

5 Resolutions Every Job Seeker Should Make

It is believed that the Babylonians in the years around 2000 BC, were the first to make New Year's resolutions, and people all over the world have been making them ever since. If you are still struggling to finalise your 2012 New Year's Resolution list, here are a few helpful suggestions!

Revamp your CV

When was the last time you took a detailed look at your CV? Make sure it's up-to-date and includes any new skills you've acquired since you started your jobsearch. As most of us just simply add to our CV each time we move job – it's important to take a fresh look at it at regular intervals. As a rule, emphasis should be placed on our most recent roles and achievements, with our early roles getting less attention. Don't be afraid to ask for advice or to get a friend to review.

Set yourself targets

Treat your jobsearch as a job in itself, making sure to give yourself targets to help keep you focused. Have daily/weekly goals for the number of jobs you apply to/ speculative CVs you send out/ networking events you attend etc/ interviews you attend etc. Build in little treats for yourself if you reach your goals – remember all work and no play.....!

Expand your network

While scouring jobsites and talking to recruitment agencies are essential, you also need to establish and constantly be expanding your own network in order to take advantage of the "hidden job market." Let friends and colleagues know that you are job-seeking and the type of jobs you're targeting. If you haven't talked to your referees in a while, call them to catch up and let them you're still looking. This will help expand your network and you never know - they may know of job openings.

Keep Positive

Looking for a new job requires a lot of energy and a pro-active approach. It takes resilience and guts to overcome rejection so make sure you surround yourself with positive friends. Never be afraid to accept help and advice. Stay in touch with family, friends, professional networks and fellow job seekers as this will help you keep a sense of perspective and keep positive.

Get Interview Fit

Be honest with yourself – if you are getting interviews but are not getting past first interview stage, you are probably doing something wrong. Take the bull by the horns, analyse your interview performance, identify your weaknesses and correct them. By taking decisive action, you will help keep your confidence levels up and will speed up your jobsearch. Friends and family can offer invaluable advice, but you may want to consider professional help.

Happy New Year!

About the Author

Laura McGrath is the owner of [Interview Techniques](#), a leading provider of interview coaching services. She has spent the last 15 years in staffing and recruitment and is a regular contributor with *Recruit Ireland* and the *Sunday Business Post*.

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