

## Job hunting and personal marketing

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### Where to start your Job search

One option is to use a Jobsite. A jobsite is a website that allows you to view live opportunities, upload your CV and apply for suitable opportunities using the internet. You can register for email and text alerts to new live vacancies that may be of interest.

#### **Selected Jobsites**

<http://www.indeed.co.uk>

<https://www.gov.uk/find-a-job>

<https://www.gumtree.com/jobs/uk/jobs+in++essex>

<https://www.gov.uk/jobsearch>

<http://www.jobsite.co.uk/>

[https://www.jobs.nhs.uk/xi/search\\_vacancy/](https://www.jobs.nhs.uk/xi/search_vacancy/)

[www.constructor.co.uk](http://www.constructor.co.uk)

[The Caterer](#) - local hospitality and catering roles

[www.workingforessex.com](http://www.workingforessex.com) – public sector jobs in Essex

**Not all opportunities are advertised on the major jobsites, so it is advisable to also visit company websites directly.**

**These are relevant to the Basildon, Castlepoint and Rochford areas**

[Castlepoint Council](#)

[Rochford Council](#)

[Basildon council](#)

[Whitbread Careers](#)

[JD Wetherspoon Careers](#)

[Adventure Island Southend](#)

[KFC Careers](#)

[Pizza Hut](#)

[McDonald's](#)

[Asda](#)

[Tesco](#)

[Sainsbury's](#)

[Lidl](#)

[Next Plc](#)

[Boots Plc](#)

[PC World/ Currys](#)

[Yard and Groom \(Horse care opportunities\)](#)

[East of England Co-op](#)

[Nando's](#)

[Aldi](#)

[NHS](#)

[Royal Mail Vacancies \(incl. e.g. Christmas staff\)](#)

## Useful employability websites

[www.getmyfirstjob.co.uk](http://www.getmyfirstjob.co.uk)

Help, support and opportunities for young people finding their first job

[www.essexopportunities.co.uk](http://www.essexopportunities.co.uk)

Virtual One Stop Shop providing young people and adults with information and advice on careers, skills, training, and employment opportunities.

<https://youth.essex.gov.uk/young-people/employment-education-and-training/>

Essex Youth Service

## Tools for effective job searching

### CV Guidelines

Generally, you have two pages to sell yourself, so your CV should reflect your skills, qualities and experience to the employer. The main purpose of a CV is to get an **INTERVIEW**.

You need to match the content of your CV to the needs of the organisation you are applying to. Where possible, it should highlight your education, skills and any work experience. Use evidence to demonstrate that you have the skills that the organisation needs.

#### Do's:

1. Bold your major and sub-headings
2. Use one font style (We recommend Arial or Calibri)
3. Be crisp and concise
4. Bullet points are effective
5. Your CV should be no more than pages.

#### Don'ts:

1. Use the words Curriculum Vitae – the reader knows it is a CV
2. Your photograph (unless you are applying for a job for which a photo is essential)
3. Include Date of Birth
4. Long sentences

### Descriptive words to use on your CV

Here are some examples of words you could use to match your experience and skills to the job you are applying for. Make sure that the words you use can be backed up by genuine examples; otherwise you could find yourself caught out at interview.

Guided

Studied

Assisted

Assessed

Organised

Budgeted

Designed

Completed

Conducted

Measured

Matched

|             |             |                 |            |
|-------------|-------------|-----------------|------------|
| Created     | Designed    | Delivered       | Developed  |
| Discovered  | Distributed | Evaluated       | Examined   |
| Explained   | Increased   | Instructed      | Liaised    |
| Succeeded   | Observed    | Negotiated      | Organised  |
| Planned     | Promoted    | Recommended     | Reformed   |
| Represented | Researched  | Responsible for | Resulted   |
| Supported   | Sold        | Solved          | Supervised |
| Taught      | Tested      | Trained         | Welcomed   |

### Your CV Checklist:

- Is it in a consistent and readable format? First impressions matter
- Does the document show your skills and achievements?
- Look at what you have written from the employer's perspective. Have you included everything that you need to?
- Is it accurate? Check your documents for spelling and grammar
- Have you asked your referees if it is OK to use their names before you include them?
- Have you used abbreviations? Don't!
- Have you asked someone to proof read your CV before sending it?
- Have you told the truth?
- Have you kept a copy?
- Is it up to date?

Here is a link to find out more about writing winning CVs.

<https://barclayslifeskills.com/young-people/>

### What is a covering letter?

Some employers ask for a covering letter/email. It provides further detail on how your skill set matches with the role, what you can bring to the team and why you are applying for the position.

Within the covering letter, you should highlight your qualifications, relevant skills and any work experience. **A good covering letter can increase your chances of being invited for an interview.**

For further information please visit the link below  
[‘How to write a cover letter: 10 things to remember’](#).

## Interviews and the 3-P's

### Preparation

- **Prepare an example showing your ability to perform each duty**  
Work your way through the job description and use the [STAR technique](#) (Situation, Task, Action and Result) to help you structure your examples.
- **Develop a list of key points that you want to tell the interviewer about yourself**
- **Research the company:** Google them, check out their social media presence, check for news articles and if you can, talk to people who work there. The more you know about the company and their ethos the better
- **Prepare some questions:** An interview is a two-way street. [Having questions to ask the interviewer shows your interest.](#)

- **Check how long it will take to get there:** There is nothing worse than arriving to an interview all sweaty because you've had to rush. Work out the route and how long it'll take to avoid any last-minute disasters!

## Practice

- Practice with a friend, family member or someone that you know: Get a friend or family member to put together a list of questions to ask you and then have a mock interview this will make the process more familiar.
- Familiarise yourself with your CV / Application Form, as you are likely to be asked questions based on this information.

## Presentation (on the day)

Attitude and body language are just as important as the answers you give.

Here are a few things to think about to ensure you present yourself in the best possible light:

- **A warm introduction**  
When you're introduced to the interviewer make eye contact, smile and extend a healthy handshake (dependent on Covid guidelines)
- **Body language**  
Lean in slightly towards the interviewer to show interest and avoid confrontational or defensive positions such as crossing your arms.
- **Eye contact**  
Maintaining eye contact with the interviewer shows confidence (even if you're nervous) and can help to build rapport.
- **Listen carefully**  
To ensure that you're providing the right information, listen carefully to each question and if you aren't quite sure what they're asking don't be afraid to ask for clarification.
- **Don't rush in**  
Before answering each question give yourself a moment to think about your answer.

[Glass door](#)- is a website to help research interview questions from specific employers.

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## Telephone /Online interviews

Many employers use telephone interviews when they receive a lot of applications or are recruiting for several positions. Increasingly, employers are using Zoom as another way of conducting interviews.

**Do not be tempted to smoke or drink whilst in a Telephone interview, this can be picked up by the interviewer.**

### Using notes

One advantage of phone interviews is you can refer to notes. Have a copy of your CV / Application Form in front of you, so you don't forget any important information.

**Remember: words are all you've got**

In a phone interview what you say is even more important than in a face-to-face interview. You haven't got the luxury of non-verbal communication, so make sure you listen carefully. To keep the conversation flowing, use active listening skills (saying 'right', 'ok', 'mmm' to indicate you have been listening). Never interrupt the interviewer and speak clearly.

### **The end of the interview**

Just like in a face-to-face interview, you will probably be asked if you have any questions, so have some prepared. Also, make sure you're clear on what's going to happen next. If not, then ask.

**Click on the link below for more information and hints and tips on telephone interview questions.**

<https://www.reed.co.uk/career-advice/telephone-interview-questions-and-answers/>

**For useful tips and advice about Zoom Interviews, please visit**

[18 Tips for Succeeding During Your Zoom Interview | Indeed.com](#)

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## **Group Interviews**

If you have never attended a group interview before, trying to stand out from the crowd can be a daunting prospect. However, if you approach a group interview positive and prepared, it can be a great way to showcase your skills.

**For more information about group interviews, visit the links below.**

[group interview questions](#)

[group interview tips and techniques](#)

## **Networking**

When an employer is recruiting new staff, they will often ask for recommendations from existing staff. To access these opportunities, it is important that you know about them in the first place. This means speaking to family and friends, making them aware that you are actively looking for work. This is known as Networking.

**It is also possible to find work by networking online:**

### **LinkedIn**

LinkedIn is a social media website where you create a profile of your skills and experience. Potential employers can view and respond to your profile. For more information, visit the link below

<https://www.linkedin.com/feed/>

Some employers informally advertise opportunities using a variety of social media sites. **Facebook** has groups in the local area that you can join. See below:

[Jobs in Colchester and Surrounding Areas](#)

[Jobs in Clacton and Surrounding Areas](#)

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## **Work Experience / Volunteering**

If you have been out of education, employment or training for some time, then why not consider gaining some up to date work experience or undertaking some voluntary work to bring your CV up to date.

Employers like applicants who want to develop their existing skills, qualifications and knowledge.

For more information on volunteering, speak to an adviser or visit:

[Volunteer Essex](#)

[Do-it.org](#)

[Volunteer England](#)

[V Inspired](#)

If you are 16-18 years old , unemployed and would like help with your next steps, please call the Employability and Skills Team on 0800 707 6384 or email [KeepInContactTeam@essex.gov.uk](mailto:KeepInContactTeam@essex.gov.uk)