



Looking for jobs in Cheshire, North West and North Midlands



This guide is part of the **Jobseeking** series.
For more guides in the series please visit the website below.
Contact the Careers & Employability Service if you have any
questions. Contact details are at the end of this guide.

Careers & Employability Service

www.mmu.ac.uk/careers/guides



**Manchester
Metropolitan
University**

This document is available in alternative formats – Please contact careers@mmu.ac.uk for details.

The MMU Careers & Employability Service website is a good starting point and has many useful links on www.mmu.ac.uk/careers. You can find out about careers fairs and upcoming events and workshops.

To look at full-time **graduate vacancies**, **part-time jobs** and **placement opportunities** look at **JobsHUB Online**: www.mmu.ac.uk/findajob

Useful Websites:

www.prospects.ac.uk/links/jobvacs Student and graduate careers website with online job matching service by region

www.graduateadvantage.co.uk Vacancy information and support services for graduates in the West Midlands area, including Staffordshire

www.fish4jobs.co.uk Developed by local and regional newspapers. Search by location e.g. Cheshire, North West, Staffordshire

www.thisisstaffordshire.co.uk/jobs For access to the jobs advertised through the Staffordshire Sentinel newspaper's website

www.staffordshire.gov.uk/jobs Jobs with Staffordshire County Council

www.cheshireeast.gov.uk/jobs_and_careers.aspx Jobs with Cheshire East Council

www.cheshirewestandchester.gov.uk/vacancies Jobs with Cheshire West and Chester Council

www.northwestworkplace.com On-line recruitment and career development service in the North West with links to employers such as Cheshire County Council

www.mychesterjobs.co.uk Features jobs throughout the North West

www.mymanchesterjobs.co.uk Local site carrying a broad range of jobs and agency ads

www.trafford.gov.uk/jobs For jobs with Trafford Council

www.northernjobs.org.uk One-stop website for public sector and third sector opportunities across the North of England.

www.manchester.gov.uk/currentjobs Jobs with Manchester City council and also with the Manchester voluntary sector. Non-council vacancies may also be advertised.

www.yourcounciljobs.co.uk Public sector job in the North West

www.civilservice.gov.uk/recruitment For access to current vacancies regionally and nationally.

Job Centre Plus

You can find the address of your nearest Job Centre in the phonebook. Their central telephone number is 0845 6043719 or use www.yell.com

You can access a national database of vacancies from the Employment Service website www.jobseekers.direct.gov.uk and carry out searches by occupation and location. You could also use this site to search for volunteer work.

Newspapers and other publications

Many of these papers now have online job-search facilities – e.g. Staffordshire Sentinel and Manchester Evening News. You may also find local vacancies in the national broadsheets, such as The Guardian and The Times, and specialist magazines and journals.

All the papers listed below will be available to browse in local libraries and Jobcentres. It is best to make this a weekly routine, choosing an appropriate day of the week when you can get access to all those you wish to see. The dailies usually have one day in the week when more job advertisements are carried. Make sure you know which day this is.

Times Educational Supplement / Times Higher Educational Supplement, The Guardian

Some Regional Papers:

Staffordshire Sentinel, Manchester Evening News, Liverpool Post and Echo, Cheshire Chronicle series (e.g. Chester, Crewe etc)

Jobs Northwest, produced on a Friday (includes compilation of regional newspaper jobs).

Some free local papers also have job sections e.g. ***South Manchester Reporter, Metro News, Advertiser***

Recruitment Agencies

Agencies can be a useful means of finding temporary/permanent work. To make the best use of agencies you should do your research first, consider the type of work they specialise in, and once you have registered with them, keep in touch. Many of the larger agencies work across several sectors. Many agencies favour candidates with experience, but can be a useful source of temporary positions.

Some agencies advertise vacancies solely in the North West, but many are UK-wide including offices in the North West.

To find a more comprehensive list of local recruitment agencies, use www.yell.com

www.rec.uk.com is the website for the Recruitment and Employer Confederation. All agencies registered with them adhere to a good practice code.

See the separate guide '***Using Recruitment Consultants***'

Speculative Applications

Making speculative applications to a company (i.e. not in response to an advert), is now an accepted part of graduate job search. Local trade/employer directories can be found at your local library or on-line, and may be a good place to start looking for potential employers.

Yellow Pages or visit www.yell.com

Thomsons Local Directory or visit www.thomsondirectories.com

To apply speculatively to a company you will need a great CV and covering letter – use our '[CV and Covering Letters guide](#)' (available on MMU careers website) and make an appointment to get yours checked at the Careers & Employability Service before sending it off. Research the companies that you are applying to – employers do not like generic letters sent off at random. Ideally, ring up first, send your CV to a named person and follow up with a call a few weeks later. Our guide '[How to make speculative applications](#)' may also be of use.

Don't just respond to adverts!

A high number of jobs each year are filled before ever reaching the advertisement stage (especially jobs in competitive sectors, or non-traditional graduate positions). This goldmine of jobs is most often tapped by graduates who have networking abilities, who have done their research and have targeted employers that interest them. If you know the career area that you want to get into and you want to stay in Cheshire or the North West, taking a creative approach could pay dividends for you.

Make contact with firms – ask to come in to speak to a key person in the company to talk about roles/career areas – not to ask for a job. Ask that person if they can think of other people that it would be useful for you to contact. Would it be possible for you to come in for a day's work-shadowing or perhaps, for a slightly longer period of work experience? This is all about getting your name known, impressing with your keenness and commitment to the company/job role. You can also add any work-shadowing on to your CV. Make use of any personal contacts that you have in order to get in and speak to someone/arrange shadowing.

For more details on this see our guide '[How to Network](#)'

We hope you found this guide useful. The Careers & Employability Service offers a wide range of support to help you make a career choice, prepare for your future, improve your employability skills and find employment.

Did you know?

- MMU students can use the Careers & Employability Service throughout your time at university and up to 3 years after your course finishes.
- We offer drop-in advice and bookable appointments in Manchester and in Crewe.

Explore our extensive website and the full range of career guides at www.mmu.ac.uk/careers/guides

Contact us:

Manchester: 0161 247 3483

Cheshire: 0161 247 5326

Email: careers@mmu.ac.uk