



# How to get a Job: A Crash Course from the Experts



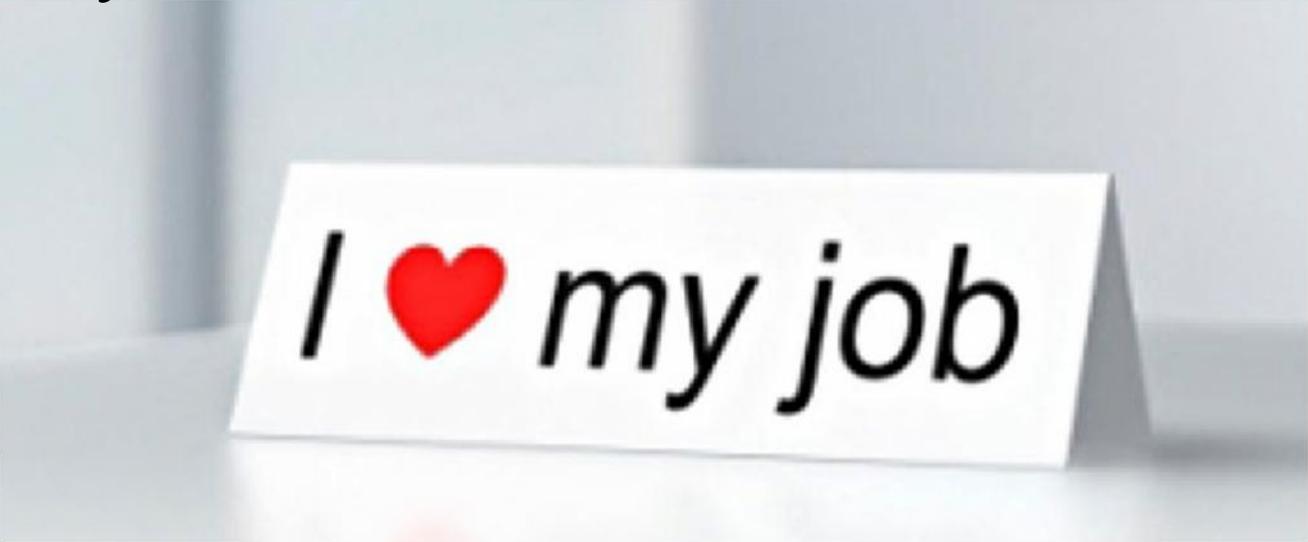
# What we will cover today:

- Your ideal job
- How to structure your job search
- Your CV
- Your Online Presence (LinkedIn, Etc.)
- Job Descriptions
- Hunting for jobs



# What is your ideal job ?

- What do you like doing most?
- Skills
- Past Jobs
- Firms
- Who inspires you?

A photograph of a white card with a red heart symbol and the text "I ♥ my job" in a black, sans-serif font. The card is propped up on a white surface, likely a desk, with a blurred background.

*I ♥ my job*

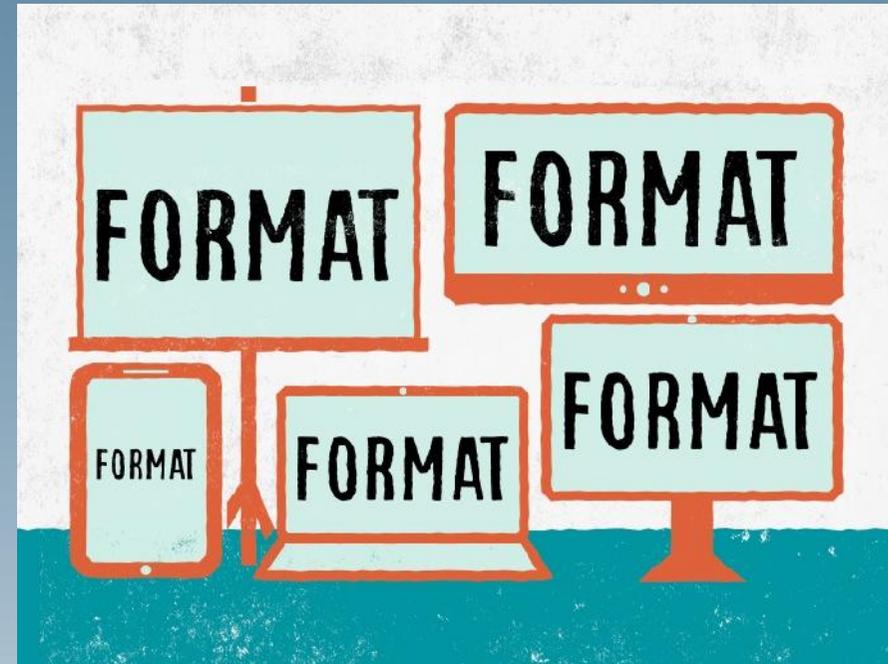
# Lost ?

Put a Structure on your Job Search





- Name
- Address
- Statement
- Skills
- Experience
- Education
- Other Interests



– Keep in mind all these points should be solely focused on the job you are going for !



# Your Online Presence

- The History
- LinkedIn
- Google+
- Twitter
- Facebook
- Industry sites



# Interviewing

- Follow the guide of how you built your CV





- Getting Started:
  - Cut-and-paste your CV
  - Privacy Settings
  - Strong, catchy summary
  - Fill out the profile
    - » Attachments,
    - » Articles,
    - » Images,
    - » Postings



- Optimize your profile
  - » edit URL, skills, groups, messages
- Connections, Groups and your Network
- Use LinkedIn regularly as part of a strategy
- Professional etiquette - it is not Facebook !

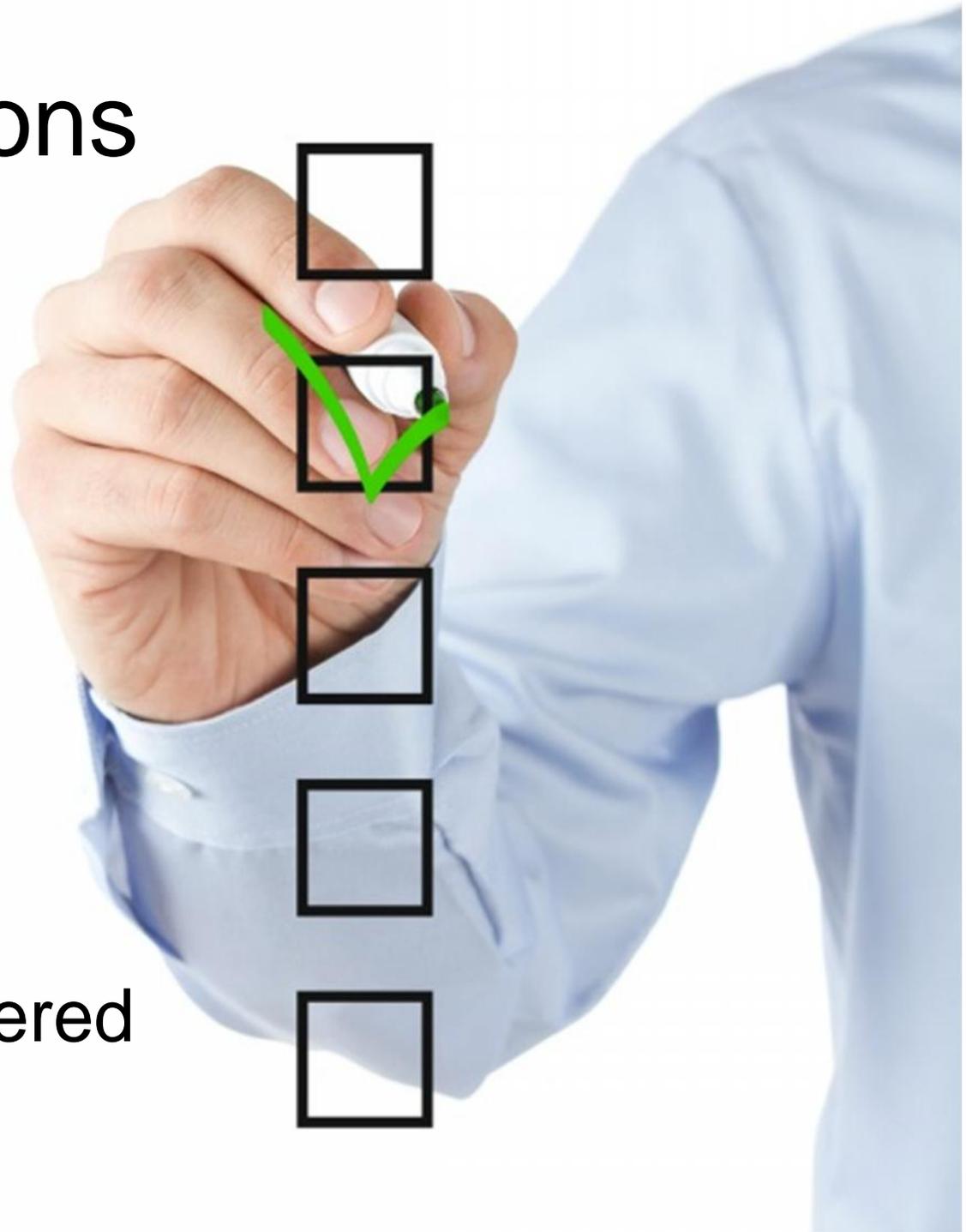
# Create a Unified Profile

- Sync all your accounts – Gmail & Chrome as a tool
- Visibility is key
- Your online presence is just as important as an interview in today's market



# Job Descriptions

- How to translate
- How to clarify  
Current employees,  
managers,  
company info
- Treat each line  
as a question that  
needs to be answered  
on your CV



# The Search

- Using LinkedIn
  - other portals
  - (Irish Jobs, Monster,
  - Recruit Ireland, Indeed.ie, etc)
- Active, vs passive
- The process of feedback,  
fake jobs,  
internally hired jobs, etc.



A rusty horseshoe is positioned on the left side of the image, resting on a green-painted wooden surface. A vibrant green four-leaf clover is placed inside the curve of the horseshoe. The background is a textured green wood grain.

Good Luck !!

Go onto  
our site  
to reach out:  
[berkley-group.com](http://berkley-group.com)

