

How Do You Find a New Job?

Whether you are looking for a job in a field you're familiar with, or just looking to find a job, you can take a number of steps that will make the search easier. The first step is to identify the marketable skills you possess and make an evaluation of the job market that requires those skills.

Making a list of all your abilities, work experience, and education will typically give you a picture of what types of jobs you might be able to find. Once you have identified your strengths and weaknesses you can then begin the search to find a new job.

Once you have determined your abilities and decided upon companies or trades that you would like to work for, you can then proceed to contact companies in the field looking to hire. In addition, jobs can be found through the Internet and in newspapers want ads.

Write a Comprehensive CV

Having an impressive resume may not always get you a job, but it puts you one step ahead of other people without one. Doing the research to write a good resume can pay off when looking for a new job.

Your resume should also include a cover letter written to prospective employers, stating why you want the job and why you would be the best choice. To impress possible employers, you might want to print your resume and cover letter on quality paper.

Try and get into an employer's shoes to determine what they are looking for and attempt to address those needs. Once you have impressed a prospective employer through your resume, you will typically be invited to be interviewed.

Preparing for an Interview□

Interviewers often ask the same kinds of questions, such as “How do you think you would fit in at our company” or “Where do you think you’ll be in three years”. It is wise to have answers for all of these types of questions and review them before the interview.

Rehearsing before a group of friends might also be a good way to prepare for an interview. The point is to feel and display confidence at the interview and to make the interviewers find reasons to think you are the best person for the job.