



HOOK YOURSELF UP

Job hunting can be a full-time job, but check out these work-seeking skills to improve your chances of getting noticed and getting that job!

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Look for job openings everywhere possible – newspapers, the Internet, on your cell phone or through word of mouth

So you've crossed the first hurdle – you've completed Grade 12 or finished your diploma or degree. Now what? Many of you know that finding a job isn't a matter of just sending out a CV and then signing a contract; it takes some work. But there are steps you can take to make the job hunt a whole lot easier.

Attention to detail

Writing a thorough CV is the first step. Keep it simple, but give as much detail as space will allow (two pages max!), stressing your achievements and skills acquired, particularly if you've had any work experience. Check your spelling carefully – your CV is the first impression you make on a potential employer. If you've done voluntary work, add that

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to your CV too – it might not be paid work, but it shows you're an individual who takes initiative, makes a positive contribution to society and it counts as experience.

Then there's the **cover letter**, which is your chance to get a bit more personal. Write about what it is about that particular job that excites you and why you feel you can do it, but keep it down to a page (including where you saw the position advertised) – you'll lose the recruiter or employer's interest if you submit a full-length novel about yourself.

And don't confuse a cover letter with a **reference letter**, in which previous employers can vouch for you. In today's world of unemployment, good references can make all the difference. You can either list your references on your CV (notifying your references beforehand that they might receive a phone call), or get your past employers or voluntary organisation to write a reference letter for you. Never fake a reference! Potential employers will phone to verify the reference and a fake reference leaves a big black mark against your name!

Network, network, network!

Talk to absolutely everybody about what you want. If you have a specific goal in mind, say to be a stylist, tell everyone you know about it. Not in the "can you get me a job" kind of way, but to let people know about your goals – you never know someone who knows someone looking to hire someone and that person could be you! The key is put it out there and be clear about your objectives. As they say, "Tell the universe what you want and let it conspire with you to get it."



... You land that job



Type out your CV and cover letter ensuring there are no spelling mistakes

Work it

Use every means possible to explore opportunities. If you can't buy a newspaper, borrow one or go to your local library. Libraries might also have Internet access so you can explore jobs online. If not, go to your local Internet café or Youth Centre where Internet access could be free.

You could also submit a personalised CV to eCVmobile (www.ecvmobile.co.za), a new (free) service that allows you to use their process of "CV-SMXing" to email your CV to a recruiter via SMS – great if you don't have regular access to the Internet or fax machines. eCV works by turning your details into a professional CV and storing it until you SMS them the email address of an employer or recruiter

you're interested in. The system will then send your CV to the e-mail address specified in the SMS. And with MYMsta, you don't need Internet access at all to locate opportunities, just a Wap-enabled cell phone. Log onto www.mymsta.mobi where you can find loads of work, study and volunteer opportunities under 'Hook it up'.

Finally, don't be shy to make follow-up phone calls to make sure the recruiter or employer received your CV, or to let them know how hungry you are to get the job – your sheer enthusiasm could land you the post! And, most importantly, if your first attempt at following these steps doesn't hook you up with a job straight away, don't give up... Start again! Keep the process going until you find a job that's right for you.



If the news isn't good – keep on trying. Send your CV and put the word out there about your skills until...



Follow up your interview with a phone call to the recruitment agent or HR department. Don't forget to phone to see if they received your CV in the first place!



Present yourself smartly at your interview, bringing along an extra copy of your CV

