

inspire,
inform,
empower

Toolkit

Steps

Supported by:



Next

Know the



Company Profile

01

Find a job posting that you are interested in and visit the company's website.

Step

Company 

Step

02

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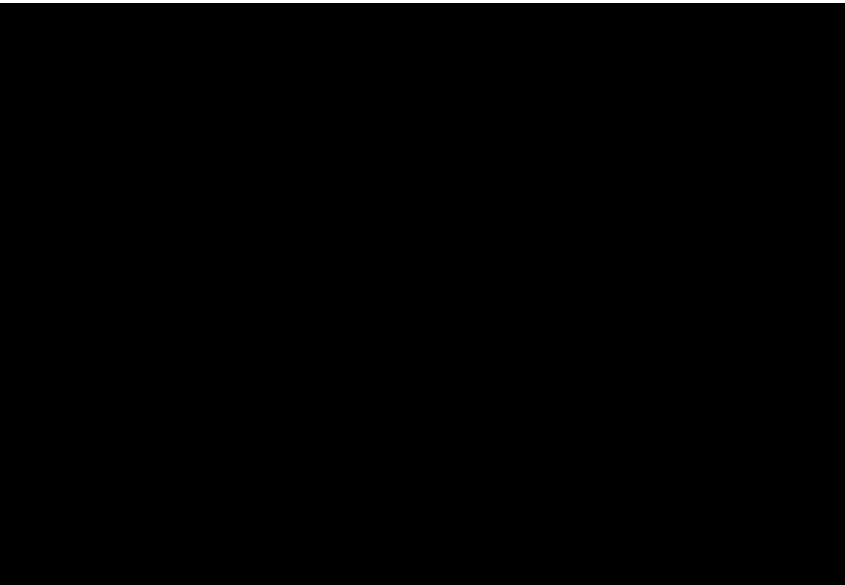
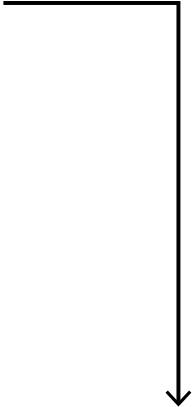
Overview Information (company size, location, history):	What does the company do:	What makes the company stand out against competitors:
	What are the company values:	Who are the key people:

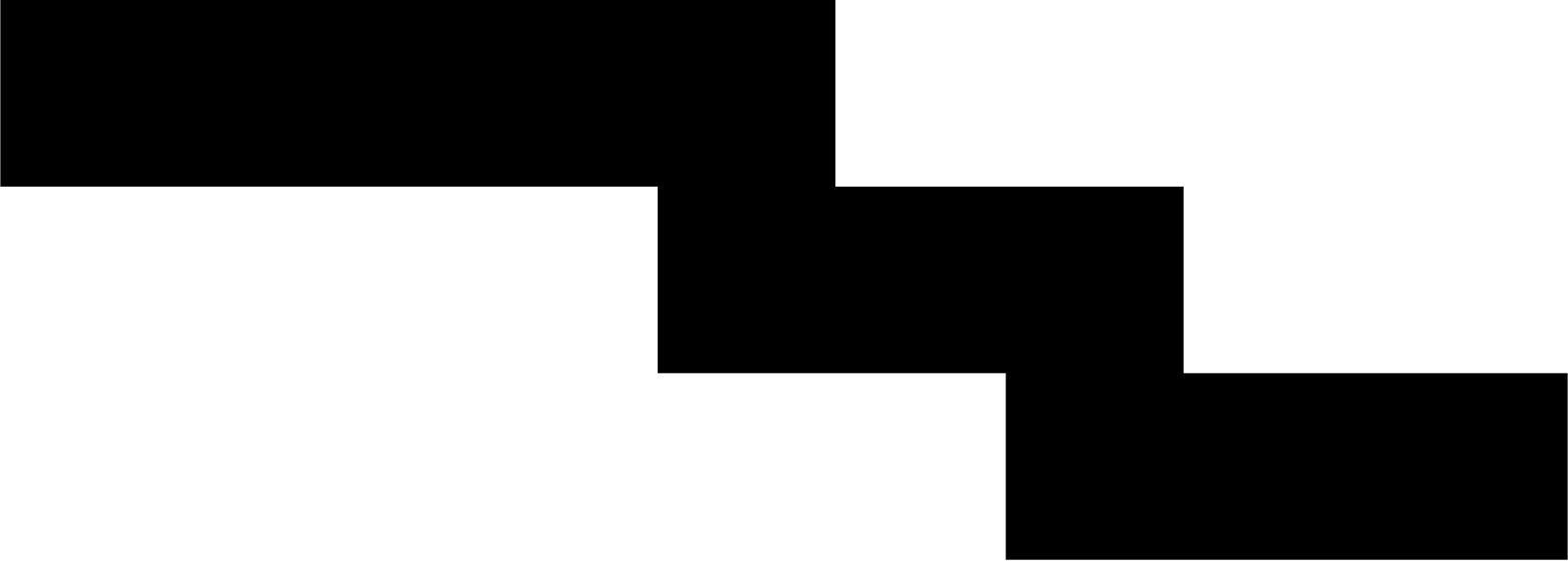
Social Scroll

Businesses will use social media to promote latest news and positive stories. These can provide great ideas for questions to ask in interview,



Customise Your Cover Letter





Leeds