

Finding that ideal job

With the plethora of job opportunities available today, including a whole range that didn't exist even ten years ago, it can be very confusing for job seekers to decide on a career path, let alone get the ideal job. There are a number of factors you should think about as your plan to land that job you think you'd be great for.

Deciding what you're good at

The first consideration you need to think about is: what is your ideal job? You may have a wide range of experience and skills, which will really help you focus on a specific career, or you may be quite inexperienced compared with others. There are a number of points to consider: what are you interested in? what do you really enjoy doing that helps you lose yourself in time? Recent research shows that those who work doing what they enjoy are happier, healthier and wealthier than those who do a job solely for the money. Put aside time for introspection, thinking about what you'd really like to do – and don't forget to get advice from others.

Keeping an eye for opportunities

Check out the Internet, newspapers (including local papers), word of mouth and community noticeboards for jobs that might come up that you feel you'd like to do. Don't forget that early on in your career you could get experience through volunteer work (think about community radio, for example) and in casual jobs. If you're clear about your goals, then it's easier to see where everything fits, but this doesn't always happen, especially when you're young.

Your CV and cover letter

You see the job you'd really like and you want to apply for it. There's a knack to producing a great CV – one that the potential employer will pull out from the pile. It shouldn't be too long; two pages is ideal. Keep to relevant facts: personal details; your education qualifications (most recent first); and the experience and skills that apply to the target job (again, most recent first). Your cover letter should summarise the sections of your CV that apply directly to the job – the 'hooks'. Finally, check your CV for typing mistakes – they're very off-putting and will definitely reduce your chances of an interview.

The interview

If you're lucky enough to get an interview, then spend time preparing for it. Learn more about the company so you can ask the right question should the need arise. Think ahead about how you can contribute to the company if they take you on. Also, dress neatly and be on time – don't arrive puffing, rushed and apologetic. Don't forget to bring along identification if asked for. At the interview, be confident and clear in your responses.

If not this time ...

Remember there's a new world of opportunities out there. Check online for all the ways you could perhaps start a business, or get tips to gain additional skills. Overall, be optimistic, persistent and future-focused, and realise your ideal job might not be this one right now!

Questions 15–20

Complete the sentences below.

Choose **NO MORE THAN TWO WORDS AND/OR A NUMBER** from the text for each answer.

Write your answers in boxes 15–20 on your answer sheet.

- 15 Those looking for jobs today may have difficulty making decisions about their
- 16 In deciding what you are good at, the initial matter is to determine what your is.
- 17 One way to improve opportunities at the beginning of your career is to consider doing
- 18 Your chances for gaining an interview can be reduced if your CV contains
- 19 For the interview, remember to have your with you if this has been requested.
- 20 If you don't immediately get the position you want, think about looking online for suggestions on ways to acquire