



4exMilitary Jobs Ltd

Information Guide No. 8

Organising Yourself

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4exMilitary Jobs Ltd.

A leading Internet Job Board and Recruitment Consultancy specialising in assisting Ex- Military personnel

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Registered in England 7001674



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1. Introduction

Irrespective of whichever market you are aiming for at a specific moment in time, an analytical approach to each job opportunity is essential.

For jobs being advertised on the open market, it will almost certainly involve stiff competition, both in terms of quality and quantity of applications. Therefore your application must be specifically targeted to stand out from the competition.

In respect of the hidden market, you will need to make use of all your existing contacts, extend your network of contacts, making your availability as widely known as possible. You will also need to undertake some research to contact both potential employers and search and selection consultants who are known to handle assignments in your specific field and expertise.

2. Things You Need To Do

- (a) Identify six or seven recruitment / search and selection consultancies, who handle vacancies in the work area where you are seeking employment.
 - Check they deal with jobs in your area, preferably at least 20% of their activity.
 - Find out the name of a consultant in each agency who handles the sort of vacancies you would be interested in. Telephone and introduce yourself to them, indicating the type of opportunities you are looking for.
 - Let them have an up-to-date CV and follow it up with another telephone call to the consultant – build up the rapport.
 - Contact them once a fortnight to see if they are due to handle new positions applicable to you.
- (b) Identify four or five companies each week that you would like to work for and make an approach.
 - Know what they do and where you might fit in.
 - Choose either speculative or direct approach.
 - Follow up these contacts.
 - Be clear about what you want to do for them.

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- Write to a manageable number. If you contact 20 per day, you will lose track of where you are. Keep notes on everything that you do (copies of letters, records of phone calls, who you have spoken to etc)
- (c) Identify the newspapers and trade journals related to your career and identify warm contacts and reply to job advertisements.
- Go to the library and read them, or subscribe.
 - Analyse advertisements carefully, where you have a 70% match, go for it, if it meets your needs.
- From articles: Identify expanding firms, or firms that are moving or restructuring.
- If they are advertising for senior people, this may indicate positions below may become vacant or expansion may be occurring.
- (d) Use your network of friends, relatives and business contacts to generate warm leads into firm ones, four or five per week is our suggestion.
- (e) Work about three hours per day doing these things (eight hours is too much). Give yourself a break with some physical activity each day, gardening, walking, golf etc.
- (f) When writing letters, identify exactly what you need to say that will catch the receivers attention.
- (g) Organise a ring binder or set of files to hold:
- CV data and up to date CV's
 - Copies of letters and examples of formats
 - Advertisements and their analysis
 - Complete list of contacts
 - Diary for letters, phone calls, interviews
 - Goals and objectives for your career
 - Career Plan/Action Plan
 - Analysis of career alternatives
 - Company information
 - Press articles and analysis
- (h) Once a fortnight, review how well you are doing.
- If response is poor consider changing method e.g. style of letters, firms approached.
 - Review goals

- Review personal appearance, are you looking after yourself?
- Discuss with a close friend what else you might do.

If response is good:

- Keep doing the things that get results.
- Maintain standards.
- Tell someone about your success.

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