

# ARE YOU UNEMPLOYED?



## FIRST STEPS TO AN EFFICIENT JOB SEARCH

**SIGNING UP TO LABORA.** As someone looking for work, it is very important that you sign up to our equivalent to the job centre (LABORA). They will help you look for job vacancies, access training and teach you how to approach your job search with the right mindset and tools.

Since you are going to Labora, take the opportunity to also go to SEPE (Servicio Público de Empleo Estatal), formerly known as INEM, and apply for any benefits you may be entitled to. Please bear in mind that you have 15 days since you stopped working to apply for job seeker's allowance.

**CREATE YOUR CV.** Your first goal as someone who is unemployed, should be to create a curriculum vitae, the most basic tool in order to get a job interview which could potentially get you back into the job market. Don't forget that finding a job is our end goal, but in order to get there, there are lots of steps to follow, and those are completely up to you.

In IDEA you can find tutorials on how to create your CV, as well as a coaching service where we will help you create the model which best fits the career path you are trying to follow. You can book an appointment with our team by calling 962455101.

**GET HELP FROM YOUR SOCIAL NETWORK.** If your most basic job search tool (your CV) is ready, make sure your family and friends know you are looking for work and give them a few copies of it. They will increase your chances of finding a job offer which fits your skills set.

**DECIDE YOUR FUTURE.** When you lose your job unexpectedly, it is important to take time to reflect about your future career path. Think about the jobs you have done, the training you have and, above all, the job you feel best fits your skills and ambitions. This could be the perfect time to change careers and set yourself on a totally different career path.

**IMPROVING YOUR CV.** Finding work can sometimes be quite difficult, especially when it not only depends on how hard you try but also on variables out of your control. It can take some time for you to find a job that matches your skills so it is advisable that you take this time to expand your CV by training. You can train in areas that will add to your previous experience or you can decide to train in something completely different in order to explore new future career options. Do get in touch with us in order to get information on all the training courses we offer at the moment.

**ORGANISE YOUR JOB SEARCH.** Motivation is essential for a good and efficient job search, especially when we do this whilst unemployed. Once you have decided the type of jobs you want to apply for, make a list of businesses you want to send your CV to. Arrange your visits by days, cities and/or areas and make notes in your diary. Don't forget that looking for work is, in fact, like working. You should do this for a few hours every day, but after that, forget you are unemployed and relax; this will certainly help with your levels of stress.

**WHERE AND HOW TO SEND YOUR CV.** A CV's main objective is to get us interviews. Ideally you should deliver it by hand to every company you are interested in working for. In order to do so, you can either arrange an appointment prior to your visit, or ask for the manager once you are there. Always use a cover letter if you post your CV or send it via email.