Company name, position held, reason for leaving
- Give a brief 50-word description of the role followed by no more than 6 bullet points of your main duties.
- Repeat this for employment up to 15-20 years depending on how it fits on CV. More than that you can state further history available upon request.

Also include the following:

Tailor your CV: Customise your CV for each role you apply to, emphasising your skills and experiences most relevant to the job specification.

Use Action Verbs: Start bullet points with strong action verbs (eg, managed, implemented, co-ordinated with

Quantify Achievements: Where possible, use numbers to quantify your achievements, ie Increased sales by 5%, worked as a team of 10 people

Keep it concise: Aim for a clear and concise CV

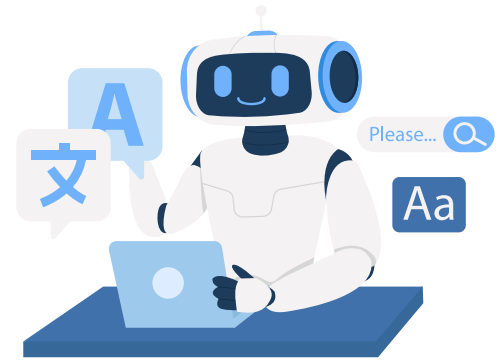
Professional format: Use a clean layout with clear headings and bullet points

Add - Hobbies and Interests: Aside from the usual, consider if you have any interests that align with the company's goals/aims. For instance can you demonstrate that you are passionate about the same things they are in your every day life?

Add - Professional references: (2 should be sufficient unless otherwise requested)

Ideally these should be from previous employers but if you do know of any professionals such as GP, solicitor, accountant etc these may be okay

Using AI for CVs



ChatGPT

Harnessing AI tools like ChatGPT can significantly aid in refining your job application process. However, it's essential to recognise that while AI offers valuable assistance, it inherently lacks the intricate skills and nuanced understanding of a human. Therefore, while relying on AI-generated content can establish a strong foundation, it's crucial to continuously review and refine them and provide contextual and personal information to demonstrate soft skills and tailor to align with the employer's job role specifications.

Prompts for ChatGPT

1. I am going to give you a job specification for a role I would like to apply for. I will also be giving you information about my experience. I want you to match my experience, skills and attributes to the job description and i would like for you to act as a career's guidance advisor throughout the session and create a CV. Is that understood?
2. Please ensure all spelling and grammar is UK, is that understood?
3. Now enter as much information as you can about yourself or alternatively any existing CV you may have. Include any gaps and ask ChatGPT to help fill those gaps i.e. I have not worked for 6 months due to raising a family. Please can you add this to my CV along with the appropriate skills involved in raising a family in relation to the job role.
4. We can begin the refining process. Have a look through the suggested CV and add/change at this point anything that has been missed or alternatively delete anything not applicable. ChatGPT can be generic so if you add personal metrics this will help. For example, How many customers might you serve in a day, how many people were in your team, or how much did sales increase whilst you were there. What did you add personally to the role for instance a positive friendly and empathetic approach.

Give ChatGPT your next prompt

5. Based on the information so far please can you write a personal/professional statement in less than 75 words relevant to the job description.

6. Read this carefully, again checking for spelling. If you are happy you can now copy/paste this into the relevant part of your CV. **Ensure you clear all existing formatting** and then begin reformatting in line with your chosen style for your CV. This is very important from now on. You must remain consistent with the formatting as any differences will be easily spotted and likely eliminate you from a possible interview. Be sure to keep your CV layout as simple as possible as AI algorithms do not like lines, photos, boxes etc.

7. Beneath the personal statement it is a good idea to do 6/7 Key skills that highlight your overall employment attributes.

8. Now you can begin entering the most recent information about yourself. Enter the dates you started at your last employer to when you left or current if you are still there. If you haven't worked recently just put in Work Gap and explain what you were doing. Then add your reason for leaving

9. Put in a brief summary of about 40 words of your role and then add 6 or so bullet points again include metrics i.e. if you worked as part of the team state how many worked in the team

10. Repeat this for the last 3/4 employers or up to 20 years. Beyond that you can say further information available on request.

11. Remember to keep checking spelling and formatting. Also if you worked for example as a waiter and you are not sure what to put in, just go to ChatGPT and enter what are the main roles and skills required for a waiter

12. Complete the Education and training section and then hobbies and interests

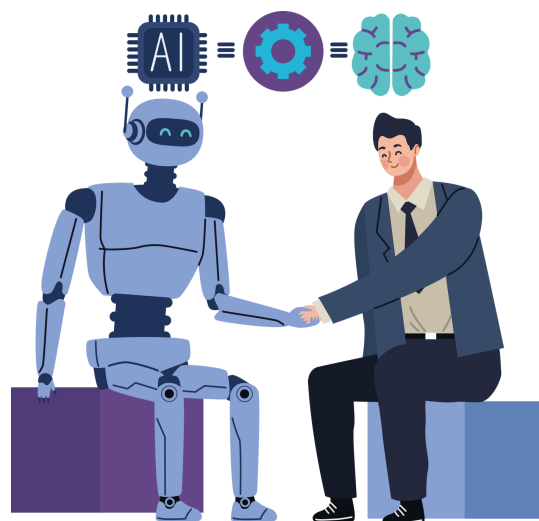
13. Read through again and make sure the language and grammar is authentic and true to yourself. Be honest and personalise the CV to ensure it sounds like you. Employers will always spot if the language and structure does not reflect your personality when you arrive at an interview.

14. Now finally, add a statement saying that references are available upon request.

15. Finally once the CV is complete put it into a free AI detector and ensure it comes across as natural:

<https://copyleaks.com/ai-content-detector>

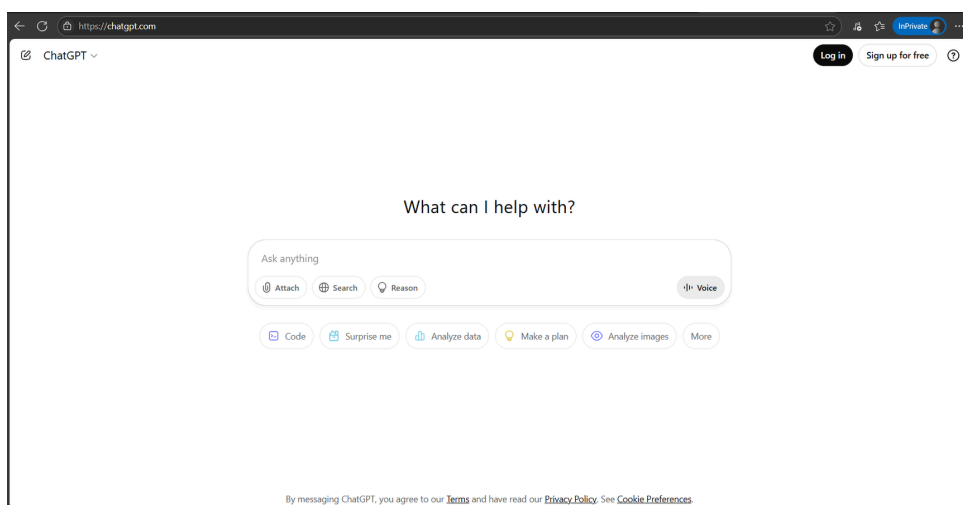
Don't forget: Improving your job application with the support of AI can be of great value. However, it's crucial to acknowledge and understand the limitations that come with relying solely on AI during the process.



Be sure to consider the following:

- Tailor your application: Remember that AI may not capture the nuances of your unique experiences and personality. Always review and customise your application.
- Check the AI formatting and spelling: Ensure to check for grammar and spelling/ AI tends to use American spelling by default. Use an AI detector and grammar check to eliminate as many errors as possible
- Review your application and check for UK spelling. Also, do not just copy/paste straight into the application as there may well be differences in formatting, and you may leave in some of the prompts/responses.
- Highlight human skills: Whilst AI is great for quantifying/qualifying with metrics, be sure to showcase soft skills such as communication, collaboration and flexibility
- Interaction: It is important when preparing your CV to remain being you. Do not use vocabulary or language that you would not normally. When you arrive for an interview, an employer will soon see if you present yourself and speak differently from your job application. Be authentic and genuine.

You can also use ChatGPT to write a cover letter. Enter the job description and then your CV and ask it to write a brief cover letter that highlights your skills, experience, achievements whilst relating to the job description. Ask it to say why you want to apply for the position and how it would suit you. Once again, review and refine the answers ensuring throughout that your answers are personal and genuine.



What happens when you submit your CV?

1. Your CV goes into a system (not a person)

Most companies use an Applicant Tracking System (ATS) — software that stores and processes applications.

At this stage:

- Your CV is uploaded into a database
- The system extracts key details (name, contact info, job titles, dates, skills, etc.)
- Your application is attached to that specific job posting

So no human has necessarily seen it yet.

2. Automated screening often happens next

Before any recruiter looks at it, your CV may be:

- Keyword-scanned – the system checks if your CV contains relevant skills (e.g., “Python,” “project management,” “Excel,” etc.).
- Filtered by basic criteria – like:
 - Location
 - Visa status
 - Years of experience
 - Required qualifications

If you don't pass this stage, your CV might be automatically rejected without a human ever reading it. This is why people say “AI rejected my application” — but it's usually just software filters, not a smart AI judging you personally.

3. Then a human may review it

If you pass the automated screening, your application typically goes to:

- A recruiter / HR person
- Or a hiring manager

They'll then actually read your CV and decide whether to shortlist you. At this point, a real person is involved.

4. In some companies, AI is used again

Even after a human sees it, some companies now use:

- AI to summarize candidates for recruiters
- AI to rank applicants
- AI to compare candidates against job requirements

But final decisions are usually still made by humans (at least for now).

Why this matters for you

Because of this process, your CV should be:

- Clear and well-formatted (so ATS can read it)
- Keyword-aligned with the job description
- Not overly fancy or image-based (ATS can struggle with those)

Broadly speaking, the same pattern applies to most major online job sites like Totaljobs, Monster, CV-Library, Reed, LinkedIn Jobs, ZipRecruiter, etc. The difference is mostly how much automation is used, not whether it's used at all.

Where sites can differ



Tends to be more automated because:

- Many employers receive huge volumes of applicants
- Indeed has its own internal matching and ranking tools
- Some employers use "Indeed Screening Questions" to auto-filter



These are often used more by:

- Recruitment agencies
- Smaller or mid-sized companies

This can mean:

- Slightly more chance of a human review
- But ATS screening still very common

In practice, though, your CV is still likely going through software first.

How ATS views CVs

What Is ATS?

Most employers use a computer system called an Applicant Tracking System (ATS) to filter applications. ATS does not read your CV like a person. It scans it like a form and asks: “Do I see the words and requirements I’m looking for — yes or no?” For entry-level and essential roles, this is usually automatic filtering, not ranking.

How ATS looks at your CV

When you upload a CV, ATS immediately:

1. Strips away design. Only plain text remains. It ignores:

- colours
- tables
- columns
- icons
- logos
- graphics

2. Breaks your CV into fields - It tries to find

- Job titles
- Company names
- Dates
- Skills
- Certificates
- Location
- Availability

If it can’t find these, it assumes you don’t have them.



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3. Matches words literally

Example:

Job advert: Warehouse Operative

Your CV: Logistics Assistant

The system may not match them, even though a human would.

4. Applies yes/no rules - For many jobs, one “no” = rejection:

No SIA licence → rejected

No right to work → rejected

No availability → rejected

What ATS Actually Sees

You see: Friendly team player with great communication skills

ATS sees:

✗ Nothing useful

You write: Served customers at till, handled cash and card payments

ATS sees:

Skill: Customer service

Skill: Cash handling

Skill: POS system

CV examples: What AI sees vs What you write



1. Warehouse Worker – Amazon

What ATS is looking for

- Warehouse experience
- Picking & packing
- Scanning
- Manual handling
- Targets

What ATS extracts

Job title: Warehouse Operative
Environment: Warehouse
Skills: picking, packing, scanning, loading
Physical role: yes

ATS-friendly CV wording - Warehouse Operative – Amazon

- Picking and packing customer orders
- Using RF scanners
- Loading and unloading pallets
- Working to daily targets
- Following health and safety rules



2. Security Guard - Large Company

What ATS is looking for

- SIA licence (mandatory)
- CCTV / Door Supervisor
- Patrols
- Incident reports

What ATS extracts

Licence: SIA Door Supervisor
Role: Security Officer
Duties: patrols, access control, reporting

ATS-friendly CV wording - Security Officer, ABC Security

- Access control and visitor logging
- Site patrols
- Incident reporting
- CCTV monitoring

Certifications (Put at top of CV):

- SIA Door Supervisor Licence (valid to 2027)



3. Retail Assistant - Tesco

What ATS is looking for

- Customer service
- Till use
- Cash handling
- Stock
- Flexibility

What ATS extracts

Role: Retail Assistant

Skills: customer service, cash handling, stock

ATS-friendly CV wording - Retail Assistant, Tesco

- Serving customers at tills
- Cash and card payments
- Stock replenishment
- Shelf facing
- Supporting promotions



4. Receptionist/Administrator - School

What ATS is looking for

- Admin experience
- Phone/email handling
- Microsoft Office
- Safeguarding awareness
- Data entry

What ATS extracts

Role: Administrator

Skills: admin, phones, email, data entry

Sector: education

Safeguarding: yes

ATS-friendly CV wording - School

Administrator/Receptionist

- Answering phones and emails
- Visitor sign-in and safeguarding procedures
- Data entry and record keeping
- Using Microsoft Word, Excel, SIMS



5. Care Worker

What ATS is looking for

- Personal care
- Medication support
- Moving & handling
- Care records
- DBS

What ATS extracts

Role: Care Assistant

Tasks: personal care, medication, records

DBS: yes / willing

ATS-friendly CV wording - Care Worker

- Personal care (washing, dressing, toileting)
- Supporting medication
- Meal preparation
- Updating care notes
- Companionship and emotional support

Why Simple CVs Work Best

ATS Likes

- ✓ Simple layout
- ✓ Clear headings
- ✓ Exact job titles
- ✓ Bullet points
- ✓ Plain language

ATS struggles with:

- ✗ Creative wording
- ✗ Fancy design
- ✗ Columns
- ✗ Icons and symbols

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CV Top 10 Checklist

Your CV is your first impression to potential employers, so it should be clear, professional, and to the point. Ideally, it should be no longer than three sides, with a simple, well-structured layout that is easy to read. Avoid pictures, text boxes, or graphics, as they can distract from the key information as well as confuse an AI ATS (Applicant Tracking Scanner). Focus on highlighting your skills, experience, and achievements in a concise and straightforward manner to make a strong impact.

1. Spelling and grammar

Bad spelling and grammar are one of the quickest ways to get your CV discarded. If you submit a CV with errors employers will assume that you don't care enough about the job to proofread your work or even run it through a spell-checker.

Furthermore who would trust you to handle the responsibilities of a full-time job? Ensure you read through your CV several times or even get another person to check it as well.



2. Graphics and Pictures

Graphics and pictures can become a serious problem when applying to companies that use software to automatically scan through job applications, otherwise known as an applicant tracking system (ATS). Keep graphics to a minimum so that your CV is clean, professional, and easy to read.

3. Avoiding generalisations

Describing your previous work in vague terms like “responsible for” or “tasked with” without providing detail about your actual accomplishments or actions doesn't communicate much about your qualifications. Instead, a good CV demonstrates experience and uses metrics. Use bullet points to describe the specifics of your experience and uses a combination of hard numbers and action verbs to highlight what you actually accomplished in your previous position.

4. Fonts and Layout

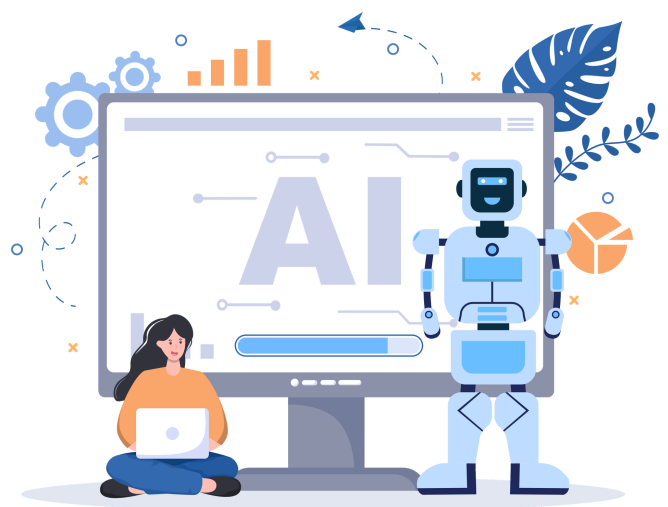
Unprofessional and hard to read fonts are guaranteed to turn any hiring manager off. Additionally, stylised fonts are difficult for application software to process, making it even more likely that your CV will get rejected. Use simple clear easy to read fonts set to around 12pts. While the content of your CV is ultimately what employers are most interested in, a sloppily formatted CV can immediately ruin your chances of getting an interview. Inconsistent spacing, misaligned icons, random font sizes will give the impression that you are not professional and don't have an eye for detail.

5. Avoid an autobiography

Recruiters/HR departments don't have much time to look at each CV. Making your CV longer than 2/3 sides and listing every job you've ever held, will overwhelm busy hiring managers. Your most important qualifications get overlooked. Not only that, but if you only have a couple of years of professional experience, making your CV too long comes across as over-confident.

6. Don't completely leave it to AI

Relying too much on an AI generated CV will likely lead to rejection. Whilst AI is most certainly a useful tool to aid you, you cannot just copy/paste into your CV. Firstly it will easily become apparent that you haven't taken the time to personalise it and secondly it will get picked up by the recruiter's software. AI also likes to use certain buzzwords and phrases that are an absolute giveaway your CV has been AI generated



7. Exaggeration and misleading information

Always be open and honest in a CV. Lying or overstating experience and qualifications can lead to rejection or termination of contract further down the line.

8. Unexplained gaps in employment

Unaddressed gaps can raise concerns for employers. If you have employment gaps, briefly explain them in a positive light.

9. Irrelevant Personal Information

A most glaring mistake a candidate can make is that their CV is providing too much irrelevant personal information. You should avoid sharing too many personal details on your CV because it comes across as unprofessional. Instead, focus on the skills and experience that will help you with the daily job responsibilities/specifications.

10. Sending the same CV to different employers

Avoid submitting the same CV for every job application. Tailor your CV to match the specific job description, highlighting relevant skills and experience. One of the most common mistakes job seekers make is sending out the same generic CV to every employer without tailoring it to the specific job they're applying for. A "one-size-fits-all" approach significantly reduces your chances of standing out to hiring managers because it doesn't highlight how your skills, experiences, and qualifications match the unique needs of the company or the job description

CV Action Words

Using active verbs at the beginning of bullets to describe your role and strengths will keep your CV clear, concise and confident.

LEADERSHIP SKILLS

Administered
Analysed
Attained
Chaired
Planned
Lead
Prioritised
Reviewed
Scheduled
Increased
Oversaw
Coordinated
Directed
Strengthened
Consolidated
Delegated

COMMUNICATION SKILLS

Negotiated
Organised
Coordinated
Facilitated
Lead
Attained
Planned
Delegated
Improved
Established
Reviewed
Scheduled
Liaised
Supervised
Trained
Recommended
Reviewed

ADMINISTRATION SKILLS

Arranged
Complied
Collated
Assisted
Dispatched
Prioritised
Scheduled
Planned
Collected
Coordinated
Processed
Generated
Implemented
Screened
Referred
Recorded
Monitored

SUPPORT SKILLS

Supervised
Enabled
Recognised
Assisted
Monitored
Guided
Educated
Negotiated
Facilitated
Referred
Represented
Adapted
Demonstrated
Assessed
Motivated

TEACHING SKILLS

Communicated
Coached
Developed
Coordinated
Explained
Adapted
Motivated
Encouraged
Trained
Guided
Facilitated
Enabled
Constricted
Clarified
Advised
Evaluated
Demystified

FINANCIAL SKILLS

Appraised
Balanced
Budgeted
Forecasted
Generated
Projected
Appraised
Audited
Managed
Decreased
Calculated
Allocated
Computed
Analysed
Administered
Reviewed

CREATIVE/ INNOVATIVE SKILLS

Revitalised
Established
Integrated
Designed
Created
Founded
Developed
Illustrated
Initiated
Oriented
Originated
Planned
Shaped
Customised
Introduced
Fashioned

TECHNICAL SKILLS

Analysed
Remodelled
Designed
Devised
Evaluated
Engineered
Programmed
Developed
Resolved
Identified
Maintained
Remodelled
Solved
Upgraded
Operated

RESEARCH SKILLS

Investigated
Collected
Analysed
Extracted
Clarified
Identified
Evaluated
Surveyed
Summarised
Systemised
Reviewed
Critiqued
Collected
Diagnosed
Inspected

OTHER VERBS

Resolved
Orchestrated
Restored
Ensured
Enlisted
Assigned
Conducted
Screened
Allocated
Transformed
Reduced
Improved
Maintained
Investigated

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Writing a cover letter

A cover letter should be a concise, brief, tailored document that complements your CV. It should begin with your contact information and a personalised greeting to the hiring manager. The opening paragraph should state your interest in the position and briefly introduce yourself. Follow this with one or two paragraphs highlighting your relevant skills and experiences, providing specific examples of how your qualifications match the job requirements. Also, explain your interest in the company.

Conclude with a paragraph that reiterates your enthusiasm, requests an interview, and thanks the reader for their consideration. Throughout the letter, focus on demonstrating your value to the employer and how you can contribute to their goals. Keep the tone professional yet engaging, and ensure the letter is free of errors. Remember, the cover letter is your opportunity to make a strong first impression and set yourself apart from other candidates.



Template: Cover letter

Your name

Your address

City, postcode

Email address

Phone number

Date

Employers name

Company name

Company address

City/postcode

Dear (employers name)

I am writing to express an interest in the (job title) position at (company name). With (number) years of experience in (your field), I am confident in my ability to contribute to (company name) mission and values.

In my previous role at (previous company), I (describe a key responsibility or achievement that relates to the role). Additionally, my skills in (relevant skill 1), (skill 2) and (skill 3) make me an ideal candidate for this position.

(Company's name) commitment to (something about the company you admire) aligns with my values and career goals. I am particularly impressed by (specific aspect of the company) and I am eager to bring my expertise in (your field) to your team.

I would love the opportunity to further discuss how my background, skills, and certifications can be in line with the needs of (company name). Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Yours sincerely

(Your name)

Cover Letter Structure

(Be sure to customise your letter for every role).

Make sure you have researched the company and understand their aims and mission statement

- Your contact information
- If you have the name of someone specific, address them by name
- Introduction - a brief paragraph stating who you are, what position you are interested in, and your relevant skills and accomplishments
- A further paragraph (or two) expressing why you are applying and what you know about the company. Explain why you think you would be a good fit and where and how you can add value
- Finish by restating your interest, thanking them for their time and you would welcome an opportunity for an interview or can make a suitable time available for a telephone conversation

End of Week 2

Reflection Tracking



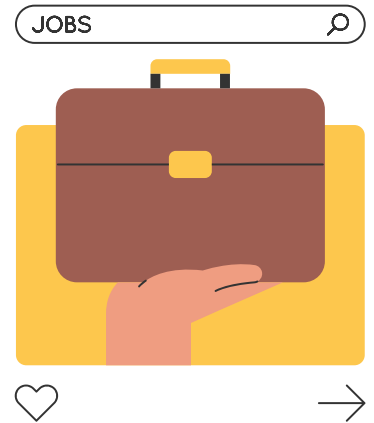
Reflect on your progress at the end of each week. Note any accomplishments, challenges and adjustments needed.

Reflect on your overall progress and plan for each week.

- 1. What were your biggest accomplishments this week?**
- 2. What challenges did you face and how did you overcome them?**
- 3. What tasks or goals were not completed and why?**
- 4. What will you do differently next week?**
- 5. Set goals for next week:**

Optimising your job search opportunities

Being proactive in job hunting involves taking initiative and creating opportunities rather than passively waiting for them. Start by clearly defining your career goals and ideal job roles. Regularly scour job boards, company websites, and professional networking sites for openings.



Don't just apply online - reach out directly to hiring managers or employees in your target companies. Create a network by informing contacts about your job search and asking for introductions or referrals. Attend industry events, job fairs, and networking meetups to expand your connections. Consider creating a personal website or portfolio to showcase your skills. Stay active on professional social media, sharing industry insights and engaging with potential employers. Don't shy away from speculative applications to companies you admire, even if they haven't advertised openings. Continuously update your skills through courses or certifications to stay competitive. Remember, persistence and creativity are key in proactive job hunting.

Proactive Job Searching

Approach Companies via Their Websites

Identify companies of interest

Company 1:

Company 2:

Company 3:

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Visit Company Websites:

List the website URLs for each company and describe the process for finding job vacancies:

Company 1 Website: URL:

Steps to find vacancies:

Company 2 Website: URL:

Steps to find vacancies:

Company 3 Website: URL:

Steps to find vacancies:

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Register for Notifications:

Describe how to set up job alerts or notifications for each company:

Company 1:

Company 2:

Company 3:

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Example:

Steps to find vacancies:

- Go to the Aldi Careers website.
- Enter your postcode in the job search bar.
- Browse the available positions.
- Set up job alerts for future opportunities.

Company: Aldi

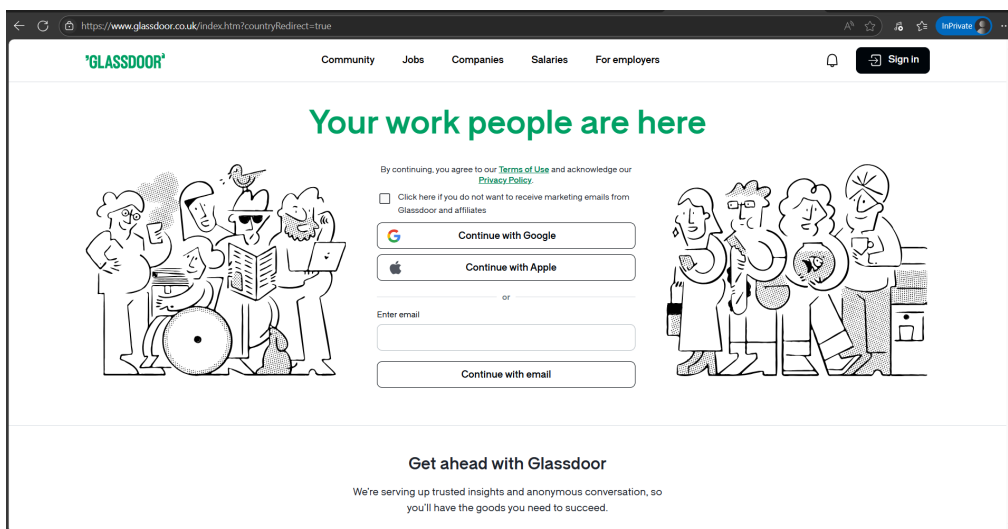
Website: [Aldi Careers](#)

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Benefits of using Glassdoor

Glassdoor is a valuable job search tool that offers more than just job listings. It provides insights into company cultures, employee reviews, and salary information, helping you make informed decisions about where to apply. Glassdoor's transparency empowers you to understand the work environment, potential career growth, and interview experiences from current and past employees. Additionally, the site offers tools to compare salaries, benefits, and company ratings, making it easier to find a job that aligns with your values and career goals.



Networking on LinkedIn

Setting Up a LinkedIn Profile

Create or Update Your Profile:

- Add a professional photo.
- Write a compelling headline.
- Summarise your skills, experience, and career goals

There are some great videos on YouTube to help with this:

Heather Austin <https://www.youtube.com/watch?v=dOZDQpulyCQ>

Delescen Media <https://www.youtube.com/watch?v=bZ2xiTvVhpM&t=213s>

Connect with Professionals:

List 5 professionals or companies you want to connect with:

- Professional/Company 1:
- Professional/Company 2:
- Professional/Company 3:
- Professional/Company 4:

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Join Relevant Groups:

List 3 LinkedIn groups related to your field of interest:

- Group 1:
- Group 2:
- Group 3:

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Using Job Agencies for Your Job Search

Job agencies can be a valuable resource in your job search, especially in fields like retail, warehousing, security, and healthcare. These agencies connect job seekers with employers looking to fill positions quickly and efficiently. By registering with a job agency, you can access a wide range of job opportunities, receive support in tailoring your CV, and benefit from expert advice on preparing for interviews. Agencies often have strong relationships with employers, giving you a competitive edge in landing the right job for your skills and experience. Plus, they can help you find both temporary and permanent positions, offering flexibility to suit your needs.

Attending Job/Trade Fairs and Community Employment Services Activity: Identifying Job Fairs and Events

Upcoming Job Fairs:

- Event 1: Date, Location, Details:
- Event 2: Date, Location, Details:
- Event 3: Date, Location, Details:

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Example:

- Event: Local Job Fair
- Date: August 15, 2024
- Location: Community Centre
- Details: Over 50 companies from various industries will be present. Bring copies of your CV and be prepared for on-the-spot interviews.

Community Employment Services:

List 3 community employment services or resources you can utilise:

- Service 1: WorksforUs.org.uk [07852 963744](tel:07852963744)
- Service 2:
- Service 3:

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Subscribe to Newsletters:

List 3 industry-specific newsletters or forums to subscribe to:

- Newsletter 1:
- Newsletter 2:
- Newsletter 3:

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Continuous Learning and Development

Identifying Skill Development Opportunities both personal and industry relevant.

List of skills to develop

- Skill 1:
- Skill 2:
- Skill 3:

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Relevant Courses or Certifications:

- Course 1: Provider, Duration, Cost:
- Course 2: Provider, Duration, Cost:
- Course 3: Provider, Duration, Cost:

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Research Trending Areas:

List 3 trending areas in your field of interest and resources to learn about them:

List of skills to develop

- Trend 1: Resource:
- Trend 2: Resource:
- Trend 3: Resource:

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Example:

- Skill: Data Analysis
- Course: Google Data Analytics Professional Certificate
- Provider: Coursera
- Duration: 6 months (part-time)

By completing answering these questions you will have a well-rounded approach to optimising your job search. Proactively reaching out to companies, networking, attending job fairs, and continuously developing your skills will enhance your opportunities and increase your chances of finding a fulfilling job.

End of Week 3-4 Reflection Tracking



Reflect on your progress at the end of each week. Note any accomplishments, challenges and adjustments needed.

Reflect on your overall progress and plan for each week.

- 1. What were your biggest accomplishments this week?**
- 2. What challenges did you face and how did you overcome them?**
- 3. What tasks or goals were not completed and why?**
- 4. What will you do differently next week?**
- 5. Set goals for next week:**