



## 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! It is likely that you will be applying for several jobs at one time, with applications being at different stages in the recruitment process, and this can quickly start to feel overwhelming. Below are some tips to help you manage your job search.

- **Before you start to apply:** all too often candidates will see a job ad that excites them, quickly update their CV, and rush to apply. Remember, first impressions are so important – take your time when updating your CV and ensure you are really selling yourself. It is also a good idea to ask a friend or family member to read through your CV to catch any spelling or punctuation errors.
- **Keep a record of your applications:** when you are jobhunting it is likely that you will be applying for multiple roles, and it is very easy to lose track of which jobs you have applied for and when. We would suggest keeping a record of every application you make. Some candidates like to do this in an Excel table, but it can be as simple as making a list in the Notes section on your iPhone – as a minimum we would suggest you jot down the company name and the date your CV was sent. This will help you feel more in control of your job hunt and prevent you from doubling up by accidentally applying for the same role multiple times!
- **When to follow up:** we know waiting to hear back when you have applied for your dream job can feel like an agonising wait, but we would suggest leaving a minimum of 3-5 working days before following up. HR teams and recruitment agencies are always exceptionally busy so they will need a little time to review your CV. If you really do want to follow up, we would suggest a polite email reiterating your interest in the position and attaching your CV.