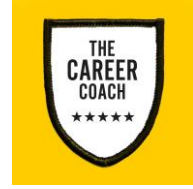


‘Career Seekers Resource Guide’

This handy guide gives you useful free resource links to help you research, plan, develop and implement an effective new career search campaign.

<https://www.thecareer.coach/career-seekers-resource-guide>



Contents

- How do you manage career change?
- How do you know what skills you have?
- What career paths could you take?
- What industries are recruiting right now?
- What is your personal brand?
- What makes a great CV?
- Applying for jobs with applications forms
- How do you write an effective cover letter?
- How to Use Linked In for Job Seeking
- How to use a job board to get a new job
- What job boards are the best?
- How to get a job through a recruitment agency
- What types of interviews are there?
- How do you get rid of interview nerves?
- How do you prepare for an interview?
- How do you perform well at an interview?
- You Got the Job!
- Free Training Resources
- Health and Wellbeing
- Financial Support and Advice
- Useful Blogs & Podcast
- Get to know 'The Career Coach' and keep in touch



How do you manage career change?

These articles will help you cope with change, improve your self-confidence, communicate better at work and be more resilient in tough times.

- I've been made redundant what do I do? <https://www.youtube.com/watch?v=4zXzT-sVXC4&t=105s>
- I'm on furlough what do I do? <https://www.youtube.com/watch?v=qlrKS1kGDs4&t=2s>
- <https://www.quickbase.com/blog/10-tips-for-handling-change-in-the-workplace>
- <https://positivepsychology.com/resilience-in-the-workplace/>
- <https://www.entrepreneur.com/article/281874>
- <https://www.reed.co.uk/career-advice/how-to-communicate-effectively-at-work/>

How do you know what skills you have?

These articles will help you understand the skills you have and where they may be useful.

- <https://www.youtube.com/watch?v=lihjk66lll4>
- <https://beta.nationalcareers.service.gov.uk/>
- <https://www.myworldofwork.co.uk/tools/strengths/start>
- <https://www.theguardian.com/lifeandstyle/2014/nov/11/-sp-questionnaire-what-job-would-make-you-happiest>
- <https://www.glassdoor.com/blog/quiz-how-to-tell-if-your-job-is-totally-wrong-for-you/>
- <https://www.mindtools.com/pages/article/get-started.htm>
- <https://www.youtube.com/watch?v=jpe-LKn-4gM>

What career paths could you take?

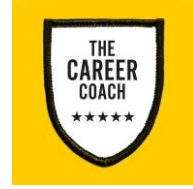
These articles will help you understand what career paths and options are available and if they may suit you.

- <https://www.youtube.com/watch?v=1IMhCOW6404&t=18s>
- <https://www.teamtechnology.co.uk/careers/what-career-is-right-for-me.html>
- <https://www.youtube.com/watch?v=FV5AUAla2Zs>
- <https://www.lifecoachspotter.com/stuck-in-a-rut/>
- <https://www.myworldofwork.co.uk/tools/about-me/start>
- <https://www.themuse.com/advice/drowning-in-career-options-what-to-do-when-you-have-too-many-passions>
- https://www.youtube.com/watch?v=_2HJon6Un4c
- <https://www.totaljobs.com/advice/moving-from-private-to-public-sector>

What industries are recruiting right now?

Fancy a career change? Check out thriving and up and coming industries that are recruiting right now!

- <https://www.linkedin.com/news/story/heres-whos-hiring-in-the-uk-4905516/>
- <https://www.onrec.com/news/news-archive/data-insight-who%E2%80%99s-hiring-and-top-trends-in-the-uk-job-market-amid-covid-19>



What is your personal brand?

These articles will help you get to know who you are and how to market 'brand you' effectively.

- <https://exchange.cim.co.uk/blog/getting-personal-six-steps-to-brand-me/>
- <https://medium.com/swlh/why-should-i-build-a-personal-brand-6db75147803>
- <https://www.forbes.com/sites/josephliu/2018/04/30/personal-brand-work/#1a3f3a357232>
- <https://www.youtube.com/watch?v=rGbsb6aXbzc>

What makes a great CV?

It is the key document to get you an interview so find out how to make it a great one.

- <https://www.myworldofwork.co.uk/getting-job/building-cv>
- <https://www.cv-library.co.uk/career-advice/cv/how-to-write-a-cv-tips/>
- <https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/writing-a-personal-profile-for-your-cv/>
- <https://www.youtube.com/watch?v=S3i6SzrXpEY>
- <https://www.youtube.com/watch?v=fp43gcBywU>
- <https://www.reed.co.uk/career-advice/free-cv-template/>

Applying for jobs with application forms

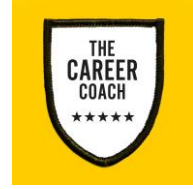
These articles will help you create the right impression on application forms.

- <https://inclusionsscotland.org/writing-a-good-job-application/>
- <https://www.myworldofwork.co.uk/application-forms>
- <https://www.prospects.ac.uk/careers-advice/applying-for-jobs/write-a-successful-job-application>
- <https://www.youtube.com/watch?v=8-kTA8yAkl4>

How do you write an effective cover letter?

A powerful introduction to you and why you are right for the job will get the employers attention.

- <https://www.youtube.com/watch?v=X2nLmayiISw&t=13s>
- <https://www.reed.co.uk/career-advice/cover-letters/cover-letter-help-and-tips/>
- <https://www.myworldofwork.co.uk/example-cvs-and-cover-letters-out-work>
- <https://www.cv-library.co.uk/career-advice/cover-letters/how-to-write-cover-letter/>
- <https://www.indeed.com/career-advice/resumes-cover-letters/powerful-ways-to-start-a-cover-letter>
- <https://www.reed.co.uk/career-advice/cover-letters/cover-letter-templates/>



How to use Linked In for job seeking

For employers and recruiters Linked In is the biggest free candidate database in the world, so you need to have a good profile and use it effectively, here's how.

- <https://www.linkedin.com/pulse/linkedin-beginner-all-star-8-easy-steps-clifford-wessel/>
- https://www.youtube.com/watch?v=Ox_ohqslMAM
- <https://www.linkedin.com/help/linkedin/answer/157/searching-for-jobs-on-linkedin?lang=en>
- <https://www.savethestudent.org/student-jobs/how-to-use-linkedin-to-get-a-job.html>

How to use a job board to get a new job

Job boards/ websites are a good and quick way to find a new role, here's a few tips.

- <https://www.youtube.com/watch?v=W-2f5UKQdJ0>
- <https://www.thebalancecareers.com/organize-your-job-search-2060710>
- <https://www.theguardian.com/careers/careers-blog/five-top-tips-using-job-boards-effectively>
- <http://www.careerexperts.co.uk/job-searching/use-job-boards-effectively>

What job boards are the best?

- Click here for the top 20 job websites in the UK <http://www.careerexperts.co.uk/job-searching/uk-top-job-sites-2020>
- www.totaljobs.com
- www.indeed.co.uk
- www.myjobscotland.co.uk
- www.s1jobs.com
- www.linkedin.com/jobs/

How to get a job through a recruitment agency

A good recruiter will help you get a new role and represent you in the best possible light.

- <https://www.myworldofwork.co.uk/job-hunting>
- <https://www.youtube.com/watch?v=t1fXbxkQ4ZU>
- <https://www.roberthalf.com/blog/job-market/how-to-build-a-strong-relationship-with-a-job-recruiter>
- <https://www.personalcareermanagement.com/career-tips/managing-recruitment-agencies/>



What types of interviews are there?

Knowing in advance what type and style of interview you are going for will help you perform better.

- <https://www.themuse.com/advice/10-types-of-interviews-and-how-to-ace-them>
- <https://www.totaljobs.com/advice/types-of-interviews>
- <https://www.reed.co.uk/career-advice/interview-types-what-you-need-to-know/>
- <https://www.myworldofwork.co.uk/getting-job/aptitude-tests>
- https://www.youtube.com/watch?v=cM3dFm2_f3k

How do you get rid of interview nerves?

Don't worry! It's only natural to be nervous and anxious before an interview, here's a few tips to help you.

- <https://www.cv-library.co.uk/career-advice/interviews/how-to-combat-interview-nerves-and-shine-with-confidence/>
- <https://www.youtube.com/watch?v=MWVfGx-NAak&t=15s>
- <https://www.youtube.com/watch?v=UPDxCzcO5U0>
- <https://www.careerbuilder.com/advice/ways-to-calm-interview-nerves>
- <https://www.themuse.com/advice/12-different-ways-to-calm-your-interview-nerves-because-youve-got-this>

How do you prepare for an interview?

Preparation, Preparation, Preparation.....!

- <https://www.youtube.com/playlist?list=PLOGi5-fAu8bHaEGV52hSzl8QeUM4933Xy>
- <https://www.indeed.com/career-advice/interviewing/how-to-prepare-for-an-interview>
- <https://www.myworldofwork.co.uk/interviews-0>
- <https://www.prospect.ac.uk/careers-advice/interview-tips/how-to-prepare-for-an-interview>

How to perform well at an interview

If you are well prepared and ready to go, here's how to perform well on the day.

- <https://www.youtube.com/watch?v=1IMhCOW6404&t=18s>
- <https://www.youtube.com/watch?v=9H36Gjg5SLM>
- <https://www.monster.com/career-advice/article/boost-your-interview-iq>
- <https://www.youtube.com/watch?v=L8y8cSWcp9Y&t=13s>
- <https://www.indeed.co.uk/career-advice/interviewing/job-interview-tips-how-to-make-a-great-impression>
- <https://www.themuse.com/advice/8-interview-tests-you-might-actually-be-asked-to-do-on-the-spot>
- <https://www.youtube.com/watch?v=ZKGTFC4QnWo>



You Got the Job!

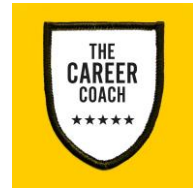
Well done, now it's time to plan to be great!

- <https://www.careertoolbelt.com/top-12-dos-and-donts-for-starting-a-new-job/>
- https://www.youtube.com/watch?v=NMZwJ1GoH_o
- <https://www.indeed.com/career-advice/starting-new-job/new-job-guide>
- <https://www.michaelpage.co.uk/advice/career-advice/growing-your-career/first-90-days-downloadable-template-and-guide>

Free Training Resources

It's not exhaustive but not far off for free courses available in the UK, from 1 to 50+ hours and pretty much every subject you can imagine.

- <https://www.open.edu/openlearn/free-courses/full-catalogue>
 - Over 900 free courses via The Open University
- <http://www.open.ac.uk/business/flexible-workforce-development-fund>
 - SMEs across Scotland can now access training up to the value of £5,000 provided by the OU to support staff development. This is a new fund for SMEs announced by the Scottish Government.
- <https://www.reed.co.uk/courses/free>
 - 170 free courses from one of the UKs largest job board
- <https://nationalcareers.service.gov.uk/find-a-course>
 - If you live in England ,100 + free courses
- <https://www.oxfordhomestudy.com/free-online-courses-with-certificates>
 - Genuinely free and includes certificates
- https://www.myworldofwork.co.uk/learn-and-train/course/search?rad=20&f%5B0%5D=bs_ita_funded%3Atrue&page=1
 - If you earn less than £22k and live in Scotland and not in work, you can get up to £200 toward these courses
- <https://www.bgateway.com/online-tutorials>
 - Looking to set up or improve your own business, free digital course on here UK wide
- <https://www.linkedin.com/learning/>
 - Get your 1st month as a free trial
- <https://uklearns.pearson.com/>
 - One of the UKs biggest online learning providers, although you may need to pay for the 'certified' part of some
- <https://www.futurelearn.com/courses>
 - Global resource but useful and free
- <https://learndigital.withgoogle.com/digitalgarage/courses>
 - Brilliant digital and personal development courses, and all free



- <http://codedivision.co.uk/index.php/courses/>
 - Code Division are levelling the playing field in the Tech Industry. We are reducing inequality through Digital Skills education.
- <https://www-techrepublic-com.cdn.ampproject.org/c/s/www.techrepublic.com/google-amp/article/15-free-for-a-limited-time-courses-from-linkedin-that-can-help-you-get-promoted/>
 - LinkedIn Learning has identified the top courses over 55,000 people took that led to a promotion in 2020 and is making them available free until the end of February to help professionals take the next step in their careers.

Health and Wellbeing

These links will help you understand, manage, and improve your mental and physical wellbeing

- <https://www.theweeretreat.co.uk/wellbeing-work/>
- <https://www.headspace.com/>
- <https://www.nhs.uk/live-well/exercise/free-fitness-ideas/>
- <https://www.fitnessblender.com/>
- <https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/>
- <https://www.mind.org.uk/information-support/guides-to-support-and-services/seeking-help-for-a-mental-health-problem/where-to-start/>
- <https://www.cosmopolitan.com/health-fitness/a31927905/free-workout/>

Financial Support and Advice

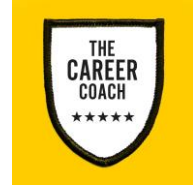
These links will help you get advice on tax, benefits, general financial guidance and managing debt

- <https://www.gov.uk/government/organisations/hm-revenue-customs/contact/income-tax-enquiries-for-individuals-pensioners-and-employees>
- <https://www.gov.uk/contact-jobcentre-plus>
- <https://www.gov.uk/browse/benefits/families>
- <https://www.gov.uk/universal-credit/other-financial-support>
- <https://www.nationaldebtline.org/>
- <https://www.citizensadvice.org.uk/>

Useful Blogs & Podcasts

Leading career bloggers and podcasters telling you how it is!

- <https://www.thecareer.coach/redundancy-shock-opportunity-blog>
- <https://www.thecareer.coach/career-planning-in-a-time-of-crisis>
- <https://www.thecareer.coach/what-lane-is-your-career-in-exit-lane-slow-lane-or-fast-lane>
- <https://simonsinek.com/discover/getting-a-better-job/>
- <https://www.coburgbanks.co.uk/blog/candidate-tips/10-inspiring-career-blogs/>
- <https://www.glassdoor.com/blog/career-podcasts/>



Get to know 'The Career Coach' and keep in touch

- <https://www.thecareer.coach/>
- rob@thecareer.coach
- <https://twitter.com/thecareercoach3>
- www.linkedin.com/in/robmooreconsults
- <https://www.facebook.com/robthecareercoach/>
- <https://www.thecareer.coach/testimonials>