

Investigating where the jobs are

Name

Centre

When the time comes, the right job for you will be out there, but you'll probably have to put a bit of effort into finding it.

That means spending some time:

- Deciding on the job that will suit you
- Researching the companies and organisations who offer that kind of work
- Finding out how they recruit suitable applicants, and
- Making relevant applications

Practise the skills you'll need to develop when the time comes.

First research the main sources of employment information in the list below:

source of vacancies	describe briefly the advantages and disadvantages
the press (newspapers, magazines)	
Jobcentre plus	
word of mouth through contacts you already have	
the internet 1 (to trawl companies or vacancy websites)	
the internet 2 (company or organisation recruitment method)	
Skills Development Scotland	
employment agency	
attending career or job fairs	
contacting companies directly to see if they have vacancies	
TV or radio adverts	
adverts on company notice boards or in shop windows	

Now have a look at the common application methods you might have to use:

Application method: for an existing vacancy
application form (paper, posted with accompanying letter)
online application form (covering email)
CV (paper, posted, with covering letter)
CV (on line, with covering email)
telephone interview
application form (paper, posted with accompanying letter)
online application form (covering email)
Application method: to find out if there are any vacancies (speculative enquiry)
CV (paper, posted, with covering letter)
CV (on line, with covering email)
telephone enquiry
letter (paper, posted)
email

And now choose a job or type of work you would like to apply for (now or in the future).

- Choose **four** of the methods above to identify vacancies you could apply for and the application method you would use.
- Then, pick **one** of them and make an application by a tailored **CV** and covering letter.

Vacancy source	details of the job	how you apply	Tick the application you are going to follow through