

Tips for Job Seekers

- A well thought out, well laid out CV is essential as it creates the first impression of who you are and what you can offer an organisation. Recruiters sift through hundreds of CV's a day and are often looking for one that immediately catches their eye. So, spend the time required in crafting a 1 Page Profile as well as a CV that is relevant, easy to read and well formatted.
- Utilise a professional CV template and ensure it is thoroughly spell-checked and formatted. Get multiple friends to proof-read to ensure it is error free and succinct.
- As part of the CV, write a short executive profile that describes your career history, who you are and what position you would like in the future. Include this at the beginning of your CV.
- Spread a wide net during your job search and do the process justice. Spend time loading your CV onto job search websites like www.pnet.co.za, www.careerjunction.co.za, www.careers24.com, www.executiveplacements.com, www.indeed.co.za and www.glassdoor.com . Also update your LinkedIn profile on www.linkedin.com and contact 3 to 4 specialist recruitment agencies that focus on your field of expertise to market you to relevant organisations. It is recommended that you go onto the LinkedIn jobs tab at least once a week to apply for relevant jobs as this is where many leading roles are posted. By upgrading to a premium package, you will be able to in-mail recruiters regarding roles you are particularly interested in.
- When dealing with recruitment agencies, keep track of where your CV is being sent to. A helpful trick is to put the job and organisation under the recruitment agency Contact Details in your phone. That way, when an agency phones you back, you know which position they are contacting you about and you avoid duplication to multiple agencies.
- Be patient. Be fussy. Getting the right job takes 3-6 months. Don't take just any job. Aim for your dream job, and after 3 months, if your dreams aren't being realised, then adjust to accommodate the market.