

# LOOKING FOR EMPLOYMENT? **TOP TEN TIPS**

1. Get your **CV** checked out by a professional. Include a personal profile and career ambition. Don't forget voluntary and extra activities – what skills did you use?
2. Be clear in communicating what you want to do, where your **ambitions** lie.
3. Focus on your **strengths**, not weaknesses.
4. Be yourself and don't underestimate the importance of good **interpersonal skills**.
5. **Connect** with people – soak up as much knowledge, advice, tips and contacts you can get.
6. Practice your **networking** skills – this is the most successful way of finding opportunities. Ask people for informational interviews, take part in a survey or research, ask professionals for advice or input.
7. Set up an account on **LinkedIn**, use the information from your CV and be specific in what you're looking for. Make sure you use a nice professional photo (headshot). Use the jobs section for vacancies and internship openings.
8. Connect with people on LinkedIn. Join Groups, **participate** in discussions, share articles of interest and follow companies.
9. Consider temporary and basic level opportunities if it's in an environment you want to work and **grow** in.
10. **Dress professionally** when you are attending an interview, even if you know the daily dress code is casual.



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