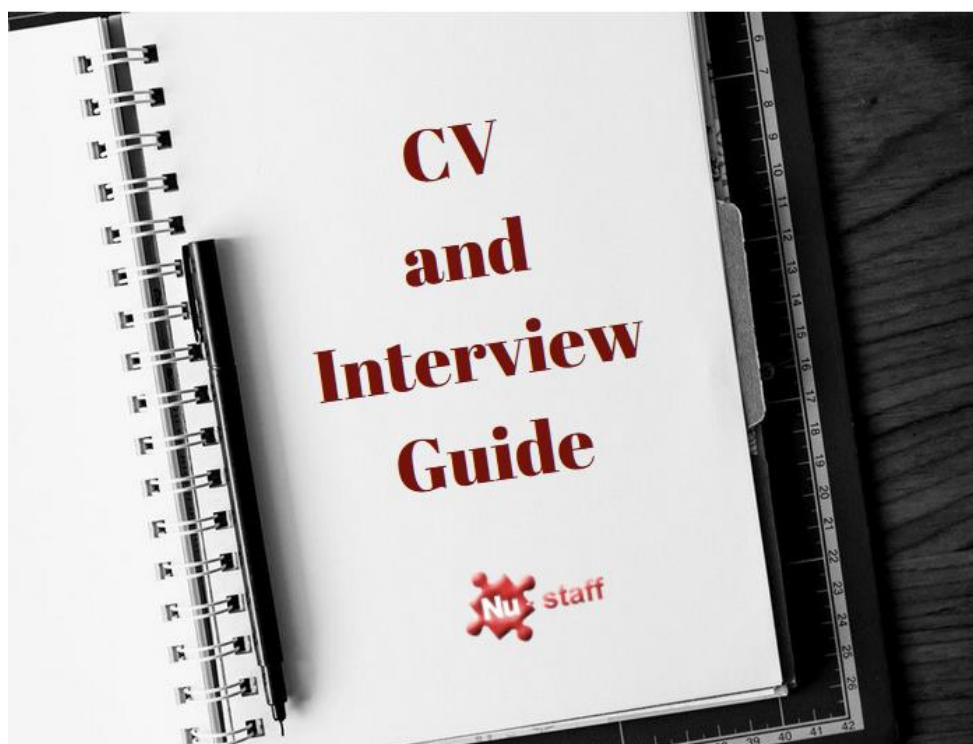




01291 628888



www.nustaff.co.uk

Nu-Staff Recruitment, Towngate Chambers, 18a Moor Street, Chepstow, Monmouthshire, NP16 5DB

How to Job search



I'm looking to find work, where do I start?

Job Boards

There are lots of job boards now on the internet and are widely used by companies to advertise jobs. You can also if you wish add your CV so you can be searched by potential employers.

There are lots out there but here are a few just to get you going:



www.monster.com



www.indeed.co.uk



www.totaljobs.co.uk



www.jobsite.co.uk



www.reed.com

Recruitment Agencies

Its always a good idea to register yourself with recruitment agency. Temporary employment can cover gaps and bring in a bit of money whilst you are searching for that ideal job. These temporary roles can sometimes lead to permanent positions. Recruitment agencies don't just deal with temporary roles they also recruit for permanent positions.

Research national and local agencies in your area.

If you live in South Wales, Bristol/Avonmouth and Gloucestershire areas, why not give Nu-Staff a call today **01291 628888** today, to book your appointment and register with us.



Social Media

Social media is becoming a popular platform for advertising job vacancies. Always worth having a look on these sites and joining job groups. Remember if you are doing this, you need to keep your profile in a 'professional' manner that you are happy for a potential employer to see. Maybe delete any photos you have on there from those drunken nights out 😊

Why not give us a follow to keep up to date with all our vacancies:



Facebook: [nustaffrecruitment](#)



Twitter: [@NuStaffRecruit](#)



LinkedIn: [Nu-Staff Recruitment](#)

Word of Mouth

This can be a useful tool for job searching. Whenever you are out and about, always make sure you let people know you are searching for work. They may know of a vacancy coming up or currently being advertised. So, ask your family and friends to keep an eye out for you.

Newspapers

Although job sections in papers have reduced drastically over the past few years, there are still some companies who choose to advertise in the local press. Have a quick read of your local paper to see what vacancies are being advertised in your area.

Hidden Job Market

Some companies choose not to advertise vacancies they are recruiting for. This can be due to many reasons. Check out potential employer's websites, give them a call, drop them an email or pop in and visit them with your CV. Always worth a shot!



CV Writing



FIRST IMPRESSIONS MATTER! Your CV is the tool which attracts an employer's attention. Those first 30-60 seconds, are your chance at gaining an Interview.

There is no such thing as a 'perfect' CV. So, don't panic! Your CV is unique to you and will change pending on skills and experiences you have gain overtime, whilst also considering the vacancy you are applying for.

Do include:

- ✓ Your name
- ✓ Address
- ✓ Email Address
- ✓ Up to date contact number
- ✓ Qualifications/Training
- ✓ Work Experience
- ✓ Interest/Hobbies
- ✓ Clear font and structure
- ✓ Relevant Information

Don't include:

- X Date of Birth/Age
- X Marital Status
- X Colour
- X Pictures
- X Unclear fonts or large text
- X Too much text
- X Jargon or abbreviations

CV layout example

Your Name
Address, Postcode
Mobile number, Home number
Email Address

PERSONAL PROFILE

This area should contain personal qualities, strengths and achievement that relate to the position you are applying for. Use keywords from both the job profile and specification. Always highlight relevant achievements. Mirror qualities the employer is looking for. Make yourself stand out!

KEY SKILLS

- Skills relevant to role
- Skills relevant to role

WORK EXPERIENCES

Job Title	Employer, Location	Date from /to
• Duties/achievements, skills within this role and try to link or back up profile skills.		
Job Title	Employer, Location	Date from /to
• Duties/achievements, skills and try to link or back up profile skills		

EDUCATION & TRAINING

School/Training Provider	Date
• Qualification	
• Skills gained	

INTERESTS/ADDITIONAL INFORMATION

Interests relevant to new role, other achievement, being a member of a group and community voluntary roles. You can also include languages and driving licence.

REFERENCES

Available on request

Keep your contact details up to date. You wouldn't want to miss out on a job because your email or phone number is incorrect.

Think about what email address you use. Is it sensible/professional? Something like batman@hotmail.co.uk would not look very professional. Create a new one just for job searching.

Things to check:

- Check for errors and spelling mistakes. - Get someone to have a read and check it for you just in case you miss something.
- A CV should be no more than 2 sides of A4, 3 sides at an absolute maximum.
- Print it on quality white paper.
- If sending via email, its always a good idea to send as a PDF to ensure it is readable to all recipients.

Cover letters



It is always good practice to attach a cover letter to your CV. This gives you the opportunity to expand on your CV whilst giving examples of skills required for the role you are applying for.

Remember: Focus on the key skills, make it relevant to the job you are applying for, link to the job description, sell yourself (stand out) and be positive!

Cover letter layout example

<https://www.cv-library.co.uk/career-advice/cover-letters/how-to-write-cover-letter-2018/>

[Address Line 1]
[Address Line 2]
[Address Line 3]
[Phone Number]

[Company address line 1]
[Company address line 2]
[Date]

To [Name],

Paragraph 1:
Your opening paragraph should be short and sweet made up of three things: why you're writing the letter, the position you're applying for, how you found out about the position. For example: "I am writing to apply for the role of [job title], in response to an advert I saw on [name of job site]. Please find my CV attached."

Paragraph 2:
The second paragraph should be about you, expanding on your CV and giving a brief summary of any relevant skills or education you have. Remember, your cover letter shouldn't be a copy of your CV; it should take your most notable achievements, explain a bit more about them, and then show how these skills could benefit the employer. Mirror the skills mentioned and the phrasing that's used in the job description.

Paragraph 3:
The third paragraph is your chance to show your knowledge of the company and the sector and go into detail about why you want to work for their company specifically. You should state how you can help the company and add to their success, as well as why you'll fit in with the company culture and core values.

Paragraph 4:
End your letter with a call to action. As you're hoping to secure an interview, let them know your availability for a callback. If you plan to follow up with a phone call, say so! If you plan to wait for a response, close with "I look forward to hearing from you". Thank them for taking the time to read your letter and sign off with:

Yours sincerely,
[Your Name]

NUSTAFF TOP TIPS

Opening paragraph- Include the job title you are applying for, how you learnt about the job (Indeed, local paper etc),

Keep it short & Sweet- No more than one side of A4

Don't just re-write your CV- The cover letter is there to expand on your CV not just re write it. Give relevant examples. Say why you are qualified for the job. Why do you want to work for the company? etc

Sign by Hand- Type it up but always sign it off if you are sending by post. Gives it a more professional and personal touch

Sending online- Make sure the document you are sending is readable to the person you are sending it to. Ideal to save as a PDF

Avoid Clichés- Make your letter personal. Avoid clichés words such as 'im a team player' instead use give an example of where you have worked well in a team.

Use bullet points- This is not always necessary but depends on format you've chosen or information you are adding.

Closing paragraph- Thank them for being considered for the job

Check for errors and spelling – Have someone read through it for you

Interviews

CONGRATULATIONS you have got to interview stage. Here are a few top tips for you to consider.

Remember if you are not successful this time: pick yourself up, learn from the process and keep trying.

If at first you don't succeed, try and try again!

GOOD LUCK!



Nu staff
#NUSTAFFTOPTIPS
INTERVIEW TIPS

- RESEARCH**
The company & the job you applied for
- PREPARE**
Questions you may be asked & how you will answer them.
Don't be afraid to ask any questions you have.
- BE ON TIME**
Arrive 10 minutes prior to your interview.
Be Prepared!
Plan your journey (traffic, parking)
- LOOK SMART**
First Impression count.
Be professional!
- REMEMBER TO SMILE!**
- END POSTIVELY**
"I look forward to hearing from you"

THINK POSITIVE. BE POSITIVE. AND POSITIVE THINGS WILL HAPPEN.