

Effective Planning

Cover letters

I will: write 4 different cover letters for 4 different jobs I have found on Thursday morning. When they're done I'll email them to 3 people I know who are in work - my sister, my friend Tom and my girlfriend Ashley - and ask them to check the letters. If the letters can be improved I'll ask if they have any they've written before, and use tips on National Careers Service website. I'll email the final versions to my Coach.

Cold calling

I will: spend Tuesday afternoon at home and phone local shops, bars and restaurants to ask about working there. On Tuesday morning I'll find the employers and phone numbers on Yell.com at the library computer and print off these details. Before lunch I'll write down what I need to say to the employer, and try to phone 30 employers that afternoon. I'll ask them how and when they recruit and what they look for in employees. I'll also ask about a Work Trial. I'll note down these details and on Wednesday apply to any that have vacancies. I'll speak to my Coach about the conversations I have with employers.

Applying as specified

I will: use Google searches on my computer to find companies in my area who I could work for. I will spend all day Monday finding out about this whilst my children are at school. On each company website I will look for information about what skills/experience and qualities they value in their staff, as well as any vacancies they have. I will save the site to my 'Favourites' so I can check each week. If possible I will register for job alerts from the company. Where a local employer doesn't have a website, I will phone them and ask about working there and if I can take a CV. If I can apply to any of the employers with a CV, I'll update this to suit the job. I'll keep track of all the companies I've applied to (online and with a CV), and I'll follow up if they don't get back to me in two weeks.

Jobsearch together with other person

I will: meet up with my friend Saira at Moorside Community Centre every Tuesday and Thursday after doing the school run. She's a part-time hairdresser but is looking for other work too. We'll use the computers to look online for vacancies on Indeed, Reed and other jobsearch websites that we find via Google. We'll let each other know about jobs we find and discuss what to write in applications. Saira will help me to apply for jobs by making sure I

put the right skills on my application forms. We'll stay until lunchtime, I'll keep copies of each application to show to my Coach.

Incorporating Worksearch into my routine

I will: write at least one job application each afternoon immediately after lunch.. If I have completed all job applications I will create a different CV or prepare answers to common interview questions. Normally I go for a walk in the afternoon but I'll spend some time finishing applications or preparing my job search until I'm happy with what I've done, and then go for my walk.. I'll make a list of the job applications I've completed to show to my Coach, or email them my updated CVs.

Information from another person

I will: ask my former colleague Mike about their job in a call centre. I see a lot of adverts for call centre jobs and would like to apply for this type of work, but my past jobs have been in warehouses and gardening so I don't know if I'd be right for this. I'll text Mike and invite him over this weekend to watch the game. Then I will ask him about his job and the type of tasks he does, and also how he got the job. I'll ask if there are any jobs going and mention the Work Trial my Coach told me about in case that will help. I'll note down what he tells me to discuss my Coach, in case I can do a trial.

Universal Jobmatch

I will: ask my niece Rachel to show me how to set up a Universal Jobmatch account. She comes to mine for dinner every Friday so we can set up the account then. I'll try to remember as much as I can but she'll help me each week when she comes over. Then I'll use Universal Jobmatch to look for work on Fridays with her help, until I'm happy I know what to do. I'll put my CV on my account too.

Practice interview skills

I will: Google the website 'Be My Interviewer' on Wednesday evening, after football practice to prepare for my job interview next week on Monday 15th. On Thursday morning, after walking the dog, I'll practise the STAR (Situation, Task, Action and Result) formula for answering questions that my sister told me about - this will help me prepare my answers so I can show the employers that I have the necessary skills. On Thursday evening I will go to my sister's flat for tea and practise interviews with her, and speak to my Coach about how this went.