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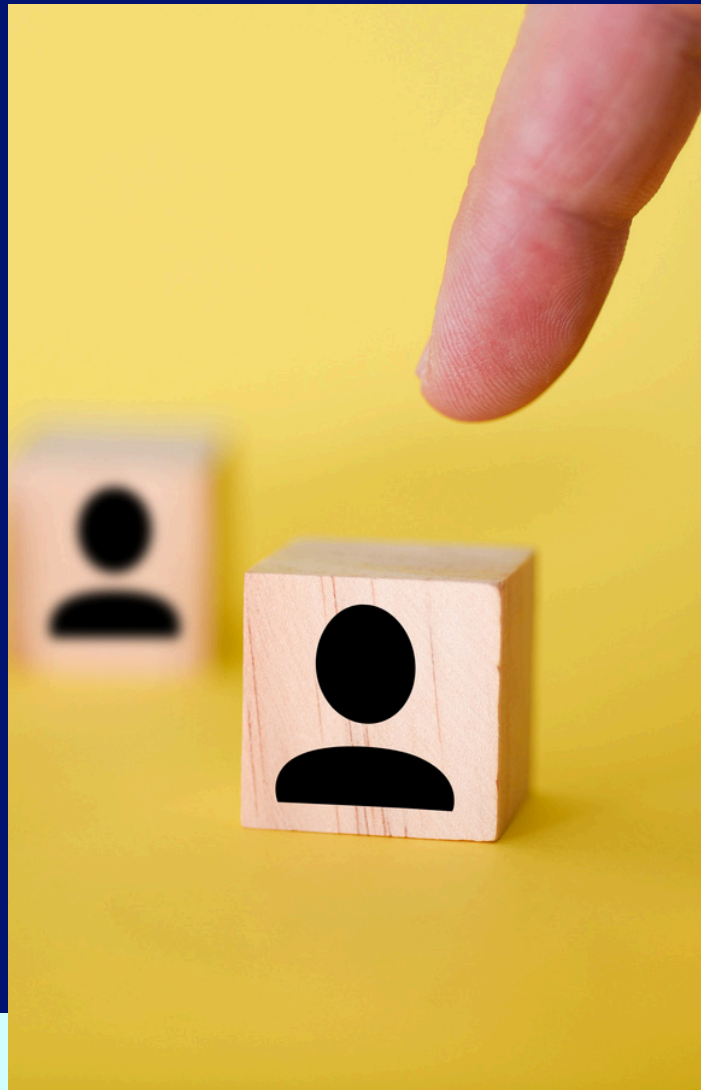
Undertaking a Job Search

Mont Rose Guide to

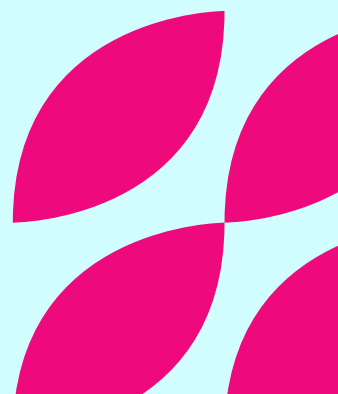


Undertaking a Job Search: A Mini Guide

Looking for a job can feel overwhelming, especially if it's your first time. Whether it's part-time work during studies, a holiday job, or your first step into a career, a planned approach makes the search easier and more successful.



"Opportunities don't happen, you create them." – Chris Grosser



Why It Matters



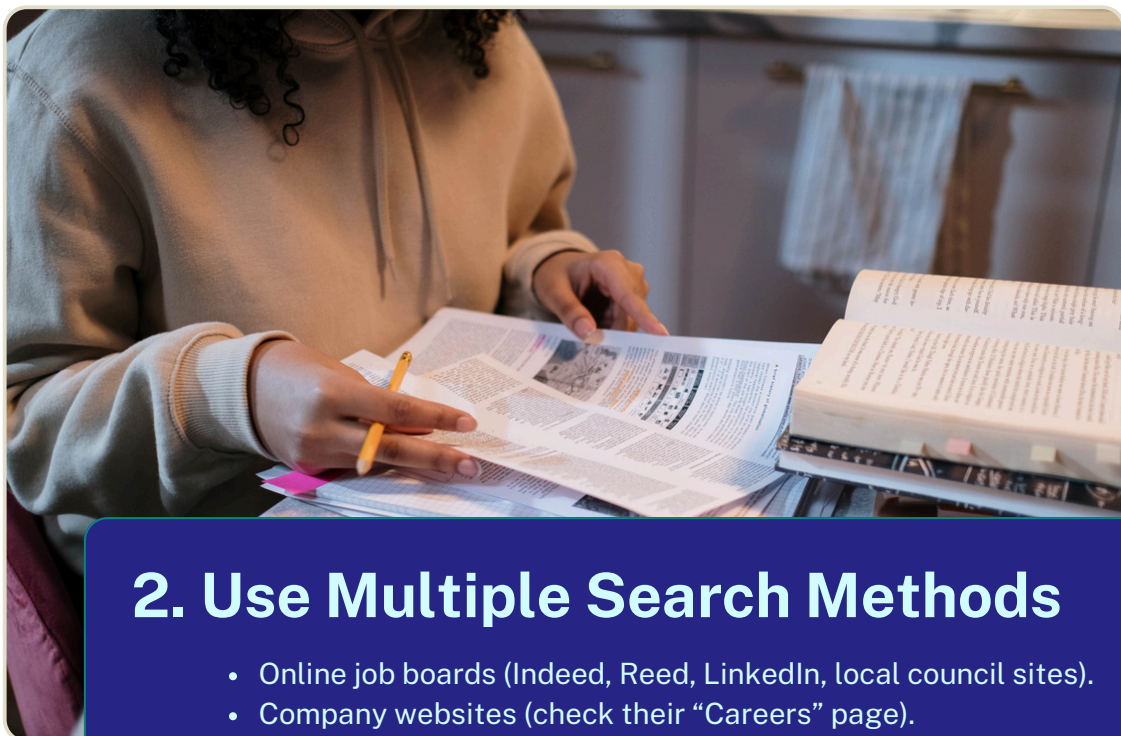
- A job search is more than sending out applications it's about finding the right fit for your skills, values, and availability.
- Employers want prepared candidates who can show interest and commitment.
- Knowing where and how to look saves time and frustration.

General Principles



1. Know What You're Looking For

- Decide if you want full-time, part-time, seasonal, or casual work.
- List your skills, interests, and availability before you begin.



2. Use Multiple Search Methods

- Online job boards (Indeed, Reed, LinkedIn, local council sites).
- Company websites (check their "Careers" page).
- Agencies (recruitment or temp agencies for quick placements).
- Networking (friends, family, tutors, community groups).
- Campus resources (university/college career centres).



3 Stay Organised

- Keep a log of where you've applied and deadlines.
- Track interview dates and follow-up actions.



5. Prepare for Interviews

- Research the company in advance.
- Practice common interview questions.
- Dress appropriately and arrive on time.

Common Mistakes to Avoid



- ✗ Applying for every job without tailoring your CV.
- ✗ Not proofreading applications typos stand out.
- ✗ Forgetting to follow up after interviews.
- ✗ Overlooking smaller businesses or local opportunities.
- ✗ Giving up after rejection persistence is key.

CHECKLIST

JOB SEARCH

Do I know the type of job I want and when I can work?

Have I updated my CV and cover letter?

Am I checking different job sources regularly?

Have I practiced interview questions and answers?

Am I keeping track of applications and responses?

KEY TAKEAWAY

Successful job searching is about preparation, persistence, and presentation. Know what you want, apply smartly, and stay organised — the right opportunity will come.



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Guide to writing your CV

