



# THE JOB SEARCH PROCESS

Guide to tackling it effectively

**Plan your time!**  
Finding a job is much more than just sending a CV



## 1 RESEARCH



Make an initial overview to get to know your professional sector and what you'll need to work in it.

Look at the websites of companies where you'd like to work.

Which ones are advertising the most vacancies?

Identify the professional profiles for jobs similar to the one you are looking for.

What knowledge and experience do they have?

Search for job offers in your sector.

What do they ask for? Which profiles are the most sought after?

## 2 SELECT



After the initial search, you'll have a very long list of vacancies and companies. Analyse them and make a selection.

Choose where to send your application, based on the companies that most interest you.

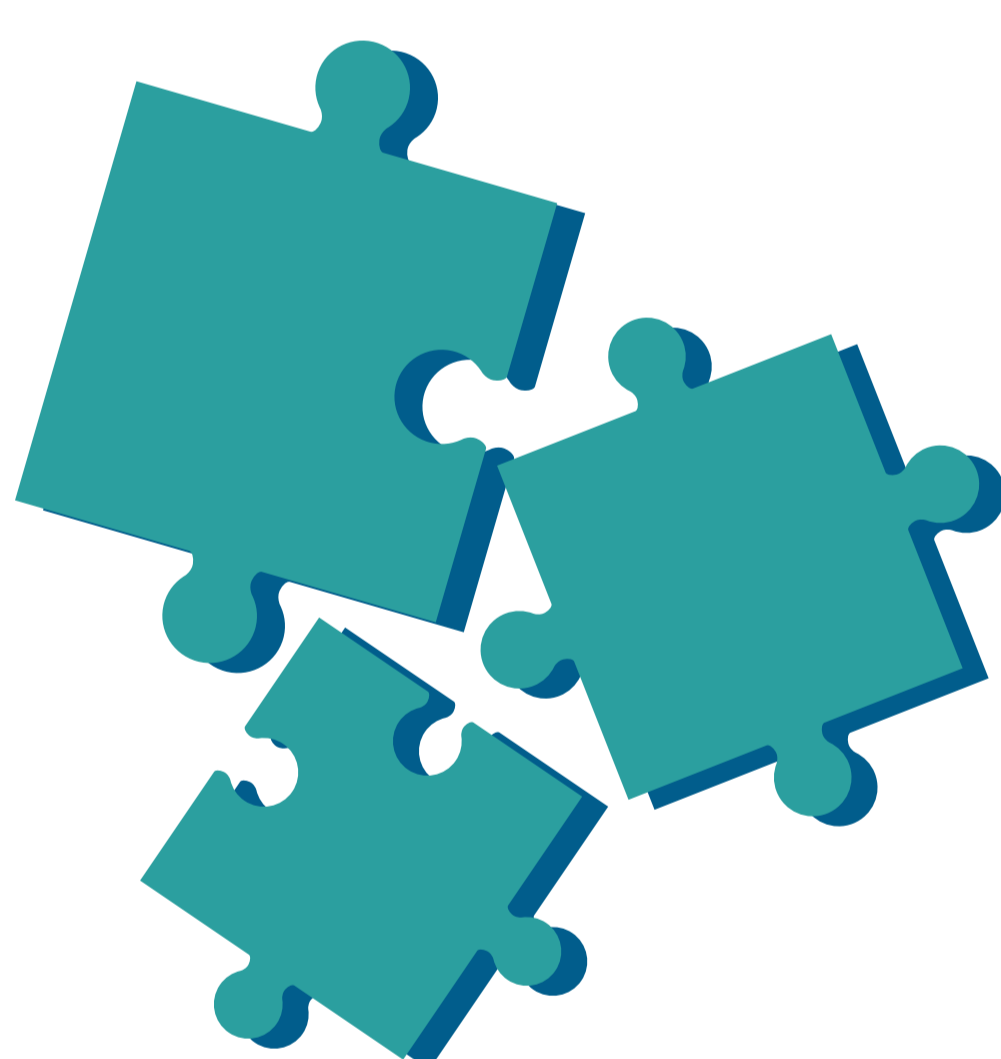
Is the work what you are looking for? Would it motivate you?

Select the vacancies that best fit your professional profile and your needs.

Are working conditions suitable?

What knowledge do they require? What requirements? Do you have them?

## 3 ADAPT



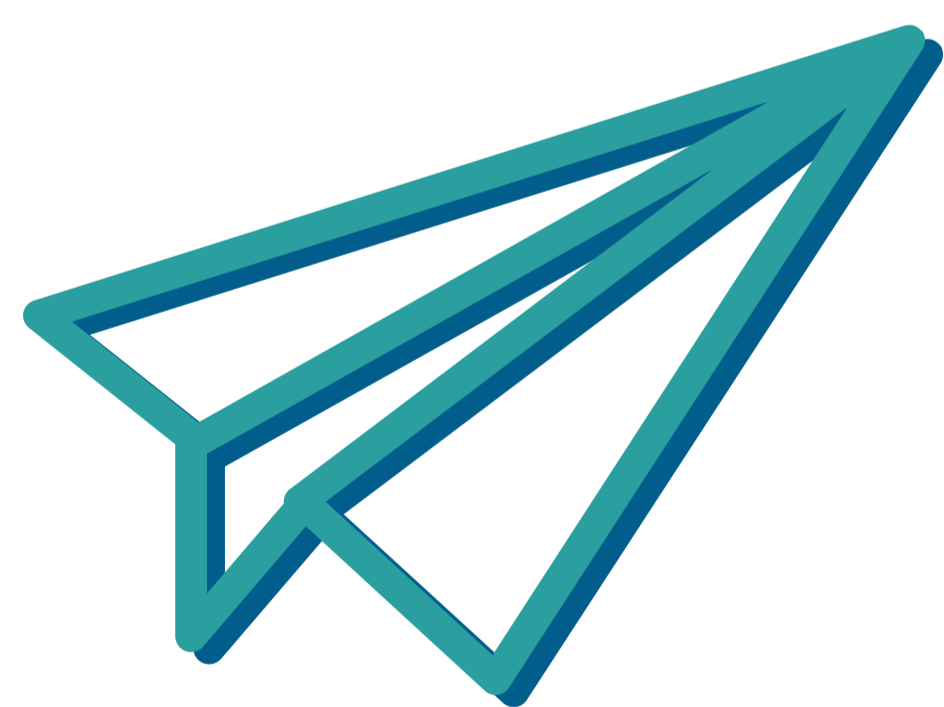
Now that you've analysed what businesses are looking for, highlight your potential and make it clear what you can bring.

Adapt the content of your CV and introductory letter to what each job advert requires.

It shows what makes you different and special as a professional.

It also demonstrates your interest in the workplace and the knowledge you have of the company.

## 4 SEND



Are you completely ready? Choose the channel and send your application.

As far as possible, submit your application using the same channel through which you found out about the vacancy.

If the vacancy has been published through different channels, try to avoid intermediaries and choose the most direct channel, also in order to track your application.

### The experts recommend:

- ✓ Searching for work requires planning. Before starting your search, spend some time planning the process.
- ✓ Finding work is a job in itself. Schedule and set aside a time and get into a routine: this is your job.
- ✓ Searching for work is a process that doesn't end with sending out your CV. Keep track of everything you've sent, contacts made and actions you've taken with companies (calls, emails, etc.).

### WOULD YOU LIKE TO KNOW MORE?



- Job search channels +
- Key moments of a job interview +
- Professional goal +