

Wise Steps



Helping you to put your
best foot forward

gentoo



**NATIONAL
LOTTERY FUNDED**



European Union
European
Social Fund

What can Wise Steps do for you?



Wise Steps helps people in Tyne and Wear to transform their lives, with funding from the Big Lottery Fund and the European Social Fund. Wise Steps provides one-to-one specialist support to help people take positive steps towards work.

We know that looking for a job can be a daunting and stressful time, that's why we've created this guide full of tips to help support you every step of the way.

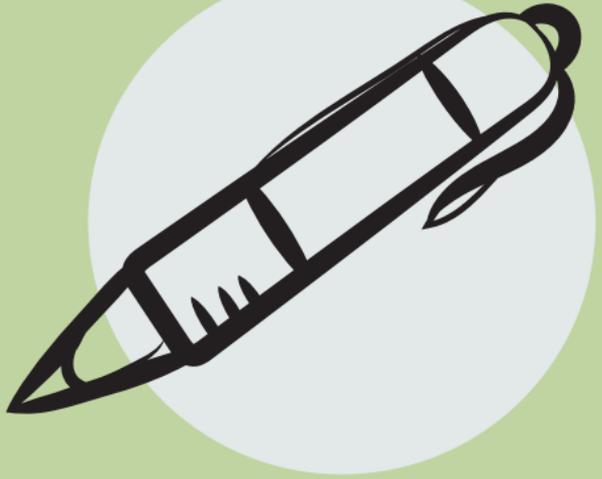
Boost your confidence and self-esteem



It's important to have confidence in yourself. Here are five tips to help boost your self-esteem before starting the job application process.

1. Spend more time with supportive people (and less time with destructive people).
2. Try something new. By challenging yourself to go outside of your comfort zone your opinion of yourself will improve.
3. Write down three things that you appreciate about yourself.
4. Take small steps to achieve goals.
5. Set realistic expectations. Large amounts of pressure can be harmful to your self-esteem.

Help writing your CV



When you're looking for work, it helps to have a CV ready. A strong CV will attract the attention of employers and increase your chance of getting an interview.

- 1.** A CV should be concise and easy to read - not too crowded or too sparse.
- 2.** CVs should be no more than two sides of A4.
- 3.** Your CV should be tailored for the job you're applying for and match your skills and experience to the requirements of the job.
- 4.** Use punchy and powerful words like achieved, managed, led.
- 5.** Start with your most recent position and work backwards.

Job search tips



Once you've found a job you'd like to apply for, it's good to do your research. The more you know about the job, company and interviewer, the easier you'll find the whole process.

1. Write a customised cover letter. Try to show how your qualifications and experience relate to the company's needs.
2. Do your research. Spend time on the company's website and learn as much as you can about them.
3. Find out who is interviewing and Google their names to learn about them. If you know anyone who works at a company you're applying to, try to speak with them first for advice.
4. Choose job sites carefully. Some good ones are:

**www.indeed.co.uk www.gov.uk/jobsearch
www.northeastjobs.org.uk www.linkedin.com**

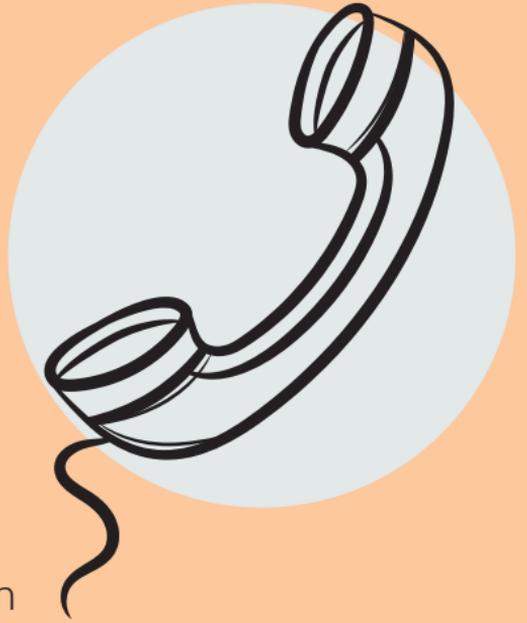
Interview skills and techniques



It's always good to be prepared. Plan as much as you can from the minute you get the interview to the interview day.

- 1.** Read your application form or CV and job description/person specification to familiarise yourself with the role.
- 2.** Visit the company's website and follow their social media channels, such as Facebook, Twitter and LinkedIn.
- 3.** Think about what questions you may be asked and list key words, your skills and experience.
- 4.** Dress smartly and act confident.
- 5.** Plan your journey – find out where it is, how to get there and how long it takes.

How to get in touch



For further information
about the Wise Steps Programme,
please contact:

Aimie Coburn on

T: 0191 525 5221

E: Aimie.Coburn@gentoogroup.com

Andrew Richardson on

T: 0191 525 5038

E: A.Richardson@gentoogroup.com

David Armstrong on

T: 0191 525 5917

E: David.Armstrong@gentoogroup.com

www.gentooogroup.com

Gentoo Group Limited, Emperor House,
2 Emperor Way, Doxford International
Business Park,
Sunderland, SR3 3XR.



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