**OP 10 TIPS FOR GETTING A JOB**

1. **Understand your skills, strengths and motivations**

What interests you? What are you good at? Apply to jobs that relate to these key interests and passions. This will make sure your enthusiasm shines through in your application. However, it is important that you don’t sit around waiting for your dream job to appear. You need to be proactive; research the industry and role you are looking to go into. You may not get the ideal job straight away, but understanding what skills and experiences you need to get there means that you can bridge the gap by building skills in other job roles.

1. **Understand the different types of employment contracts being offered**

The type of employment contract being offered could vary depending on a number of different factors, including how many hours you will work a week or how long you will be employed for. It is important to understand all the different types of contracts so you only apply for the ones that suit you. Click the link below to see a guide to the different types of contracts: [https://www.reed.co.uk/career-advice/types-of-employment-contracts/](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fwww.reed.co.uk%2Fcareer-advice%2Ftypes-of-employment-contracts%2F).

1. **Know where you can look for jobs**

Online job boards are great tools for searching for jobs as they allow you to filter through hundreds of roles at a time. We have provided a link to The Prince’s Trust’s very own Job Finder tool below so you can start your job search. However it is important to remember that not all vacancies are advertised on job boards, and if there is a specific company you are interested in, you should remember to regularly look at the vacancies on their website. Additionally, jobs in industries such as catering and hospitality are sometimes advertised on shop fronts on the high street, so remember to always be on the lookout!

1. **Use ‘Advanced Search Options’ to save time**

All the main job boards usually have an ‘advanced job search’ option where you can narrow down job roles based on criteria such as key words, location, salary estimate, and job type (i.e. full time, part time, internship, temporary). Using this tool will make sure you save time and only look at jobs relevant to you.

1. **Be selective about the jobs you are applying for**

Try to focus your search on roles that you are qualified for as this will make you more likely to get selected for interviews. This will also allow you more time to tailor your CV and covering letter to the role, which will give you a greater chance of success. However it is important to remember that you don’t only have to apply for jobs that you have done before. Think about your transferable skills and how the skills you developed in your previous job or in your home life (e.g. communication, multi-tasking skills) would make you a good fit for the role.

1. **Tailor your CV and covering letter**

Employers have to read dozens of CV’s and covering letters at a time. This means that you only have a few seconds to impress them enough to select you for an interview. Make sure that the information you put in your CV and covering letter are relevant to the role and clearly highlight that you have the skills needed to do the job. Additionally, ensure that you proof read documents – if your application has no spelling or grammatical mistakes, then it is probably already better than many of the others!

1. **Interview preparation: Do your research**

Make sure you research the organisation, as well as the role you are applying for. Be able to explain why you want to work for that company and what you have to offer. If the employers have created a job description document, make sure to read through it carefully and make notes. This is also a great way to help you think about what questions you would like to ask the interviewers at the end of your interview.

1. **Interview: Remember the CAR Technique!**

When answering questions about what skills and experiences you have, you don’t want to just focus on your duties, but how well you did them and what you achieved. The CAR technique (context, action, result) can be very useful when you are answering questions about your past experience as it shows examples of when you have shown the skills that are needed for the job. More information about the technique and how to use it in interviews is in the worksheet listed at the end of the document.

1. **Ask for feedback**

If you are unsuccessful in your application, probably the last thing you want to do is relive the experience by asking the interviewer why they rejected you. But this is the best way to progress your job search and make sure that you learn from your mistakes. It is important to remember that the feedback they give you is not criticism – it is helpful advice that you can use to improve your performance next time.

1. **And most important of all…don’t give up!**

Most job seekers are rejected by dozens of employers before getting a job. The key to getting hired is learning from your mistakes and being persistent! Don’t believe everything you hear in the media, there are lots of jobs waiting to be filled. If you find you are getting a lot of rejections, think about widening your search criteria. For instance, if you were just applying to big companies, start looking at smaller organisations that may be likely to receive fewer applications. Eventually you will find the right job for you.

**Have a go at using The Prince’s Trust’s Job Finder tool to get started looking for jobs! The Job Finder will help you to build up a great CV and search and apply for vacancies from all across the internet.**

**Click**[**here**](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fprincestrust.fuseuniversal.com%2Ftopics%2F29371%2Fcontents%2F419764)**to get started on the Job Finder**

**Click below for links to resources designed to help you on your job search:**

**Applying for a job**

[What are employers looking for?](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fprincestrust.fuseuniversal.com%2Ftopics%2F29368%2Fcontents%2F367004)

[How to tailor your CV](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fprincestrust.fuseuniversal.com%2Ftopics%2F29371%2Fcontents%2F415799)

[Cover letter template](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fprincestrust.fuseuniversal.com%2Ftopics%2F29371%2Fcontents%2F359762)

[Cover letter checklist](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fprincestrust.fuseuniversal.com%2Ftopics%2F29371%2Fcontents%2F359764)

**Interviews**

[Types of interview](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fprincestrust.fuseuniversal.com%2Ftopics%2F23735%2Fcontents%2F415932)

[The CAR technique](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fprincestrust.fuseuniversal.com%2Ftopics%2F23735%2Fcontents%2F359557)

**Feedback**

[How to manage feedback](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fprincestrust.fuseuniversal.com%2Ftopics%2F29368%2Fcontents%2F415689)

**LIST OF TOP 10 UK JOB SITES BY CAREEREXPERTS.CO.UK**

**1)**[**Indeed.co.uk**](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fwww.indeed.co.uk)**–**Indeed enables you to search jobs posted on thousands of websites.

**2)**[**Reed.co.uk**](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fwww.reed.co.uk)**–**Reed features vacancies from over 25,000 recruiters a year.

**3)**[**TotalJobs.com**](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fwww.totaljobs.com)**–**TotalJobs attracts over 6 million job seekers every month.

**4)**[**CV-library.co.uk**](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fwww.CV-library.co.uk)**–**CV Library currently has over 138,000 live job vacancies listed from across the UK, covering over 70 industries.

**5)**[**www.gov.uk/jobsearch**](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fwww.gov.uk%2Fjobsearch)**–**The official job centre website for the UK. Allows job seekers to apply for full or part-time jobs in the UK.

**6)**[**JobSite.co.uk**](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fwww.JobSite.co.uk)**–**JobSite was launched 18 years ago and matches candidates with recruiters and employers.

**7)**[**Monster.co.uk**](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fwww.Monster.co.uk)**–**Monster offers job search advice, as well as vacancies.

**8)**[**www.jobs.nhs.uk**](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fwww.jobs.nhs.uk)**–**A dedicated recruitment service for the NHS.

**9)**[**Fish4.co.uk**](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2Fwww.Fish4.co.uk)**–**Fish4jobs are visited by over 1.6 million job seekers a month. They are the recruitment section of the Daily Mirror and 100+ regional newspapers.

**10)**[**Jobs.theGuardian.com**](https://princestrust.fuseuniversal.com/redirect?to=https%3A%2F%2FJobs.theGuardian.com)**–**The website hosts thousands of vacancies including in charities, schools, government, social care, media and marketing.