

JOB SEEKING STRATEGIES FOR PEOPLE NEW TO THE JOB MARKET

Points to consider

- It can take a lot of time and effort to find a job, don't give up.
- You are likely to be successful if your search is realistic and focused and you put in the effort.
- Be prepared to review your strategies and change them if they are not working.
- You should start thinking about what type of work appeals to you. The more clearly you know where your interests lie, what you enjoy, what your talents are and which skills and strengths you want to use in your working life, the easier it is to recognise opportunities that suit you.
- The good news is that just a bit of thought and research sets you in the right direction.

Top strategies

- Register your CV on CareerLink's electronic database! That gives all our consultants immediate access to your CV and enables them to easily compare it to any suitable job vacancies registered with us.
- Visit CareerLink's Job Search section on www.careerlinksa.com or www.careerlinkrecruitment.co.za on a regular basis and search for the type of positions that you are interested in. Don't give up if you don't immediately find the positions or qualify for the positions that you are interested in – new positions are registered with us on daily basis.
- Hunt out different sources of vacancies. If you only apply for advertised jobs you'll restrict your options and have many competitors. Also ask around.
- Tailor each application and your CV to the specific job applied for. Make sure your CV highlights how your skills, study, experience and activities match the requirements of the role.
- Demonstrate a clear focus on what you're looking for and why you're applying for that specific job with that particular organisation.
- Invest time in checking the quality of your job applications. Use a simple, direct writing style and always check dates, facts and spelling.
- Ask yourself what is really important to you and what you are willing to do. Everyone has unique motivations and ambitions. Yours may be different from people you know. Writing your ideas down or having conversations may help you capture your thoughts.
- Learning what people *actually* do on a day-to-day basis is a crucial step in your job search. Understanding jobs is the best way to ensure you make the right decision for you. It is also essential for writing strong applications, which persuade a company or organisation that you are a good fit for the job. So talk to family members, friends, make an appointment with a specific company, phone, search the internet, etc. and try to find out exactly what the jobs entail that you are interested in.