



USING JOB BOARDS

JOB BOARDS ARE ONE OF THE MOST
POPULAR WAYS TO FIND OPPORTUNITIES.

They bring lots of jobs together in one place,
making it easier to search, compare and apply.

Use them smartly to save time and get better results. ❤️



POPULAR JOB BOARDS IN THE UK



One of the largest job sites with thousands
of roles across all industries.

www.indeed.co.uk



Great for a wide range of jobs and
career advice.

www.reed.co.uk



User-friendly with job alerts
and career tips.

www.totaljobs.com



Large selection of jobs and useful
career resources.

www.cv-library.co.uk



Find jobs and see company reviews
and salaries.

www.glassdoor.co.uk



Find public sector jobs in the UK.

www.civilservicejobs.service.gov.uk



HOW TO USE JOB BOARDS EFFECTIVELY

- ✓ **CREATE AN ACCOUNT**
Sign up and complete your profile.
- ✓ **USE KEYWORDS**
Search using job titles, skills and locations.
- ✓ **USE FILTERS**
Refine results by location, salary, job type,
experience level and date posted.
- ✓ **SET UP JOB ALERTS**
Get new jobs sent straight to your inbox.
- ✓ **CHECK REGULARLY**
New jobs are added every day.
- ✓ **SAVE JOBS**
Save interesting jobs to apply later.
- ✓ **APPLY EARLY**
Apply as soon as possible before others do.

JOB SEARCH

Keyword

Location

Job Type

Salary

SEARCH JOBS



TIPS FOR BETTER RESULTS

- ✓ Use clear and relevant keywords.
- ✓ Tailor your CV and cover letter for
each job you apply to.
- ✓ Keep your profile and CV up to date.
- ✓ Highlight your most relevant skills
and experience.
- ✓ Be honest about your experience
and availability.



WHAT TO WATCH OUT FOR

- ⚠️ Job scams – never pay to apply for a job.
- ⚠️ Vague job descriptions with little detail.
- ⚠️ Unrealistic salaries for the role.
- ⚠️ Requests for personal or bank details
too early.
- ⚠️ Poor spelling or grammar in adverts.
- ⚠️ Pressure to decide or apply immediately.



MAKE THE MOST OF JOB BOARDS

- ✓ Combine job boards with networking.
- ✓ Follow companies you're interested in.
- ✓ Research companies before applying.
- ✓ Use multiple job boards for more options.
- ✓ Stay positive and keep applying!



EXTRA FEATURES TO HELP YOU SUCCEED



Job Alerts

Receive jobs by email
that match your
search.



CV Builder

Create a professional
CV to stand out.



Career Advice

Get tips, guides and
interview help.



Salary Checker

Check average salaries
for different roles.



Company Reviews

Learn about company
culture and values.



Save Searches

Save your searches
and find jobs faster.



REMEMBER



- ✓ Be consistent and make job searching a habit.
- ✓ Quality applications are better than lots of rushed ones.
- ✓ Keep improving your skills and knowledge.
- ✓ Don't give up – the right opportunity is out there for you!

“ The right job won't just happen.
You have to search for it,
apply for it and believe in yourself
every step of the way. ”

