



## **Newly Qualified, Now What?**

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### **Job Search Strategy**

#### **1. Career Pathways**

Firstly, it's important to start thinking about what pathway you will take. Are you thinking about a short-term internship to get you started? Perhaps there is a Graduate Program you have your eye on? Or, you might be wanting to start out in a permanent entry level role, such as Book keeper or Accounts Assistant. Research, brainstorm, and weigh up what avenue is best for you.

#### **2. Mentoring**

Unsure about the kind of role you want, or what sector you should be going in to? Now is the time to meet with a Career Coach or Mentor to discuss your career pathway. Take with you an open mind, a willingness to talk, and a bunch of your questions and concerns.

#### **3. Role Research**

Research the roles you will soon be applying for. What kind of key competencies are highlighted? For example, are they looking for Problem Solving, Analysis and Decision-making? How about Planning and Organising, Team work, and Networking? Are there some you feel you need to brush up on? Identify these, and if need be, look at extra workshops or courses, or talk to your mentor or career coach. Get familiar with the attributes required and how you might fit with them.

#### **4. Build your Achievement Database**

Create an excel database that highlights all of your key competencies and achievements. Natural Leader? Problem Solver? Note these in your achievement database and apply examples of where you have displayed leadership from one or more of the four key areas: Personal, Education, Professional, Hobbies.

#### **5. Networking and Creating your Own Personal Brand**

Now is the time to start making connections. If you don't have LinkedIn, do it now. Find other's from your University, workplace, and connect with more people through the others that you know. Join accounting and finance company groups and communities, and get involved in online discussions. Leave your comments on various forums – get recognised. Don't be afraid to ask to connect with those you look up to. Sign up to relevant blogs and e-newsletters so that you can stay "in the know". Attend every industry event possible.

#### **6. Perfect your CV and cover letter**

If need be, get help with this from your Career Coach or Mentor. Also, there are some great websites with sample CV's and cover letters. Make sure that your CV fits with the country's requirements, for example if in the UK, a date of birth is not needed, nor your





nationality or a picture of yourself. Keep it under 2 pages long, and your sections succinct yet clear. Highlight your key strengths, attributes and skills.

#### 7. **Hit the job search**

Applying for jobs is a full-time job in itself! Set aside uninterrupted time each day to apply for jobs, follow-up on previous applications, research new roles and so on. I recommend setting a goal, for example, apply for 1 job per day, or say 8 roles per week. Be aware that applying for positions can take some time, and often there are online forms to complete aside from attaching a CV. Remember also that for each application your cover letter will need to be adjusted. Get dressed for work before applying for jobs to help with motivation. Stay clear of overwhelming job sites such as Reed - instead, hone in on job sites more specific to your career pathway and your preferred industry. Haven't heard back in two weeks? Call the employer and ask for a status update.

#### 8. **Interview Prep**

If possible, have a mock interview with your Career Coach or Mentor. Study the competency-based questions and prepare your answers, and perhaps go over them with a friend. Remember that you need to reflect on specific examples – therefore it is important that you fully understand and recognise your key competencies, and how you have applied them in the four key areas. Having a high level of self-awareness will mean that you sound less robotic in the interview. Also, ensure that you have a few questions for the employer – remember it is not just them looking for a suitable candidate, but you as well.

