



Job Hunting Tips 1



1. Choosing a Job

Starting out

- a.) Start thinking what type of work appeals to you.
- b.) Know where your interests lie, what you enjoy, what your talents are and strengths you want to use in your working life.
- c.) Looking at job advertisements for easy access and useful way to learn what jobs are available.

What jobs suit me?

- a.) Ask yourself what is really important to you and what you are willing to do.
- b.) Your friends and family may help you identify the key deciding factors for your career planning and may point out strengths that you take for granted
- c.) Think carefully about your strengths as well as the requirements of jobs that interest you and ensure you incorporate these points into your online curriculum vitae

What do different jobs entail?

- a.) Understanding job is the best way to ensure you make the right decision for you.
- b.) It is essential for writing strong applications, which persuade a company or organization that you are a good fit for the job.

2. Where to work:

- The nature of work
- Competition and popularity of certain jobs
- Economic change and business success
- Requirement for professional qualifications
- Geographical region/geographical location
- Sector and industry (private and public)
- Mobility and transport

3. Recruitment agencies/websites

How to join in:

- Submit curriculum vitae and application letter.
- You need to check and update your submissions regularly.
- Maintain a formal approach when submitting job applications via the internet or walk in applications.
- Write in proper English, checking your spelling and grammar.