

FINDING A JOB

After Maternity Leave



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WORKSHEET

Finding a new job can be difficult, but you should try to see this as an opportunity to be adventurous! Be open minded in your job search and you are more likely to be successful.

This worksheet has been put together to help you on your job search.

UPDATING YOUR CV

Use a selection of these verbs while updating your CV: ensure, practice, conduct, perform, serve as, complete, supervise, assess, write, develop, design, represent, implement, coordinate, assist, manage, facilitate, advocate, prepare, educate, formulate, compose.

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Use this checklist while updating your CV:

- ✓ Write all job titles in bold.
- ✓ Add all of your contact information to the top of the first page of your CV.
- ✓ Run a spell check of your CV when you have finished.
- ✓ Do one final thorough proof-read when you have completed the spell check.
- ✓ Your CV should be a maximum of two pages.

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ANSWER THE QUESTIONS BELOW

What personal and social skills do you have that make it easy to meet new people?

What personal and social skills do you feel you need to further develop?

What is your plan to get to know more people in your job quest?

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List all temporary services in your area with their addresses and phone numbers.

List the date and outcome of the temporary services you personally visited.

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Use quick methods of making cash to keep money coming in between jobs. Write down all the skills you have that you could charge fees to do for others.

Online Employment solutions are available. Circle which of the following jobs that you have the skills for and are willing to do.

Virtual assisting

Web Writing

Pay-Per-Project Work

Full-Time Online Work

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Record below what you'll do to find work in each of your circled areas.

How do you feel about volunteering to make some new contacts, gain new knowledge, and show people what you know?

List some places where you would consider volunteering.

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How can you take advantage of your time off to get training, expand your knowledge, and learn new work skills?

What kind of training, education or experience have you always wanted to pursue? Write it below. Then, go forward and do it.

What are the top 3 things you learned from this report about doing a job search? Vow to follow through with them.
