



# Getting a Job

The Skills You  
Need Guide

**SKILLS YOU NEED**  
Helping You Develop Life Skills

**The Skills You Need Guide to**

# **GETTING A JOB**

Skills You Need

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ISBN: 978-1-911084-13-6

Published by Skills You Need Ltd

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# INTRODUCTION

## **GETTING QUALIFICATIONS, EVEN A DEGREE, IS UNFORTUNATELY NOT AN AUTOMATIC PASSPORT TO A LIFETIME OF GAINFUL EMPLOYMENT.**

It is a very good start, because it demonstrates that you have a certain amount of knowledge and an ability to work.

### **But finding a job can still be a huge challenge.**

New graduates in particular often find it hard to get their first position because they are unlikely to have experience of the type of job for which they are applying. They therefore struggle to demonstrate that they would be able to do the job.

And even once you have a job, keeping it for life is not often an option. Most people will hold jobs with a variety of employers and move across different employment sectors through their working life.

We all need to be flexible in our working patterns and be prepared to change jobs and/or sectors if we believe there are better opportunities elsewhere.

This means that all of us need to be prepared to develop transferable skills, skills that we can use in more than one job, and to become experts in marketing ourselves for the job market.

### **This book is designed to help people to understand how to develop those skills, and particularly how to present themselves effectively to potential employers.**

It starts with a discussion of the ‘skills gap’—the gap between the skills available in potential employees, and the skills required by employers—and moves on to explain the concept of transferable skills. It then goes on to provide practical advice about presenting yourself well in an application for a job, and in person at interview.

Although much of the advice is chiefly aimed at those looking for their first job, there is likely to be useful advice for anyone starting a job hunt, particularly if you have been out of the job market for a while.

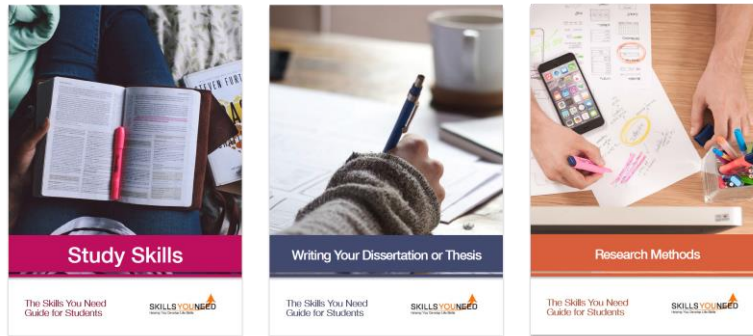
### **We hope that it will be helpful.**

The Skills You Need Team

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## Our other books include:

The Skills You Need Guide for Students



The Skills You Need Guide to Interpersonal Skills

