



‘The Bumper Pack of Resources for Job Seekers’

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



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Managing 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.

- <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 I know what skills I have?

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

- <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 I take?

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

- <https://www.teamtechnology.co.uk/careers/what-career-is-right-for-me.html>
- <https://www.youtube.com/watch?v=FV5AUAle2Zs>
- <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.onrec.com/news/news-archive/data-insight-who%E2%80%99s-hiring-and-top-trends-in-the-uk-job-market-amid-covid-19>
- <https://www.linkedin.com/feed/news/heres-whos-hiring-right-now-4530699/>



What is my 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?

Its 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=_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://inclusionscotland.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 I write an effective cover letter?

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

- <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-2f5UKQdJO>
- <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 to 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=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 to 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.prospects.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=9H36Gjg5SLM>
- <https://www.monster.com/career-advice/article/boost-your-interview-iq>
- <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 its 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

If you want to up skill just now or just get ahead in your career with new learning, check out these links.

- <https://www.skillsdevelopmentscotland.co.uk/news-events/2020/april/launch-of-online-learning-portal/>
- <https://www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita>
- <https://www.open.edu/openlearn/free-courses/full-catalogue>
- <https://www.reed.co.uk/courses/free>
- <https://www.futurelearn.com/courses>
- <https://nationalcareers.service.gov.uk/find-a-course>
- <https://www.oxfordhomestudy.com/free-online-courses-with-certificates>

Health and Wellbeing

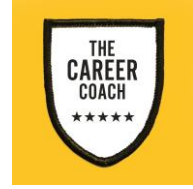
These links will help you understand, manage, and improve your mental and physical wellbeing

- <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 & Podcast

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>