

GRADUATE RECRUITMENT

10 STEPS TO SECURING YOUR FIRST INDUSTRY POSITION

1. Decide
 - What industry positions are you interested in undertaking?
 - What are your long term career plans?
 - When can you start work?
 - What is the absolute minimum you can afford to earn to cover your living expenses?

2. Research
 - Look at job descriptions on the internet within the chosen areas you would like to work – what experience, skills and attributes do these roles require?
 - Read industry and trade magazines, what is happening, who is performing well?
 - Research at least 50 potential companies that can facilitate your long term career plan and compile their contact details
 - List all of your existing contacts within industry (tutors, work experience contacts, employment, family and friends)

3. Application
 - Write your CV using your job description research to inform its content
 - Write a brief covering letter
 - Sign up to fashionaim.org

4. Contact
 - Cold call your list of companies and contacts
 - Introduce yourself briefly and politely and ask to speak to the person who deals with recruitment within your chosen field
 - Record names, contact details and any company/vacancy information provided

5. Apply
 - Customise your CV and covering letter to meet the requirements of the company or post
 - Send your application immediately!

6. Follow up
 - Within the first working week, check the company has received your application
 - If your application has been unsuccessful – seek feedback for improvement

7. Prepare
 - After being invited to interview refer to any company and job information that you have
 - Draw up a list of questions you expect to be asked and compile suitable answers

8. Interview
 - Arrive at the interview 10 minutes early
 - Always ask the company questions at the end (but not about salary or holiday entitlement!)
 - If your application has been unsuccessful – seek feedback for improvement

9. Negotiate
 - Once you have been offered the position you can negotiate the salary and contract

10. Accept!