

AIT Student Support Services

7 How to Find a Job

FACT !

Of all the employment positions available only 20% are advertised on the *open market* (newspapers, job search sites etc).

That leaves a whopping 80% that most jobseekers don't know exist let alone apply for.

Your chances of securing employment will really increase if you can access that 80%-*the hidden market*.

The Open employment market:

- ⊙ Newspapers.
- ⊙ Job network providers.
- ⊙ Internet-touch screens.
- ⊙ Employment agencies.
- ⊙ Staff wanted in store (business) windows.
- ⊙ Government vacancies.

The Hidden employment market:

- ⊙ Yellow pages.
- ⊙ White pages.
- ⊙ Word of mouth.
- ⊙ Family.
- ⊙ Friends.
- ⊙ Previous co-workers and associates.
- ⊙ Phoning potential employers.
- ⊙ Talking to potential employers in person.
- ⊙ Writing to potential employers.
- ⊙ Members of your club, church etc.
- ⊙ Work experience.
- ⊙ Voluntary work.

The more of these markets you use the sooner you will find employment.

Work for you

Here is how you can access all the job markets:

Open market-20%

Newspapers.

Search for suitable positions as soon as I get the paper.

Phone for more details-find out managers name and more relevant information.

Send cover letter with resume ASAP - Phone later to see if received.

Job network providers.

Find out the Reverse marketer/Employment/Placement consultants- Tell them

type of work you want. Your skills/experience/strengths etc - Show them you are

highly motivated and reliable - Give each copies of your resume.

Internet-touch screens.

Employment agencies

Staff wanted in store (business) windows.

Government vacancies.

Work for you

Hidden market-80%

Yellow pages.

White pages.

Word of mouth.

Family.

Friends.

Previous co-workers and associates.

Work for you

Hidden market-80%

Phoning potential employers.

Talking to potential employers is person.

Writing to potential employers.

Members of your club, church etc.

Work experience.

Voluntary work.

Other.

Other.

