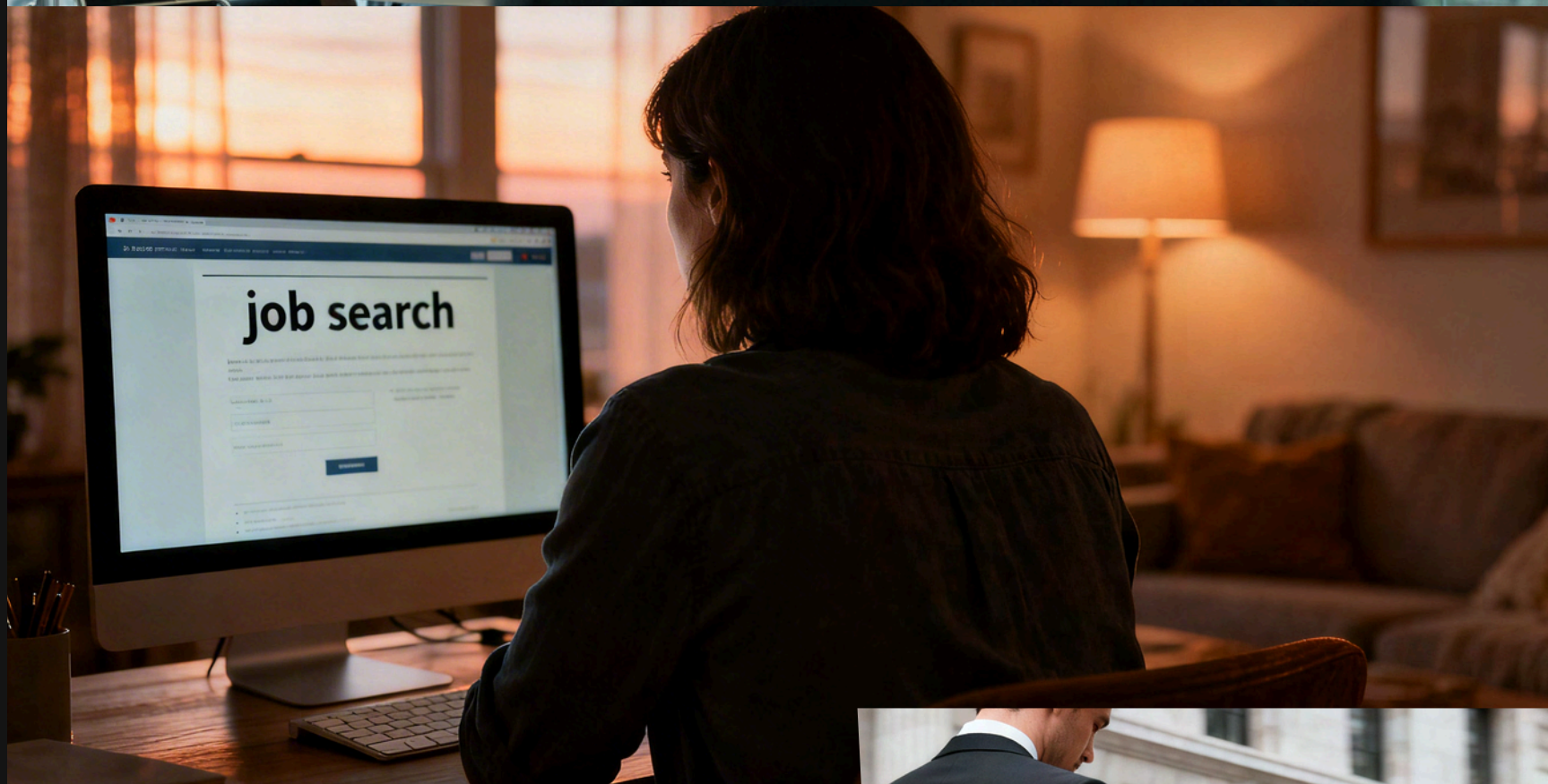


HOW TO GET A JOB



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Introduction

Finding a job isn't always easy.

Whether it's your first step into work, a move into something new, or getting back into it after some time out, it can feel a bit overwhelming at the start.

The good thing is, it doesn't need to be.

Like most things, getting the job you want becomes a lot more manageable when you break it down into simple steps instead of treating it like one big task.

From sorting your CV to handling interviews properly, each part plays a role. Get those right and you give yourself a much better chance of landing something that actually suits you.

This guide is here to walk you through it all, step by step, so by the end you are in a strong position to secure your next role.



➤ Work out what you actually offer

Before you do anything else, take a step back and work out what you actually bring to the table.

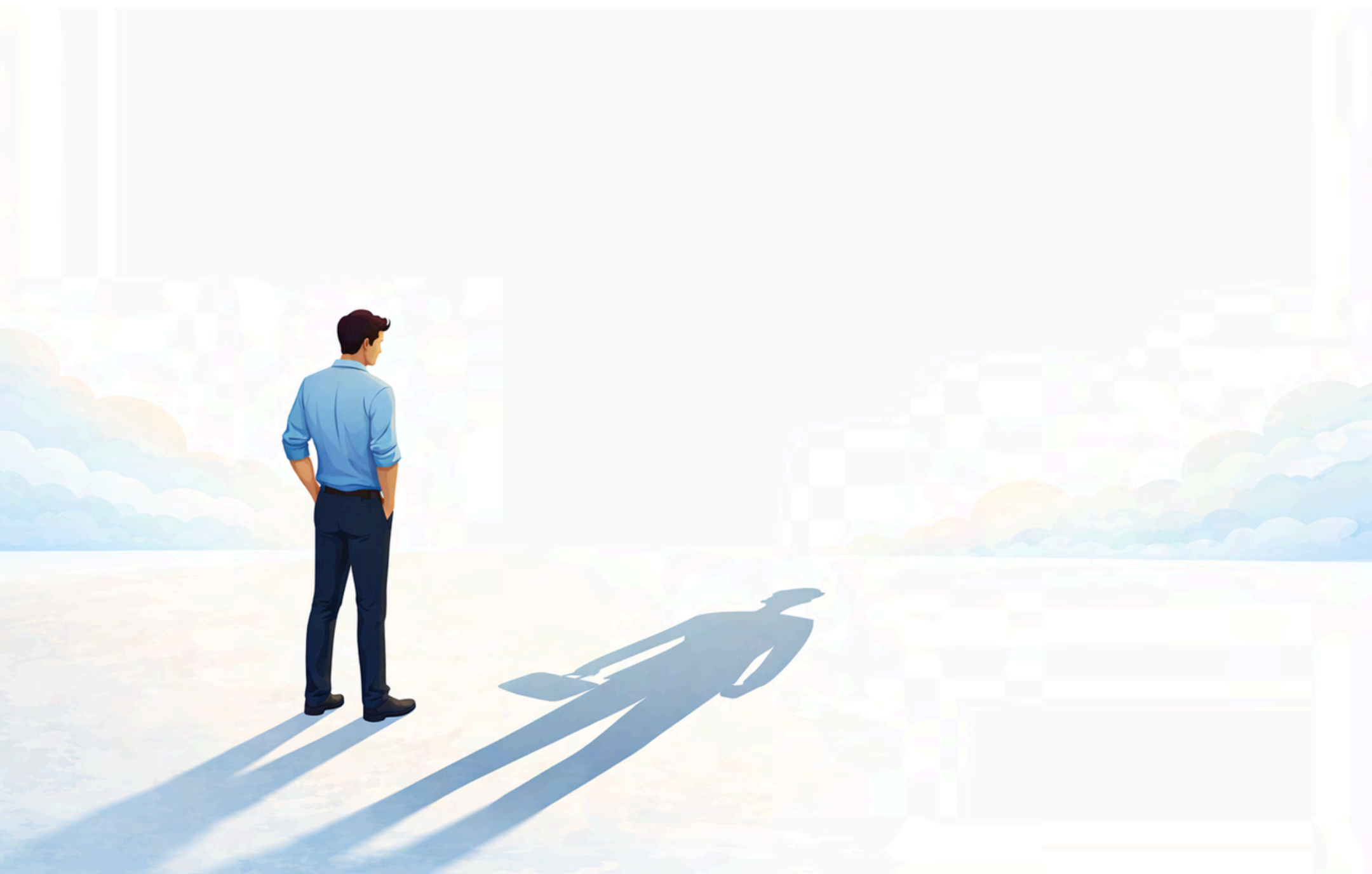
Start by writing down your skills, strengths and experience. A lot of people focus only on the job they are in now, but that can be limiting. You may have skills that transfer far better into a different type of role, or even a completely different career path.

That is often where new opportunities come from. Once you look at what you are good at properly, you may spot roles you would usually scroll past. In some cases, that can lead to a move that suits you far better and gives you more satisfaction in the long run.

It is also worth being clear on salary early on. Think about what you would ideally like to earn, but also what your minimum would be if the right opportunity came along. Being realistic does not mean selling yourself short. It just helps you search properly and keeps you open to roles that may be a very good fit overall.

One of the biggest mistakes people make is ruling themselves out too quickly. Job descriptions are usually written around an ideal candidate, not the only candidate. They are there to give you a feel for the role, but they are not always a perfect reflection of who will actually get hired.

So if a job looks right for you, but you do not tick every single box, it may still be well worth applying.



➤ Finding the right job

When it comes to actually finding a role, most people go straight to job boards and search by keywords, skills or location.

That is a good starting point. It gives you a feel for what is out there and what companies are looking for. But it is not the only way, and it is definitely not always the best way.

A lot of opportunities come through people, not job ads.

Networking might sound like a bit of a buzzword, but it works. Companies often trust referrals more than anything else. If a good employee recommends someone, that carries weight.

So it is worth looking at your own circle. Friends, family, old colleagues, even people you have not spoken to in a while. If they work somewhere that looks interesting, reach out.



You do not need to overthink it. Just let them know you are looking and ask if there are any opportunities or if they can point you in the right direction.

Even if there is nothing available right now, it still helps. You have made yourself known, and that can make a big difference when something does come up.

References matter here too.

Most people think of references as something that comes at the end of the process, but they can actually help earlier on. If you left a previous job on good terms, it is worth getting back in touch.

They might have roles available, or at the very least, they will know you are looking and be ready to back you properly when needed.

Sometimes getting a job is not just about applying. It is about being on people's radar at the right time.



➤ How to actually find opportunities

Go beyond job boards

We have already covered speaking to people you know, but it is worth taking that a step further.

Social media is one of the easiest ways to do that. Platforms like Facebook can help you reach people you do not speak to regularly. Let people know you are looking, and do not be afraid to ask close friends to share it as well.

It might feel a bit awkward, but it works. The more people who know, the more chances you have of hearing about something you would never have found yourself.

Volunteering

This is not always possible if you are working full time, but it can be a great way in.

If there is a company or industry you really want to be part of, volunteering shows genuine interest. It puts you in front of the right people and helps you build trust early on.

The work might not be the most exciting at first, but as you prove yourself, you will usually get more responsibility.

Even if it does not lead to a full time role, you still come away with experience and solid references, which is a win either way.



How to actually find opportunities

Internships and apprenticeships

If you are missing experience or trying to break into something new, this is one of the best routes.

They are not always highly paid, but they give you access to roles and companies that would otherwise be out of reach. More importantly, they show employers that you are serious and willing to put the work in.

A lot of companies now use this as a way to hire. It gives them a chance to see how you work before committing, which works in your favour if you perform well.

Reaching out directly

A lot of people avoid this, but it can genuinely work.

If there is a company you like, find the right person and get in touch. That could be a hiring manager or someone in HR. A quick call or message asking if they are hiring or open to a conversation can go further than you think.

You are not expected to be perfect, you just need to be clear, polite and confident enough to put yourself forward.

Showing up in person

This one feels uncomfortable for most people, but when it lands, it really lands.

If it makes sense for the type of role, take a few printed copies of your CV and go in. Ask to speak to someone relevant and introduce yourself properly.

Be friendly, normal and easy to talk to. That first impression matters more than people realise. Employers are far more likely to consider someone they can picture working with, even if they are not a perfect match on paper.





Mastering your CV

You have found a role you like and you are ready to apply.

Before you hit submit, make sure your CV is actually ready.

Even if you are applying through an online form, your CV is still the foundation. It shapes how you present yourself and makes the whole process quicker and more consistent.

Here is how to make sure yours does what it needs to do.

01. Keep it up to date

Outdated details can cost you opportunities.

Make sure your contact information is correct and that your experience reflects where you are now, not where you were a year ago. Your CV should give a clear, current picture of your skills and what you have done.

Keep it easy to read and focused on what actually matters.

02. Be honest

It is not worth stretching the truth.

Anything that is not accurate will usually get picked up later, and that is when it becomes a problem. You are far better off being clear about what you have done and backing it up properly.

03. Use the right language

Small tweaks make a big difference.

If you are applying for different roles, adjust your wording slightly so it matches what each company is looking for. Look at the job description and mirror the language they use where it makes sense.

It helps your CV feel more relevant straight away.





Mastering your CV

04. Keep it clean

How your CV looks matters.

Stick to a simple layout, clear sections and easy to read text. Do not overcomplicate it with loads of styling. If someone can scan it quickly and understand it, you are on the right track.

05. Check it properly

Mistakes stand out more than you think.

Spelling or grammar errors can make a good CV look rushed. Read through it carefully, and if you can, get someone else to check it as well.

A second pair of eyes will usually catch things you miss.





Interviewing like a professional

Your CV has done its job and you have landed an interview

This is usually where the nerves kick in and you start overthinking what to say and how to act.

The key is not to panic.

Most interviews are not about catching you out. They are about seeing who you are, how you come across and whether you would fit into the team.

The biggest advantage you can give yourself is preparation. Taking some time beforehand to understand the role, the company and how your experience links to it will make everything feel a lot more natural on the day.

If you go in prepared and keep things simple, you will already be ahead of most people.





Interviewing like a professional

Get your mindset right

A lot of people go into interviews thinking "I need this job."

That mindset can come across without you realising. It puts you on the back foot.

A better way to approach it is thinking "I can do this job and I can add value."

That small shift changes how you come across. You are not asking for something, you are showing why you are a good fit.

Be ready to talk about yourself properly

This is where a lot of people hold back.

An interview is your chance to show what you have done and what you are capable of. If you have something you are proud of, talk about it.

You do not need to exaggerate, just explain it clearly and own it.

Prepare for the tougher questions

Not every question will be straightforward.

Look at your CV and think about what might get picked up. Gaps, short roles, changes in direction. Have a clear and honest explanation ready.

If you are prepared for those, you will stay calm and in control.

Get your "tell me about yourself" answer sorted

This comes up all the time.

Keep it focused on where you are now, what you have done and where you are heading. You do not need your full life story.

Aim for around a minute or two. Short, clear and easy to follow.





Interviewing like a professional

Be honest about where you are improving

No one expects you to be perfect.

If you are asked about weaknesses, choose something real but show how you are working on it. That comes across far better than trying to dodge the question.

Know the key skills they care about

Most roles come down to a few core things:

- Problem solving and how you handle situations
- Basic IT skills and being comfortable with systems
- Communication, both speaking and writing

If you can show strength in these areas, you are ticking a lot of boxes.

Think in examples

You will get questions about situations.

If it is “what would you do”, link it to something you have done before. If it is “tell me about a time”, focus on what you did and what the outcome was.

Keep your answers structured and do not rush them.

Do proper research

You will almost always be asked what you know about the company.

Go further than a quick look at the website. Understand what they do, how they operate and anything interesting about them.

Small details can make you stand out.

Ask good questions

Always have a few questions ready.

It shows interest and helps you understand if the role is right for you as well. If you meet other people during the process, treat that as part of the interview too.

First impressions count with everyone, not just the hiring manager.





Final Thoughts

Getting a job is not about being perfect.

It is about being prepared, putting yourself in the right positions and showing what you can actually offer.

If you stay consistent, keep improving and do the basics well, you will give yourself a strong chance.

And when the right opportunity comes up, you will be ready for it.



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