



There are many skills that you need to get your dream job. How to search for a job is one of them. Here are some sources where you could search for a job, and how to use them:

Classified Ads

- Keep checking newspaper ads.
- Respond quickly to those ads.
- Keep a copy of the ad along with the newspaper name and date.
- Send your CV and the required documents by e-mail or as mentioned in the ad.
- Keep a copy of your CV and the required documents that you sent.
- Contact the institution after a short time from the ad close date, or call one of their staff to make sure they received your application.

The Internet

- There are many useful recruitment websites for the UAE, GCC, Arab and other countries around the world. You can also find job vacancies on an institution's website.
- Send your job application and CV via the employment website or the website of the company offering the job.
- Contact the institution after a short period of time to check if they received your application.

Networking

- Tell your friends, colleagues, relatives, and anyone you know that you are looking for a job because they might help you find one.

Cold Calling

- You may call companies or visit them to ask about job vacancies. However, you must prepare well for this step because it serves as a job interview, which will leave the people you will meet with an impression about you.

Mass Mailing

- E-mail your CV with a cover letter to a number of companies or whoever is concerned with employment. This is a common and easy way, but you may face some difficulties in directing your CV to a specific department within a company. Hence, your e-mail should be general and unspecific.

Career Fairs

- A career fair is an excellent opportunity to meet various major companies, learn more about them as well as about the job vacancies they have.

Internship

- Most companies prefer to hire employees with some experience. An internship placement in a company in need of your academic specialization might help you get a job with them if you prove to be competent and efficient during the training period.

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Job Search Skills