# Options for finding jobs online

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If you're job hunting, long gone are the days when you rushed out to buy the right newspaper on the right day, followed by hours spent poring over the ads and circling the ones you liked. Now the papers and several other sites – including the government's Gov.uk – list thousands of job vacancies online.

Many allow you to filter searches so it's easier to find jobs that fit your skills or are in your area. On other sites, you can upload a copy of your CV, which will then be matched to employers looking for your skills and experience.

#### Follow these step-by-step instructions to find a job online

Step 1: Choose a website to search. Here are some sites you might like to try:

- Gov.uk: Job search the government jobs portal
- GuardianJobs particularly good for jobs in the arts and media
- Jobsite one of the UK's largest job search platforms

Some sites like <u>Monster</u> also offer job hunting tips and advice on applying for jobs and making a good impression in interviews.

**Step 2:** If you have a specific company in mind that you'd like to work for, it's worth looking at its website first as many companies have their own vacancies sections that you can search. Examples include:

- <u>British Airways</u>
- Barclays Bank
- Vodaphone
- <u>Tesco</u>

**Step 3:** Bear in mind that the staff of recruitment agencies are skilled at fitting the right person to the right job. You might want to look at agency websites, too.

Here are a couple of the largest: <u>Addeco</u>

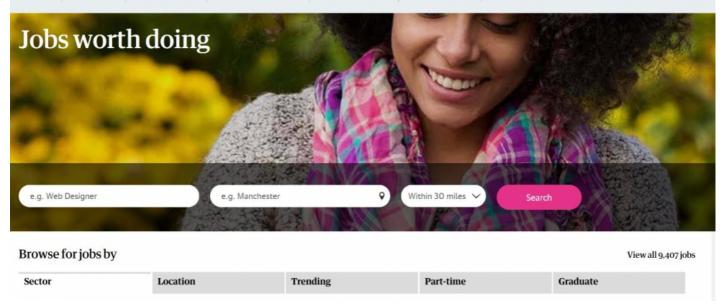
<u>Reed</u>

**Step 4:** All job sits allow you to search their vacancies for specific jobs or keywords – that is, words that would be used to describe the sort of job you're interested in. They also often let you narrow the search by region or city so that you can find vacancies near your home.

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# The Guardian Jobs

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**Step 5:** You'll also frequently encounter an 'advanced search' feature. This allows you to narrow the search to vacancies that more accurately fit your profile or weed out jobs that don't meet your salary requirements. You can also specify location and sometimes the type of contract or hours you'd prefer.

**Step 6:** Alternatively you can see if your skills match a vacancy by uploading your CV. At Jobsite, you have to register to do this. One of the bonuses of registering with the site is that they'll send you an email when a job fitting your specifications becomes available.

totaljobs We'll get	you noticed				Are you rec	ruiting?	dvertise now
≡ Q Content	Dubai		10 miles $\vee$	Search	☆ Saved Jobs	Sign in	Register CV
Register Want to hear about the latest jobs and app Spend a few moments registering with us n All fields are mandatory							
First name:	First name						
Surname:	Surname						
Email address:							
CV:	Upload your CV We accept MS Word, PDF	& Richtevt formats	Maximum file size	1MB	-		
Eligible to work in the UK:	Yes	No		ind.			
Eligible to work in the EU:	Yes	No					
Highest level of education:	- Please select -				~		
Current/most recent job title:	E.g. Regional Mar	nager, Student					
Current/most recent salary:	Annual	Daily	Hourly	Nor			
Create a password:	Select annual sale	ary			~		
	Must contain at least 6 ch	aracters and a numbe	эг.				

On the *Guardian* website, you can also sign up to access more features.

Sign up now	Get job alerts	Upload your CV
Shortlist roles, manage your applications and apply within seconds.	Personalised job recommendations sent straight to your email.	Let employers match you to their jobs as soon as they become available.
$($ Sign up $\rightarrow$	(Your email →	Upload

You can upload your CV from your computer or use their online tool to create one from scratch. Additionally, if you've already saved a CV on another site, you can import it to the *Guardian* website.

**Step 7:** Some sites allow you to apply for vacancies online. For example, you can do this on the <u>NHS Jobs</u> <u>website</u>, but you need to register first and login.

<u>ws Advice Cymraeg</u>			See NHS Jobs
Search Jobs	Browse Jobs		Register Log in
Keywords or Job Reference	e.g. physiotherapist, nurse, SFP-MED-340	17,753 live jobs	100
Location or Postcode	e.g. Sunderland, BS8 1RL	Search	1 Alexandre
More search options	Advanced search Browse jobs	Browse employers	
	find jobs that match your skills, and apply for NHS can receive Jobs by E-mail to view new posts to suit		

**Step 8:** Use your LinkedIn connections to expand your job search. If you have a LinkedIn account you can build your connections with other professionals. This allows you to connect with other professionals in your industry.

Here are some useful guides you can use:

- How to use LinkedIn to find a job
- How to use LinkedIn to job search

This guide was last updated June 2023

## Next steps

- How to find a job online
- How to find online courses
- How to find volunteering opportunities online

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