

# Job Hunting and Skills Tips

## 1. CONDUCT A DETAILED SELF-ASSESSMENT

Are you currently in the right role?

Personality, values, interests and skills; is that where you still want to be?

You could take an online [career questionnaire](#) to see what roles best suit you. The results may surprise you!

[www.monster.com/career-advice/article/best-free-career-assessment-tools](http://www.monster.com/career-advice/article/best-free-career-assessment-tools)

[help.open.ac.uk/career-self-assessment](http://help.open.ac.uk/career-self-assessment)

## 2. CREATE OR BRUSH UP YOUR ONLINE WORK PROFILE

This could be a great opportunity to set aside some time to work on your online profile.

Update/Create your [LinkedIn profile](#). Include all current work experience, skills, research, interests and add connections.

Ask connections to give you recommendations or endorsements on your LinkedIn profile.

Also, it would be worth investigating local business forums, industry groups and social areas.

## 3. REACH OUT TO PEOPLE

Remember, you're not the only one who might have a little more spare time just now.

This could be the perfect time to connect with others in your career area – make connections with others in your field, or the field you're interested in entering.

Tap up folks on the PRFam, it's a great resource to ask for help from folks who may have experience in similar areas.

## 4. UPDATE YOUR CV

Update your CV to reflect your latest experience and new qualifications you may have obtained.

There are many options for a professional [advice on your CV](#) and job search tips.

Look at the job listing you are applying for, reflect back what they are looking for and include a cover letter for each job.

If you'd like some help with your CV help you can contact PR's very own Vikki Colden to review the content and layout of your CV to help you get noticed.

Email [vikki@bcrcreative.com](mailto:vikki@bcrcreative.com)

## 5. SET ASIDE TIME EACH DAY FOR JOB HUNTING

It can be hard to keep the momentum going when you are *looking for a new role*.

Set aside a specific time slot each day to focus on looking through job sites or networking and try to stick to it.

## 6. UPDATE YOUR SKILLS

There's a wealth of free online training and guidance available.

Completing a course may give you the edge over others when applying for roles.

**Gov.uk Government training portal**

[www.gov.uk/career-skills-and-training](http://www.gov.uk/career-skills-and-training)

**BT Home life learning**

[www.bt.com/skillsfortomorrow/home-life](http://www.bt.com/skillsfortomorrow/home-life)

**BT Skills for work life**

[www.bt.com/skillsfortomorrow/work-life](http://www.bt.com/skillsfortomorrow/work-life)

**Free Online work biased training courses**

[www.freecoursesinengland.co.uk/free-courses-1](http://www.freecoursesinengland.co.uk/free-courses-1)

**Pluralsight - Tech Skills**

[www.pluralsight.com/product/skills/free](http://www.pluralsight.com/product/skills/free)

**Future Learn**

[www.futurelearn.com/courses](http://www.futurelearn.com/courses)

Hundreds of online courses from top universities and specialist organisations.

Free for the duration of courses

£52 for enhanced learning

£199 for an unlimited account

## 7. TIMPSON FREE INTERVIEW SUIT/DRESS CLEANING IF YOU'RE NOT WORKING

To find your nearest Timpson location offering dry cleaning, simply [visit the website](#) and enter your postcode.

If they help you out, a little thanks via the [Customer Service Feedback](#) to the shop/staff member would go a long way to making someone's day.



**Remember you are not alone. Fam got yer back!**

