Job Strategy

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A little bit about me...

- BA in History & Archaeology (Greece)
- MA in Cultural & Social History (UK)
- Italian Language Certificate (Italy)
- 5 years experience in Sales & Customer Service within the Financial Services
- 1 year experience in Recruitment (Malta - UK)
- MSc in International HR Management
What now?
Job Strategies

- Identify your strengths & interests
- Create a career map-action (job titles - industries - companies)
- Prepare 2-3 CVs tailored on the roles of interest (get feedback from your career centre)
- Update your Linkedin profile
- Approach Recruitment Agencies
- Attend Networking Events
- Keep yourself up-to-date (industry magazines; twitter; join Linkedin groups)
Market Characteristics

- Increased competition
- Numerous opportunities
- Be aware of your employment rights & employment status
- Types of employment: contractual/perm/freelancing, etc
Recruitment Agencies

● Approach both large & boutique general recruitment agencies
● Contact specialist recruitment agencies
● Send an introductory email asking for a meeting and attach your CV
● Treat recruiters like a potential employer:
  ○ Dress smartly
  ○ Do your research & prepare questions
  ○ Be there on time!
  ○ Be polite & enthusiastic!
  ○ Ask how long it will take to receive feedback → put a note on your calendar & follow up!!!
**Linkedin**

- Profile summary → concise & into the point
- Detailed experience which incorporates must-have key words, i.e. results-driven, ‘can-do’ attitude, organised, team-player, etc.
- Join professional & student groups
- Follow companies of interest
- Connect with the ‘right’ people & contact them!
- Like, share, comment, post, use hashtags!
- Create job alerts, update your career interests & let recruiters know that you are open to discuss new opportunities.

**Keep your Linkedin strictly professional!!!**
Application Process

- Keep track of your applications on an xl. sheet (role; company; contact name, etc).
- Do your research, take notes, prepare questions (company’s website; twitter; newspapers & industry magazines; job description!)
- Get ready for an interview (career centre & recruitment websites)
- Interviews → via call / skype / video assessment / face-to-face

⇒ be yourself, ask questions, do NOT lie

& ENJOY!!!
Until you secure a role...

● Be proactive
  ○ Network
    ■ Volunteer
  ● Read the news
    ○ Stay positive
Helpful links

Recruitment Agencies:

https://www.robertwalters.co.uk/
https://www.michaelpage.co.uk/
https://www.morganmckinley.co.uk/
http://www.mdh.co.uk/
https://www.hays.co.uk/
https://www.frazerjones.com/
https://www.roberthalf.co.uk/
https://www.languagematters.co.uk/
https://www.morganhunt.com/
https://www.eurolondon.com/
http://www.impact-london.com/
https://www.toplanguagejobs.com/
https://jobs.theguardian.com/
https://www.multilingualvacancies.com/
https://www.ashdowngroup.com/
Helpful links

Job Boards - How to write a CV - Get ready for an interview

https://www.linkedin.com/

https://www.agencycentral.co.uk/

https://www.glassdoor.co.uk/index.htm

https://www.reed.co.uk/

https://www.prospects.ac.uk/

https://www.cv-library.co.uk/

https://www.milkround.com/

https://www.indeed.co.uk/

http://www.careers.qmul.ac.uk/

https://targetjobs.co.uk/
Any Questions???
Thank you!