

No. 1

# Boost your confidence.

Don't let lack of confidence stand  
in the way of your success.

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AN Adecco BRAND

# The perfect job for you could be your next one.

We've all heard the phrase "the grass is greener on the other side". Yet what if this actually was true, and that there could be better opportunities out there for you?

**Here at Office Angels, we believe that everyone should be in a role that they love.** We know that there can often be many reasons why people stay in the wrong job, such as lack of self confidence or fear of rejection.

To help you to shine to potential employers, as well as to follow your career goals and ambitions, we've created three helpful guides on **boosting your confidence**, **Imposter Syndrome** and **rebounding from rejection** to give you the best possible chance to find the perfect job for you.

# Boost your confidence.

Job searching can be hard – really hard. It can be unpredictable, incredibly time-consuming, and on top of all that, there's the potential of never-ending rejection and feelings of failure. It's easy to see why people stay in the wrong jobs for a long time – they want to avoid the terrifying process of finding another one.

However, **staying in the wrong job can also mean feeling unhappy and demotivated, which can over time, erode your self-esteem and confidence.** The faster you're able to identify when a job isn't the right fit for you, plan an exit strategy, and confidently move on to your next opportunity, the better it will be for not only for your overall happiness, but also your career.

We have selected our favourite tips on how to boost your confidence that will help you find the job and career that's perfect for you.

## Get positive about who you are.

More often than not, many of us don't feel comfortable bragging about ourselves and our accomplishments, but the reality is that in interviews, you have to sell yourself. You are a professional, and essentially, a business of one looking to show employers why they should hire and invest in you.

**Maintaining a positive self-image will give you the confidence you need when looking for work**, and it's a really good skill to start exercising. Think about and write down all of your qualities, strengths, skills, qualifications, achievements and successes, and keep re-reading them until they are committed to memory. Your list can be a reminder that you do have talents, for the times when you doubt yourself. The more you see that you are a great person with tons to offer a new employer, the more confident you will feel about yourself and the easier and more natural it will feel to talk about these in an interview.

## Visualise the career you want.

The world is changing ever so quickly, and career visions are often no longer about where you see yourself in 5 or 10 years, which can seem unachievable and a bit overwhelming. **Instead, think about what you want to achieve in the next few years, and make sure it's energising and exciting enough for you to keep thinking about.**

As part of your career vision, research careers and companies that fit into it. **Follow and connect with people who are already living your vision successfully, and perhaps even ask one of them if they would be willing to mentor you.** A mentor can have a positive affect on your confidence and self-esteem by encouraging and empowering you, helping to identify and achieve your career goals as well as spotting any gaps in your skills or knowledge.



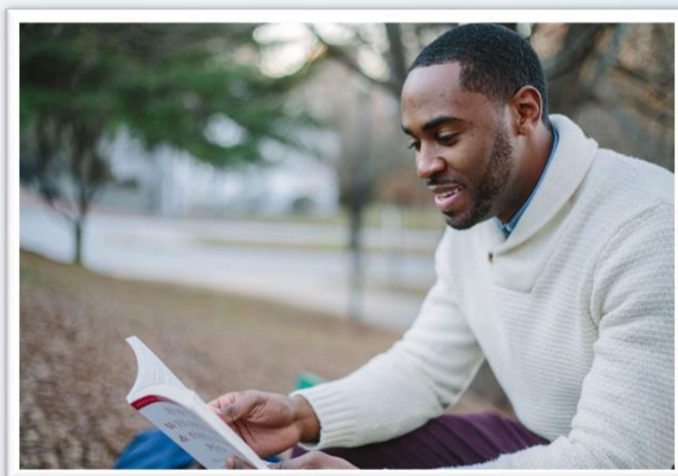
**Having your career vision in the forefront of your mind will also help you when looking at new opportunities and making decisions.** When you come across a new job opportunity, think to yourself: Does this help me achieve my career vision? If not, then skip the application and focus your time and energy on something that will be a better fit for you. The more time you spend on job applications that you know are right for you, and you know you will excel at, the more confidence you will gain.

## Know your own deal breakers.

When we think about deal breakers, we often associate them with personal relationships, but they are equally as important when choosing a job. **You need to know what kind of work culture will allow you to thrive, and what values a company should have in order to establish whether they are the right fit for you.** Think about what you are looking for from a job, a manager, a team and a company, and write it down. Start keeping a record of deal breakers you've already experienced, so you don't make the same mistake twice. Understanding what you do and don't want from a job or a company will help you make confident decisions about what opportunities are right for you, and which ones aren't.

**Interviews are also a great way of establishing whether a job and a company is going to be right for you.** We know that most people are on their best behaviour in interviews, and will want to sell themselves and their company to you, but it's your job to ask for evidence that people are actually living and breathing what the company says they are. Ask specific questions and do your research on the company before going into the interview. Knowing your own career red flags will give you the confidence to either walk away from an opportunity without it knocking your self-esteem or can

enable you to grab it with both hands with assured confidence.



## Do things that make you feel good.

**We all know that when we do things which make us feel successful and good about ourselves, the more our confidence increases.** So, it's important to maintain activities beyond the world of work that make you feel positive and centred. Playing sport, being creative, getting involved in various social activities or even doing one-off jobs can help keep your spirits up. Why not try volunteering or helping others where you are needed? Or perhaps learning and taking some courses to boost your skills will help you feel more confident about your abilities? Many areas in life can remind you of your value as a human being. **The more you set yourself up to win by doing things that you enjoy and feel successful at, the more confident you will be, and this will shine through into other areas of your life.**

## Talk to recruitment experts.

**At Office Angels, we've been helping people find their dream jobs for over 30 years, and we like to think we're pretty good at it.** We are constantly talking to people about their career goals and ideal jobs, and we always strive to place our candidates into roles that exceed their expectations. We also offer advice on CV writing, interviewing skills and many, many more subjects, so if you wanted to have a chat with us, we're always happy to help.

Managing a job search is something we all have to do at some point in our life, but **the sooner you can start seeing the experience as a positive one which allows you to be more yourself and gives you a chance to create new opportunities,** the more confidence you will gain in yourself and the more likely you'll end up creating the career of your dreams.



# Found this helpful?

Why not read our other helpful guides in this series?

02. [Rebounding From Rejection](#)

03. [How To Beat Feeling Like A Fraud](#)

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