

When you leave school, you've got big decisions to make. You might choose to go to university or college – just ask your careers adviser for more information on that. What if you want to get a job though? How do you do it? Read on, curious jobhunter...



Just like Rosie, Violet, Earnest and Frank, everyone has valuable skills. The list of what you could do with yours is endless, but here are just a few examples of skills and the jobs they'd be useful in.

for more info go online: standardlife.com/basix



applying for jobs

skills for success »»

where to look for a job »

» read the papers

Most newspapers feature a job section once a week, especially your local papers. Ask a newsagent which days your papers advertise jobs on.

» go surfing

There are websites that carry literally thousands of jobs. You can even search for a particular type of job, if you know what you want to do. Your presenter will be able to tell you of the best sites for your part of the country.

» pass it on

Word of mouth is a great way of finding a job, so remember to tell as many people as possible that you're job-hunting. A friend or family member might know of something that'd be right for you.



"Think about what you're good at - you may have certain skills that would be useful in a particular type of job"

» push buttons

If there's a particular company you really want to work for, give them a call and speak to their HR or Personnel department. You never know, they might be looking for people.

you've found a job you want. now what? »

Well, now you apply. You might do this with an application form, by sending a CV and covering letter, applying online or sometimes by phone. It just depends what the employer asks for.

» your CV

This is your big chance to make that all-important first impression – so make the best job of it that you can. It should briefly (two sides of A4, maximum) tell a potential employer everything they need to know about you, in plain, short sentences and on white paper. So the basics are your name, address, phone number, date of birth, education and work experience. Don't forget to put down the names of two referees.

» remember hobbies

Mentioning things like hobbies can indicate certain skills. For example, if you're really into team sports, you could use this to demonstrate that you're good at working with others.

» awards

If you've earned any special qualifications or awards like Duke of Edinburgh, then they're worth mentioning, too. They make you look keen and enthusiastic, which employers like.

» part-time jobs

Don't forget to mention any part-time jobs – they can demonstrate a lot of useful skills. For example, cash-handling experience demonstrates that you're responsible and trustworthy.

» read the ad

When you're replying to a job advertisement, read all of the instructions. They may ask you to quote a job reference (usually a combination of letters and numbers in the ad), or send a covering letter with your CV or form. This is a brief letter to introduce yourself and highlight the points in your application you'd most like to draw the employer's attention to. Don't forget, always type and spell-check everything!

application forms »

» CV or not CV?

Don't send your CV unless the employer asks for it. A lot of companies now use application forms, which you'll have to phone up or write in for. Application forms enable companies to take only those details they want from you by getting you to answer the questions on the form.

» and no mistakes

If you have to fill in an application form, take a couple of photocopies of it and practice on those – crossed out mistakes look awful. Always use a black pen too, as it's easier for the employer to photocopy. Remember, this is your first contact with a potential employer, so make a good impression.



"Your application should be so full of good points about you that your employer would be mad not to interview you!"

» online applications

Online applications are becoming more popular too. You'll be able to type your answers in, but remember to read everything that you write thoroughly before you click on send – there's no spellcheck button on an online application! Print out a copy of what you send too, so you can remember what you said if you get an interview.

» phone applications

Very occasionally, you may be asked to apply by telephone. If you are, then make notes beforehand to refer to during the call: information about the company, any questions you want to ask, and any questions you think they might ask you. Then just speak clearly, and sound confident and polite.