

try speculative applications

Your PA can help you

Some companies don't advertise their vacancies, they wait for people to approach them... so get to them first.

- Decide what sort of companies you want to contact.
- Get their addresses from Connexions, the internet (including www.yell.com and www.near.co.uk), Yellow Pages or other directories.
- Try to get the name of the best person to write to in each company. This makes the letter more personal.
- Write a short letter and send it to the company with your CV. If you haven't heard back in 2 or 3 weeks, try a phone call to check if they have received your letter.

SENDING JOB

LOOKING FOR
7
VACANCIES

connexions

start with:

- Asking friends and family
- Your local Connexions Centre
- Job Centre Plus
- Local newspapers
- Private employment agencies
- School and college notice boards
- Shop windows
(particularly for part-time vacancies)

the internet

Look at askjon.org – Connexions Norfolk's local vacancy website

Other job vacancy sites:

www.edp24.co.uk

www.jobcentreplus.gov.uk

www.justjobsnorfolk.co.uk

www.fish4jobs.co.uk

www.monster.co.uk

www.jobstoday.co.uk

Also look at employers' own websites. Many companies put their vacancies on their site and some let you apply online.