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DAILY Mirror JOBS

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with our brilliant careers website

FISH4JOBS

KNOW HOW

4 not to ignore

A big thanks to everyone who signed up to our **How to Kick-Start Your Job Search Webinar** with Fish4Jobs. More than 1,000 people took part and got advice and answers on interviews, CVs and job searching. Four key areas came up time and again. Here are some tips to help you with them:

Age and mature job seekers

There's no need to include your age on your CV, so don't let it stop you from landing an interview.

- As an older jobseeker, you don't require any hand-holding and already know how to navigate most workplace situations. Make sure you emphasise your experience and the fact you will hit the ground running.
- Avoid mentioning things that will reveal your age, such as school dates and jobs more than 10 years ago. Focus on recent achievements and jobs.
- Demonstrate you can pick up new skills quickly and prepare examples of how you've done so.

Graduates applying for first jobs

It's that Catch 22 where employers are looking for experience but no one will give you the chance to get it.

- Look into internships, work experience and volunteering to help you gain that much-prized experience.
- Make sure you include transferable skills you might have from university or part-time roles on your CV.
- Also include any projects from school/university/volunteering in your portfolio (if relevant).
- Apply for graduate programmes/schemes that are specifically looking for someone your age and experience.

CV formatting

There's lots of different advice on creating a good CV. The basics are:

- Make it no longer than two pages.
- Avoid fancy formatting, novelty paper and cartoon fonts - keep it clean and easy to follow.
- Tailor it to each job you apply for.
- Double check spelling and grammar.

Career shifting

How to appeal to employers when you are changing careers can be tricky.

- Check if you need extra qualifications - the investment will be worthwhile as you excel in your new career.
- Consider an apprenticeship in your new chosen field.
- Spell out your transferable skills.
- Emphasize your ability to learn new skills and provide examples of when you've done so.
- IF you missed our webinar you can download at fish4.co.uk**

HOW TO: FIND A JOB IN TRANSPORT

We've jetted around this week as we have checked out the jobscene in the transport industry and found 27,950 opportunities.



ON THE JOB

Francesca Pedri has only been a trainee Transport Planner for one month but she's rapidly learning all she can about trains.

"I knew nothing when I started, but now I am really getting my head around the lingo," she laughs. Working for Angel Trains Ltd, which leases 4,600 trains to the major rail companies, Francesca, 25, helps make sure each one is maintained - repaired or upgraded, repainted or reupholstered.

"It's challenging and exciting," she says. "I spend time out in the depots getting to know the stock, as well as getting my head round the computer systems that keep me working on schedule."

Once work has been carried out - which can happen every 500,000 miles or after a set number of years - Francesca sorts out the payments.

"It is such a vast industry to work in," she says, "but so many people I know think it's just about train driver jobs. Women are still in the minority - I was in a meeting last week with 20 men and just three women."

"I love the variety, one day I am in the office, the next I'm out standing next to a driver."

After leaving university in Dublin, where she studied History and Political Science, Francesca worked for a year as a waitress while deciding what to do.

"I moved back to London where I'm originally from and started looking for transport jobs."

She knew it offered good career prospects - her dad started as a van driver and is now manager at an aviation company.

"I contacted recruitment firms although at first they thought I'd made a mistake about wanting to join the transport industry."

She jumped at the Angel Trains job in Victoria and was taken on.

"The industry needs people really keen to learn and develop through a huge period of change," smiles Francesca.

Jump aboard

FULL STEAM AHEAD ON THE RAILWAYS

THE LOWDOWN

From railways and buses to airlines and shipping the industry employs around one million staff and always needs more of the right people to keep the nation moving.

According to Women in Rail the railway industry alone, with a recent commitment of £25 billion of investment, needs 10,000 extra people in the next three years - 40% to replace those retiring and 60% for planned projects.

There's jobs for all ages and levels of skills from clerk to director, from driver to engineer and from planner to admin assistant.

THE JOBS

At fish4jobs.co.uk we found 1,329 jobs which ranged from a transport administrator in Kegworth (£15,000), an airport manager at Heathrow (£33,000) and a transport manager in Oldham (£34,000) to a transport analyst in London (up to £45,000), bus drivers in London (competitive) and a rail site labourer in Milton Keynes (£18,000).

At Jobcentre Plus (gov.uk/jobsearch) we found 23,231 jobs from a customer care agent at Gatwick (£7.65 an hour), to

a railway engineer in Gwynedd (up to £35,000), bus driver in Redditch (£8.15 to £8.40), transport clerk in Nottingham (£8 to £9) and a pilot instructor.

At aviationjobsearch.com there are 1,047 jobs with 431 engineer roles and 308 pilots. We spotted a licensed engineer in the Channel Islands (up to £40,000) and Dublin cabin crew (up to £20,000).

Networkrail.co.uk which runs the country's track and infrastructure, has 298 jobs such as an access co-ordinator in Woking (up to £42,435), an asset engineer in London (£32,000 to £36,000) and a track inspection technician in London (£23,000).

At railjobsnet.co.uk there are 351 jobs ranging from a construction manager in North Yorkshire (up to £55,000) to a tower linesman in Worcester (£27,652 to £30,754). Also check out tl.gov.uk which currently has 84 jobs and railwaypeople.com which has 1,510.

THE TRAINING

There are many work and college-based apprenticeship qualifications including air fares and ticketing, bus and coach engineering and maintenance and cabin crew. Check out careersthatchange.co.uk

For careers such as structural engineering or transport planning you may need a degree, while others such as driving pilots, maintenance and engineering require specific on the job training or licenses. Organisations such as Women in Rail (womeninrail.org) have mentoring programmes to help you develop your career.

Each sector has its own requirements. For instance, you cannot work on the railways until you hold a sentinel card (railsentinel.co.uk).

Check out nationalcareersservice.direct.gov.uk for more on training.

THE PAY

- Train drivers - £20,000 to £60,000
- Rail Track Maintenance - £18,000 to £21,000
- Railway engineers - £21,000 to £30,000
- Transport Planner - £22,000 to £50,000
- Bus driver - £13,000 to £20,000

CONTACTS

- Women in Rail, womeninrail.org
- Association of Train Operating Companies, atoc.org
- City & Guilds, cityandguilds.com
- Angel Train Limited, angeltrains.co.uk
- National Express, driveourbus.com

FOR THOUSANDS MORE JOBS FROM **FISH4JOBS** GO TO mirror.co.uk/jobs