



## Session 2: How to apply for a job

### What are you looking for?

When applying for a job, the first thing you need to do is decide what **type of job** you want! You should make notes on this and it will help your search if you can make these notes as detailed as possible. For example, you should think about:

- How much time are you willing to spend **travelling** to work?
- Would you be willing to **relocate**?
- What **salary** do you expect to earn?
- Would you work **unsociable hours**?

By answering key questions like this, you can start to **focus** your activities on finding a job that you really want.

### Sources of information

Once you have decided what job you want (or will want in the future) you are ready to start thinking about where you can find **information** about jobs you want to apply for. You can find this type of information in many different places, such as:

- Company websites
- Personnel / Human Resources departments
- Job search websites
- Recruitment agencies
- Specialist job publications
- Local and national media (newspapers, etc).

### Making contact

Once you know what **type of job** you want to apply for and where you can find **information** about job applications, your next step is to either:

- Make **contact** with the organisation
- Make an **application** for a particular job.

In both cases, you are simply letting the organisation know that you are **interested** in a job and that you would like to be considered for it.

There are several different **methods** of making an application. The main ones are:

- Application forms
- Online applications
- CVs
- Covering letters
- Telephone enquiries
- Applying in person.