

Top tips on securing employment in planning

1. Target a few employers and focus your efforts on them.
2. Ensure your CV is up to date.
3. Send your CV to your target employers, rather than responding to job adverts.
4. Tailor your letter & CV, and any other materials to the company and the role that you are applying for.
5. Do your research so that you know all the relevant information about the company.
6. Be positive at the interview. Make a good impression by shaking hands and making eye contact.
7. Answer the questions by using examples where possible.
8. Don't be afraid to contact employers more than once to make sure they have current information about your circumstances.
9. Be honest, there is no need to exaggerate your abilities.
10. At worst, an interview can be a good networking opportunity and an opportunity to refine your skills for future interviews.