

Fit, reliable, hard-working 25 year-old man looking for work.

Adapt the headline to describe your main characteristics and strengths. Although age and gender are optional they give useful detail. Including age and gender also suggests confidence.

I will do anything (legal).

For free, for up to 1 week/2 weeks.

After that I'll willingly go on your payroll, or work freelance/part-time for £(whatever) an hour.

The 'legal' comment shows you have a sense of humour (US 'humor') and ethics. The 'For free' element depends on what you would be doing with your time otherwise, so adapt this if you need to. Offering to work for free conveys confidence and trust, which are often reciprocated. A suggested hourly rate is optional but will help to clarify expectations. Be realistic and competitive. Getting work is the main aim of the exercise, and in tough times rates are low. If in doubt can omit this - it's not a crucial element.

I am an experienced (whatever) by trade.

I have also... (list other work experience and any qualifications, e.g., driving licence).

While continuing to seek work (if possible give good reason for not being in work now) I have (list your hobby or passion activities in terms of work-related efforts and skills, and the achievements resulting).

If you need an enthusiastic and capable worker please give me a call.

Your Name

Address line 1

Address line 2-3

Post/zipcode

Email address (if applicable)

Use about three punchy points showing your qualities that most appeal to employers. State your trade or training, whatever it is. Every trade has transferable qualities for other work, which good employers recognise. Refer briefly to any qualifications. If you have very limited work experience show other examples where you've used work-related capabilities to achieve things. Hobbies and leisure achievements often contain great indications of personal quality. They also show that you have been keeping busy and productive. See the tips about projecting yourself positively at www.businessballs.com/curriculum.htm.

This flyer must reach bosses of organizations or very senior people for its fullest effect. See how, the process and other related techniques: www.businessballs.com/jobhunting-method.htm

Please call me - (your phone number)

Show your mobile phone ideally. You will get calls sometimes very quickly, the same day as flyers are received.

or put this on your notice-board, thanks.

Keep your statements short. Make the whole flyer readable in less than 20 seconds. Keep the layout clean and well spaced. Use one font (typeface) only, and no more than three font sizes. Avoid italics, upper case (capitals), underlines, and fancy graphics. Black print on white paper is the most readable and lowest cost.