

# CREATING YOUR JOB SEARCH PLAN

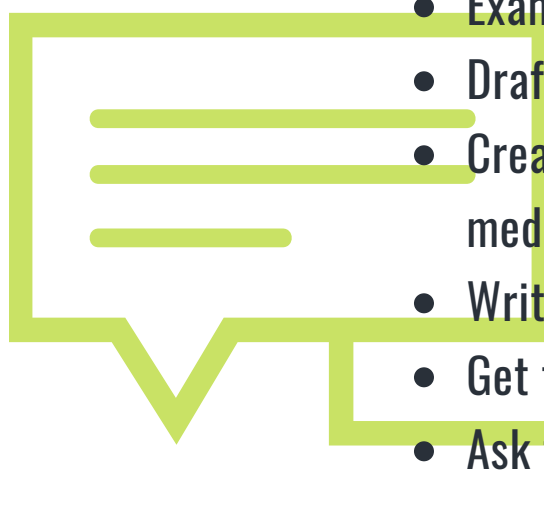
Great plans lead to great jobs

## FIRST STEPS



- Start early - job searches often take longer than expected
- List the organisations who interest you
- Consider how your skills & experience might fit
- Explore to your network for relevant contacts

## PREPERATION



- Be realistic about your aspirations & expectations
- Examine your strengths & weaknesses
- Draft a CV (see our guide to CV writing)
- Create a compelling & appropriate profile on social media (LinkedIn etc)
- Write an engaging "elevator speech" and test it out
- Get trusted sources to critique your CV & Profile
- Ask for testimonials to support your profile

## ACTIVITY



- Research which organisations are hiring and what are their growth plans?
- Don't spend too much time on job boards
- Get active on social media (particularly LinkedIn)
- Expand your network
- Talk to trusted recruiters who match your needs
- Consider engaging a Career Coach to help with interview techniques & assessments
- Don't allow the "hunt" to consume you. Set out a schedule at stick with it

## APPLYING FOR ROLES



- Always adapt your cover letter and CV to match the role - don't exaggerate your background or fit!
- Don't rush your application
- Get feedback on your application, CV etc.
- Thank organisations who reply, chase those who don't