

Want to Find a Job?

Where to look

The best place to look for jobs is online. See the other side for a list of useful websites and local employers.



What you can do

- **Contact businesses directly** in person, by email, or through their website.
This is known as a speculative application.
- **Ask friends, family, teachers, tutors**, and other contacts if they know of any vacancies.
- **Visit local businesses** and ask about opportunities.
- **Attend careers fairs**, recruitment events, and open days.
- **Follow employers on social media**, where vacancies are often advertised.

Before applying, research the employer by looking at their website and social media accounts. Understanding the business can help you tailor your application and prepare for interviews.

What do you need?

CV

A document that highlights your education, skills, experience, achievements, and interests.

Cover Letter or Application Form

An opportunity to explain why you are interested in the role and what you can offer.

Professional Email Address

Use a sensible email address, such as: `firstname.lastname@email.com`

References

Employers may ask for details of a teacher, tutor, employer, coach, or another trusted adult who knows you well.

Confidence and Positivity

Job searching can take time, so stay motivated and keep applying for suitable opportunities.



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www.stoke-ypcareers.org

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Useful websites



Find a job - Work Hub

www.jobs.service.gov.uk/jobs

Get My First Job

www.getmyfirstjob.co.uk

Indeed

www.indeed.co.uk

Totaljobs

www.totaljobs.com

Monster

www.monster.co.uk

Fish4Jobs

www.fish4.co.uk

Affinity Staffordshire Careers

www.affinitystaffordshire.com/careers

Trentham Careers

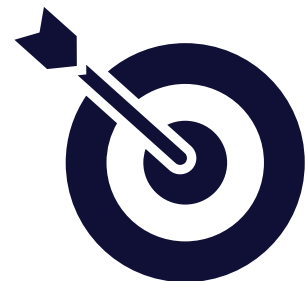
www.trentham.co.uk/careers-and-volunteer-at-trentham

Potteries Centre Careers

www.potteriescentre.co.uk/your-visit/jobs

Tips for applying

- Tailor your CV and applications to each role.
- Check spelling and grammar before submitting.
- Research the employer's website and social media.
- Make sure your online presence is professional.
- Use examples of skills gained through school, volunteering, hobbies, clubs, sports, or work experience.
- Respond promptly to emails and interview invitations.



Make the most of digital tools

Set up job alerts on job websites, follow employers online, and regularly check for new vacancies. Keep your CV up to date and save copies electronically so you're ready to apply when opportunities arise.

Need More Support?

If you're unsure about anything, speak to your careers adviser or careers team for advice and guidance on finding and applying for Jobs.

Stoke-on-Trent Young People's Careers Advice



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