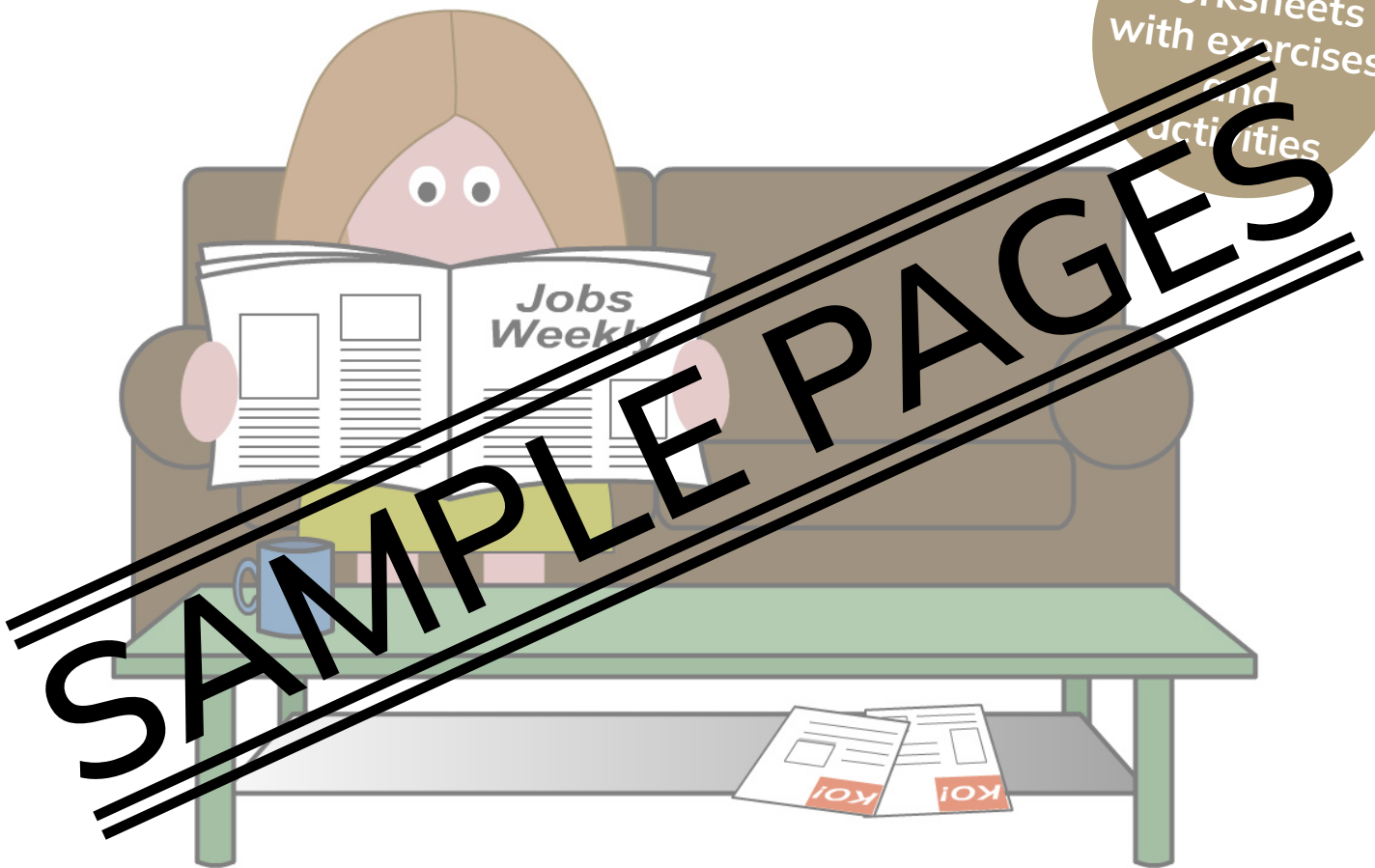


# EFFECTIVE JOB HUNTING

Includes  
worksheets  
with exercises  
and  
activities



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# Introduction

This pack has been specifically written to provide young people with the necessary tools which will help them find their first job, internship, or other form of paid or unpaid employment after leaving school. This information is also useful for those who have already gained some work experience or even those who have held a job for some time and are looking for a change of direction. While many young people will go from school to college or university or some other form of further education, the focus of this resource pack is on job hunting and accessing employment.

The advice in this publication will help jobseekers identify their strengths as well as the key skills employers are looking for. They will learn to develop greater levels of confidence and motivation—qualities which are vital in today's job market—which means they will be better equipped to present themselves positively to prospective employers.

It is important that we recognise that the direction our life takes depends to a large extent on factors over which we have a high level of control. If we can identify the various options available to us we can make a decision based on our desires, strengths and talents. First we need to decide what we want from our working life. Do we want a job with a high salary or one that commands respect and status? Are we keen to use our skills and talents in our job? Do we want to specialise in a particular area or are we happy to have a more general role without any specialist skills? Will the job of our dreams turn out to be



# Managing Your Day

The best way to tackle a job hunting campaign is to look at it as a full-time job. As with most jobs, you must undertake your job in a professional and disciplined manner.

There are two ways to ensure you organise yourself to look for a job:

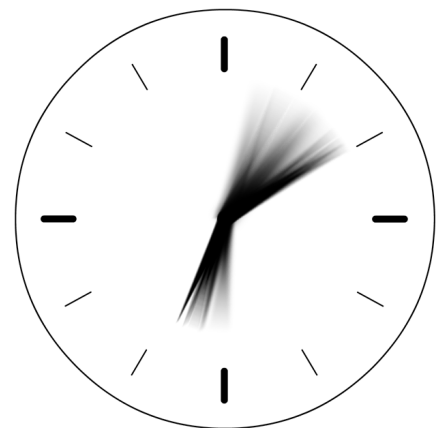
- Manage your time effectively
- Create a 'Job Hunting Tool-kit' and set up your job hunting base

## Managing Your Time Effectively

Time is precious. It is probably the most precious resource we possess. However, we often squander it away in pointless activities. We are all given an equal amount of time every day and once that day is over we can never get it back. We have 24 hours in a day and how we use our time determines how effective we will be in whatever we choose to do.

Your priority is to get a job. You therefore need to allocate a large proportion of your time to job hunting. You also need to manage this time well and the key elements to doing this are:

- Careful planning
- Setting realistic goals
- Prioritising certain tasks
- Monitoring how you use your time
- Making adjustments to the above when necessary



We are going to examine a typical Saturday during a normal week.

Give out **WORKSHEETS 3** and **4**.

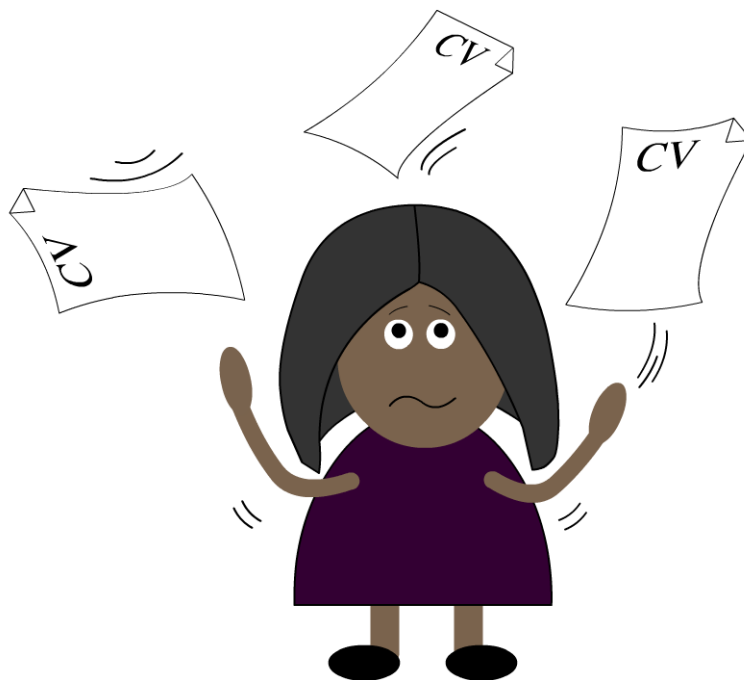
# Producing a CV

Explain to the group that the purpose of the CV session is to show them that good writing usually undergoes a process of revision, editing, reviewing and then perhaps a complete rewriting process until the writer is satisfied with the results.

This process applies to all good writing and the group should be prepared to work hard on their CVs, editing them and revising them continuously until they are satisfied that they present them in the best light.

It is also a good idea to put the CV aside once it is completed and then go back to it over a period of days or weeks to revise it rather than trying to complete it in one session.

The CV should be written with a specific job objective in mind. It may be that you are considering more than one area of work and in this case it would be beneficial to produce a CV for each type of work.



Throughout the CV session, the group will be asked to provide constructive feedback to others on their CVs. They should carefully examine each part of each CV and consider whether it achieves the objective of the writer.

# WORKSHEET

## 15/3

Have a think about the areas of your CV that you would like to expand or compress and write them below:

**I will expand the following sections:**

**I will compress the following sections:**