

## How good is my job hunting?

The checklist below should help you see if you are doing everything possible to find work.

Are you clear about what skills and experience you have?	
Do you know what skills, abilities and qualifications are needed for the types of jobs you are looking for?	
Do you have an up to date CV?	
Does your CV make the most of your skills and experience?	
Are you confident about filling in application forms?	
Are you confident about applying for jobs over the phone?	
Have you used the internet to search for jobs?	
Are you confident about searching and applying for jobs online?	
Do you use <a href="http://www.gov.uk">www.gov.uk</a> or other internet site to look for jobs regularly?	
Do you know which days jobs are advertised in your local papers?	
Do you read local papers regularly to find out which companies are expanding and which new companies are coming to the area?	
Have you considered contacting these companies to see if they have any jobs?	
Have you registered with any recruitment agencies?	
Have you been to any Jobs Fairs?	
Do you check if your friends and family know about any jobs?	