

The Ultimate Guide to Getting Your **Dream Job**

Job searching can be difficult, especially if you don't know where to start. That's why Prestige Recruitment Services have compiled this Ultimate Guide to Getting Your Dream Job to help you with your journey into the working world. This eBook is broken down into five diverse chapters, which will walk you through every stage of getting your dream job. Starting with Finding a Career Path You Love, and ending with How to Start a New Job – this guide is full of top tips, advice & information, which will help you through every element within your job search.



Chapter 1: Finding A Career Path You



Deciding on the right career path can be quite a difficult decision. Whether you're just starting the search for the 'right' job or are someone who is just after a complete career change, finding a job that you love is important. Most of your week is spent at work and although it can be daunting, finding the perfect fit is not as difficult as you think. Therefore, we've compiled a list of five questions that you need to ask yourself to pinpoint your perfect career and ensure you have all the right knowledge to secure that role!

1) What Do You Enjoy Doing?

The first thing that will help you find the right job is to think about what you enjoy or have enjoyed doing. Did you enjoy media at school? Do you enjoy taking photos? Once you have pinpointed the exact area you are interested in, it will make it easier to filter through the industries you love.

2) What Jobs Are Related To This Area?

If you've decided on the field you enjoy, you should research the types of jobs you can do within that area. For example, if you enjoyed media at school – you could do tonnes of things. You could become anything from a journalist to a content creator. Another really useful way of deciding on a job is to go and see a career adviser who will be able to show you jobs within specific industries.

3) Can You Imagine Yourself In This Role?

Once you've decided on a job that sounds interesting in a field that you enjoy, you should research the day-to-day responsibilities of an individual within this role. You can do this by simply searching for job descriptions online! If it sounds like something you could imagine yourself doing, you're a step closer to finding a job you love.

4) Do You Have Relevant Experience?

If you do, fab! If you don't, now is the time to get some. Loads of companies across the UK allow people to come and shadow their employees in order to get a deeper insight into that career path. For example, if you want to become a radio producer, look into local and student radio stations that may let you go and get some experience!

5) Do You Have The Right Skills & Qualifications?

If you look at job descriptions for the job you would like to do, you can see what skills and experience you need to get into that career field. Tailoring your skills and qualifications to the career you want couldn't be easier once you know what you need!

Once you've got the right skills, qualifications and experience and know exactly the industry you want to get into, all that's left to do is apply. Continue reading as this eBook will walk you through every single step of the journey to help you secure your dream job.

Chapter 2: Your Application

In today's world, applying for jobs couldn't be easier. With the recruitment industry bringing in 35 billion pounds a year, recruitment companies such as ourselves make it so easy for you to apply to the perfect job. But regardless of whether you use a recruitment agency or apply directly for a vacancy, chances are, you're going to need a CV. Some companies may even ask for a Cover Letter! But do not despair, Prestige Recruitment Services are here to walk you through this part of your job search, and have compiled some top tips and advice to help you create the best CV and Cover Letter you possibly can.

2(a): Writing Your CV

Here are the ten stages of writing a CV broken down into easy steps. (We weren't lying when we said we'd walk you through everything!)

1) Prepare Your CV In Advance

Preparing your CV before you start searching the job boards or contacting recruitment agencies means that when you do start looking for vacancies, you can apply immediately with your finished CV! This is so much better than having to rush to finish the document before vacancy closing dates. Rushing only means that you'll miss something important!

2) Display Your Details Clearly Across the Top

If your contact details are clearly displayed, it saves the employer having to search through your whole CV just to find your number. Making it easy to get into contact with you makes future employers more likely to pick up the phone and call you.

3) Start With Your Most Recent Information

Format your CV so that your most recent information is the first thing the employer will see. You don't want the employer thinking you have no relevant experience in the field you want to work in when you do – it's just below everything else.

4) Use Bullet Points & Keywords

It's okay to use bullet points on your CV as long as the lists aren't too long. Bullet points are actually a great way for you to embody keywords into your CV so that the employer can skim read through your CV to check you are suitable.

5) Avoid Writing Irrelevant Information

Your CV should be a maximum of 2 pages. Use plain English, avoid clichés and make sure you're not waffling. You don't have to write every bit of information from your qualifications – if you have a degree, the grades you got for each GCSE subject you studied aren't important! Decide what the most important information is, and get rid of everything else.

6) Make It Easy To Read

The presentation of your CV is also very important! Try and space items evenly and fragment long paragraphs with line breaks and bullet points. Avoid colours and big fonts!

7) Make It Relevant

If you are applying to multiple positions within an industry, you should edit your CV slightly to include keywords from the relevant specific job description. All of your employment and education history will stay the same, but just adjust what you've written to specific job roles.

8) Check For Mistakes

Check, double check and triple check your CV. Mistakes will not make you come across well. It doesn't matter how much experience you have, if you can't spell or write properly, you could lose out.

9) Take A Break

If you've been spending a lot of the day editing your CV, you may have missed something really small like chopping the end of a sentence off. If you have time, leave it overnight and come back to it in the morning.

10) Have Someone Check Over It

It is always worth having someone such as a friend or family member check over it. They will supply a fresh pair of eyes and they might spot something you've missed.

Once you've finished your CV, you can apply to as many jobs as you need! If the company asks for a Covering Letter too, don't worry. We've got all the information you need below:

2(b): Writing Your Covering Letter

Now, it's the time to write your Covering Letter! Most jobs nowadays require one – but don't stress it. Grab this chance to show your potential employer exactly why you're the best candidate for the job! Here's a step-by-step guide on how to completely nail it.

1) Address Your Letter To The Right Person

This will take a little research on your part – but try and find out the name of the specific person who will be reading your CV. If you can't find it online, don't hesitate to call the company and enquire. Finding this out shows the company that you are serious about your application and that you respect the manager enough to find out their name.

2) Put Emphasis On What You Can Do For Them

If the employer gets the feeling you just want the job for superficial reasons, they're unlikely to pick up the phone and call you. Therefore, try your hardest to illustrate your knowledge, skills and passion for the industry you are applying for.

3) Don't Just Repeat Your CV

You've just found out how to write the perfect CV, so you don't need to write another one. Elaborate on your relevant experience and emphasise what skills you can take to the potential employer, but don't simply repeat the information you've already told them on the CV.

4) Adjust Your Letter For Every Position You Apply For

Hiring managers can tell when your covering letter is stock – so adjust each one slightly to make it more specific. Add facts or information about the company which illustrates you have done your research.

5) Edit & Proofread

Ensure that there's no mismatched information on your Covering Letter. It can be easy to send something to potential employers with the wrong name or company – which is a complete no-no! Double check before you hit that send button.

Chapter 3:
The Job
Interview



So you've been invited to a job interview? That's fabulous news. So now we're onto the next stage of getting your dream job, and that's preparing for said job interview. Prestige Recruitment Services have therefore broken this chapter down into separate elements so that you know what to wear, how to prepare and ultimately, how to completely smash your interview. So, first things first – what should you wear?

3(a): How To Dress For Your Interview

The way you will dress for your interview is dependent on the industry you want to be working in. For example, the clothes you would wear for a part-time retail job would be more casual than how you would dress for a full-time office based role. It is therefore imperative that you do your research and understand how you will be expected to dress for your interview. There are two main options here - Formal and Smart Casual. Sometimes, you may even dress below Smart Casual (for example, retail associate jobs) but in this case, you should be dressed to represent the brand or shop you would be working in. Regardless, as a rule of thumb, you should stick to either Formal or Smart Casual. Below, we've listed some advice on what you should wear. Some of the outfit elements are parallel, but we've separated other sections into Formal and Smart Casual (you can thank us later).

1) Clothing

FORMAL

- Matching Suit - Make sure your suit matches. Most people at a formal job interview will wear a suit, regardless of their gender. Although both your jacket and bottoms (whether that's a skirt or trousers) may both be black – in the sunlight they may actually look different shades! A dark coloured suit in navy, black or dark grey with a light clean long sleeved shirt or blouse is your best bet.
- No Flashy Ties - If you decide to wear a tie, make sure it's nothing too loud or flashy.
- Conservative Dress - If you decide to wear a dress, avoid bright patterns and stick to a conservative outfit. Keep the dress length to just above the knee or longer.
- Polished Shoes - Make sure your shoes are dark, well polished and clean. If you wear heels, don't wear anything too high.

SMART CASUAL

- Less Formal - You can get away with something less formal at a smart casual interview, but that doesn't mean you can come in track pants and trainers! It just means that you can:
 - Avoid Whole Suits - If you want to wear a shirt/blouse and trousers/skirt, you won't need to wear the whole suit. Stick to some dark bottoms and a shirt or patterned blouse.
 - Dresses – If you want to wear a dress, you can. You won't need to wear a long, plain conservative dress at a smart casual interview and you can usually wear something with a pattern or brighter colours.

2) Grooming, Piercings and Other Information

FORMAL & SMART CASUAL

- **Make Up** – At a job interview, you want to come across smart, tidy and professional. Different employers will have different perspectives on makeup, but whether you want to wear makeup is completely up to you! If you do choose to wear makeup, try to keep it minimal. Use natural shades, and avoid wearing too much.
- **No Facial Piercings** – Until you have more of an understanding of the company, regardless of whether you're at a smart casual or formal interview, take out any piercings on your face. This may be annoying but until you understand the company culture, you don't want to wear anything that can be deemed as dramatic. Once you understand the company culture, you may be able to wear your piercings as you wish – but avoid this for the interview!
- **Cover Tattoos** - Similar to the facial piercing rule, try and keep your tattoos hidden until you understand the company culture.
- **Avoid Excessive Hair Product** - Don't use excess product. It's not needed. (We promise!)

Our Top Tip

Whether you have a favourite outfit, or you are heading off to the shops for some new attire, make sure you try it on well in advance of the interview. Looking great and feeling comfortable on your interview day is a big asset for you. There is nothing worse than the last minute panic when you discover that you've been invaded by moths and their favourite meal was your go-to shirt!

3(b): How To Smash Your Interview

Chances are, your potential employer is going to be interviewing a bunch of people who all want the exact same job that you do. In order to be the best of that bunch, you need to smash your interview. Below, we've broken down the interview into some top tips and advice to help ensure that you are fully prepared!

1) Get To Know

You should spend some time getting to know the company you are interviewing with so that you can fully understand their culture, morals and what they do. You can do this by looking at the company's website and their social media channels.

2) Anticipation

Try and anticipate the types of questions that you will be asked. You can do this by researching and preparing for the most common interview questions. Look at websites such as Glassdoor where people leave responses and reviews on what their interview experience was like.

3) Pack Appropriately

Make sure that you bring appropriate things with you. Take a few copies of your CV in, even if the company already has a copy. It's also a great idea to take in a notepad and a pen in case you need to make any notes.

4) Get Your Head In The Right Place

Make sure you take some time off the evening or morning before your interview – coming in relaxed will make your answers more natural and make you come across as calm and collected. Go to sleep at a reasonable time the night before and set your alarm 20 minutes earlier than you actually need to wake up. This ensures that you won't be rushing around just before the interview.

5) Keep It Concise

When at your interview, keep your answers straight to the point and avoid waffling. By being concise and showing evidence and examples, you'll come across as professional, organised and experienced.

6) Showcase Your Ambition

Show to the employer that by hiring you, they're investing in their future. Asking questions about career growth and development opportunities shows your potential employer that you're in it for the long haul and want to start your future there.

7) Focus On Your Uniqueness

Focus on qualities that you have that are different to what other people may have to offer. For example, if you've taken a course and are experienced in Microsoft – explain this to the employer while talking about your skills.

3(c): Questions To Prepare For

Do you remember, tip two of our 'How To Smash Your Interview' said to anticipate the type of questions that might come up? Well, here is a list of the ten most popular job interview questions. Make sure you prepare answers for all of them!

1) Tell Me About Yourself

Pretty self-explanatory. Keep your answer to the point and about work. The employer wants to know about where you are professionally.

2) What Do You Know About Our Company?

We told you this one would come up. The potential employer is gauging how serious you are about the job by seeing how much research you've done. Make sure you've done that research.

3) Why Do You Want This Job?

Be honest. This is the perfect opportunity for you to show your passion for the role you have applied for.

4) Why Did You Leave Your Last Job?

Don't lie. If you were fired, own up to it and show what you've learned from the experience. If you voluntarily left, be sure to explain why.

5) What Are Your Strengths?

The floor is yours! Grab hold of this question and guide the interview where you want it to go. Highlight a strength that's crucial for the position you have applied for.

6) What Are Your Weaknesses?

Everyone hates this question. Don't pick something that isn't really a weakness – the employer can see straight through that. Pick a weakness that isn't too crucial to the job and make sure you let the employer know you're aware this is a weakness but you're working on it.

7) What Is Your Biggest Achievement?

Talk about something you're genuinely proud of. It will come across as honest and illustrate your passion. Try and pick an accomplishment that exhibits how you will be a perfect fit for the company and the position you've applied for.

8) What Motivates You?

Talk about how you want to learn new things and how much the company can teach you. Don't just say money.

9) What Do You Do Outside Of Work?

This isn't a trick question! The employer wants to get to know more about you as a person. Let the employer know you're human.

10) Do You Have Any Questions For Me?

The answer is always yes:

3(d): What Questions Can I Ask At The End Of An Interview?

Although it may not always feel like it, interviews are a two-way street. They are a great way for a potential employer to get to know you and your working history, but they are also a fantastic way for you to get to know your potential employer and their company. Here are some questions you can ask:

- 1) What are the challenges of this position?
- 2) Can you tell me more about the day-to-day responsibilities of this role?
- 3) What is the typical career path for someone in this role?
- 4) What are your top priorities for the person in this position during the first 30 days?
- 5) What do you think are the most important qualities for someone to excel in this role?
- 6) How would you describe the company's culture?
- 7) Where do you think the company is headed in the next 5 years?
- 8) Who do you consider to be your top competitor, and why?
- 9) How do you celebrate accomplishments and achievements here?
- 10) Is there anything we haven't covered that you think is important to know about working for yourself?
- 11) How did you get into this field of work?
- 12) What do you find is the biggest challenge working here?
- 13) What do you like about working for this company?

3(e): How To Tell If Your Interview Went Well

Sometimes when you hear that dreaded question 'How did your interview go?' it can be difficult to answer. You try to think back to your interview, but find yourself second guessing and asking, 'How *did* my interview go?' Therefore, this bit of our eBook is all about factors that illustrate whether your interview did go well!



1) The Interview Feels Like A Casual Conversation

A clear sign that your interview went well is if it doesn't feel like an interview. If you and the interviewer are talking about topics other than just your skill set and previous experience, you are illustrating that you are a sure fit for the company. By building rapport, you become a more memorable candidate. So if the conversation trails away from just the formalities, be sure to take this as a good sign.

2) Positive Affirmation

Positive responses to your questions are a great sign. If the interviewer is agreeing with what you're saying, things are looking good!

3) The Interviewer Gets Specific About Job Responsibilities

If the interviewer is taking time to go through specifics of the job role such as who you'll be reporting to or what the role includes – take it as a huge positive. You should be especially happy if the interviewer refers specifically to you in that role – like 'You will get used to this office environment.'

4) Office Introductions

Take it as an excellent signal if the interviewer takes time to give you a tour of the office. It's especially great if the interviewer takes you to meet members of staff who already work in the company – they wouldn't waste time with introductions if they weren't considering you for the job.

5) Interviewer Sells You The Job

If the interviewer is outlining all the benefits and strengths of working for the company, this is a good sign. They probably wouldn't be trying to sell you the job if they had no intentions of considering you for the position.

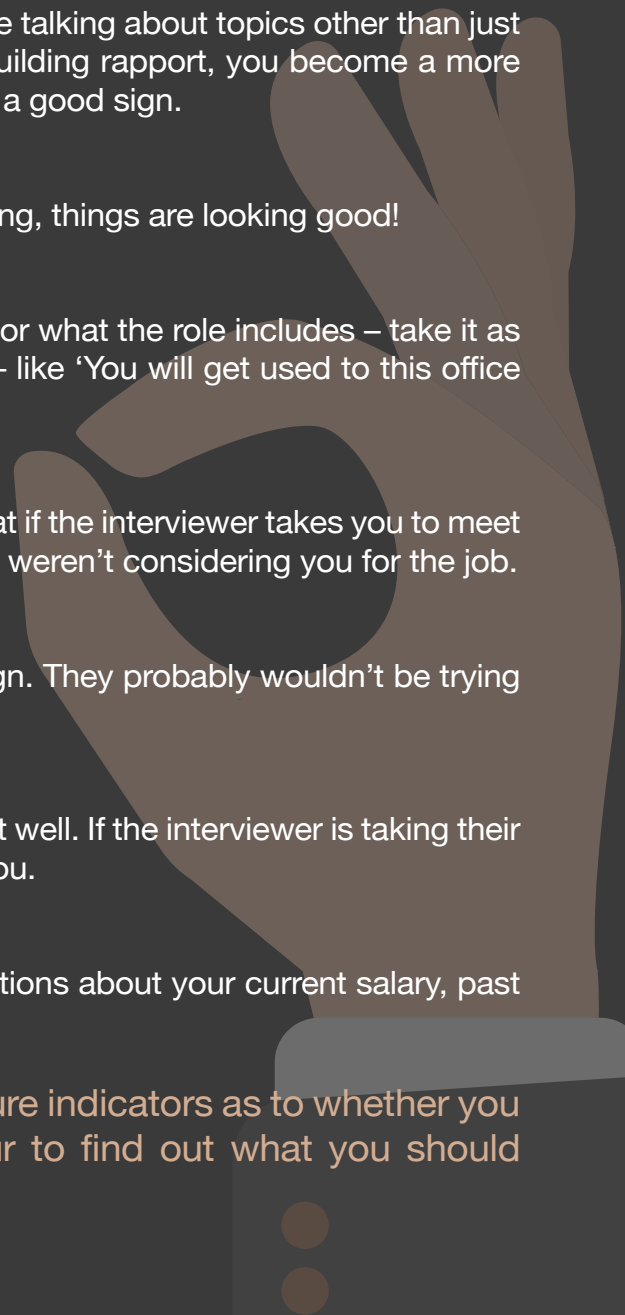
6) Longer Interview Than You Were Expecting

If the interview slot was only twenty minutes but forty-five minutes later you're still there – it probably went well. If the interviewer is taking their time to listen to your answers and isn't trying to rush you out the door, they at least have an interest in you.

7) You Talk About Salary

Most interviewers won't bring up salary until they have officially offered you the position. Interview questions about your current salary, past salary and salary you are expecting are signs that they are serious about considering you.

Although it is almost impossible to tell whether you'll be offered the job or not, these are sure indicators as to whether you have done well. Once you've been offered the job, carry on reading onto chapter four to find out what you should consider before you accept!



Chapter 4: Your

ACCEPTANCE

So you've smashed the interview and been offered the job! Perfect. However, before you jump into accepting it, here are a few more things to think about first.

1) Your Excitement

When you heard that the company were offering you the job, how excited were you? Does the idea of your new role make you want to jump for joy? Are you eager to start? If the answers to those questions are very, yes and yes – then this sounds like the right job for you.

4) Your Own Growth

You should think about what this job will lead you into. Ideally, your new role should come with the possibility of growing into another, higher position at the same company. Whatever the case, make sure that this job is the next step in the right direction.

2) The Company's Future

Before you accept a job at a company, you should research their history and developments to ensure that their path matches your career goals. It is good to see that the direction of the company aligns with your chosen career path.

5) Your Needs

Think about your needs both inside and outside of work. Do you need flexible hours? Do you need parking options? Does this job provide for what you need? Make sure that the job and company as a complete package will support all of your needs, whatever they may be.

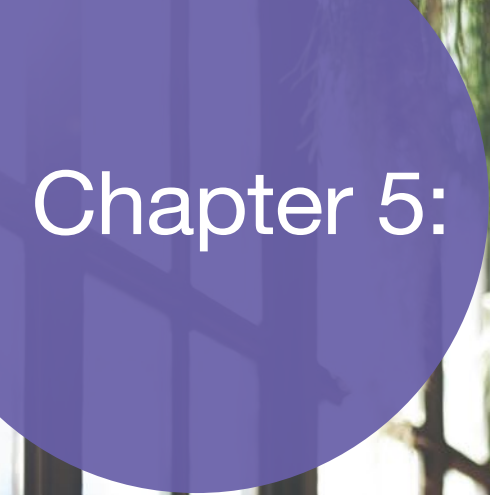
3) The Company Culture

There's no perfect company but there's a perfect company for you. What does the culture of your new company feel like? You should have picked up indicators at your job interview – you should have a feel for the attitudes and values of the workplace just from your brief experience of being there.

6) Commuting

Before you make your final decision, evaluate that commute. How long will it take you to get to work in the morning? How expensive is your travel going to be? Is it worth it? Imagine yourself travelling to and from work, and think about whether it's viable long-term. You don't want to change your mind a month later and leave the job, as this will waste everyone's time.

If you decide yes, CONGRATULATIONS! You've secured a new job. The next chapter talks you through all the advice you need when starting a new job.



Chapter 5: Starting Your New Job



Congratulations, you've done it. You have been offered the position of your dreams. We understand that it can be nerve-wracking having to prepare for your first day so our last chapter focuses on getting ready for that first day! Here's some advice on things you should think about before you begin your exciting journey.

1) Start Before You 'Start'

Even before you arrive on your first day, you can prepare in advance. Don't be afraid to email your new manager to ask if there's anything you can do before you start or if they recommend any reading. Some companies will have an onboarding strategy in place and will ask you to read over some documents, data sheets or annual reports so make sure you do this!

2) Make Any Appointments

When you first start a new job, you don't want to have to take time off immediately for appointments. Therefore, if you can, schedule appointments before your new job begins. If you have any spare time, you may even want to book a hair or nail appointment to get your hair or nails done just before you start – it may make you feel extra confident on your first day!

3) Plan Your Commute

You will want to arrive early to work on your first day. To get an accurate depiction of how long the journey will take, you should try and practice the route beforehand. It would be extra beneficial if you can practice during the times you'd actually be travelling when you start your new job. Of course, sometimes elements such as train delays, traffic and other unforeseen circumstances may affect your journey, so try and plan a backup route if possible.

4) Plan Your Outfit

During your interview, you probably picked up on some ideas about the company culture and their dress code. Even if the dress code does feel quite relaxed, it's always worth making an extra effort during your first few weeks. Be sure to plan your outfit in advance, so that you can ensure that your clothes are clean and fit properly.

5) Get Plenty Of Sleep

If you've had an irregular sleep schedule, now is the time to get back into a regular sleep pattern. Start going to bed slightly earlier and waking up earlier. By setting a sleep pattern before you officially begin, you will feel better rested when you start your new job.

6) Make The Most Of Your Time Off

If you're lucky enough to have some time off before your new job begins, use it to your advantage. You may need to run errands such as grocery shopping or need to clean your whole house – and now is the time to do it. But, if you have some extra time, enjoy yourself! When you begin your new job, you're going to be busy! So use the time before you start to catch up with friends, family or do things you won't be able to do when you start such as using the gym in the middle of the day (when it's likely to be empty)!

The Start!



Well done! You've secured your dream job



If you want to keep up to date and receive more eBooks like this, keep an eye on our website! You can find more resources and information at:

www.prestigerecruitmentservices.co.uk

About Us

Founded in 1996, Prestige Recruitment Services are an independently owned recruitment consultancy that offers niche market recruitment services through a number of highly trained recruitment professionals. Specialising within Business Services, Digital & Technology, Technical, Accountancy & Finance and Fashion & Retail, we have gained an outstanding reputation for providing a fresh, proactive and honest approach. Originally established in Birmingham, we have expanded through the years and now have offices in Warrington, Wilmslow and a specialist branch called Zoot Recruit, which is based in Liverpool. We pride ourselves on our recruitment success rate and have always tried to be forward thinking; employing new strategies, systems and approaches that are in line with our long-term ethical commitment to our market sector.

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