



## Finding Vacancies

Not all job vacancies are advertised - so here are a few tips on finding a job:

### Careers fairs

Where else would you get the chance to meet dozens of employers in one day?

### Cold calling

Pick up the phone and talk to a decision-maker. Sometimes the best approach is to contact employers directly.

### Speculative letters

They don't have to be shots in the dark.

### Networking

Networking is all about making the most of contacts and the easiest way to start developing these contacts is through friends and family or work colleagues. Let everyone know you're looking, the more people you talk to the more chance you have of being told about a job that hasn't been advertised yet. You'll be surprised just how quickly word gets around. There are also professional Networking events you can attend, whether you are working or not. Many of these can be quite informal get togethers, so don't be afraid to attend.

### Newspapers - local and national

Most newspapers have a job vacancy section. Smaller, local employers may advertise in local papers. Adverts for professional, executive and senior vacancies tend to appear in national papers.

### Nepotism

Determination is the key in sectors where contacts are crucial.

### Using recruitment consultants

A good recruitment consultant can be a great asset in your search for the right job. They can give you access to a whole range of unadvertised jobs - both temporary and permanent. Lots of employers are choosing to advertise their vacancies with recruitment agencies because it can be a cost effective and efficient way of hiring the right people. Turn up on time and dressed as you would for an interview, don't be afraid to ask lots of questions. They are here to help.