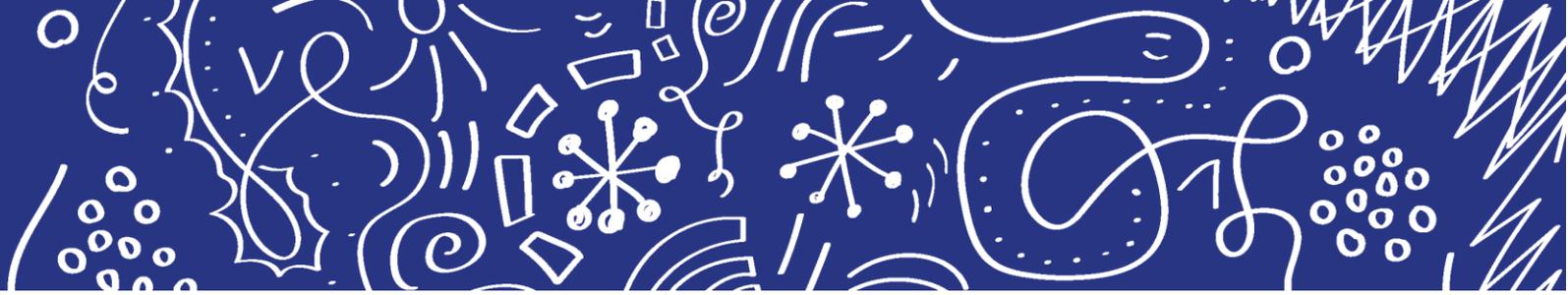


Common mistakes to avoid when job hunting

- 1. Failing to proofread your CV, cover letter or application.** Your application is your first chance to shine. Avoid submitting anything with typos. Ask a friend to proofread before sending or send it to us to get some expert advice: wfw@nationalliteracytrust.org.uk



- 2. Misunderstanding the role.** With job ads often crammed full of jargon, it can sometimes be hard to fully understand the role. Research the company and the role in full before applying.
- 3. Unprofessional social media profiles.** Make sure your social media profile is professional and that you have managed your privacy settings.
- 4. Neglecting your network.** Use your network of former teachers and colleagues to provide references and to be your biggest cheerleaders.
- 5. Taking rejection personally.** It is more than likely that you won't be successful with every application. Avoid taking this to heart and start looking for the next opportunity.
- 6. Saving the job add.** It is as simple as saving the job add! If you are invited in for an interview, the original job add will be crucial to help you prepare properly.
- 7. Keep track of your applications.** When you are applying for multiple jobs at one time, it can be hard to keep track of who you have and haven't heard back from. It's a good idea to write a list of the positions you have applied for, when, and a link to the application form. See our activity on the next page!
- 8. Not keeping to a routine.** It can be easy to procrastinate when job searching. Try to structure the day as you would if you were at school or work.



Activity: A Guide to keeping track of your job hunt

Company	Job title	Link to add	Date the application was sent	Link to application	Date of Interview	Comments