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JOB HUNTING

Trying different ways to find a job gives fresh graduates a better chance of succeeding. Besides looking at advertized vacancies, job seekers can get friends and acquaintances to help them out, or try contacting employers directly.

Make a plan, set goals and take action

The first thing to understand is that job hunting should be approached as though it was a job itself. Candidates should be realistic, but have to challenge themselves. They have to set their goals, work out their plans goal and decide about the steps they need to take to locate the best offers.

Identify your direction

First of all, candidates have to make sure they really know themselves well. They have to be sure about their aptitudes, competences and skills as well as their weaknesses. Then they should create a list of career options they think they'd really enjoy, not just the ones they think you can do or they are good at.

Do your research

Many careers can sound exciting when you only know a little about them. That's why, it would be better for a candidate to know what's boring and awful about a job, as well as what's great – only then he/she can decide if it's the right choice for them.

How to find job vacancies

To find a job, fresh graduates have to diversify their search and should not assume that most job vacancies are listed online. Most importantly job vacancies can be found in:

- **Job vacancy websites:** some list vacancies for a variety of jobs, while others specialize in specific industries.
- **Recruitment agencies** usually advertise on job vacancy websites, but also have job listings on their own websites.
- **Websites of organizations**
- **Social network sites** sometimes advertise job vacancies
- Contact employers directly
- Use your networks to help you find vacancies

Prepare yourself for the job search

Tidy up your CV

- ◆ Build an above-average CV: Talk to recruiters in your sector.
- ◆ Decide about what to include and where to insert it in your CV.
- ◆ Write an attractive and inspiring cover letter.
- ◆ Listen to the feedback of close friends.
- ◆ Do not use one and the same CV when applying for more than one job: Customize your CV

Build an attractive online profile

- ◆ **Build a profile on a professional social networking site: LinkedIn.**
- ◆ **Post your CV online.**
- ◆ **Use a universally accepted document format.** PDF or Word-compatible are the best.
- ◆ **Use the right keywords** that are relevant to your ideal job.
- ◆ **Keep your profiles accurate and up- to-date.**
- ◆ **Behave yourself online:** Be careful to present yourself in the best light possible .