

Information Sheet - Institute of Welfare

Looking for a job

What can you offer?

The first place to start is to recognise your skills and abilities. List your attributes such as education, training, employment and leisure activities and expand on them. Think about:-

- What you did
- What responsibility did you have?
- What authority did you have?
- Your achievements
- What you enjoyed most and least

The information should be full and concise, and can be adapted to suit all job applications.

What do you want?

Think carefully about the type of job you want.
Consider:-

1. **Job content** – Think about tasks you have experience at and what you do well.
2. **Status** – What level of responsibility do you want? Is it personal development, management or leadership?
3. **Salary** – Think carefully about the minimum amount you need to maintain the essential aspects of your lifestyle.
4. **Location** – Make sure traveling, or the possibility of moving does not affect your family members.
5. **Prospects** – Does the job meet your ambition needs?

Where to look

- Local and national newspapers contain jobs of various specialisms. Professional journals are job specific. Both resources can be found at a local library.
- The Internet provides unlimited access including agencies/consultancies and company web sites.
- Jobcentre Plus is accessible through local offices and the Internet. The web address is www.jobcentreplus.gov.uk
- Jobseekers Direct is a telephone job matching service where advisers inform of full and part time vacancies in the local area and beyond. The

service is available from Monday – Friday 9am-6pm and Saturday 9am-1pm. The telephone number is 0845 6060 234 (0845 6067 890 for Welsh speakers).

- Tell friends and family members that you are actively seeking employment so that they can inform you if any vacancies arise in their places of employment that may be of interest.
- Depending on your employment position, some union web sites, particularly professional occupational unions such as the NUT, also list vacancies within their own specialist field.
- The speculative approach can be successful on occasions. Write to companies or organisations that interest you. Provide a brief summary of your career to date and your interest in working for whom ever it is you are writing too. Back up your interest by stating that you will telephone to receive feedback on your letter.
- You could also do it the old fashioned way and visit organizations in person to discover if any vacancies exist.