



Job Hunting Top Tips.

A helpful guide on how to navigate searching for your next role.

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Write Your CV.

Where to start when searching for a new role?

The first step to successful job hunting is to make sure your CV is up to date.

Tailor it:

CVs should be tailored to each role that you apply for, but first create a general CV that can easily be adapted when you are applying to different roles.

Summarise experience:

The first part of your CV should always be **a summary of your experience**, and be tailored to include specific applicable skills & knowledge relating to the job you're applying for.

Include skills section:

Adding a skills section will capture an employer's attention – use a brief bullet pointed list of the key skills and strengths you possess.

Bullet point work history:

Include your work history, using **bullet points for responsibilities and achievements**.

For more information on how to write a CV read our [CV Guide](#).

Review Your Digital Footprint.

It's time to make sure that your online presence reflects the CV content.

The majority of employers will look at your social media presence to gain an insight into what kind of employee you are, sometimes before even offering an interview, so **make sure that your social media accounts reflect your best professional self.**



Review all of your social media accounts, such as LinkedIn, and make sure to summarise key points, including notable achievements and key responsibilities, especially for recent roles.



Follow up on endorsements. Showcasing these on your LinkedIn page can be powerful, and you shouldn't shy away from asking managers, colleagues, or even clients, for them.



Remember to also list any **training that you have completed, and any volunteering you have been part of.**



Read our **[guide on reviewing your digital footprint](#)** and how to use your social media to further your career.

Preparing For Interviews.

Get comfortable with **selling yourself**.

It is important that you know how to articulate and **present yourself in the best possible way to employers**.

You will need to be very clear on **how you can add real value to a business**. One way to focus on this is to think about the following sentence, and fill in the gaps:

“ I am a professional *[job title]* who specialises in *[area of expertise]* in order to help businesses to *[achieve specific goals/objectives]* and I do it by *[tangible examples of experience]*. ”

The more you **understand where your key strengths (and weaknesses) lie**, and the skills and experience you possess that can add value, the easier it should be to answer any pre-interview or interview questions, and **show potential employers just why they should hire you**.

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Preparing for a video interview:

Video interviewing was designed to make the screening process faster, but **don't take shortcuts in your prep**. Prepare answers for any and all eventualities, **do background research on the company and compile some questions to ask the interviewer**.

Setup

Test that your microphone, speakers and camera are working. Find a place where you feel completely at ease and where you can speak freely and comfortably without fear of interruptions or distractions.

Connect

Check your internet connection, close-down unnecessary programs and web pages and make sure you aren't downloading, installing or about to run updates.

Backdrop

Be mindful of your backdrop in terms of what's in the frame. Consider your position and check your lighting.

Camera

Look into your camera, rather than at the interviewer, to appear like you're looking at them. Dress as you would for an in-person interview. Psychologically, you'll feel more ready too.

Notes

Avoid reading off notes. It's okay to refer to notes but don't try to be sneaky about it. Equally, avoid taking excessive notes.

Smile

Remember to smile, use positive and open body language, and allow your personality to shine.

Keeping your job search and mindset **positive.**

The working world has changed, and it may mean that you will need to be more flexible when looking for a new role.

Perhaps you wouldn't mind working for a smaller company, or **you can now consider slightly extended locations because the company offers remote working.**

Consider what you are **willing to compromise on** and what is still important to your career goals, and **adjust your job search accordingly.**

Use this time to **upskill.**

Sometimes it can be good to **have a distraction whilst you search for your perfect role**, as it gives you something else to focus on. So why not use the time you're not spending on searching for a new role to **learn something that will make you even more employable?**

Whether it's a specific type of software you've been meaning to check out, reading up on the latest technologies in digital marketing, or even brushing up on your HR knowledge, **pick your area and put your research hat on.**

Ready to find your next role? Find your local branch to discover our latest opportunities.

Visit us at [Office-Angels.com](https://www.officeangels.com) or follow us on our social media accounts.

