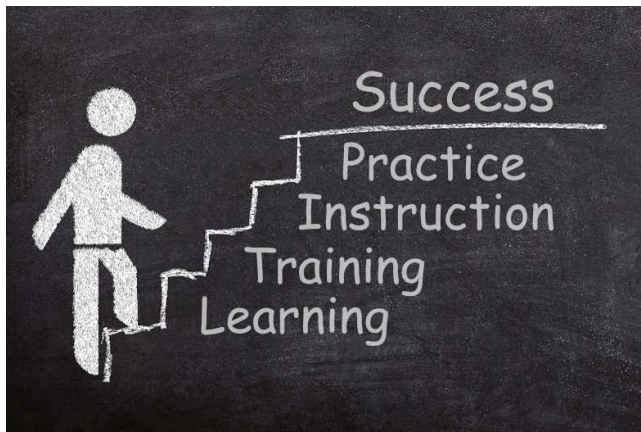




Time to take the next Steps

PLANNING FOR THE FUTURE

FINDING A JOB

All about you

The first, and probably most important, step of career planning is to get to know yourself.

Ask yourself: What skills do you already have? What are you good at? What interests you? What are your top three must-haves in any job? What don't you enjoy doing?

Narrow it down

Once you've worked out what you enjoy doing, and the sorts of things you're good at, you can start to rule out the jobs, that aren't for you.

Investigate

Once you've rejected certain jobs, you should start to get a feel for the types of jobs you think you do want. Then you need to start researching them.

Ask yourself: What qualifications do you need to get into that job? Do you have them already? Do you need experience? What kind of hours would you be working? What benefits would you get?

Elimination

Doing this will help you to narrow things down even further.

Get going

Once you've narrowed your search, you need to take action.

Ask yourself: Do you need more qualifications? How will you get those? These steps should simplify things for you, but check out the top tips below for more guidance.

1. **Take your time:** Planning your career properly takes time so don't be frustrated if you feel like you're not getting anywhere straight away.
2. **Write everything down:** It's always good to remind yourself of what you wanted at the beginning of the process to see how things have changed.
3. **Make a list:** Write down the 'must, should and could' elements right at the very start to help focus you.

Preparing your CV

What is a CV?

A CV is a short document that conveys your personal details, skills and experience in the most positive way. It is your marketing document - it should be targeted to, and tailored for, each company and position you apply for. It sells your skills, experience, and shows them you're the right person for the job. Making a good impression is very important in today's competitive job market.

Why do we need a CV?

A CV is there to win you an interview and it should be written with that objective in mind.

Apart from applying for jobs, a CV is also useful for: Reminding you of what you have done in your career and helping you to identify any weakness in your skills, work experience or qualifications.

How long should a CV be?

A maximum of 2 sides of A4. It should be 1 OR 2 full sides of A4 - not 1 and a half.

Which personal details should I include?

Details that the employer can use to contact you: your name, phone number and email address. (Always check your contact details are correct!)

How long should a CV be?

A standard CV should be no longer than two sides of A4 paper

What should I **NOT** include in my CV?

It is recommended you do not include personal information such as: age, date of birth, gender, race, religion, sexuality, marital status, or disability, in case of discrimination.



Positive words to describe yourself

Able
Creative
Dependable
Energetic
Experience
Flexible
Hardworking



Honest
Imaginative
Innovative
Motivated
Organised
Reliable
Sense of humour

Northern Ireland's top online JOB Sites / Recruitment:

nijobs.com
totaljobs.com

nijobfinder.co.uk
uk.indeed.com

Curriculum Vitae

NAME Mary Smith
ADDRESS 25 Any Street, Newry, Co. Down BT35 2DF
TEL / MOBILE 07000092615
EMAIL example1@gmail.com

PERSONAL STATEMENT

I enjoy playing and caring for children and always knew I wanted to pursue a career in early year's childcare or pre-school education. I thoroughly enjoyed my week's work experience in a local Primary School, working with both the children and staff, and also have experience working with children as a volunteer at our local Youth Club on a weekly basis. I am highly motivated, well organised and can use my own initiative when it comes to the workplace. I am friendly with lots of energy and enjoy meeting new people.

SKILLS AND ABILITIES

- Good Listening & Communication skills
- Excellent time keeper
- Good Social Skills
- Computer skills (Proficient in using Photoshop & Mind Maps)
- Good with Children and Animals

EDUCATION

Any Second Level High School, Newry. September 2017 to 2022

Working towards GCSE's in:

Maths, English, Religion, Science, PAL, Business Studies, Health & Social Care, Childcare.

Certificates/ Awards Achieved:

Silver medal for volunteering	Food Hygiene Certificate
Emergency First Aid Course	Silver Service course
Hour of Code	Retail Skills Training

WORK EXPERIENCE

Local Charity Shop
September 2019

Duties: Sorting and arranging clothes,
Communicating with customers & staff

VOLUNTEERING

Local Youth Group
June 2018 – present

Duties: Supervising children and serving in the Clubs tuck shop

INTERESTS

I engage in a full range of school activities and am currently a member of the School Council.
I enjoy working with children and thrive under pressure working in such a busy environment with the children

REFEREES

Mrs S. Blogs (Teacher - Year Head) Any High School Newry BT34 1XB	Mr P Smith Local Charity Shop Any Street, Newry BT35 1WJ
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Applying for a Job

The COVID-19 pandemic has had a devastating effect on the economy, but there are still jobs available. However, demand most likely exceeds what's available and there will be others competing for the same job! Job-hunting can take time. **To be successful** you can increase your chances by applying for a job in different ways:

APPLYING FOR A JOB: OPTION 1 – PHYSICALLY MEETING A HIRING MANAGER

First and foremost, make sure there is a vacancy before walking into a company's offices

- **The Introduction:** Approach an employee, and explain you're inquiring about a job and would like to see the manager. If he/she isn't there, check when the best time would be to return and ask them to let the manager know that you're going to come back.
- **Don't Waste Time:** If the manager comes to meet you, go through the introduction process again. Talk to them about the job you're applying for and hand them your CV, cover letter, and company application form (if applicable).
- **Follow Up:** Not every manager will appreciate being approached in person, but some will be impressed by your initiative. Get their contact information and follow up in a couple of days. An email is often sufficient.

APPLYING FOR A JOB: OPTION 2 – SENDING AN EMAIL

Email applications are common, and it is how most hiring managers expect to receive a job application. The format is pretty simple:

- Specify the name of the job and company in the subject line, along with your name.
- Outline why you are writing (job opening).
- Include the skills and qualifications you have that make you a good fit.
- Emphasise what you can offer the organisation.
- Conclude with a 'thank you' and point out that you will follow up.

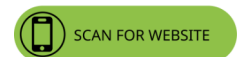
APPLYING FOR A JOB: OPTION 3 – INTERNAL ROLES

An opening within your company is a great opportunity for you as you are aware of what the organisation wants. Companies prefer to hire internally, but they expect more from internal candidates, which means you need to put in extra effort. Follow these few tips to increase your chances of success.

- **Take it Very Seriously:** Prepare for the interview, customise your application, and discuss the role with people who are already in it. You could get some good tips for the interview process!
- **Talk to Colleagues:** Specifically, discuss the role with people who are already in it. You could get some good tips for the interview process!
- **Meet with HR:** Speak to others about the duties of the job, explain you are applying for the job, and ask for their feedback to see if they think you'll be successful.
- **Tell Your Manager:** Gaining your manager's support will increase your chances of getting the job.
- **Introduce yourself to the Hiring Manager:** Give a copy of your application to the hiring manager. Say that you're looking forward to speaking to them about the job.

For more information:

- ➡ **Facebook:** www.facebook.com/work4Uplus
- ➡ **Web:** www.work4uplus.com



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