

How to search for courses and jobs online

Student Activity

The thought of looking for courses and jobs can be overwhelming and scary.

However, we all must start somewhere. This work sheet will go through step by step how to search for a course or a job vacancy online.

There will be some pointers on what to look for and a break down on some of the jargon and what to expect.

Take your time and be prepared to apply for multiple courses and jobs. They say for every 10 jobs you apply for you should expect to get an interview for one.

Good Luck!

SECTION 1

Follow the step by step guide below to learn how to search for courses and jobs online

STEP 1

Find a device you can log on to the internet with

STEP 2

Open a search engine e.g., google

STEP 3

Type into your search engine or click on one of the links below

www.worcestershirejobs.co.uk

www.uk.indeed.com

www.wmjobs.co.uk

STEP 4

Complete the options on the website to tailor the information to you

KEYWORDS - What courses or job role would you like?

LOCATION - Where would you like to work in your local area?

WITHIN - This means how far in miles are you willing to travel to go to work

TYPES OF OPPORTUNITIES - What kind of role would you like to explore e.g., Full Time, Part Time, Evenings, Weekends

STEP 5

Click search and see what options are available to you

STEP 6

Search through the course and jobs to see what looks interesting to you

STEP 7

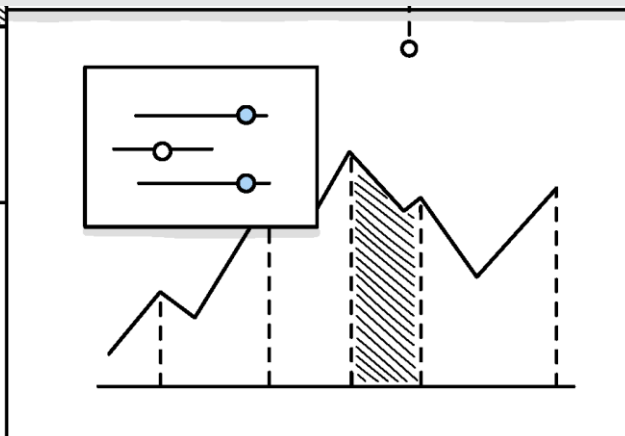
Click on the course or job role you want to explore in more detail

STEP 8

Read through all the information to see if the course or job is right for you

We suggest you always double check the following information:

Location, Salary, Hours, Contract Type, Specialist Requirements, Qualifications and Closing Date of the Application.



STEP 9

If the course or job is not for you, either click back to keep searching or start again from step 4.

STEP 10

If the course or job looks good to you then why not apply

When you click apply there may be a few different things that might happen, let's have a look at what they might be so you can be prepared.

- The link takes you to the company website. You will then have to follow their process through their website.
- You may need to log in or create an account. Once you have done this you can upload your CV and a covering letter. There may also be a few additional questions to answer.
- You might be asked to complete an application form. Use the information from your CV to help you complete the form.
- Lastly, you might have been provided with contact details to send your CV and covering letter too.
 - 1) Open your email account
 - 2) Start a new email adding the details you have been provided with
 - 3) Attach your CV and covering letter to the email
 - 4) Make sure you also add a few sentences to the email, this example might help:

Dear (add their Name)

I am writing to express my interest in the (add position) listed on (add website). I have attached my CV and covering letter for your attention.

I hope you find all the information you require however, if I can provide any further information please do not hesitate to get in touch with me.

I will look forward to hearing from you soon.

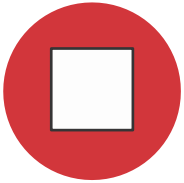
Yours sincerely

(Add your name)

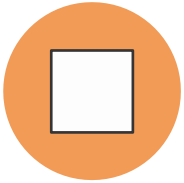
- 5) Double check everything is attached, and your spelling is correct and send.

Student Feedback

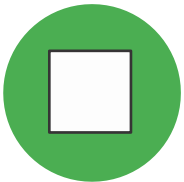
How would you describe your learning in this lesson?



I don't understand the learning in this lesson



It's not easy but I am beginning to understand



I really understand the lesson

Formal Teacher / Teaching Assistant Notes:

Staff Name

Date

Support Required (Tick Box as appropriate)

Independent Physical Verbal One to One Scribe

Explanation of Support