



15 top tips for getting a new job

Getting a job can be a complicated process from finding an appropriate position through to attending an interview, there are many things you have to get right. It can be a little daunting!

We've put together the following 15 top tips to provide job-seekers in Winsford and across Cheshire with some helpful advice on making the most of any job opportunities that come their way.

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1

Update your CV: Before you even begin your job hunt, update your CV. Not only will this allow you to tell prospective employers about your recent achievements but it will also remind you of your skills and experience.

2

Adapt and edit your CV: Research the industry you want to work in and take a look at example CVs from the sector. It's also incredibly important that you go through your CV and make sure what you have said is correct both in terms of being truthful and in terms of having correct grammar and spelling. It can also be very helpful to ask a friend or family member to look over your CV.

3

Contact your references: Get in touch with the references listed on your CV and make sure they are still happy to act as your references and that their contact details are up to date.

4

Register with recruiters: Recruiters are specialists in matching people and positions, and registering with local recruitment agencies can allow you to be recommended for jobs that aren't advertised anywhere else.

5

Be honest with recruiters: Let your recruiter know exactly what you are looking for. If you aren't willing to commute more than 30 minutes to a job, let them know so they can send you only suitable jobs.

6

Adapt and edit your cover letter: Whilst having a standard cover letter template can save you a lot of time when applying for multiple jobs, we advise all job-seekers to adapt the letter to each job. This includes researching the role and company before applying and mentioning specifically why you want to work for them.

7

Be available: Once you've applied for a job, make sure you can respond in a reasonable amount of time to phone calls and emails. This creates a great impression and also speeds up the recruitment process, which can save your prospective employer time and effort.

8

Keep records: We once had a candidate apply for the same job twice using different cover letters! Keep a note of which jobs you have applied for, the company names and the deadlines involved. This not only prevents silly mistakes like the one we've mentioned but also allows you to be prepared when you receive a call offering an interview.

9

If unsuccessful, ask for feedback: If you've received the unfortunate 'sorry, you've not been successful' message, don't be afraid to ask why. Whilst you might have been rejected for reasons beyond your control (e.g. if you have a three-month notice period and they need someone straight away), other reasons you could work on for future applications. For example, there might be short training courses you could do, or you could change your CV to emphasise different aspects of your experience.

10

Prepare for the interview: many people are intimidated by interviews, but remember that you have already impressed the company with your CV. Research the company, have a smart outfit ready, think about how you will answer the questions they will ask and plan how you will get there. Do all of this well in advance.

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11 Create a great Impression before the interview:

From the moment you enter the clients premises, smile and be responsive. Remember, other members of staff may be asked about their impressions of you even if they only saw you in passing.

12 Be Interested during The Interview:

Make eye contact with all the interviewers. Take an interest in what they are saying and ask questions that demonstrate you understand the role. You could also ask personal questions (e.g. How long have you worked here?) if it seems appropriate, as this can establish a personal connection between you and the interviewer.

13 Be positive during the Interview:

As well as smiling, be positive in everything you say and do. Don't badmouth your previous employer, and turn any negatives the interviewers mention into positives. For example, if they say you have limited experience in a specific area, you could say I'm a very quick learner, and I'm keen to develop my skills in that area.

14 Follow up the interview:

If you promised to do anything after the interview (e.g. send a copy of a particular item from your portfolio), make sure you do this. If you applied through a recruiter, let them know how the interview went. You can also reiterate to the recruiter how keen you are to work for the company and how you think you would be an excellent fit for the role, which they can pass on to the company.

15

React calmly to Job offers:

whilst it's easy to jump for joy and agree to anything when offered a job, think about the practicalities. Is the salary offered appropriate for your skills and experience? Will the start date allow you to work your notice period at your current job?

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