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# Introduction

This pack has been specifically written to provide young people with the tools to find their first job after leaving school. It can also be used by those who have already gained a little work experience or even those who have held a job for some time.

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 as satisfying as we think it will be?

We will examine a number of key job hunting activities including:

- How to identify sources of employment
- How to produce an effective CV
- How to fill out application forms
- How to write application letters
- Whether to consider self-employment
- How to present yourself at an interview
- Whether to consider further academic study

It is hoped that by providing young people with a ‘Job hunting Toolkit’, they will come to appreciate that a purposeful, planned and motivated life will bring them more success and satisfaction than a passive, aimless approach to life. They will have a better understanding of what they *can* contribute as well as what they *want* to contribute and they will develop skills and attributes which will help manage their lives and careers. The aim is to give them a clearer idea of what they want out of life and how they will go about achieving it.

# Important Components Of Job Hunting

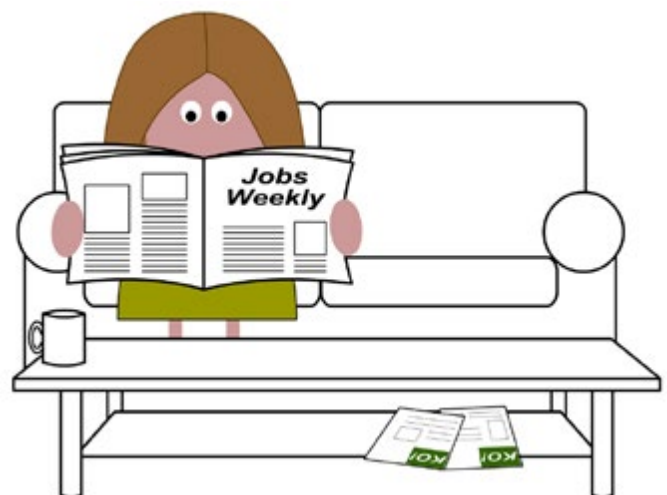
## Regular Activities

When you are looking for a job, it is important to set aside time for particular activities which are vital if you are to find suitable employment. Most of these activities can be scheduled into your diary or wall planner although some may occur without the need for planning.

Explain to the group that by keeping a record of their job hunting activities, they will be able to identify anything that may be blocking their effectiveness. They will understand the theory of effective job hunting in a practical setting and their progress or difficulties can be discussed regularly each week.

We will look at each of these areas in more detail later in the pack, but for now we will have a brief overview. You can write the following on a flipchart or whiteboard:

- Reading newspapers — both local and national newspapers. Find out on which day of the week papers publish their job sections. Don't forget the free sheets and newspapers that you find in supermarkets, on trains etc.
- Set aside a certain amount of time each week to visit your local Jobcentre as well as employment agencies. Get to know the employment agencies in your area and find out what type of work each specialises in.
- Listen to local radio stations and also local cable TV stations as they regularly present job spots.
- Look at the many job sites on the internet. This is one of the most popular and effective ways of finding a job and many organisations post vacancies on their own websites.



# Application Forms

Nobody likes filling in forms, but application forms are part of the job hunting process. Therefore it is important to know how to deal with them when you receive them.

The first thing to do with the form is photocopy it. Please do not forget this crucial first point. You will be forever grateful that you made a copy if you make a mistake or spill tea over the original!

It is likely that you will have been sent a job description and a person specification with the application form.

## Job Specification

This will provide a description of the job role and the duties required of the applicant.

Give out **WORKSHEET 22** which lists the duties required of an administration and secretarial assistant. Below the list, ask the group to write one sentence that explains why they are suitable for each numbered point. Remember, this is just an exercise in filling in an application form. They may not want to apply for this particular job, but they must write as if they are interested in applying for it. It will give them a chance to practice interpreting each point accurately as well as describing their own experience.

## Person Specification

This will provide a description of the type of person required for the job.

Give out **WORKSHEET 23** which lists the person specifications required of an administration and secretarial assistant. Below the list, ask the group to write one sentence that explains why they are suitable for each numbered point. As before, remember, this is just an exercise in filling in an application form. The young person may not want to apply for this particular job, but they must write as if they are interested in applying for it. It will give them a chance to practice interpreting each point accurately as well as describing their own experience.