

A photograph of four diverse professionals standing together against a white background. From left to right: a woman with long brown hair, wearing a grey blazer, white shirt, and grey skirt; a man with glasses, wearing a blue button-down shirt, patterned tie, and grey trousers; a woman with blonde hair, wearing a red blazer over a black top and black pants; and a woman with dark brown hair, wearing a blue striped button-down shirt and a black skirt. They are all smiling and gesturing with their hands.

# A GUIDE TO GETTING A JOB IN THE UNITED KINGDOM

## APPLY FOR NINumber

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The National Insurance number is needed for work purposes. Employers request it and its important you get it although you can start work before you receive your NI number if you can prove your right to work but its advisable to get it as soon as possible.

You can either go to the website <https://www.gov.uk/apply-national-insurance> to apply or call the number on the website for registration. This is free. You will get a response from HMRC after filling it out.





## **WHAT TYPE OF JOB DO YOU WANT?**

You must be detailed in your job search and list at least two career roles you are interested in. Narrow your search so you can quickly find the role you're looking for. Find out what skills are needed for such positions and highlight them in your resume if you have the skills. You can do free trainings online to sharpen your skillset.



## **SWITCH YOUR CV TO UK STYLE FORMAT**

Your cv should contain your name, email address, phone number, a catchy job summary or objective depends on your experience level, qualifications, relevant skills and work experience.

Use bullet points and active words to outline your skills, focus on your achievements and relevant past experience.



# WRITE A COVER LETTER

You may have an advantage over other job candidates by using a cover letter. Spend some time crafting one or two excellent ones, then make the most of it. You would find it simpler if your job search was narrowed to your specific role. You may use it to draw attention to skills that aren't necessarily evident on your resume.

# REGISTER WITH A JOB AGENCY

A photograph of two women in professional attire, both holding mobile phones to their ears. The woman on the left has long brown hair and is wearing a grey blazer over a white shirt. The woman on the right has long blonde hair and is wearing a bright orange blazer over a black top. They appear to be engaged in a conversation. A blue rectangular frame surrounds the central text area.

Job agencies can sometimes make the process of finding employment simpler. They can send you random opportunities. Look out for job agencies in your area and register with them. Walk into their offices and submit your CV. Using their unique knowledge, you will be the first to learn about opportunities as they arise.

# SET YOUR JOB ALERTS

Visit websites like Indeed, cwjobs, totaljobs, cvlibrary, Reed, and NHS job sites once you're ready to apply. Set up notifications for the jobs you desire. These websites will deliver you jobs as soon as a position is advertised. Please submit as many applications as you can. Put in as many applications as you can

