

Career Development



**Advice and information for
young job hunters.**



LOTTERY FUNDED



Developing People for Life



A Causeway Rural & Urban Network Project

HOW TO JOB HUNT

Consider your Motivations.

Why do you want a particular job?

What will having this job mean to you?

This will help you keep positive throughout the job hunting experience.

Assess your Personal Qualities.

What are your strengths and weaknesses?

What transferable skills do you have?

Do you require more training or education?

Be honest with yourself, no-one is perfect.

Create an up-to-date C.V.

List all your previous educational and employment history.

If you need it; ask for help.

Consider who would make good referees and seek permission.

Do some Research.

Who could assist you in your job hunting?

What type of work would you be best suited to?

Where could you access training etc?

Create an Action Plan.

List the things you need to do and set realistic timescales.

Identify resources or help that you might need and how to get it.

Follow the plan and review it regularly.

Don't Give Up.

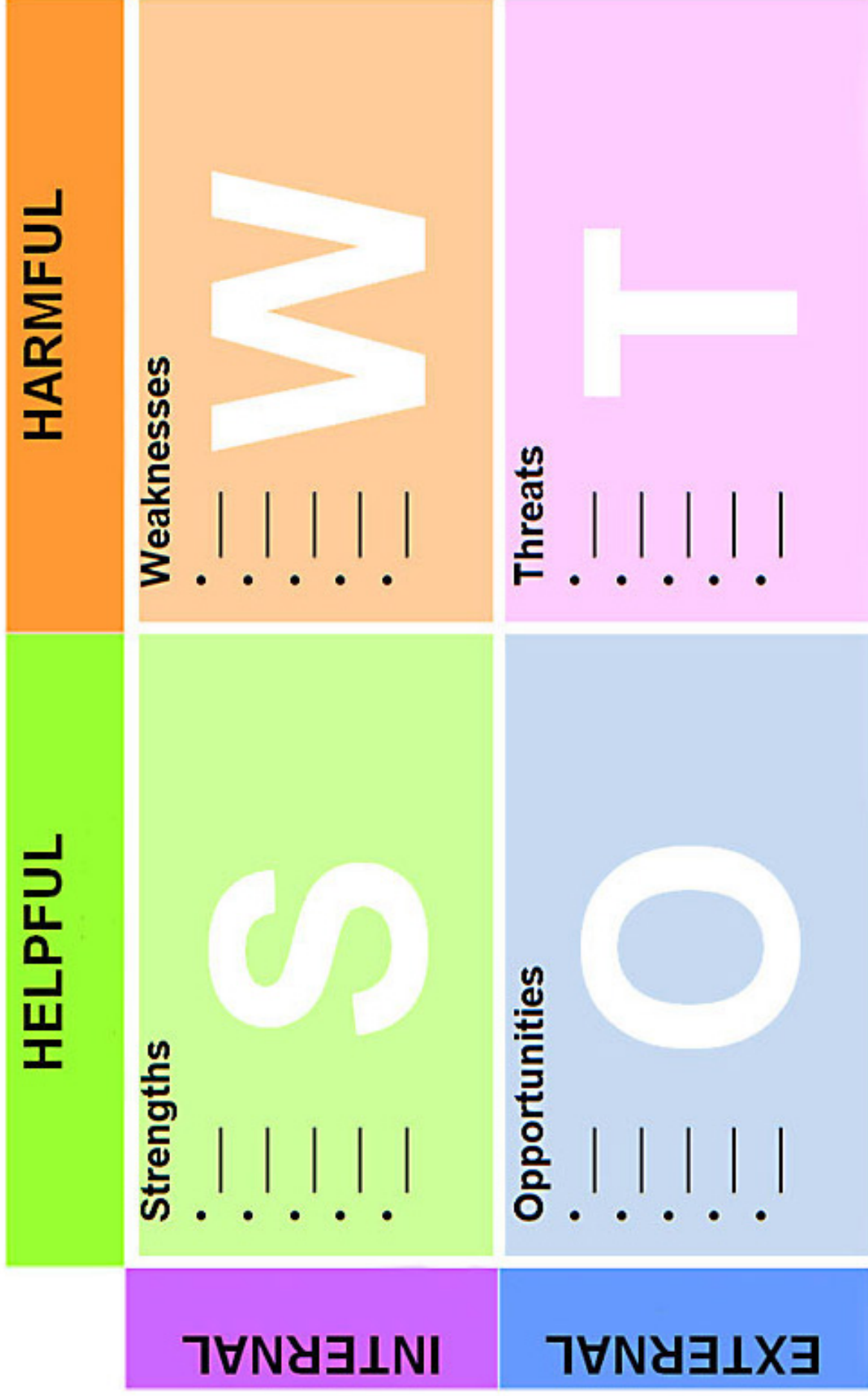
Not everyone gets the first job that they apply for.

Keep trying and stay motivated.

Consider entry-level jobs as a stepping stone.

Volunteering can get you some work experience and can lead to future employment.

SWOT ANALYSIS



Personal Statement

A brief paragraph about yourself, including age etc. List a few key qualities and your reasons for applying for this job.

Education

Qualification / Course Name	Dates
<i>Name of School / College</i> A line or two of descriptive text highlighting the key aspects and the learning that was achieved.	

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Work Experience

Job Title

Start / Finish Dates

Name of Employer

A brief job description giving details of key responsibilities etc. Keep it brief.

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Skills

List any relevant or transferable skills. Include skills such as languages, software proficiencies, driving license etc.

References

Provide the name and contacts of two people that would be willing to provide a reference as to your character and abilities. It is advisable to seek permission before using someone as a reference

ACTION PLAN TEMPLATE

Filling out an action plan will give you a clear sense of what needs to be done and give purpose in reaching your objectives.

Objective (What)	Actions (How)	Responsible (Who)	Timescale (When)	Progress (Check Regularly)

Stay Savvy Online

SOCIAL MEDIA TIPS FOR JOBSEEKERS



SPRING CLEAN

Joe Bloggs

Google yourself to find out how much digital dirt you've left all over the Internet.

DEL

Clean up as many of those incriminating photos and grumpy status updates as you can.



Change your settings where necessary, so your private life stays private.

86%

of jobseekers have a social network profile

USEFUL WEB ADDRESSES

Diamond Recruitment www.diamonddrg.com

Job Centre www.jobcentreonline.com

Jobs NI www.nijobfinder.co.uk

NI Direct www.nidirect.gov.uk/careers

Northern Regional College www.nrc.ac.uk

Princes Trust Programme www.princes-trust.org.uk

Rutledge Recruitment www.rutledgerecruitment.co.uk

YEAR Project www.crun.org



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