



**Try**

**Job searching**



**Being online can help make searching for work easier - as well as helping you get ahead in your job. Our hints and tips will help you to find out how digital can make your working life easier.**



a campaign by



## Apply for jobs online

Most employers now advertise roles online, and expect candidates to submit a digital CV or application form. It's important to get up to speed with digital so you can be prepared.

## Know your job websites

Understanding how the various job sites work is crucial if you're using them to look for work. All sites work a bit differently, and offer various features to help make your job search as painless as possible.

### Top tip

#### Set up "alerts"

You can tell the site the type of job you're looking for and where. They will then email you those that match so you don't have to constantly trawl the site.

## Create a CV and cover letter

Most employers will ask you to send them a current CV and cover letter as your application. Make sure yours is up to date and formatted correctly to show potential employers you have good attention to detail and are serious about finding a job.

### Top tip

#### Send your CV as a PDF

Sending your CV as a PDF means the formatting and fonts will be retained. This means that it will look the same no matter what software it is viewed in. Any format of document should be fine for uploading to most job sites or attaching to an email.

## Improve your skills for work

Looking to boost your skills so you can get ahead at work? There are lots of resources out there that can help. The [National Careers Service](#), [Accenture's Skills to Success Academy](#) and [FutureLearn](#) and many others can help you with some of the basic skills you might need to progress your career.

### Top tip

Make a note of any online learning you do, you might want to include it in your CV, or mention it at an interview.

## Learn more online

There are a range of courses on the [Learn My Way website](#) which will help you brush up your skills for the workplace. Whether this means improving your word processing skills, or finding out more about how to use social media, Learn My Way is the first place to look.