

Tips on a standout job application during challenging times

with CEO of Gatehouse Legal Recruitment Louise Hvala



Want to have a standout CV?

Take the time to research the company, and draft a customised CV and cover letter as to why you are passionate about that particular organisation, and why you would make a great fit to meet the organisations' needs. Remember, employers want driven team members!

- List any legal experience you have first, followed by other employment
- If you have no legal experience, list your most recent job first
- Make sure to always spellcheck! Ask a family member or friend to review your CV and cover letter before you submit them
- Keep your cover letter short, to about one page, and customise it for the job you are applying for
- Use spacing and bullet points on your CV and cover letter to make it easy to read
- Do not use 'To whom it may concern', it can be offensive and unpersonalised. Try searching for a contact at the bottom of the job application, or call the company/firm and ask who to address it to. Make sure the name of the person you are sending it to is spelt correctly.

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So you're looking for a new opportunity

If you find your current workplace doesn't seem to look after your mental health and wellbeing, don't be afraid to seek out other opportunities suited to your values

- If you are struggling at work, don't be afraid to speak up and communicate to your supervisors. You will be amazed at how empathetic and helping people are
- Reach out to people on LinkedIn that you admire or wish to work for. When sending a message remember to keep it short, personal and even ask to catch up over coffee/phone for 15-20 minutes
- When looking for a job, remember there are only 3 possible answers: 'yes', 'not now' or 'there is a better way'. Keep going, keep persisting
- You need to accept there is going to be rejection and knock backs on your applications. Once you accept this, you can be resilient and move forward
- When looking for a job, try something unconventional that will help you stand out. Try directly calling the person you want to work for, or visit their office and politely ask to speak to the Partner who is hiring
- Enjoy the process and the journey! You will be amazed at how much you grow as a person and the new skills you gain
- Get off all negative social media. Stop reading and listening to articles about how hard it is to get your first job, and avoid highly competitive people. Protect your mind and the thoughts you feed it, only you can control that

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