

the ultimate guide to job searching

a no BS guide to job
searching, interviewing,
negotiating offers and
much more.

comes with CV template,
common interview
questions and email
templates.

by Lee Harding
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Introduction

Searching for a job is hard.

They say it's easier to get a job when you've got a job, but given the last four years of mass lay offs and economic uncertainty, this is no longer true.

The truth is, it doesn't matter whether you currently have a job or you don't, searching for job is hard full stop.

There is a lot of conflicting advice when it comes to job searching, CVs, job interviews and recruitment in general, as a recruiter of almost 20 years I thought I'd pull together this no BS guide to help people in their job search.

I'm Lee Harding, I've been in recruitment for a very long time. I've worked for recruitment agencies, I've built and lead internal recruitment teams and I've consulted for some of the biggest companies in the world. You can check out my credentials and experience on my [LinkedIn Profile](#).

Who is this guide for?

If you're actively looking for a job right now or considering looking for a new job soon then this guide is for you.

The tips and advice in this guide are industry agnostic and apply whether you are early on in your career or well into it.

I'll dispel some of the common myths, I'll use every day language and there'll be zero BS.

What's in this guide?

Aswell as practical tips, how-to's and working with recruiters, I'll also cover how to optimise your CV and LinkedIn profile, how to search for jobs, how to prepare for interviews, how to negotiate your salary and some templates you can use too.

Before you dive into this guide do make sure you [subscribe to my blog](#), where you'll find more content that can help in your job search and career advice.

And do follow me on social too, I'm on [TikTok](#), [LinkedIn](#) and [Instagram](#) .

Let's dive in to the guide.

Job Search Mindset

Why are you looking for a new job?

Before you even start writing your CV and applying for jobs, take some time to think about why you are looking for a new job.

Maybe you feel like you're stuck in a rut and need more of a challenge, maybe you want a better work life balance, maybe it's to escape a toxic boss or environment, maybe it's to chase a higher salary, maybe you're looking to change career completely or maybe you're out of work and simply need to get earning as soon as possible. Or have you just had a really sh*tty week at work and started to have a look what's about.

Once you've had a think about your "why", you can now think about the "what" and the "how".

What does "more of a challenge" look like? What does a higher salary look like? What does a non-toxic environment look like? What does a "better work life balance look like"?

Think of this as your wish list.

Which are the non-negotiables and which would be nice to have but aren't deal breakers for you?

Once you've figured all of this out, you can start being more purposeful and deliberate in your job search approach.

WritingYour CV

Writing a CV isn't as difficult as most of the 'gurus' make it out to be, they make it sound more complicated than it needs to be so they can sell you their massively overpriced CV writing services or CV templates.

The purpose of your CV is to get you an interview. That's it. Once you've got your interview, your CV has served its purpose.

With that in mind, it really doesn't matter how long your CV is.

One page, two pages, three pages, ten pages it really doesn't matter.

What does matter is that your CV clearly and concisely showcases your skills, experience and achievements.

Trying to squeeze a 20 year career history into two pages isn't going to clearly showcase your capabilities to a recruiter, it's either going to miss out key information or make it really difficult to read.

There is no such thing as a perfect CV, but there are lots of things you can do to make your CV stand out.

Firstly you need to realise that nobody is reading your CV from start to finish word for word. Recruiters are super busy, they get hundreds if not thousands of CVs every week.

They are skim reading your CV to find the key bits of information they're looking for, which is: "Is it worth me giving this person a call?".

To make that decision, they're looking to understand what you've done, where you've done it and what you've achieved. They'll look to find this information in the first half page of your CV.

The first half page usually determines whether the rest of your CV even gets (skim) read, so think of that first half page as your shop window, include the most important information here.

Given we know that recruiters are super busy and will only skim read your CV if they get past the first half page, you need to make sure that your CV looks easy to read.

Use short simple paragraphs, use plenty of white space to make it easy to read, don't use overly complex language when it's not needed. Be authentic in your writing style, which also means never write your CV in the third person.

A recruiter reading your CV doesn't just want to know what jobs you did and what you were responsible for, they want to know what you achieved in those jobs.

Don't just list your responsibilities, talk about your achievements, and quantify them in numbers where possible, for example "I increased customer satisfaction by 12% by doing x,y,z which also reduced costs by 4%",

Photographs on a CV is never a good idea. Remember the whole purpose of the CV is to get you an interview, a photograph doesn't help you do that. Not only does it take up valuable space, sadly unconscious bias is still a thing and that photo could be stopping you from getting an interview.

The same goes for your full address, date of birth, hobbies and anything else that doesn't help in the goal of getting you an interview.

As part of this ebook I've also included a CV template that you can use that has plenty of white space, is easy to read, focuses attention on the first half page and is super easy for you to edit.

Optimising Your LinkedIn Profile

Being visible and easily findable by Recruiters on LinkedIn is a great way to hear about new openings in your industry whether you're actively looking for a new job or just open to hearing about new positions.

Most recruiters, both agency and internal recruiters, rely heavily on LinkedIn Recruiter to find and contact candidates for vacancies they're looking to fill. LinkedIn is the number one platform that recruiters use today, in fact you could say they are overly dependent on it and many don't know how to find candidates on any other platform.

What information should you include on your LinkedIn Profile? My own is pretty much the same as my CV, so if you nail your CV using the techniques in the previous chapter you should pretty much be able to copy and paste across.

Why Being Visible Matters

You want the vacancies to come to you, you don't want to spend your time searching job boards or applying for jobs via company websites.

Sure you can do this, but the one thing that most people outside of the recruitment industry don't realise is that there are a hell of a lot of jobs that don't get advertised, the only way to know they exist is if a recruiter contacts you about them. So why aren't all vacancies advertised?

Sometimes it's a confidential role, maybe the company is going through a restructure or there's some secrecy about the current

Get the full ebook

If you're actively job hunting or considering a career move soon, this guide is for you. It doesn't matter whether you're fresh out of school or 20 years into your career—the tips, templates, and strategies in this book will work for you.

What's Inside?

Here's what you'll get with The Ultimate Guide to Job Searching:

- Job Search Mindset: Find your "why" and approach the process with confidence.
- CV Writing and Optimisation: Create a CV that gets attention (and interviews).
- LinkedIn Profile Tips: Make yourself more visible to recruiters and hiring managers.
- Job Search Strategies: Learn how to find hidden job opportunities.
- Interview Preparation: Tackle tough questions with confidence.
- Salary Negotiation Tactics: Get paid what you're worth without the awkwardness.
- Resignation Tips: Leave your job on good terms with class.

Plus, you'll receive exclusive templates and resources, including:

- A fully customisable CV template.
- A document with 180+ common interview questions.
- Top 10 interview questions with detailed answers.
- Follow-up email templates for after interviews.
- A professional job resignation email template.

Why Trust Me?

I'm Lee Harding, and I've spent almost two decades on the frontlines of recruitment. I know what recruiters and hiring managers are looking for because I've been one. You can check my credentials on LinkedIn, but the proof is in the advice—it works.

[Download the full book now](#)