

Paul R Salmon – Information for Job Hunters

Thanks to all contributing agencies that have had referenced information and support materials. Paul R Salmon has compiled this information from websites and support material, with the aim to support people find work.

Action Plan for Job Hunters

Action to Complete	By When
Register with all websites and social media recommended in section one.	On course
Research the job centre website and the vacancies and try to apply for 5 a week	Each week
Take your CV personally to business in your area, try to do at least 5 each week.	Each week
Send out at least 10 emails to employer's for work include your CV and covering email a minimum of 10 a week.	Each week
Register with all the suggested recruitment agencies in section 2, if not done so already.	On course first week.
Ask friends and family if they have contacts or know of jobs need filling.	Ongoing
Go to the following website and use some of the useful tools for job hunters. https://nationalcareers.service.gov.uk/careers-advice/advertised-job-vacancies	On course and regular check in.
Look in newspapers and magazines, they are normally available in the local library if you do not buy them. The metro has a free app online with jobs in.	Ongoing
Go on to the Job centre website and try to find jobs that are relevant, aim to apply for 3 a week. https://findajob.dwp.gov.uk/	Ongoing

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Section 1 - Websites for Job Hunting

Paul R Salmon does not recommend or promote any of these. They are from a search engine for job sites in the UK. they may be relevant to you, if they are get registered, upload your CV!!.

Indeed	https://uk.indeed.com/
Reed	https://www.reed.co.uk/
CV Library	https://www.cv-library.co.uk/
Jobs Go Public	https://www.jobsgopublic.com/
National Carers Services	https://nationalcareers.service.gov.uk/
Jobsite	https://www.jobsite.co.uk/
Guardian Jobs	https://jobs.theguardian.com/jobs/
Search	https://www.search.co.uk/
Trac Jobs	https://www.trac.jobs/
Adzuna	https://www.adzuna.co.uk/
Apply 4 You	https://www.apply4u.co.uk/
Get got Jobs	https://www.getgotjobs.co.uk/
Jungle	https://uk.welcometothejungle.com/
Secs in the City	https://www.secsinthecity.co.uk/
Jobs Ac	https://www.jobs.ac.uk/
Hays	https://www.hays.co.uk/
Prospects	https://www.prospects.ac.uk/
Restless	https://restless.co.uk/
Contractor Jobs	https://www.contractorjobs.co.uk/
Simply Hired	https://www.simplyhired.co.uk/
Get my first job	https://www.getmyfirstjob.co.uk/

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Section 2 – Recruitment Agencies

Data found on completion of a search engine search, I am not sure how accurate the contact information, try what do you have to lose!

The Best Connection - Chelmsford 53 New London Rd 01245 349015	Coyle Personnel - Chelmsford Elizabeth House, 28 Baddow Rd 01245 250711
Construction Recruitment Agency Chelmsford Duke St	Success Recruit Ltd Wickford 01245 409839
OBEX RECRUITMENT LTD. 1 Moulsham St 01245 708808	Rayment Recruitment Ltd 4A Tindal Square 01245 492422
Adecco Chelmsford 1st Floor, Springfield House, 29 Springfield Rd 01245 268666	First City Recruitment Suite 289, Dorset House, 25 Duke St 01245 506269
JMR Recruitment Services Ltd Unit 57, Waterhouse Business Park, 2 Cromar Way 01245 392550	Gold Education Recruitment 3+ years in business · Office 308, Dorset House, Duke St 01245 699095
Oxygen Digital Recruitment Criterion House, 40 Parkway 020 8106 0405	Medsol Group Ground Floor, 90, 96 Victoria Rd 020 3598 1804
Select Recruitment Specialists Ltd 01245 493443	ACS Recruitment Consultancy Ltd Office 18 Runwell Hall Farm, Hoe Ln 01268 767777
Tradewind Recruitment Supply Teaching agency Chelmsford Saxon House, 1st, Victoria Rd 01245 806737	Hays Recruitment Agency - Chelmsford 1st Floor, Summit House, Waterloo Ln 01245 782130
Kenect Recruitment Agency - Chelmsford Duke St 01702 667297	

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Section 3 – The CV and Covering email / Letter

The CV

All are examples only and you should tailor to your own needs, I will support you in doing this throughout the workshops and one to one support online.

A standard CV includes personal contact details, a personal profile/statement, relevant work experience, and education and qualifications.

You should also include key and transferable skills, and any other relevant achievements, awards, or interests that demonstrate your suitability for the role.

Tailor your CV for each application, focusing on the most relevant information for the specific job and using active, concise language.

Here's a breakdown of the essential sections:

1. Personal Details

- Name: Your full name.
- Contact Information: Your phone number, email address, and a relevant professional social media profile link, such as LinkedIn. You can omit your full address for privacy if the CV is public.

2. Personal Profile/Statement

- A brief, impactful paragraph at the top of your CV summarizing your key skills, experience, and career goals, tailored to the job you're applying for.

3. Work Experience

- List your most recent roles first.
- For each position, include your job title, the employer's name and location, and dates of employment.
- Use bullet points to describe your main responsibilities and achievements in the role, using active language like "implemented" or "achieved".

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4. Education and Qualifications

- List your education and qualifications in reverse chronological order, with the most recent first.
- Include the name of the institution, the type of qualification, your results, and the dates attended.

5. Key Skills

- A section dedicated to listing your core skills, including both hard skills (e.g., languages, IT) and soft skills (e.g., communication, leadership) that are relevant to the job.

Optional Sections

- Interests:

You can include hobbies or interests if they demonstrate relevant skills (e.g., leadership in a sports team) or show a positive personality trait.

- Awards and Achievements:

Highlight any notable achievements, both within and outside of paid employment.

- Voluntary Work/Charity Work:

Include this if it shows relevant skills or experience.

- References: You can state "References available on request". You do not need to list contact details for your references on the CV itself.

Tips for a Strong CV

- Tailor it:

Adjust your CV for each application to highlight the most relevant experience and skills for that specific role.

- Be concise:

Aim for a maximum of two pages for a standard CV.

- Proofread:

Always check your spelling and grammar; ideally, have someone else proofread it as well.

- Use active language:

Use action verbs to make your responsibilities and achievements more dynamic

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Example Covering Emails or Letters - How to write a cover letter

Thanks to for this expert information and guidance on writing covering letters:

<https://nationalcareers.service.gov.uk/careers-advice/covering-letter>

- A cover letter introduces you to an employer and asks them to think about your application.
 - It's a short letter, usually 3 to 5 paragraphs long.
 - When to include a cover letter
-
- ✓ You should always include a cover letter when you apply for a job using a CV.
 - ✓ You can write it as an email if you're applying online or print a copy to go with a paper application.

Research

When writing a cover letter, let the employer know you're keen by showing that you've researched the company. Learn more about what they do through:

- their website
- recent news articles
- talking to people you know who work there

Send it to the right person

It's important to try to address your cover letter to someone by name. Check you have the details of the person you need to send it to.

You'll need their name and preferred title. For example, 'Dr', 'Mr', 'Mrs', 'Ms', and their job title. You should also make sure you have the right company name and address, including postcode.

If you do not know their name

If the job advert does not include a name you can check the company website. Try to find details of the head of the department, head of human resources or a recruitment manager.

If you still cannot find a name, you can start your letter with 'Dear Sir or Madam'.

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Introduction

Introduce yourself and explain how you found the advertised job. You can mention the job title, and reference number if there is one.

If you're asking about any job openings and not applying to a vacancy, tell them what sort of job you're looking for. Let the employer see how keen you are to work for them.

Show you're right for the job

Highlight the skills and experience you have that match what the employer is looking for.

Convince them that you're enthusiastic about working for them. Let them know you share their work values, culture and style.

Give extra information

If you have gaps in your employment history, you could talk about the skills you gained while you were out of work.

If you've mentioned on your CV that you have a disability, you might want to talk more about this in your cover letter. Organisations like [Disability Rights UK](#) can give you advice on how to do this. You do not have to mention your disability at this stage if you prefer not to.

You can get more help with specialist advice on [finding work if you have a disability](#).

Ending your cover letter

- Thank the employer for considering your application. Let them know that they can get more details from your CV, and tell them you're looking forward to hearing from them.
- Let them know how they can best contact you. Make sure your contact details are correct on both your cover letter and CV.
- Yours sincerely or yours faithfully
- If you know the name of the person you're writing to, you should end the letter with 'Yours sincerely'.
- If you've addressed the letter 'Dear Sir or Madam', you should end the letter with 'Yours faithfully'.

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Tips for writing a cover letter

When writing your cover letter, remember to:

- write a new one for every job you apply for and make sure it's tailored to the company and the specific role
- use the same font and size as you do for your CV, so it looks consistent
- make sure the company name and recruiter's details are correct
- use the right language and tone: keep it professional and match the keywords used by the employer in their job advert
- show you've done your research into the job and the company
- highlight your most relevant skills and experience to stand out from other applicants
- back up any statements you make with facts and use [the STAR method](#)
- double check spelling and grammar before you send it
- keep a copy of your cover letter as they may ask you about it in an interview

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Use this page to write down a minimum 10 businesses you could contact directly with an email, to see if they need have any work now or in the near future:

	Company Name	Contact details if known	Tick when done
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

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This page is left for your notes: