



The Different Ways to Find a Job



Networking: the action or process of interacting with others to exchange information and develop professional or social contacts.

Ask around family, friends and other people you come into contact with if they know of any jobs going? Find out what they do, how they gained employment? And do they have any tips?

Speaking face to face with people about your skills and interests is a great way to network yourself into a job. Don't forget to take an interest in them also, it is polite to ask about other people and not just talk about yourself.

Handout Your CV:

A CV is a short, written summary of your skills, achievements and experience which relate to a role you want. You use it in the first stage of applying for jobs



Once you have a CV you can walk around your local shops and community handing out your CV. Make sure you have an idea of where you want to go, write a covering letter outlining your intent, make sure you introduce yourself and explain what you are looking for, follow up your visit with call to the employer a week later.



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Internet Search: if you have access to a search website through a mobile phone, computer or tablet you can search for thousands of jobs.

There are several job search sites on the internet, some have wider access to job listings than others. Here are a few you can try: [Indeed](#), [Wmjobs](#), [Worcestershirejobs](#). When searching for a job make sure you use the filters. Allowing you to reduce the jobs that come up. Filter by location, job type, contract type and key words. This will narrow down options suited to you.

Local Job Fairs:

A Jobs Fair is a one-day event, where various local employers exhibit their job opportunities at a local venue. These can be advertised through social media, newspapers, posters, flyers, job centres and more.



Attending a jobs fair can be overwhelming, see if someone can go with you for support. Have an idea of things you are interested in and skills that you have to offer. Take your CV and a note pad to write down any additional information and contact numbers. Remember you are also showcasing your skills, so look smart and remember your skills and experiences that might be of interest to an employer.



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Job Centre/ Coach:

Jobcentre Plus is a government-funded employment agency and social security office that can be found in most cities, whose aim it is to help people of working age find employment in the UK.

There are many local schemes that can help you into work. Starting with the job centre, they can sign post you to local support for gaining employment and mentoring. A Job Coach will support you through the stages of gaining employment, from writing a CV to the interview. How to contact your local job centre [Link](#), Job Centre Guide [Link](#).

Recruitment Agency:

A recruitment agency is a company that finds people looking for work (candidates) and matches these with job vacancies on behalf of an employer (client).



There are a lot of different recruitment agencies around the UK and your local area. You can use the internet to search what is around you. Check they don't specialise in a certain industry before calling them to register on their books. Once registered they will look for work for you, once they find something they will contact you to see if it is suitable, if it is they will sort everything for you to have an interview.