



# How To Find A Job



## 1 Prepare yourself

- Make a CV.
- Think about what you would like to do.
- Get some experience



Offer to help friends and family with jobs in the home and at work

Try an employability skills programme, work experience or volunteer.

Research the skills you need and what employers are looking for.



## 2 Find jobs to apply for

- Be organised use various websites to search such as [www.indeed.co.uk](http://www.indeed.co.uk)      [www.findajob.dwp.gov.uk](http://www.findajob.dwp.gov.uk)
- Local adverts on shop windows
- Ask friends and family
- Drop your CV into local businesses



## 3 Apply for jobs



- Use your CV to remind you of your skills and strengths
- Check the company's website— use it to help you write your application or update your CV to match the job description.
- Stay motivated— Every time you look for work or apply for a job you are one step closer to your goal.

