



## Managing your job search

Whether you are looking for your first job or you are just ready to take the next step on the career ladder, managing your job search can feel like a full time job in itself!

You will probably be applying for several jobs at one time; and if your applications are at different stages in the recruitment process it can quickly start to feel overwhelming. Below are some tips to help you manage your job search.

### **Before you start to apply:**

It's quite easy to get carried away when starting to apply for jobs as there are likely to be plenty of exciting options in the current market. First of all, ensure your CV is up to date, and ensure the information on your CV is tailored to the roles you are applying for. Remember to be detailed in your responsibilities as potential employee's will be looking for a strong skillset.

### **Keep a record of your applications:**

When you begin applying for job's it's always handy to keep a record of the positions and companies you have applied to. Doing this saves you applying to the same job twice. This also allows you to keep track of responses and any follow up emails you may send.

### **When to follow up:**

We know it's hard to sit tight. However, whether you applied directly to a company or through an agency, be mindful that HR departments and agencies can often be extremely busy.

We advise waiting a minimum of 3-5 working days before following up, at that point you can send a brief email asking for an update on your application.