

# The 12 Job Search Essentials

**1 ADOPT** A POSITIVE MIND-SET



**2 DRAW** UP A PLAN



**3 RECOGNISE** YOUR STRENGTHS



**4 KNOW** WHAT YOU'RE LOOKING FOR



**5 IDENTIFY** YOUR MARKET



**6 CONNECT** TO NETWORKS



**7 SIGN UP** FOR JOB ALERTS



**8 UPDATE** YOUR RESUME



**9 PRACTICE** INTERVIEW SKILLS



**10 TAILOR** YOUR ON-LINE PROFILE



**11 SEEK** HELP



**12 EXPECT** TO SUCCEED

