

Your Job Hunting Plan of Action

Job-hunting does not need to be too complicated and time consuming! The most important thing is to be organised and to stay committed! Follow this day-by-day plan to make sure you keep on top of everything. What we have included are the general steps you need to complete. But remember, everyone's job search will be slightly different. You should add any other specific actions to this calendar that you are requested to do by our recruiters or your potential employers.

<p>Day 1</p> <p><i>Write or revise your CV (more info to be found in our resources)</i></p>	<p>Day 2</p> <p><i>Sign up to our job alerts to be kept in the loop!</i></p>	<p>Day 3</p> <p><i>Send your finalised CV to us so we can match you with employers.</i></p>	<p>Day 4</p> <p><i>Chat to one of our recruiters so they can start searching for jobs.</i></p>	<p>Day 5</p> <p><i>Browse jobs on our website. Ensure to make a note of all potential jobs no matter where you found it.</i></p>
<p>Day 6</p> <p><i>Assess all potential jobs you have found and pick your 3 most ideal ones.</i></p>	<p>Day 7</p> <p><i>Apply for 3 jobs. Remember to research what these employers want in you. Tailor your CV slightly to suit each!</i></p>	<p>Day 8</p> <p><i>Start preparing for interviews – see our other resources for help with this</i></p>	<p>Day 9</p>	<p>Day 10</p> <p><i>Follow up the jobs that you have applied for. Act on anything they have requested.</i></p>
<p>Day 11</p>	<p>Day 12</p> <p><i>Go back to your list of potential jobs and apply for 3 more.</i></p>	<p>Day 13</p> <p><i>Follow up on the jobs you originally applied.</i></p>	<p>Day 14</p>	<p>Day 15</p> <p><i>Follow up on the newest 3 job applications</i></p>

Remember that if you are struggling to find a job after a few cycles of this process re-look at your CV. Maybe you could tailor it better to emphasise the skills that the employers are looking for?

A new direction