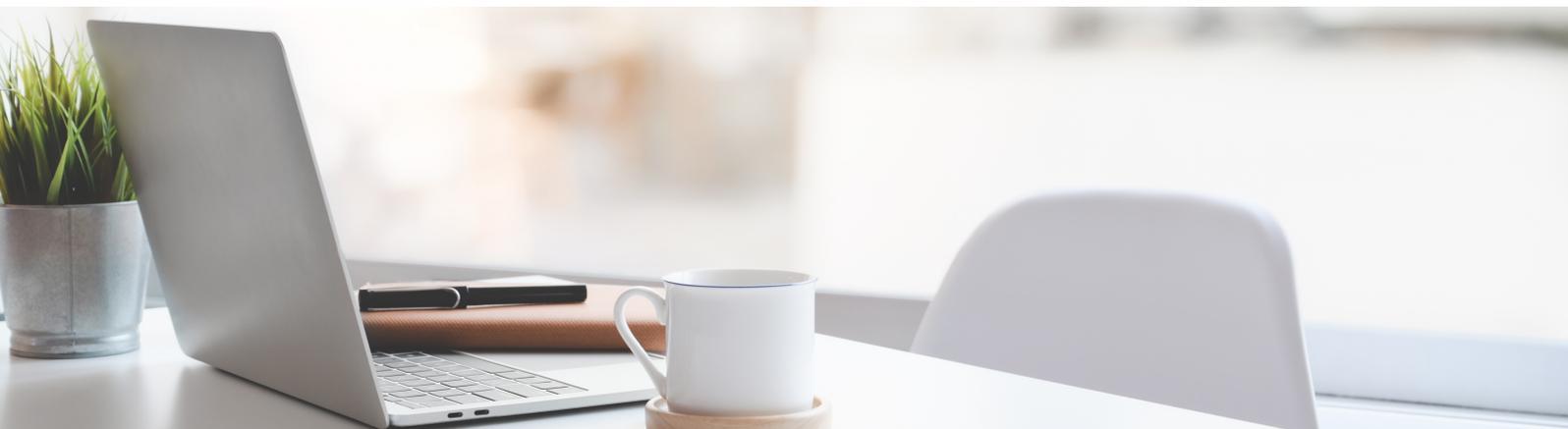


JOB HUNTING: THE NEW JOB

Looking for a job can sometimes be an arduous task that leaves you feeling like you're getting nowhere. We've pulled together some tips and advice to help remove some of this frustration and create a more structured, consistent process that will ultimately offer better results.



Treat the process like a job

Jobs provide structure to your day, so treat this searching process in the same way. Look at the week ahead and plan what tasks you are going to do on each day. You don't have to dedicate 8 hours a day 5 days a week to searching, but setting aside 4-5 hours to complete key tasks help give you a sense of agency and control in what is a turbulent and challenging time.

Make a list of your daily tasks - and get going

As well as amending CVs, writing cover letters, scrolling job boards and sending messages on LinkedIn, you may wish to:

- Search for and contact companies within your industry of those that you have a particular interest in. Seek out the relevant stakeholders and ask if you can send through a CV.
- Go through personal contacts and send texts or emails saying that you're in the market. You never know who could be the one to have an opportunity for you.

Be cognisant of people's time

Monday morning might not be the best time to be calling HR or Hiring Managers. Be aware of people's time and perhaps save these conversations for later in the week. Also think about when you're in the best headspace to be making calls to people.

Consistency is key

3 or 4 hours every day is better than a few ad-hoc hours scattered throughout the week. This balance will ensure you are presenting your best self, whether it be through messages, emails, cover letters or conversing on the phone, whilst still achieving all of your objectives.

Give yourself a reward

Whether it be having Fridays off, enjoying a beverage or going on another one of those iso-walks we're all loving (...) give yourself a reward for putting in the hard work throughout the week. Detaching from the process and engaging in activities that help you de-stress and unwind is just as important.