

Writing letters

Always send a covering letter with a CV or application: it's your chance to say why you want the job and what you can offer the company. Here are a few guidelines to follow:

- ◆ Word process the letter on A4 white paper, and use a clear font.
- ◆ If a handwritten letter is asked for, use black ink on unlined paper.
- ◆ Keep it to three or four paragraphs, and don't just repeat what's on your CV.
- ◆ Always check your spelling and grammar (don't rely on the spell check).
- ◆ If appropriate, say which job you are applying for (quoting any reference numbers) and where you heard about it.
- ◆ If you name people who can give you a reference, make sure you have asked their permission first.
- ◆ If you are writing to a person by name, end the letter with 'Yours sincerely'. If you start a letter with 'Dear Madam/Sir', end it with 'Yours faithfully'.
- ◆ Leave a space between "Yours sincerely/faithfully" and your name to handwrite your signature in blue or black ink.
- ◆ Sign the letter and keep a copy.

For examples of covering letters visit:
www.thesource.me.uk

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Contact the Source

- ◆ Email thesource@suffolk.gov.uk
- ◆ Call freephone on 0800 085 4448 and ask to speak to someone from Children and Young People's Services



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If you need help to understand this information in another language please call **03456 066 067**

Se precisar de ajuda para ler estas informações em outra língua, por favor telefone para o número abaixo. 03456 066 067

Portuguese

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku zadzwoń na podany poniżej numer. 03456 066 067

Polish

এই লেখাটি যদি অন্য ভাষাতে বুঝতে চান তাহলে নিচের নম্বরে ফোন করুন 03456 066 067

Bengali

Jeigu jums reikia šios informacijos kita kalba, paskambinkite 03456 066 067

Lithuanian

Dacă aveți nevoie de ajutor pentru a înțelege această informație într-o altă limbă, vă rugăm să telefonați la numărul 03456 066 067

Romanian

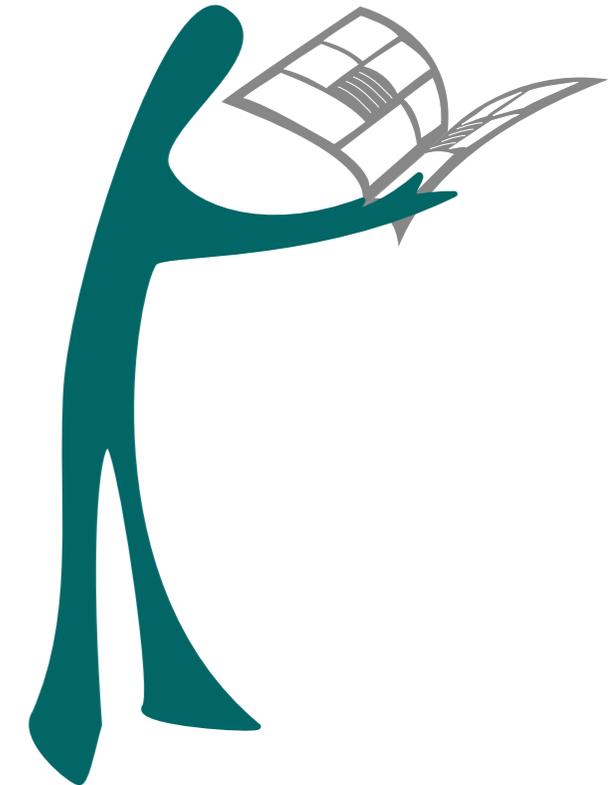
Если для того чтобы понять эту информацию Вам нужна помощь на другом языке, позвоните, пожалуйста, по телефону 03456 066 067

Russian

If you would like this information in another format, including audio or large print, please call **03456 066 067**.



Finding work



Where to look for a job

Apprenticeships

Search over 100 apprenticeship vacancies on the Source at www.thesource.me.uk/vacancies

Further information on training and courses in Suffolk is available at: www.ucasprogress.com

yojo app

Download the app which gives you instant access to live apprenticeship vacancies in Suffolk. Available from App Store and Google Play. www.thesource.me.uk/yojo

Jobcentre Plus

Visit your local Jobcentre Plus office, or check out www.gov.uk/browse/benefits

Suffolk Jobs Direct

For jobs in local government, schools, college or the police visit www.suffolkjobsdirect.org

Employment agencies

Employment agencies / recruitment agencies deal with permanent and temporary vacancies.

Newspapers

Local newspapers have vacancy sections on certain days. e.g. the EADT is on a Wednesday. www.jobs24.co.uk/eadt

Magazines - trade & special interest

These often have vacancies and careers supplements for particular industries.

The Internet

Many companies and big organisations advertise vacancies on their websites.

Applying for a job

Telephone Applications

If you make a telephone application for a job, or you are looking for vacancies, it's important to spend some time preparing for the phone call.

- ◆ Have the information you need available (about the employer and yourself).
- ◆ Rehearse what you are going to say, and write down any questions you want to ask.
- ◆ Speak with confidence and be prepared to sell yourself.
- ◆ Have a pen and paper to hand.
- ◆ Afterwards, make a note of any good points (to use again) and bad points (to avoid).

CV's

A Curriculum Vitae (CV) is a brief description of you. It should include your personal details, current or previous job role(s), educational qualifications and any hobbies. It is advisable to accompany a covering letter when you send a CV.

How to prepare a CV

Writing a good CV isn't as easy as you might think, but our advisers can help.

- ◆ A CV should be to the point and fit onto one or two sheets of white A4 paper.
- ◆ It should be typed using a clear font (such as Arial) and clearly laid out.
- ◆ Target your CV to suit the job you are applying for (but always tell the truth).
- ◆ Keep the original safe and update it as you gain new skills / experience.

For examples of CV's and to build your own CV visit: www.thesource.me.uk

Filling in application forms

An application form is often your first chance to impress an employer. Take your time, and follow these general points:

- ◆ Photocopy the form before you start. You can use this as a rough copy to fill in first.
- ◆ Check for any special instructions.
- ◆ Check your spelling and grammar.
- ◆ When you are ready, write clearly using black ink.
- ◆ Complete all relevant sections in full. Never just write 'see CV'.
- ◆ If a question does not apply to you, put 'none' or 'N/A'.
- ◆ Check the form over, and ask someone else to check it as well.
- ◆ Don't forget to sign and date the form.
- ◆ Make a photocopy of your completed form (this will help you to prepare if you do get an interview).

Most application forms contain a supporting information section. This is your chance to really sell yourself by matching your skills and experience to the person specification. You can use separate headings to focus your writing.