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## About the Jinfo Newsletter

The Jinfo Newsletter is a summary of the latest listings in the Jinfo database at:

<http://www.jinfo.com/>

Please forward this Newsletter to anyone who may find it useful.

To subscribe to the Jinfo Newsletter or to modify your subscription, login to your account at

<http://www.jinfo.com/subs/> or send an email to [support@jinfo.com](mailto:support@jinfo.com).

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## Euromonitor double bill in VIP

The first ever in-depth review of Euromonitor's new Country Insight product is published in the November issue of VIP. A second review examines the new enhancements made to Euromonitor's flagship product GMID (Global Market Information Database).

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## Job searching under pressure

Finding a job can be stressful enough in itself, but if you are under pressure to find a job within a set timeframe it can seem impossible. The knowledge of the looming deadline adds more stress to the job hunter and you may come across desperate in an interview, or you may find yourself accepting a job offer that you don't actually want.

I have moved jobs 5 times in the last 6 years mainly because contract work has expired and I have also been made redundant from one job. But I have always managed to find another job that I enjoyed mainly because I have taken a systematic and practical approach to job hunting.

First, prepare yourself mentally. Think about what kind of job you would like, where you want to work and your salary requirements. You should try to remain positive about your job hunting. But be realistic as well and most people expect themselves to fail. I like to picture the worst case scenario: I don't get a job. There's the mortgage to pay, bills, food, living! So how much money do you need to be able to pay all this every month? Do you have any savings you could use if you need to? If you don't find a job you are likely to be able to start temporary work until you do. Go online or visit your High Street and search for temporary agencies in your area. Such appointments typically pay between £5-15 per hour for office work, and some companies hire temps as full time permanent staff if they're good. It's not luxurious and you might not be able to use your specialist skills for a while, but you are likely to be able to pay your mortgage, bills and food.

So now that you're not completely panicking about the prospect of finding a new job, you need to make a hunting plan. You cannot job hunt without a good CV. Some online companies offer free CV writing advice which is worth taking. Also, ask your boss or colleagues or friends to help you write one. The CV is the key to you getting an interview and it needs to be good.

The Internet is an invaluable resource for job hunting. You can sign up to receive new jobs as they are advertised on newspaper's Websites, recruitment agency's Websites and some companies also have an online facility to send them your CV and they will contact you if something suitable comes up. Start a spreadsheet and list all the job sites you are registered with, the username and password you used to register and if you should receive updates by email. You will avoid registering with the same Website twice and you can use the list if you need to find a new job again in the future.

Look in local and national newspapers. Don't be put off by what may seem like long and complicated application forms. They are normally quite straight forward once you start doing them, and when you have done one the next one will be much easier. Think about what you have achieved in your current and previous posts and don't undermine yourself.

You can also send speculative applications to companies you would like to work for. Always include a well written covering letter stating why you are looking for a job and what skills you can bring to the company. Be clear about the sort of position you are after and state if you have any particular requirements such as part time working. Include a copy of your CV and send print it all off on good quality paper. Then send it off to the company for the attention of the HR Recruitment Manager.

When you get an interview make sure you tell them you're happy to attend, ensure you have the address details and turn up on time. It's always good to look presentable and wear a suit you feel good in. Read the job description a few days before you attend the interview and think about some questions you might be asked and prepare some good answers.

To recap: Don't panic, think about what you want to do, write your CV and face with world with pride and enthusiasm. Good luck.

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Maria Hicks has worked as an Intranet Manager for businesses in the public and private sector for the last 6 years. She grew up in Denmark and moved to London to work when she was 20 years old. She has worked on freelance web site projects for new businesses. She is a creative soul and enjoys painting and making picture frames in her spare time.

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### Graduate Trainee

(added 28th November 2005)  
URL: <http://www.jinfo.com/go/j4627>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

### Information Office

(added 28th November 2005)  
URL: <http://www.jinfo.com/go/j4626>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

### Information Officer

(added 28th November 2005)  
URL: <http://www.jinfo.com/go/j4625>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London, United Kingdom

### Library Project Manager

(added 24th November 2005)  
URL: <http://www.jinfo.com/go/j4624>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

### Part-time Librarian

(added 24th November 2005)  
URL: <http://www.jinfo.com/go/j4623>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: West Midlands, United Kingdom

### Assistant Information Officer (x2)

(added 24th November 2005)  
URL: <http://www.jinfo.com/go/j4622>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

### Information Specialist

(added 22nd November 2005)  
URL: <http://www.jinfo.com/go/j4621>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: South West, United Kingdom

### Research Manager

(Oxford (added 21st November 2005)  
URL: <http://www.jinfo.com/go/j4620>  
Recruiter: Glen Recruitment  
Location: Oxford, United Kingdom

### Saturday Library Supervisor

(added 18th November 2005)  
URL: <http://www.jinfo.com/go/j4619>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: Surrey, United Kingdom

### Assistant Librarian

(added 18th November 2005)  
URL: <http://www.jinfo.com/go/j4618>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - Central, United Kingdom

### Assistant Librarian

(added 18th November 2005)  
URL: <http://www.jinfo.com/go/j4617>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: Birmingham, United Kingdom

### Part-time Information Officer

(added 18th November 2005)  
URL: <http://www.jinfo.com/go/j4616>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London- Central, United Kingdom

### Research Co-ordinator

(added 17th November 2005)  
URL: <http://www.jinfo.com/go/j4615>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

### Information Officer

(added 17th November 2005)  
URL: <http://www.jinfo.com/go/j4614>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: Birmingham, United Kingdom

### Sector Research Analyst

(added 17th November 2005)  
URL: <http://www.jinfo.com/go/j4612>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - Central, United Kingdom

### Information Officer

(added 17th November 2005)  
URL: <http://www.jinfo.com/go/j4610>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: South Coast, United Kingdom

### Fundraising Database Manager and Researcher

(added 17th November 2005)  
URL: <http://www.jinfo.com/go/j4609>  
Recruiter: English National Opera  
Location: London, WC2N, United Kingdom