

# RESOURCES

A series of useful information to help you



## Finding an employer

## Step 1 – Starting out

Make list of employers to contact

Look on Google, Bing or other internet search engines.

Write or update your CV including your skills get details of businesses and employers and experience and any work undertaken in your area

When applying for a job it is important to keep track of where you are with each application. Use the form at the bottom of this page to help you achieve this, ensuring you are one step ahead of the competition.

## Step 2- Get organised

Contact recruitment agencies

Draft a covering letter (adapt for each employer)

Register on job websites

Make sure you check the local papers for jobs

## Step 3- Getting known

Apply for jobs I fill in application forms

Phone around recruitment agencies

Keep abreast of new jobs advertised online you have previously contacted and remind them that you are still looking for employment

## Step 4- Nearly there

You get invited for interviews- make sure you research the company and think about questions you might be asked at interview

Think about what you will wear to the interview

Make sure you have planned your route and you can even do a trial run the day before

No job offer... back to Step 3. Keep repeating Step 3 and Step 4 until you get that job offer. Don't get disheartened!

## Step 5 – Job offer !

Well done, you have landed a job! Now you need to be prepared to put in the work and be professional, keen and enthusiastic in your new job role. Make sure you know what is expected of you; speak to your esg. assessor about your new role.

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

## List of employers to contact:

- 1.
- 2.
- 3.
- 4.

### Employer 1

What I did:

What happened:

What will I do next:

Outcome:

### Employer 2

What I did:

What happened:

What will I do next:

Outcome:

### Employer 3

What I did:

What happened:

What will I do next:

Outcome:

### Employer 4

What I did:

What happened:

What will I do next:

Outcome: