

JOB SEARCH TIPS

Searching for a new job can be an onerous task if you aren't exactly sure what you are looking for. By planning your search and implementing our tips you could have a new job sooner than you think.



1. Update your CV and upload it to a range of job boards

When recruiters are looking to fill a specific position they will often search job boards for CVs with matching skills. By including relevant keywords in your CV and uploading it to job boards you may find that recruiters come to you with opportunities rather than you having to find vacancies yourself.



2. Update your LinkedIn profile

As well as job boards, recruiters rely on LinkedIn to search for suitable candidates. Make sure your LinkedIn profile showcases all your skills and expertise, including different technology you have experience of and projects you have worked on.



3. Let people know you are looking for work

If you are openly looking for new opportunities it is a good idea to say this in your LinkedIn headline so your connections can recommend you for vacancies within their network. If you don't want to notify your entire network you can still inform recruiters you are open to opportunities by changing a setting within your LinkedIn profile.

Job seeking preferences

Let recruiters know you're open to opportunities Close

Share that you're open and appear in recruiter searches matching your career interests

We take steps not to show your current company that you're open, but can't guarantee complete privacy. [Learn more](#)

Yes

[Update career interests](#)



4. Sign up for email job alerts

Want to be the first to know when a new job opportunity comes on the market? By signing up for job alerts you will be notified by email straight away when a new role matches your search criteria.



5. Follow up after applying for a job

When you are applying for jobs make sure you keep a record of when and where you applied, and any contact details associated with the company. There could be hundreds of applications for any one role so giving the company a call to follow up on your application could be a good way to stand out or get your CV looked at in more detail.

ADVICE AND INFORMATION