

## Top 10 Tips for Job Seekers

Even with unemployment levels at a record low, not everyone has found their perfect role.

KMS Partners has prepared these tips to help you find the job of your dreams.....

1. Be realistic - gain an understanding of the type of jobs that are in abundance in your area.
2. Honest assessment of your skills - what are you good at? What do you enjoy doing? A job that makes the best of your skills you will make you a happier, more productive and well regarded by your colleagues and your boss.
3. Do not apply for any and every job you like the sound of – ask yourself why the job would be good for you and what you can add to the employer.
4. Think before you send your CV – a good CV is no more than two sides of A4. Your CV is the first impression you make to your prospective employer, so make sure it catches their attention, is an accurate portrayal of your skills and experience and tells the employer why must meet you. For further information take a look at our advice on writing a great CV (insert link).
5. Make your covering letter specific for the role you are applying for - tell your prospective employer why you are the best candidate using relevant examples to support your application.
6. Prepare well for your interview - research the company, your interviewer and prepare well for typical interview questions. For further information take a look at our Q&A tips (insert link to interview questions).
7. Make sure you know where you are going – not just here it is, but how you get there and how long it takes. Plan your arrival. Is there security? Do you have to sign in at reception? Ensure there is ample time to start your interview on schedule, but not too early! 15 minutes is enough.
8. Give a killer interview - if you are well prepared, confident and want the job, make sure you smash it! Everyone gets tense and interviewers expect an element of nervousness but remember, you are being interviewed because there is a requirement in the business and they are hoping you can solve their problem.
9. Always send a thankyou note following your interview - whether it is an email, letter or via your recruitment consultant.
10. If at first you don't succeed – remain positive, consider taking some short term temporary work or volunteering as a step to keep you productive and gain valuable experience you can take forward into your new job.