



the Career Improvement club



**21 TIPS
TO ORGANISE
YOUR
JOB HUNT**

ADVICE

What to do when you lose your job.

The following advice has been brought to you by the Career Improvement Club. 21 activities to follow that should follow from the moment you find yourself out of work. With the right attitude, and a bit of luck you'll be back on your feet in no time!

LET THE GOVERNMENT KNOW YOU ARE UNEMPLOYED

Inform the government that you've found yourself out of work and you'll be eligible for benefits and support, in the UK you can claim [unemployment support](#) and in American they also offer [unemployment help](#).

CHECK INSURANCE POLICIES FOR PPI

It is possible that you have [Payment Protection Insurance](#) without knowing it, many bank accounts and finance providers include this product. Check paperwork and find out.

ASK FOR A MORTGAGE HOLIDAY

Speak to your bank and ask for a payment holiday, most banks will be understanding, explain your situation and ask what financial support is available. Most will offer up to 3 months holiday on mortgage payments.

START BUDGETING

According to Indeed it takes the average person 9 weeks to find a new job, so get your finances in check, track every penny, make cutbacks and get organised.

GOOGLE YOURSELF

Your reputation is important, 90% of employers extend their due diligence to social media and Google, so get there first and understand what your reputation might look like from the outside.

CLEAN UP SOCIAL MEDIA ACCOUNTS

If you discover contentious tweets, posts or comments then it's likely employers will too. Clean them up! Update social profiles, post valuable content relevant to your career path and interests. Don't be overly opinionated.

UNDERSTAND YOUR NEXT CAREER STEP

What does your next career step look like? Are you looking to secure the same position, progress your career or take a career change. Understand what positions you need to apply for and on what terms.

UPDATE YOUR CV / RESUME

Use [CV mirroring techniques](#) to update and modify your CV to target the roles you are applying for. [Create a stand-out CV](#) that puts you head and shoulders above the competition.

UPDATE YOUR LINKEDIN PROFILE

Make sure your CV and LinkedIn profile work as one. Consistency is the key here, if the two feature different key words, skills and experiences an employer will become put off. Also, ensure that you use a professional profile picture.

REQUEST RECOMMENDATIONS FROM LINKEDIN CONNECTIONS

Get personal with the people that know you, ask them for references, and skills requests. Ask in advance if they can recommend you based on the skills you will need for your future career path and not obsolete skills that have surpassed you.

WORK OUT YOUR SALARY EXPECTATIONS

Work out the minimum salary you are prepared to accept, this will help you decide with confidence what positions are right for you. Vacancies that do not list a salary are often overlooked by candidates; this can provide you with additional opportunity. Include your salary expectations in a cover letter when applying, if they are interested, they will reply.

RESEARCH THE RIGHT RECRUITMENT AGENCIES AND REGISTER WITH THEM

Don't just register with any / all agencies, be selective, choose the agencies based on the types of positions they work and the feeling you get when you speak to them. A good agency will work tirelessly for your cause, a bad one will do nothing.

REGISTER WITH JOB BOARDS

Don't just use LinkedIn and Indeed, go deeper, search for job boards relevant to your industry and skills, register across a range of different websites, complete all the information required and complete profiles.

SEARCH FOR NEW OPPORTUNITIES DAILY

Searching for a new job is a job in itself, you need to be spending a huge chunk of your day searching for opportunities, connecting with Recruiters, liaising with HR Managers and more. Put simply, the more you put in the more you'll get out.

SETUP VACANCY ALERTS

Let [Google Alerts](#) do a lot of the work for you, by establishing alerts for key content it adds another dimension to your job hunt. Get notified every time a new matching position comes online.

WRITE A TAILORED COVER LETTER

Get personal, [tailored cover letters](#) will massively increase your chances of a call back. A targeted cover letter shows an employer that you have done your research and that you want to work for them. Many candidates do not do this so for those that do, big advantage!

UPDATE ZOOM / SKYPE / TEAMS ETC.

Make sure that you have the latest virtual meeting software installed. Make sure that your name is clear and correct and that you use the same avatar image as your CV, LinkedIn and other touch points.

PREPARE FOR INTERVIEWS (OUTFITS, PLANNERS, CRITERIA)

The call could come at any time so be organised! Make sure that you have key information quickly at hand. Update your wardrobe if necessary.

PRACTICE YOUR INTERVIEW TECHNIQUE

Record yourself answering touch interview questions, it will provide valuable insight into body language and how an employer might see you.

PREPARE YOUR INTERVIEW PRESENTATION

Not all employers will ask for an [interview presentation](#), that doesn't mean not all employers would want to see one. Go the extra mile and really showcase your skills with a professional interview slide deck.

STAY OPTIMISTIC

[Job searching can be hard work and stressful](#), and at times it may feel like you are getting anywhere, but stay positive, stay strong and if you need help don't be afraid to speak out!

Contact Information

I have tried to answer the most common queries, however, if you still need help please contact me. I am ready and waiting to answer your questions.

You can reach me via the following methods...

Website: <https://careerimprovement.club>

Email: hello@careerimprovement.club

LinkedIn: <https://www.linkedin.com/in/suziefinch/>

My door is always open, bye for now and good luck!

Suzie Finch

