

### Job hunting top ten tips

1. Don't just apply to big household name companies as they get a lot more applicants per job than smaller, less well known organisations.
2. Look beyond the name – law firms, accountancy, IT, all need admin, HR, sales and other staff, as well as technical people to fill their roles.
3. Don't just apply to the attractive sounding jobs such as media, advertising and marketing - the more boring the job title, the fewer applicants there are likely to be for the job!
4. Don't rely on advertised jobs – employers in the media and politics, for example, will rely on speculative applications and so will expect you to take the initiative and make the first approach.
5. Start networking early. Research companies and connect with key people on [LinkedIn](#).
6. Make sure that your applications are of the highest possible quality: well set-out and tailored to the requirements of that particular job or employer.
7. Keep picking up skills, whether it's through self-study or learning from others.
8. Dedicate a certain amount of time per day to job hunting, and stick to it! Give yourself rewards along the way!
9. Do make use of the [Careers and Employability Service](#) – we can help you with your career choice or applications technique both now and after you graduate.
10. Don't give up! Stay focused and positive. Set yourself short-term goals (like connecting with key people on LinkedIn) and long-term goals (where you see yourself in five years' time).