

Some Job Hunting Tips and Strategies

1. Be clear on your job search parameter – location, type of work, work you would consider, salary, hours, skills level you want to go to. Don't apply for every job – you will waste your time and the recruiter.
2. Be organised – write a to-do list of the things that you want to achieve in your job search, set at least 10 hours a week to job search, make sure that you have no distractions, record the jobs that you have applied for and take your time.
3. Make the space that you are job hunting in relaxed and welcoming. Play some music in the background, put pictures or affirmations on the wall, put out your favourite mug or cuddly toy on the desk. Make an area that you want to come to each time.
4. If you have a specific skill set, look through related trade magazines. Many employers will advertise job opportunities in these.
5. Take a break – give yourself a day off as job searching can be intense. Have a weekly reward.
6. Don't limit yourself to just one job-hunting strategy instead use at least three strategies, regularly.
7. Always apply for new jobs, filter for the ones that have posted within the last 24 hours. Most recruiters tend to favour the first 25 applicants over the rest.
8. Use at least five different job websites and always use their advanced search features.
9. Upload your CV to different job websites and make it visible to recruiters. Tailor your CV to meet the criteria of the job advert.
10. Regularly check out the recruitment sections on companies that you are interested in.
11. Compile a list of potential employers and make speculative applications by sending your CV with a cover letter directly to them.
12. Get networking – talk to your nearest and dearest, chat to friends if they know about any opening within the organisations, contact social connections to find out who is the best person to speak in their company about hiring your skills, not every company has an HR Manager.
13. Approach companies to arrange an informational interview or ask about a short voluntary placement.
14. Become visible on social media. Use LinkedIn to promote your online profile, join job hunting groups, join discussion forums, put a job seeking description in your Facebook or twitter bio. Create a blog to promote your interest or expert knowledge in that professional sector. Create an online CV or information channel on YouTube. Get recommendations for your skills on your LinkedIn profile.
15. Create your own website to showcase the things that you do, things you have received rewards for and causes that you support. Put up a video of your professional pitch – let employers see you talk about skills and how you can be an asset to their company.