

# Strategies for Finding a Job Where to Find a Job



## Use a job search website

Job search websites are the most common places online, for job vacancies to be advertised. All you need to do type in the name of a job or skill and a list of current job vacancies will appear. You can use the online search tools to refine your search results.

Download our additional task card for some tips on How to Use a Job Search Website.

## Approach businesses directly

If you have a specific organisation in mind, look at their website to see if they have a job vacancies page. You may even be able to submit an application directly through their website. Some organisations may only list their job vacancies on their own website.

## Visit a recruitment agent or look on their website

Recruitment agents work on behalf of employers to search for and shortlist job applicants. Most recruitment agencies have their own websites that will list job vacancies and you can set up a jobseeker profile or search for available jobs.

It is often beneficial to call the recruitment agents directly and have a meeting with a recruitment officer. That way, when organisations are looking for employees, the recruitment officer will know you personally and can put you forward.

## Cold calling

Cold calling is when you contact an organisation before any vacancies have been advertised. It usually means that you call to introduce yourself and ask about available jobs. It can also mean emailing your resume, with a brief cover letter about being available for job opportunities.

## Networking

Employers receive hundreds of resumes a day. Employers are more likely to employ someone if they have a connection with them, either with that person themselves, or by referral.

Networking is just what it says; setting up a network where you can meet people working in your field of interest. If you ask people around you if they know someone in the field you are interested in, you will be surprised by the number of referrals you can get. Calling someone at an organisation that you have a connection with through a friend, makes it easier to find an opportunity to gain employment with the organisation.