

Applying through Recruiters / Headhunters

- Have a good résumé that is up to date
- Make sure you are able to run through your résumé within 4 minutes highlighting your key skills and competencies
- Be clear about the kind of job role you are looking for
- Make sure you have a view of the salary package that you are looking for
- Make it clear if you are prepared to relocate for the right role
- When you apply wherever possible make sure that you speak to one of the recruitment consultants – don't just send in your résumé attached to an email
- Many agencies are now internet based but you should still call the agency once you have sent in your résumé
- If the agency is interested in you they will call you in for an interview. Make sure you prepare for this interview like any interview you would have with an employer