

# JOB SEARCHING TIPS



Learn Keywords - use buzz words from job descriptions, or try using different phrases i.e. admin assistant, office support, office assistant



Filter your Results - make the filters match what you are looking for. For example, only show jobs within 5 miles, that are part-time and have a salary of 12K per year.



Keep a job log - to help you keep up to date with where you have applied, when you hear back, and when interviews are scheduled



Read the job description and person specification carefully - to make sure it is what you want



Set up a LinkedIn profile and keep it up to date



Got questions? Does the advert have a contact who you can call/email? Some employers actively encourage enquiries from applicants