



University  
of Glasgow

# CAREERS GUIDE

2019–20

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CHANGING  
GLASGOW





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Whatever stage you're at with your future plans – **clueless, unsure or certain** – your Careers Service can empower you. Whether you want a job straight after graduation, are thinking about postgraduate study or plan to take a gap year, we'll help you access resources to make the right choice.

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Careers Service Level 2, The Fraser Building, 65 Hillhead Street, Glasgow G12 8QQ  
T: +44 (0)141 330 5647 W: [glasgow.ac.uk/careers](https://glasgow.ac.uk/careers) E: [careers@glasgow.ac.uk](mailto:careers@glasgow.ac.uk)

Editors: Dr Archie Roy, Ann Duff and Gail Angus, Careers Service Production and design: External Relations  
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# YOUR CAREER JOURNEY

Your career journey is unique and we encourage you to engage in career thinking early to understand your own preferences, explore career paths and develop your skills and experience. The *Guide* can help you to get started.

## IT'S NEVER TOO EARLY (OR TOO LATE)

Whatever stage you are at, you can start planning your future today. You can access the Careers Service from the minute you arrive at the University to up to two years after graduation.

### Where are you now?

Your journey to your future destination is unique and the University of Glasgow provides a range of opportunities for you to discover, plan, compete and develop.

Pick the statement below that applies to you most and review the suggestions to get you started with the Careers Service and the *Guide*.

### Find us

We're centrally located in the Fraser Building, which is opposite the University Library. The building has full wheelchair access.

#### Opening hours:

Monday to Friday, 0900 to 1700.  
We are closed on public holidays and between Christmas and New Year.

### I'm discovering

*"I don't have any career ideas."  
"I'm unsure of what I want to do in the future."*

When you are figuring out what you want to do, our main message is to "get involved". Pick activities that interest you to help you to develop your skills and expand your network. Glasgow has a range of extracurricular clubs, societies and events for you to take advantage of. You can also begin to explore career ideas by accessing our online content and attending events.

### I'm planning

*"I have some career ideas."  
"I know what I want to do but don't know how to get there."*

If you have some ideas and want to plan how to get there, think about building

your knowledge and your experience. Our careers events and fairs are a great way to build your awareness of options open to you and how to get into them. Internships can be a great way to try out a career and build your experience and our Internship Hub offers exclusive opportunities for University of Glasgow students. Want to make a plan? Our new Career Accelerator online course will help you to carry out careers research and create your own personalised careers action plan.

### I'm competing

*"I have an idea of what I want to do and I am ready to start applying."  
"I've been applying for internships/graduate jobs but have been unsuccessful."*

You are ready to start competing for internships and graduate jobs. You can hone your application skills in our new masterclass series. Delivered weekly during term time, our masterclasses will prepare you for the key stages of the application process. You can also take part in our new online course, the Career Accelerator: Apply.

### I'm developing

*"I have a job/further study offer and want to continue to develop."  
"I am studying part-time while in work."*

Congratulations! You have your future planned out. You can still take advantage of what's on offer at Glasgow to help you to develop your skills and plan your future career progression. Why not find a mentor from our alumni community on the Network? Mentoring can help you to extend your professional network, plan for your next steps and guide your professional development.

### Get in touch

[glasgow.ac.uk/careers](http://glasgow.ac.uk/careers)  
Telephone: +44 (0)141 330 5647  
Email: [careers@glasgow.ac.uk](mailto:careers@glasgow.ac.uk)

Students at our campus in Dumfries are also welcome to attend the events held in Glasgow.



It doesn't matter what year you're in, you can take advantage of the Careers Service to plan your future and make the most of your time at University.  
[glasgow.ac.uk/careers](http://glasgow.ac.uk/careers)



## YOUR CAREERS SERVICE

The Careers Service aims to empower you to explore options, identifying and working towards your own personal career goals. As well as working within schools delivering embedded provision, we provide a range of central, extracurricular activities that you can take advantage of.

You can access our service at [glasgow.ac.uk/careers](http://glasgow.ac.uk/careers).

### Digital provision

- **Website** – packed with information and advice on all things careers, our website will give you advice to help you at every stage of your journey.
- **Newsletter** – delivered to your inbox weekly during term time with helpful reminders of upcoming events on campus.
- **Coffee and Careers** – want to plan your career but short on time? Grab a cup of coffee and tune in to our career planning vlog.
- **Sound Tracks** – the alumni podcast gives you sound advice to get your career on track.
- **Careers Space** – blog with useful hints and tips.

### Careers education

- **Quick Learn** – a range of video tutorials to help you to get to grips with the application process. Hosted on our YouTube channel [@UofGCareers](https://www.youtube.com/@UofGCareers).
- **Career Accelerator (explore and apply)** – our two new online courses encourage you to explore career options, design your future and develop your knowledge of the job application process.
- **Researcher MOOC** – Career management for early career academic researchers is an online course that will help you explore options, learn what you want out of a career and how to implement good career decisions.

### CV feedback

Review your own CV and consider how to tailor this to employers. Our CV masterclasses will include an opportunity for peer review and feedback.

### Masterclass series

Delivered weekly during term time, these one-hour sessions can help you to get started with career planning and applications. Topics include:

- Getting started with career planning
- Applications
- Interviews
- Online tests
- LinkedIn
- Video interviews
- Assessment centres.

### Quick coaching

Got a quick question on your career plans or applications? Book a quick coaching appointment with a Careers Manager. Quick Coaching appointments are released 24 hours in advance and can be booked online at [glasgow.ac.uk/careers/login](http://glasgow.ac.uk/careers/login). Please note, quick coaching cannot be used for CV feedback.

### Connect with us on social media

Keep up to date with careers news and events by connecting with us on social media.



/UofGCareers



@UofGCareers



/company/3190366



UofGCareers.wordpress.com



[theglasgownetwork.co.uk](http://theglasgownetwork.co.uk)



/UofGCareers



/UofGCareers

If you are just getting started, why not try our online provision, careers education and masterclasses at [glasgow.ac.uk/careers](http://glasgow.ac.uk/careers).

## STUDENT PROFILE



NAME: Alex Duff  
DEGREE: MEng Product Design Engineering, Year 5

Product Design Engineering is a mash-up of mechanical engineering and product design. I study the mechanical engineering classes at the University of Glasgow and then undergo real product design projects at The Glasgow School of Art. For one of my most recent projects I designed and manufactured ten copies of a Glasgow-themed chess set that sold at The Glasgow School of Art pop-up shop in Princes Square. The event was featured in the *Evening Times*.

After my third year I applied for around ten summer internships at companies such as Rolls-Royce and Jaguar Land Rover. I received ten rejections and didn't even get an interview, despite doing a year in industry placement with Scotrail as an engineer after I left school!

I arranged a quick and easy meeting with the University's Careers Service. The advice I got from them was invaluable, and a month or so after the meeting I secured a part-time job with AXA Insurance as a business insurance adviser. I have been in that position for just over a year and work 14 hours per week while completing my degree. A year on and I have also secured a summer internship at a start-up product design engineering company through the University's Internship Hub.

### My tips

- Grades are extremely important, but they are not the be-all and end-all; employers are much more attracted to work-related and life skills, picked up through experience.
- Create a LinkedIn account – it's like Facebook for jobs, and a great way to network with potential employers/co-workers.
- Spread the net far and wide – rejection is part of the process so apply to as many internships/jobs as possible. After each rejection you will hone your application/internship skills until you are an expert!



# GLASGOW CAREERS

Glasgow Careers has all our services in one easy-to-use system.

- Search **vacancies** including graduate, internship and part-time jobs.
- Book **appointments** with our Careers Managers and Enterprise Manager.
- Find and book into our upcoming **events**.
- Find and apply for **Internship Hub** opportunities.
- Customise vacancy **alerts** so you never miss out on an opportunity.
- Watch our videos at [youtube.com/UofGCareers](https://www.youtube.com/UofGCareers)

NO NEED TO SIGN UP, JUST USE YOUR GUID

[glasgow.ac.uk/careers/login](https://glasgow.ac.uk/careers/login)

## ATTEND AN EVENT

We run a series of events and fairs with graduate employers, ranging from major global organisations to small local companies. During semester time, we also host The Big Brave Q&A sessions with leading international figures. See the events listing opposite for the main events for 2019–20.

You can see our full calendar of events, including presentations by employers, at [glasgow.ac.uk/careers](https://glasgow.ac.uk/careers).

### EMPLOYER TIP

Meet us – look out for any events in your area both within the office or out at school or on the University campus. Getting to meet staff within a company and asking any questions you may have will be a great asset when you apply and will help you decide whether the company is right for you.

RACHEL GRAHAM, STUDENT RECRUITMENT ADVISOR, EY

### CAREERS & INTERNSHIP MARKETPLACE

25 September 2019  
TIME: 1100 to 1600  
LOCATION: Kelvin Hall

Meet over 45 different recruiters across a variety of sectors, offering graduate jobs, internships, part-time work and volunteering roles. In addition, visit the “professional pitch-it” zone, get your CV checked, update your profile picture, visit speakers’ corner, get interview style advice and more.

### LAW FAIR

2 October 2019  
TIME: 1100 to 1500  
LOCATION: Hilton Grosvenor

The Law Fair is a tailored event for students seeking a legal career, providing an opportunity to talk informally to employers.

Over 500 students attend each year – take the chance to develop your networking skills and make sure you are among them.

### THE HUMAN BOOK PROJECT

8 October 2019  
TIME: 1100 to 1600  
LOCATION: University Library, Level 2

Real-life graduates will be on loan in the library to inspire you and answer your questions. If you don’t want to follow a traditional career path, and are interested in roles that will make a creative or social impact, this is the event for you.

### GOABROAD FAIR

9 October 2019  
TIME: 1200 to 1600  
LOCATION: Glasgow University Union

Are you interested in a global experience as part of your undergraduate degree? Then join us for the GoAbroad Fair and find out about the range of opportunities available at the University of Glasgow.

### EXPLORE A CAREER IN TEACHING

22 October 2019  
TIME: 1630 to 1830  
LOCATION: Fraser Building, Level 4

Chat to graduates who embarked on teaching careers about their experiences of postgraduate routes to teaching and their teaching experiences. This event is mainly for students studying STEM subjects.

### ENGINEERING & TECHNOLOGY FAIR

23 October 2019  
TIME: 1200 to 1500  
LOCATION: Glasgow University Union

Up to 60 recruiters will attend, eager to meet and inform you of their internship and graduate jobs in the engineering and technology sector. This is a great opportunity to hear first hand from organisations and research your career aspirations.

### THE BIG BRAVE Q&A WITH AMANDA MCKAY, MAJOR PROJECTS QUALITY DIRECTOR, BALFOUR BEATTY

31 October 2019  
TIME: 1500 to 1600  
LOCATION: Kelvin Building, 222 LT

Amanda McKay, an out trans woman, works for Balfour Beatty as Quality Director for Major Projects. Her key areas of expertise are nuclear construction, tunnelling and marine works. Amanda has over 30 years of experience working in quality, health and safety in the energy, oil and gas, and nuclear sectors. Amanda actively supports the LGBT+ community.

### THIRD SECTOR & NGO FAIR

6 November 2019  
TIME: 1100 to 1400  
LOCATION: Wolfson Medical School Building

Around 20 charitable organisations will be on campus to offer you information, advice and job opportunities. The ideal event to attend if you are interested in working in this sector.

### THE BIG BRAVE Q&A WITH DAVID WILSON, EMERITUS PROFESSOR OF CRIMINOLOGY

20 November 2019  
TIME: 1230 to 1330  
LOCATION: Kelvin Gallery

David Wilson is Emeritus Professor of Criminology at Birmingham City University and one of the country’s leading criminologists. A former prison governor and Glasgow graduate, his professional memoir was published in 2019. His current TV series, *David Wilson’s Crime Files*, is on BBC Scotland.

### THE BIG BRAVE Q&A WITH FRANCESCA OSOWSKA, CEO, SCOTTISH NATURAL HERITAGE

28 November 2019  
TIME: 1300 to 1400  
LOCATION: Adam Smith Building, Room 718

Francesca is the CEO of the Scottish Natural Heritage. Prior to this, she held a range of posts, including: Head of Sport at the Scottish Executive/Government; Principal Private Secretary to the First Minister, Alex Salmond MSP, MP; Director for Culture, External Affairs & Tourism; and Director for Housing, Regeneration & the Commonwealth Games; and spent 20 years working for the civil service.

### GROW YOUR CAREER IN GLASGOW

5 February 2020  
TIME: 1100 to 1500  
LOCATION: Glasgow University Union

This event will give you the chance to meet organisations across all sectors, offering graduate, internships and voluntary roles all based in Glasgow and surrounding area, highlighting the wide range of opportunities right on your door step.

### SCIENCE FAIR

25 February 2020  
TIME: 1100 to 1400  
LOCATION: Wolfson Medical School Building

Up to 20 organisations offering science-based roles will attend this fair. A great platform to meet employers face-to-face and hear about their job opportunities.

### CREATIVE & CULTURAL FAIR

4 March 2020  
TIME: 1100 to 1400  
LOCATION: Wolfson Medical School Building

Meet employers and industry representatives offering advice on how to progress in this sector, along with current vacancies. The perfect place to explore the full range of occupations and opportunities available to you.

There are further Big Brave events planned for semester 2, details to be announced. Check [glasgow.ac.uk/careers](https://glasgow.ac.uk/careers) for more details.

The Big Brave, inspiring student careers. Sponsored by Edrington Group.





## SOUND TRACKS PODCASTS

Sound Tracks is the fortnightly UofG podcast that's jam-packed with sound advice from world-changing University of Glasgow grads to help keep your career on track.

Join hosts Kezia and Rosie as they track down awesome alumni all over the world to share their career journey. From side hustles and social enterprises to surviving freelance and big city living around the globe – our alumni guests will share their career highs, lows and everything in between!

In each episode you'll get the inside track with industry insights, practical ideas and honest advice.

Guests have included Mick Cooke, the pharmacology grad who won a Brit Award, Amal Azzudin, the "Glasgow Girl" putting refugee rights on the global stage, and John Tiffany, the theatre director who brought the magic of Harry Potter to the stage.

Listen to business grad Kian share his advice on why he renamed "time management" as "focus management", record-breaking cyclist Mark Beaumont discuss the key ingredient for success and food editor Ben Mervis's tips on networking and how to put your degree skills to use.

It's the must-have soundtrack to your world-changing career journey. You can tune in via Spotify or Apply Podcasts.

[glasgow.ac.uk/alumni/welcomehome/soundtracks](http://glasgow.ac.uk/alumni/welcomehome/soundtracks)

## YOUR MOST VALUABLE NETWORK – OUR ALUMNI

You'll be surprised where your degree could take you.

We have 120,000 alumni in 180 countries and every career sector.

Join The Network and connect with the University's extensive alumni community before you graduate to get tips and advice from those who have been in your position before. As part of The Network you can search for alumni by skills, expertise, company and location; send graduates messages directly; receive weekly alerts of new activity; and find useful resources to make the most of your alumni connections.

The Network has 8,000 members in 100 countries, including over 2,200 mentors. For access to resources and events listings, see [glasgow.ac.uk/careers/guidance/alumni](http://glasgow.ac.uk/careers/guidance/alumni).

What are you waiting for? Our alumni are doing amazing jobs and give great advice!

## STUDENT PROFILE



NAME: Fai Johnson  
DEGREE: MEng Biomedical Engineering

When I started university in September 2016, I dismissed the idea of getting involved with student societies. I was still coping with university life and the work required for my course. That changed in my second year. I got involved with the Handprints e-NABLE Scotland society and improved my CAD skills and my knowledge in 3D printing. I got heavily involved with their projects and eventually became president of the society in third year.

I also became involved in the Female Engineering Society (FemEng). Last summer, I was part of a FemEng team that travelled to Rwanda and collaborated with students from the University of Rwanda to create and deliver biomedical engineering workshops for high school students in Kigali.

In third year, I applied for a Saltire Programme Internship. This was a highly competitive application process involving an initial application, a speed interview, producing CV and cover letters, and host company interviews. I turned to the Careers Service for every stage and they helped me use my past experiences to illustrate why I was the right candidate. With their help, I secured a Saltire Internship in San Francisco in California this summer, where I'll work for a medical device company.

### My tips

- Get involved in student societies. There are so many transferable and additional skills you can learn in them which you can't obtain from your studies alone. I didn't even realise, until speaking to my Careers Manager, that I had demonstrated skills and traits through my society work that employers find desirable.
- When going through an application process for a job, internship or graduate programme, always get someone to check over your work: a Careers Manager, an academic or even friends or family. They can check that what you have written gives them a good impression of yourself. They can even suggest ways you hadn't even thought of to make your application even better.

### EMPLOYER TIP

We are looking for people from all backgrounds to become our future senior leaders. When you apply to the fast stream, it's your skills, attitude and outlook that matter in the selection process.

KEZIAH JONES, EXTERNAL EMPLOYER AND PARTNERSHIP MANAGER, CIVIL SERVICE FAST STREAM



# FIND THE RIGHT CAREER

Your options are endless – how can you decide which are right for you?

## YOUR CAREER PLANNING ...

... is a process. A useful model is DOTS (Law & Watts 1977). Even though the delivery methods may have changed since 1977, the mental process is still the same. Find out more at: [glasgow.ac.uk/careers/decisionmaking](http://glasgow.ac.uk/careers/decisionmaking).



## LET'S LOOK AT EACH PART OF THE MODEL IN TURN:

### 1. Self-awareness

What skills do you have and what ones do you actually enjoy using? These are your strengths! Turn to page 12 for your personal strengths identifier.

What type of personality do you have?

Two resources to help you answer this are:

- [humanmetrics.com/personality](http://humanmetrics.com/personality)
- [keirse.com](http://keirse.com).

Every single student, purely by virtue of being here at UofG, is gaining graduate attributes. You can drill down into what these are, how you are developing them on your course and how you can build them in other ways here:

- [glasgow.ac.uk/myglasgow/students/attributes/yourattributes](http://glasgow.ac.uk/myglasgow/students/attributes/yourattributes).

Prospects Planner is a useful tool to help you think about the skills and attributes you have, which you want to use in a job and what kind of job they align to. Answer questions to create your own profile:

- [prospects.ac.uk/planner](http://prospects.ac.uk/planner).

### 2. Opportunity awareness

What opportunities are possible for you? With over 60% of graduate jobs open to ANY degree subject, the range is huge. You might have a few questions:

What can I do with my degree?

- [glasgow.ac.uk/myglasgow/careers/careeroptions/options/optionswithmydegree](http://glasgow.ac.uk/myglasgow/careers/careeroptions/options/optionswithmydegree)
- [prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree](http://prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree)
- [targetjobs.co.uk/careers-advice/degree-subjects-your-options](http://targetjobs.co.uk/careers-advice/degree-subjects-your-options).

What about jobs I like the sound of but they're not related to my degree?

- [prospects.ac.uk/job-profiles](http://prospects.ac.uk/job-profiles) – over 400 jobs profiled in depth.
- [targetjobs.co.uk/careers-advice/job-descriptions](http://targetjobs.co.uk/careers-advice/job-descriptions) – over 300 jobs profiled.
- [insidecareers.co.uk/career-advice](http://insidecareers.co.uk/career-advice) – seven financial sectors here, including management consulting.

What about internships or volunteering?

- [glasgow.ac.uk/myglasgow/careers/findingjobs/internships](http://glasgow.ac.uk/myglasgow/careers/findingjobs/internships) – our Internship Hub provides places for over 340 students each year – across ALL colleges.
- [glasgow.ac.uk/myglasgow/careers/findingjobs/workexperience/otherwaystodevelopexperience/volunteering](http://glasgow.ac.uk/myglasgow/careers/findingjobs/workexperience/otherwaystodevelopexperience/volunteering).

How can I network to find out more about career areas?

- [glasgow.ac.uk/myglasgow/careers/thenetwork](http://glasgow.ac.uk/myglasgow/careers/thenetwork) – learn directly from over 8,000 of our own alumni on The Network, including over 2,200 mentors.
- [glasgow.ac.uk/myglasgow/careers/events](http://glasgow.ac.uk/myglasgow/careers/events) – attend the many fairs and events, everything from Creative & Cultural to Third Sector to IT, delivered to you from the Careers Service.
- [glasgow.ac.uk/myglasgow/careers/findingjobs](http://glasgow.ac.uk/myglasgow/careers/findingjobs) – watch the video to get great tips on how to use social media effectively.

Get out there, contact people and find out about their jobs!

Watch our Coffee & Careers Vlog on YouTube – *Informational Interview and how it can help your career* – to approach your conversations with confidence.

### 3. Decision-making

Now you know more about yourself and your potential options, how do you decide which ones to pursue?

- [prospects.ac.uk/planner](http://prospects.ac.uk/planner) – create your own profiles of skills, motivations and desires and match them to over 400 jobs.
- Discuss your profiles and/or ideas with a Careers Manager – it's never too early!

### 4. Transition

Now you have some ideas of where you'd like to get to, how can you maximise your chances of getting there?

The rest of the *Guide* will help you to do just that:

- Job search strategy
- How to compete effectively in the recruitment and assessment process
- How to identify and apply for postgraduate study.

## PERSONAL STRENGTHS IDENTIFIER

A strength is a skill that we are able to use well and, crucially, we love using. What are your core strengths? What do you love doing and what do you feel you are good at? Strengths are evident when you are happy, energised and feel most like your authentic self.

### How to identify YOUR strengths.

Think about the following questions, which are designed to help you draw out your key strengths – it is easier to think about experiences, then reflect on what strengths they encompass. Some of the Careers Managers have volunteered their own reflections to give you real life examples.

#### Childhood

Is there anything you did when you were a child that you still do now? Children often do only what they really want to do and this can be a good, early clue to your strengths.

**When I was a child I remember being very happy when I was in conversation with someone, whether an adult or another child. I really enjoyed conversations about what we were doing; our lives; and I loved having a friendly chat.**

**This has borne out into my adulthood as strengths of emotional awareness, empathic connection and enabling people.** (Stephen, Careers Manager)

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#### Buzzing

What do you get a buzz from doing? Usually that feeling comes from when we are using strengths, we are at ease and energetic even though we are busy and totally occupied.

**I love decorating – my favourite shop is B&Q – it is the land of potential. I can spend ages looking at design and décor ideas, pricing things up, planning the work. Then the best bit – getting my painting clothes on, music on the radio and spending a day painting and decorating.**

**This, for me, shows clear strengths of creativity, being a catalyst – making things happen and the desire to improve.** (Ann, Careers Manager)

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#### Natural learning

When have you learned something really easily? You didn't even need to try to pay attention and it was a genuinely enjoyable experience.

**I studied all languages at school and I loved languages from day one when I started with French. I loved learning about the cultures and the countries and it came really easily to me compared to other subjects I was studying like science and maths. Languages didn't feel like hard work, it was just enjoyable. I picked up different languages and today I love to get the chance to speak and try to practice when I go abroad.**

**The strengths this demonstrates are connector, as I used my languages to connect with people abroad like my penpal in Austria, courage because I went to visit her at 14 and authenticity because I was always true to myself.** (Shirley, Careers Manager)

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When you or someone else is talking about strengths you will hear a passionate and often excited tone of voice peppered with statements like "I love...", "It was brilliant...", "it was easy..."

You can use this self-awareness to identify jobs that literally play to your strengths. After all, who doesn't want their job to be easy!

### Values: Step 1

What is important to you in life?

Your core values are the underlying principles that dictate how you want to behave/live. Use the list below to identify anything you feel is important to you.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Accountability        | <input type="checkbox"/> Ethics              | <input type="checkbox"/> Open communication  |
| <input type="checkbox"/> Achievement           | <input type="checkbox"/> Excellence          | <input type="checkbox"/> Openness            |
| <input type="checkbox"/> Adaptability          | <input type="checkbox"/> Fairness            | <input type="checkbox"/> Patience            |
| <input type="checkbox"/> Ambition              | <input type="checkbox"/> Family              | <input type="checkbox"/> Perseverance        |
| <input type="checkbox"/> Attitude              | <input type="checkbox"/> Financial stability | <input type="checkbox"/> Professional growth |
| <input type="checkbox"/> Awareness             | <input type="checkbox"/> Friendships         | <input type="checkbox"/> Personal fulfilment |
| <input type="checkbox"/> Balance (home/work)   | <input type="checkbox"/> Fun                 | <input type="checkbox"/> Personal growth     |
| <input type="checkbox"/> Being the best        | <input type="checkbox"/> Generosity          | <input type="checkbox"/> Power               |
| <input type="checkbox"/> Caring                | <input type="checkbox"/> Health              | <input type="checkbox"/> Recognition         |
| <input type="checkbox"/> Coaching mentoring    | <input type="checkbox"/> Honesty             | <input type="checkbox"/> Reliability         |
| <input type="checkbox"/> Commitment            | <input type="checkbox"/> Humility            | <input type="checkbox"/> Respect             |
| <input type="checkbox"/> Community involvement | <input type="checkbox"/> Humour              | <input type="checkbox"/> Responsibility      |
| <input type="checkbox"/> Compassion            | <input type="checkbox"/> Independence        | <input type="checkbox"/> Risk-taking         |
| <input type="checkbox"/> Continuous learning   | <input type="checkbox"/> Integrity           | <input type="checkbox"/> Safety              |
| <input type="checkbox"/> Cooperation           | <input type="checkbox"/> Initiative          | <input type="checkbox"/> Self-discipline     |
| <input type="checkbox"/> Courage               | <input type="checkbox"/> Intuition           | <input type="checkbox"/> Success             |
| <input type="checkbox"/> Creativity            | <input type="checkbox"/> Job security        | <input type="checkbox"/> Teamwork            |
| <input type="checkbox"/> Enthusiasm            | <input type="checkbox"/> Leadership          | <input type="checkbox"/> Trust               |
| <input type="checkbox"/> Entrepreneurial       | <input type="checkbox"/> Listening           | <input type="checkbox"/> Vision              |
| <input type="checkbox"/> Environmental         | <input type="checkbox"/> Making a difference | <input type="checkbox"/> Wealth              |
| <input type="checkbox"/> Efficiency            | <input type="checkbox"/> Money               | <input type="checkbox"/> Wellbeing           |

### Step 2

List your top six values in the table below in column A.

When you have completed this, consider that you have been given 30 points to distribute to your values based on how important they are to you. You can distribute your 30 points in whichever way you please, eg 5 points to each value or 10 points to one value, 4 points to the others.

<b>A: VALUE</b> List your top six values in this column.	<b>B: POINTS</b> Distribute 30 points across your values, based on how important it is to you.



# BUILD UP EXPERIENCE

Think beyond your studies. Get involved. Find out what you like and don't like. There's so much on offer, you've a great chance to get to know what you're good at and build your CV.

## MAKE THE MOST OF YOUR TIME AS A STUDENT

Take advantage of the fantastic job, internship, volunteering and social experiences on offer, as well as our expert careers advice and support.

Graduate recruiters aren't only interested in what goes on inside lectures and tutorials. They also want to hear about other experiences you've gained from university life, including any sport, societies, student media, volunteering, internships or part-time work you've been involved in. They want to know about other skills you can bring to a role – this often helps you stand out from the crowd.

Here's our quick guide to making the most of your time at the University.

## YEARS 1 & 2 EXPERIENCE

- Join clubs and societies and try taking on a position of responsibility: [glasgowstudent.net/clubs](http://glasgowstudent.net/clubs).
- Volunteer – give and get something back. Check out opportunities on the spot at [www.glasgowstudent.net/volunteering](http://www.glasgowstudent.net/volunteering).
- Get a part-time job. At this stage any job is useful. Working in a cafe, shop or call centre – you'll start to develop customer focus and commercial awareness. Find live opportunities at **Glasgow Careers**.
- Look out for insight days and internships open to first and second year students. These opportunities are on the increase and give you the chance to find out about specific careers and organisations, meet employees, experience office culture and start building your professional network. Keep an eye on employer websites and the Internship Hub for these opportunities.
- Investigate study abroad and exchange opportunities for the future. Attend the Go Abroad Fair in October and other information sessions. Most opportunities to study abroad take place during your penultimate year.

## CAREER PLANNING

- Book an appointment with your Career Manager to discuss your career ideas and plan your journey from now until graduation.
- Attend events like career fairs, the Big Brave and employability events organised by your school where you have the chance to meet with graduates and alumni working in career areas you're interested in.

## YOUR CV

- Create your CV. Reflect on your subject of study and extracurricular experiences. Use our website resources to help you draft your CV, and then come to a CV masterclass session run by a Careers Manager for feedback.

## YOUR LINKEDIN PROFILE

- Develop your professional brand online – your profile is your online CV available 24/7. You can connect with professionals working in career areas of interest, search for jobs and research the career paths of individuals.

## PENULTIMATE YEAR EXPERIENCE

- Join the Network and connect with alumni from Glasgow who can inspire you and support you in your career.
- Study abroad and exchange – this is the year to study abroad and experience student life in a different culture.
- Enter student competitions – offered by employers and sector organisations, these are many and varied. A great chance for you to develop and demonstrate your skills as well as enhance your CV. Find out more at **Glasgow Careers**.
- Use your last summer wisely and secure an internship. Our Internship Hub works with over 100 employers each year, spanning all areas of work. Find out more about internships on page 16.

## PLANNING

- Research and evaluate ideas about what you'll do after graduation. Use the career planning tool on our website to help you find options to suit you.

- Use [glasgow.ac.uk/careers](http://glasgow.ac.uk/careers) to research jobs and postgraduate study options.
- Make an appointment with a Careers Manager to discuss your options.
- Plan ahead to next year. Many employers and postgraduate courses have closing dates in semester 1 of your final year. Explore possibilities now so you are ready to make applications early.

## FINAL YEAR EXPERIENCE

- Use your dissertation as an opportunity. This self-driven piece of research is a chance for you to develop knowledge in a particular area that may be of interest to the employers you are targeting.

## PLANNING

- Use the Careers Service and Prospects websites to research opportunities and make decisions.
- Set time aside to apply for jobs or courses. If you're looking at a competitive industry like the media or law, start your



GU Volunteering offers a huge range of volunteering opportunities both on campus and off campus, out in the wider community. Check them out and get involved. It's a great way to build up your skillset and experience.

Find out more on Twitter and Facebook @GUVolunteer and at [glasgowstudent.net/volunteering](http://glasgowstudent.net/volunteering).

speculative job search by identifying the relevant employers, sending a targeted CV and using LinkedIn to broaden your networks.

- Network with employers. Attend employer presentations, fairs and Q&A sessions to help with your career decisions and job applications.

## YOUR CV

- Meet with a Careers Manager to talk through your options and get advice on your applications.
- Keep developing your CV. Take any positions of responsibility that come your way, volunteer and take advantage of any networking opportunities.

## YOUR LINKEDIN PROFILE

- Keep adding to your profile. Connect with individuals from your course, as they may be great contacts in the future. Join groups, start getting recommendations from part-time jobs and volunteering, search for jobs and research people's career paths.



## INTERNSHIP HUB

An internship can help you get experience, make contacts and figure out what you would like to do after graduation.

Delivered by the Careers Service exclusively for University of Glasgow students, the Internship Hub is a dedicated team here to help you at all stages of the internship process.

Internships expand your network and enhance your career prospects, and the skills you learn will also help you to give practical examples when applying for jobs.

Our Internship Hub Managers actively source and develop internship opportunities with organisations across a wide range of industries and sectors. The team aim to cater to as many degree disciplines and year groups as possible, regularly addressing gaps in their provision and areas of demand from students.

Placing over 340 interns each year, we facilitate a diverse range of summer internships, over 100 on-campus internships, and part-time opportunities with local organisations during term-time. All of these are paid (living wage encouraged) with the exception of some (part-time) voluntary internships with registered charities.

The Internship Hub provides a range of advice and support from the beginning of the recruitment process, right through to the successful completion of an internship – all designed to ensure students are able to make the most of the experience.

### Applying to the Internship Hub

We recruit all year round, as and when organisations have opportunities available. Roles are typically open for a minimum of two weeks to give you sufficient time to apply.

You will apply to the Internship Hub via Glasgow Careers in the first instance.

To find out more and view current opportunities, see [glasgow.ac.uk/internships](http://glasgow.ac.uk/internships).

## INTERNSHIP HUB: OUR RECRUITMENT PROCESS

- 1** Sign up for our weekly email alerts via our website.
- 2** Find a role that you are eligible to apply for.
- 3** Apply online via Glasgow Careers. View our application form learning resource.
- 4** An Internship Hub Manager will carry out a first-stage shortlist following the deadline.
- 5** You are notified of the shortlisting outcome via email. Personal feedback is given to all unsuccessful applicants.
- 6** Interview decisions are made by the employer. If not invited, you can request feedback. If invited, we will send you all the information you need.
- 7** Interviews tend to last 30 minutes and may involve a practical task.
- 8** There is no second stage to the interview process in most cases.
- 9** You will be notified of the outcome of the interview ASAP.

## GRADUATE PROFILE



NAME: Leah Panton  
DEGREE: MA (Hons) Politics 2018  
EMPLOYER: Estendio

I used the Internship Hub during third year, applying for the Glasgow City Council summer internship programme. I was fortunate to be offered a position as the 'Innovation Intern'. Working in one of Glasgow's newest start-up incubators, I met a host of exciting companies including an EdTech start-up called Estendio.

A year and a half later, I was seeking a graduate position and was feeling disheartened with online recruitment tests. However, thanks to my networking during my internship, I received a LinkedIn message from Estendio's CEO. He encouraged me to apply for their marketing position through the Internship Hub. I was sceptical – I never saw myself working in marketing or the tech sector. However I knew that it was a great opportunity.

The Internship Hub's simple online application form allowed me to exemplify my strengths and relate my experiences to the marketing role, and I landed the position of Marketing Intern. The eight-week internship involved preparing for the launch of the App Present Pal, and afterwards I was asked to stay on full-time as Head of Communications – I was delighted! I've already experienced so many fantastic things in this role, such as working with Microsoft and winning £50k at Scottish Edge.

### My tips

- If you are successful, use the position to full advantage by talking to new people. If I hadn't connected with Estendio, I wouldn't have landed my second internship – so network, network, network!
- Don't rule out positions just because they aren't directly related to your degree. It's about what you excel at and how you apply yourself. Go for as many things as possible.
- Make use of the University's fantastic resources for improving your application writing and interview skills. I took part in the college's graduate skills programme which boosted my confidence and fully prepared me for the recruitment process.



340



CANDIDATES SECURED AN INTERNSHIP

800



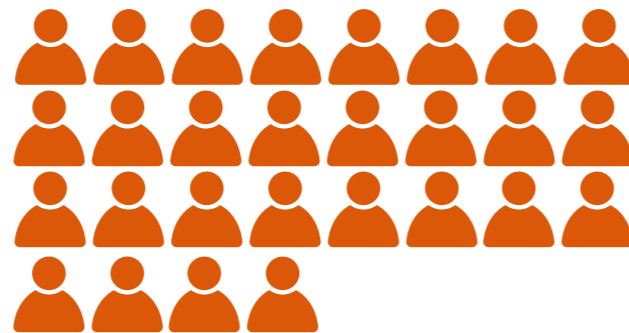
CANDIDATES SECURED AN INTERVIEW WITH EMPLOYER

1,400



APPLICATIONS SHORTLISTED AND SENT TO EMPLOYER TO REVIEW

2,800

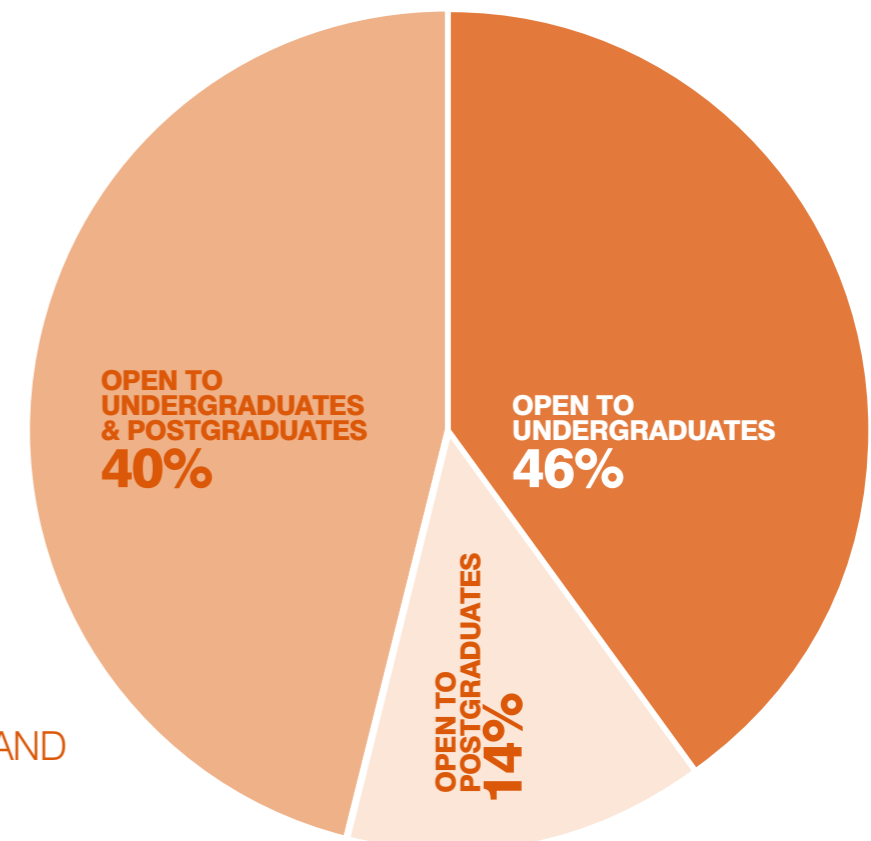


APPLICATIONS RECEIVED

WE RECEIVE AN AVERAGE OF TWELVE APPLICATIONS PER INTERNSHIP. SHORTLISTED CANDIDATES HAVE A **60% CHANCE OF BEING INVITED TO INTERVIEW** WITH AN EMPLOYER AND **OVER 40%** OF THOSE **INTERVIEWED SECURE AN INTERNSHIP.**

DID YOU KNOW?  
**45%**  
OF OUR  
**ROLES**  
WERE OPEN  
**TO ANY**  
**DEGREE**  
DISCIPLINE

WHILE **SOME INTERNSHIPS** REQUIRE SPECIALIST SUBJECT KNOWLEDGE, THE **MAJORITY OF OUR EMPLOYERS** LIKE TO CAST THEIR **NET WIDE** ACROSS **MULTIPLE COLLEGES**, OR THE **WHOLE UNIVERSITY.**



WE ENCOURAGE EMPLOYERS TO CONSIDER ALL YEAR GROUPS AND LEVELS OF STUDY WHERE POSSIBLE



## GOT A BUSINESS IDEA?

If you have an idea for your own enterprise we can support you to start up and run your own business.

Self-employment is an option that more and more of you are considering, whether that is starting your own business, working freelance or becoming a sole trader. At the University, we provide support for enterprising and entrepreneurial students to help turn your dreams into reality. For instance, we can help you test out your ideas through one-to-one mentoring and competitions, or assist during the business start-up process and beyond.

### The support available includes

- practical business start-up workshops
- assistance with legal structures and set-up
- one-to-one business advice clinics
- mentoring
- help with business and financial planning
- support in perfecting your business plan
- advice on pitching
- advice on how to secure funding
- connections to professional advisers including external business support agencies, solicitors, accountants and IP specialists
- guidance through the process of launching your business
- ongoing support when your venture is up and running.

### Competition support

Business competitions, of which there are many, can play a key role in providing the initial finance required to get started in business.

### Santander Summer Company Programme

Each year this programme enables four student businesses to develop their businesses over the summer break. The process is competitive and students apply by submitting a basic business plan and covering letter stating why they want to take part. They then have to pitch their idea to a selection panel. Successful applicants win 12 weeks of incubation space, £2,500 funding for each business, a workshop programme and access to mentors.

Many of our students have started up and run their own ventures while studying here. They have come from a variety of disciplines and we often see students who have only a vague idea for a business that they may want to pursue in future. With the right help and guidance, Student Enterprise could bring out the entrepreneur in you. Find out more at [glasgow.ac.uk/studententerprise](http://glasgow.ac.uk/studententerprise).

### Book an appointment

To make an appointment with Marion Anderson, our Enterprise Manager, go to Glasgow Careers at [glasgow.ac.uk/careers/login](http://glasgow.ac.uk/careers/login).

#### EMPLOYER TIP

Joining us on a six-week summer internship gives you unique insight into the realities of working in the business and find out if that role is right for you. The extra added bonus is you can leave the programme with a graduate offer – pressure off final year job searching!

YVONNE MULDOON, STUDENT RECRUITMENT MANAGER, PWC

## GRADUATE START-UP ENTREPRENEUR CASE STUDY



NAME: Joan Kangro  
DEGREE: MEng Mechatronics, Robotics & Automation Engineering, 2018

### What does your company do?

Kingdom Technologies is a start-up developing lawn mowers for large terrains – corporate, parks, campuses. Our product does larger areas compared to the current ones and also has predictive safety measures. Current robots bump into things. Studies show them as not safe around children and pets. Our robot, when a human or another moving object comes close, starts indicating with sounds, and stops when the human gets too close. We use computer vision and artificial intelligence.

### What inspired you to start-up?

I started a start-up in my second year of university: we made a fitness application. When you went to the gym, the app would create a fitness plan for you, including what exercises you have to do, when to do them and so on. When I graduated with a robotics degree, I already had some experience with lawn mower technology during my final years of university. I saw the commercial potential.

### How did you go about starting up?

The first funding was through the Santander Summer Programme and the Jay Smith Innovation Award, that's from a businessman who has made an endowment to the University. Then we got the RSE Unlocking Ambition Fellowship, which is a £45k funding and they also provide you with training and support. We had three main sources and had secured almost £30k within the first month of the business.

### If you had to give one piece of advice to someone just starting up, what would it be?

To start-up. I think that's the main thing. There are so many unknowns that it's hard to predict everything. You can always pivot and try again later. We have pivoted a lot; from our market to our business model. We've pivoted everything there is. So, I think the main thing is really just to start off and be willing to make changes.





**EMPLOYER TIP**

There's a common misconception that you need to have done a business, economics or accounting degree to work at companies such as KPMG. But there are a lot of other transferable skills that companies look for and value – communication, willingness to challenge, ambition. Those can come from any degree background.

KIRSTIN KNIGHT, OFFICER, STUDENT RECRUITMENT, KPMG

## SEE THE WORLD

Travelling abroad and gaining experience of new cultures is appealing to many graduates and the Careers Service can help you to make sense of all the options.

More students and graduates than ever are taking the opportunity to travel in different ways. To explore gap year and work abroad options see [glasgow.ac.uk/careers](http://glasgow.ac.uk/careers). For country-specific information see [prospects.ac.uk](http://prospects.ac.uk).

### Why should you go abroad?

Going abroad is the perfect opportunity to get outside of your comfort zone. An international experience will make you more resilient, confident and outgoing. You will also gain intercultural skills which are increasingly sought after in a globalised working environment. You may even learn a new language. All of this will set you apart from other graduates.

A fourth year language student, who studied at the University of Granada in Spain, says: "Spending time in a country of native speakers is definitely the best way to improve your speaking and communication skills – essential transferable skills for any professional job you would consider in the future."

### What can you do abroad?

Most students can choose to study abroad either in Europe or internationally. To check locations available to you, see [glasgow.ac.uk/goabroad](http://glasgow.ac.uk/goabroad). Language students often teach or work to enhance their language skills further. For students who would prefer a shorter-term opportunity, summer schools provide a fascinating insight into specialised subject areas.

Working abroad may also be something to consider. Work placements allow you to expand your professional network and gain hands-on experience in your field of study. If your degree does not include a work placement, look for summer internships and research opportunities. Erasmus+ funding is also available to help with the cost of going to work abroad.

## INTERNATIONAL EXPERIENCE TIMELINE

### First year

With over 300 partners to choose from worldwide, investigate potential destinations early on. As some subjects require students to go abroad in their second year, make sure you're organised so you don't miss out. If you're not sure about going abroad, apply for one of the summer opportunities to try it out.

### Second year

Begin preparing your application. Speaking to returning students, attending the GoAbroad Fair and events put on by your school will all be hugely beneficial in informing your decision. Send off your application in December.

### Third year

Spend a semester or a full year abroad. Reflect on your experience and on your new skills: they will make your future job applications stand out.

### Fourth year

Implement the skills gained from your time abroad. Become involved with international students through the language cafe or Erasmus Student Network ([www.esn.org](http://www.esn.org)) to build on your intercultural awareness. Including your international experience in applications for graduate jobs will set you apart from your peers.

### About the GoAbroad team

The GoAbroad team are here to help you throughout your international experience. We provide information about where you can go, different opportunities such as summer schools, and encourage you to gain as much as you can from going abroad to widen your skillset.

Those who go abroad are\*:

- 19% more likely to gain a first class degree
- 20% less likely to be unemployed
- 10% more likely to be in 'graduate' jobs six months after graduation.

Experience abroad is often desired by employers\*:

- Seven out of ten small and medium size enterprises believe that future executives will need foreign language skills and international experience.
- 39% of employers are dissatisfied with graduates' intercultural awareness.
- 49% of employers are dissatisfied with graduates' language skills.

\*Source: Universities UK



# APPLY FOR JOBS

The time has come to start applying for jobs. Here is our guide to getting a job.

## WHERE TO LOOK

**Hunt for jobs online, search graduate job sites, use social media and ask around.**

### [glasgow.ac.uk/careers/login](http://glasgow.ac.uk/careers/login)

Glasgow Careers is our online vacancies system and is a good place to start. Here you'll find the best graduate jobs, internships, volunteering and other opportunities from the UK and abroad. Vacancies are updated daily and you can receive email alerts of new opportunities which may interest you.

### [prospects.ac.uk](http://prospects.ac.uk) & [targetjobs.co.uk](http://targetjobs.co.uk)

These are two very useful job sites, particularly for new graduates.

### [linkedin.com/jobs](https://www.linkedin.com/jobs)

The world's leading professional social media channel, LinkedIn has over 580 million users. It can make all the difference when it comes to finding people who can help you, knowing what's currently important in the sectors that interest you, finding current jobs, finding out about potential employers and even being found by them.

## Social media

Try and tweet your way to a job or search on Twitter using hashtags related to your field of interest. Facebook recently launched a job search feature in the UK. To find out how to use social media to find a job, see page 42.

## The hidden jobs market

You don't need to see a vacancy before making an application. Some jobs are not posted, with some employers relying on speculative applications and networking to fill posts.

Proactively applying with a targeted CV and covering letter can get you noticed. People often think that a job search is a numbers game and that the more applications you send out the more you will be noticed. Not true! Rather than applying for hundreds of jobs, you need to be focused, with an emphasis on what you have to offer rather than what you want from the employer.

Compile a list of companies and learn everything about them. Target the best person in the company for the type of work you're seeking, and show specific evidence of your ability to do the job well.

For more job-hunting ideas, see [glasgow.ac.uk/careers](http://glasgow.ac.uk/careers).



#### EMPLOYER TIP

At Hymans Robertson we assess on strengths as we want you to work in a job where you love what you do, whilst being your authentic self. It has been proven if you work in a role that utilises your strengths, you will be more engaged and productive, a win-win for all!

CARLA HENISON, STUDENT RECRUITMENT MANAGER, HYMANS ROBERTSON



## WINNING APPLICATIONS

Great preparation is the key to successful applications. The main question recruiters will be asking is whether you are the right person for the job. Find clues to what the employer is looking for in the job description or person specification.

### Matching your skills to the job

This part is crucial and you need to spend quality time on it. First, you need to play the matching game and identify the key job skills or competencies being asked for and give evidence you have them. Then check that the keywords are not hidden in too much text, are close to the top and towards the front of your bullets.

Employers like to see a wide variety of examples taken from academic studies, work, volunteering, hobbies and other areas of your life. Try to think of positions of responsibility, times when you've worked with others to produce an event or a project, or met a deadline. You need to demonstrate the skills the employer is looking for in a succinct and punchy manner.

### Competency-based questions

Once you've analysed the skills required and gathered your evidence, you're ready to tackle the questions. Competency-based questions are popular with employers; these are questions that focus on your skills by asking you to give a specific example of a time when you've demonstrated the skill in question. If you have successfully shown this skill in the past you will be able to show it in the future.

Some simple techniques ensure that you are answering these questions effectively and successfully. See the STAR technique on pages 28-29, and our top ten application tips opposite.

### Other types of questions

Application forms will often ask questions about your motivation for applying for the job and why you'd like to work for the company. They sometimes ask you to explain why you would be suitable for the post. To answer successfully, you need to look at the person specification with the job advert and demonstrate how you fit all of the essential criteria and as many desirable criteria as you can. Giving examples of how you've developed the skills the employer is looking for is an effective way to do this. Research the company and find out their latest news from their social media channels.

### Online forms

First, take your time. Online forms require thought and checking. Read all the questions first. If an application form doesn't allow you to proceed without answering the question, answer as you think but don't submit it without taking a note of the questions and going back over your answers.

If possible, download the application form or print it out. Most online application forms allow you to save the form so you can work on it for a while before sending it. Once you're happy with the result, submit the form.

### Show your attributes

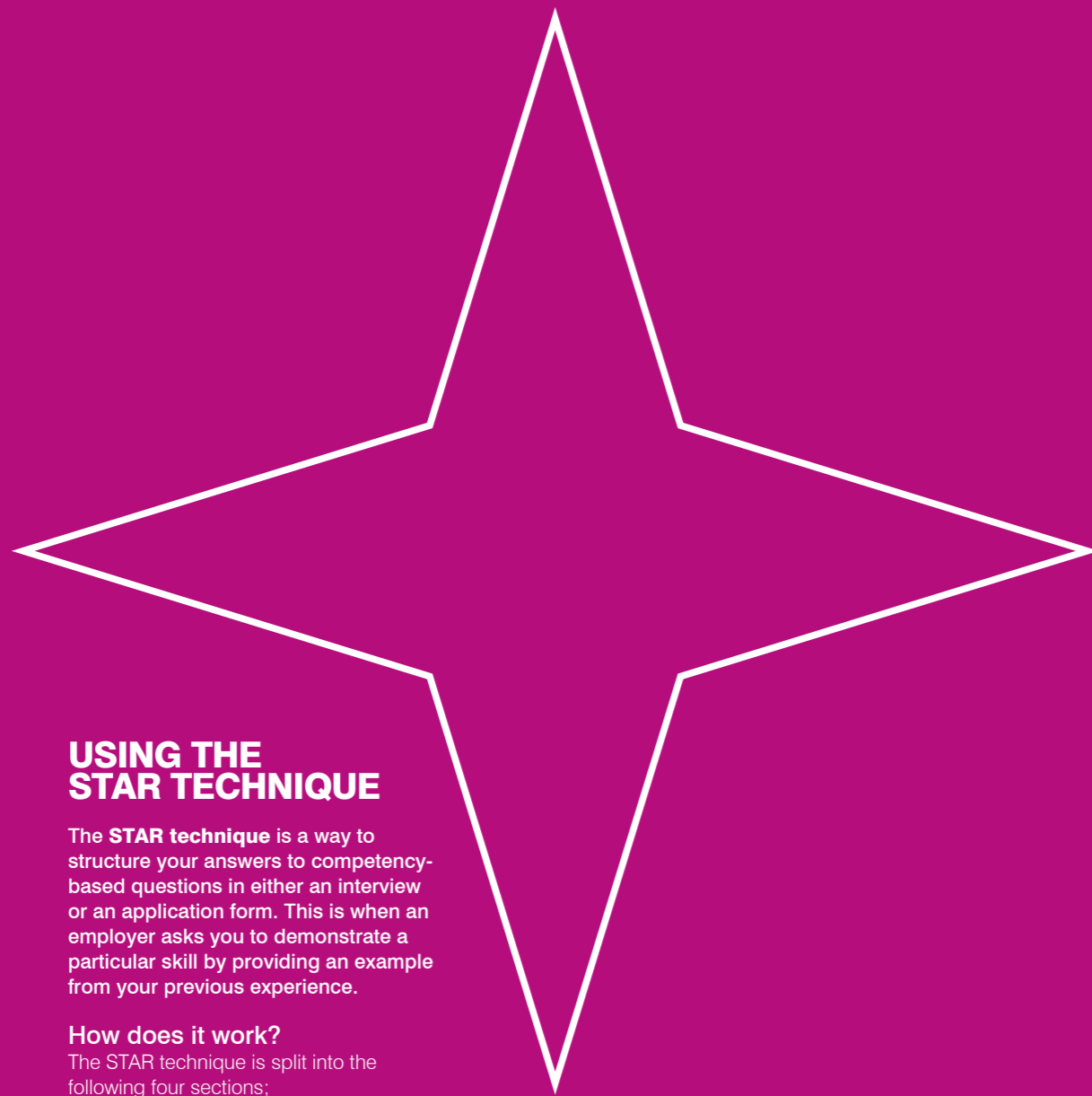
Our website is packed with helpful tips on how to show you have what employers are looking for.

# 10

## APPLICATION TIPS

1. Do a rough draft first to eliminate errors and to get your chronology right.
2. Always spell check. Pay great attention to grammar and spelling.
3. If your application is handwritten, avoid corrections and deletions.
4. Don't leave blanks. Answer each question, even if it's to say "none" or "not applicable".
5. Keep a copy for reference, as you will need it when you are invited for interview.
6. Make sure your form is submitted before the closing date.
7. Follow their rules: if the instructions say include a CV, then do; if not, then do not. The same with a covering letter. If you apply incorrectly, it might count against you.
8. Avoid being too modest and selling yourself short.
9. Tailor what you say in each application to make sure the employer knows you're interested in them specifically.
10. Remember to check your online presence, ie LinkedIn, Twitter, Facebook and any other blogs or comments you may have written. Set your privacy settings so no one can find, see or edit them so they do not compromise your integrity.





## USING THE STAR TECHNIQUE

The **STAR technique** is a way to structure your answers to competency-based questions in either an interview or an application form. This is when an employer asks you to demonstrate a particular skill by providing an example from your previous experience.

### How does it work?

The STAR technique is split into the following four sections;

**S – Situation:** Set the scene. Where were you? What were you doing? Pick a specific example of a time when you have demonstrated a skill and give enough information to allow someone to understand the background to your STAR story.

**T – Task:** Provide details of the task you were faced with/what you were trying to achieve. What was your desired outcome?

**A – Action:** What specifically did you do? How did you handle the situation? This should make up the main body of your response and, remember, if you are discussing working in the team, don't overuse "we", as they want to know what you did.

**R – Result:** What was the outcome? Try to make this as positive as you can and, if the outcome wasn't good, what did you learn? How would you handle it differently next time?

Try using a variety of examples. You can demonstrate your skills using examples from various places including university, voluntary work, work experience, sports activities, societies and hobbies. The point is to demonstrate your skills in a positive manner and to provide a **specific** example to demonstrate the skill. In an assessment situation it is best to try varying your examples and show a breadth/depth in your experience.

## SOUNDS GOOD BUT HOW DOES IT WORK IN PRACTICE?

Can you give an example of when you have used your initiative?

Star technique example:

**S – Situation:** In my second year at university I was a member of the film society. I had only joined that year and there were six members in total at the beginning of the semester.

**T – Task:** The low membership was problematic, and we needed to recruit more students to increase our funding and to enable the society to continue to run events.

**A – Action:** I put forward a suggestion to the group that we host a film night for non-members. Two of the students set up the event and I developed a marketing strategy using social media. I decided to create an instagram story using popular movie quotes and encouraged my classmates to help me to film around campus. To get the story out to as many students as possible, I built a relationship with the University's social media team who agreed to put it out on the main University instagram channel with over 56k followers.

**R – Result:** We had over 2,000 unique views of our story and it resulted in over 100 people attending our first event; we managed to convert 48 into members of the society. The film society still actively uses instagram in its marketing.

Practice time:

Pick one of the following three questions and write a STAR example.

1. Give an example of a time when you've worked in a successful team?
2. Tell me about a situation when you managed multiple deadlines?
3. Can you give an example of a situation when plans changed at the last minute and you had to adapt?

<b>S: SITUATION</b>	
<b>T: TASK</b>	
<b>A: ACTION</b>	
<b>R: RESULT</b>	





## YOUR CV AND COVER LETTER

Use your CV and cover letter to show you have the right experience and skills for the job.

### Your CV

Tailoring and targeting your CV is essential. Your CV is a marketing tool that will show you have the correct experience, skills and ability to undertake the job.

Underneath the various section headings such as "Education" and "Work Experience", use the space effectively and demonstrate that you meet the requirements and skills of the post.

Highlight any positions of responsibility, awards or achievements, and things that make you stand out from others. Try to create the impression that you work well in a team, can meet deadlines, are organised and can be left to get on with little supervision.

For example CVs see both the one and two page examples in this *Guide* and further examples at [glasgow.ac.uk/careers](http://glasgow.ac.uk/careers).

### Your cover letter

You should always send a cover letter along with your CV. This should be in the same style of font as your CV. In the letter, make sure you highlight the following:

- why you are applying to this particular organisation
- why you are applying for the post in terms of your skills
- any other important points that need to be clarified.

Your cover letter should sound positive and professional. If you are sending a CV by email, it's important to realise that the email itself will be the cover letter – and remember to attach the CV before pressing send. Compare and contrast our examples here of a good cover letter and an excellent cover letter.

# EVE FRASER

0141 222 3333



1111@student.glasgow.ac.uk



linkedIn.com/in/eve-fraser



## EXTRA CURRICULAR ACTIVITIES

### Student/Staff Liaison Committee

- Represented class of 150 students.
- Successfully negotiated earlier start date for final year projects.

### Member of Isabella Elder Feminist Society

- In team of 3 organised event "Hidden Women in Science"
- Recruited speakers and used social media to meet attendance target of 50.

## AWARDS

### Duke of Edinburgh Gold

- Volunteered over 130 hours in British Heart Foundation. Increased sales by 10%
- Completed 3 expeditions including walking the West Highland Way. Planned route and worked closely in team of 6.

## HOBBIES

- Squash: play twice weekly.
- Football: part of local women's team.
- Hill walking: have climbed 44 Munros to date.

## EDUCATION

### MSci Chemistry (2:1 expected)

University of Glasgow | Sept 2016 – May 2020

**Honours courses included:** Environmental Chemistry, Heterogeneous Catalysis  
**Final Year Project:** Catalytic Stratospheric Ozone Depletion & Global Warming.

### Granttown Grammar School | Aug 2010 - May 2016

**Advanced Higher:** Chemistry (B); Maths (C) Higher: German (B)

**Higher:** Maths (A); Chemistry (A); English (A); Geography (A); Physics (B)

**Extra-Curricular:** Actively participated in the School's football and hockey teams. In final year I was captain of the football team and demonstrated effective leadership throughout the year which led our team to winning the regional school women's football cup.

## RELEVANT WORK EXPERIENCE

### UofG Conservation Society | Secretary | Sept 2018 – present

- Organised and recorded minutes of monthly meetings
- Invited guest speakers to attend meetings including Scottish Wildlife Trust, Glasgow City Council and Plastic Oceans UK, increased attendance at meetings by 50% on previous year
- Initiated and planned summer project, planting 20 trees along two miles Glasgow canal
- Recruited and managed team of 10 volunteers to work on summer project
- Liaised extensively with potential funding bodies and secured £650 of funding
- Developed Society Website ([www.guconsoc.scot](http://www.guconsoc.scot)) which has had 212 visits in the last 6 months

### Scottish Water | Chemistry Summer Internship | Jun 2019 - Sep 2019

- Contributed to review of mains water and waste water sampling techniques by researching best practice globally
- Accurately used HPLC, Mass Spectroscopy and PCR to analyse for heavy metal contamination, organic pollutants and cryptosporidium
- Produced research report and presented findings of research to management
- Due to performance, chosen to present results of research at joint symposium of Scottish Water and SEPA to an audience of 120

## ADDITIONAL WORK EXPERIENCE

### Debenhams | Retail Assistant | Sept 2017 – Present

- Interact with diverse range of customers, delivering excellent service
- Trained 3 new staff members on temporary seasonal contracts
- Consistently met monthly targets for selling store credit cards

### Moorlands Camp | Canada | Camp Counsellor | May 2017 – Aug 2017

- Responsible for a group of 10 campers aged 8-11, ensuring their safety and well-being during their 6 week stay at camp
- Taught arts and crafts daily, creating lesson plans that were engaging for a range of learners



# EVE FRASER

## CONTACT

5 Glasgow Gardens, G12 5PA

+44 07479359617

9900000s@student.gla.ac.uk

linkedin.com/in/eve-fraser



Chemistry student with proven lab expertise and successful commercial experience, seeking an environmental consultancy graduate role.

## HIGHER EDUCATION

**University of Glasgow** **Sept 2016 - May 2020**

MSci Chemistry, 2:1 expected

- **Honours courses included:** Environmental Chemistry, Heterogeneous Catalysis
- **Subsidiary subjects:** Exploring the Cosmos, Earth Science, German
- **Final Year Project:** Catalytic Stratospheric Ozone Depletion & Global Warming. Evaluated effectiveness of replacing of CFCs with HCFCs (primarily in USA) and HCs (primarily in Europe) in arresting and reversing ozone depletion. Evaluated relative effect on global warming of HCs and HCFCs. Research utilised contacts in Germany, UK and USA.

**Grantown Grammar School** **Aug 2010 - May 2016**

- **Advanced Higher:** Chemistry (B); Maths (C) Higher: German (B)
- **Higher:** Maths (A); Chemistry (A); English (A); Geography (A); Physics (B)
- **Extra-Curricular:** Actively participated in the School's football and hockey teams. In final year I was captain of the football team and demonstrated effective leadership throughout the year which led our team to winning the regional school women's football cup.

## RELEVANT EXPERIENCE

**University of Glasgow Conservation Society** **Sept 2018 - present**

Secretary

- Organised and recorded minutes of monthly meetings
- Invited guest speakers to attend meetings including Scottish Wildlife Trust, Glasgow City Council and Plastic Oceans UK, increased attendance at meetings by 50% on previous year
- Initiated and planned summer project, planting 20 trees along two miles Glasgow canal
- Recruited and managed team of 10 volunteers to work on summer project
- Liaised extensively with potential funding bodies and secured £650 of funding
- Developed Society Website ([www.guconsoc.scot](http://www.guconsoc.scot)) which has had 212 visits in the last 6 months

**Scottish Water** **Jun 2019 - Sep 2019**

Chemistry Summer Internship

- Contributed to review of mains water and waste water sampling techniques by researching best practice globally
- Accurately used HPLC, Mass Spectroscopy and PCR to analyse for heavy metal contamination, organic pollutants and cryptosporidium
- Produced research report and presented findings of research to management
- Due to performance, chosen to present results of research at joint symposium of Scottish Water and SEPA to an audience of 120

## EXTRA CURRICULAR ACTIVITIES

**Student/Staff Liaison Committee** **Jan 2019 – present**

- Represent the views of class of 150 students, providing feedback to academics and administrative staff at quarterly meetings
- Created SurveyMonkey survey to encourage feedback from classmates which increased response by 50% on previous year
- Successfully negotiated an earlier start date for final year projects to ease time management pressure in final year

**Member of Isabella Elder Feminist Society** **Sept 2018 – present**

- Organised event "Hidden Women in Science" in a team of three
- Recruited speakers, liaising with staff in alumni team
- Promoted event using Facebook and Instagram and met attendance target of 50

**Duke of Edinburgh Gold Award** **Aug 2014 – May 2016**

- Volunteered for 130 hours in the British Heart Foundation shop as sales assistant
- Increased sales by 10% due to my excellent customer service skills
- Completed 3 expeditions including walking the West Highland Way. This involved planning route and accommodation stops and working closely with a team of 6.

## ADDITIONAL WORK EXPERIENCE

**Debenhams** **Jun 2017 – present**

Retail Assistant

- Interact with diverse range of customers, delivering excellent service
- Trained 3 new staff members on temporary seasonal contracts
- Consistently met monthly targets for selling store credit cards

**Moorlands Camp, Canada** **May 2017 - Aug 2017**

Camp Counsellor

- Responsible for a group of 10 campers aged 8-11 during their 6 week stay at camp
- Ensuring camper safety and well-being at all times
- Taught arts and crafts daily, creating engaging lesson plans for a range of learners
- Led a group of 8 during an overnight wilderness camping trip, planning the route and activities and encouraging teamwork between campers

## HOBBIES AND INTERESTS

- Squash: Play twice weekly. Enjoy friendly competition.
- Football: Play for local women's team at weekends.
- Cooking: Enjoy cooking fortnightly for friends, especially Asian and Mediterranean food.
- Hill walking: Have climbed 44 Munros to date.
- Reading: Current affairs to classical novels. Read around 6 novels per year.





## DO'S AND DON'TS OF COVER LETTER WRITING

### DO:

#### Customise every cover letter you write in response to a job description

Most generic cover letters lead to failure. Take the time to analyse the job description and craft a letter that illustrates very clearly how you fit the key requirements listed in the job description.

#### Always address your cover letter to a specific person

If you cannot find the hiring manager's name, exhaust all avenues for finding a contact name. Chances are that if you go to the trouble of finding the right person to address your cover letter to, you will differentiate yourself from other applicants.

#### Demonstrate motivation

Above all, the most successful cover letters are the ones that tell your personal motivation for applying for; a) the role, and b) the company. Demonstrate your motivation by outlining personal achievements, involvements, experiences and interests to help you stand out ... they can be very compelling for the reader and can sometimes even be the sole reason a person gets an interview!

If you are changing direction from your degree, be persuasive and demonstrate transferable skills, eg from volunteer work or extracurricular activities. Again, demonstrate personal interest, motivation and involvement in these areas.

#### Be different and be unique

Since most generic cover letters lead to failure, stand out from the crowd by investing time in discovering and articulating your differentiators. Communicate your story: Where have you been? What have you done? Why do you want to work for our company? Avoid "cookie cutter" cover letters. You can't copy

sections from example cover letters and expect to stand out. Recruiters have seen a million of them and it's likely they will not read them.

#### Demonstrate that you have done your research and that you know something about the company

Show that you have done your research and you know something unique about the company and how you can meet their specific needs.

#### Limit your replies to one page

This doesn't mean tiny font with narrow margins. Keep the letter easy on the reviewer's eyes – make it easy to read, succinct, logical and relevant.

#### Proofread

Double check that your letter is grammatically correct with no typographical errors.

### DON'T:

- Don't repeat your CV.
- Don't list chronologically what you have done – that's boring!
- Don't focus on what the company can do for you but what you can do to add value.
- Don't create an impression that the company is a short-term strategy for you.
- Don't write too much fluff or flattery.
- Don't be boring or formulaic.
- Don't use weak language, eg "I feel...", or "I think..."
- Don't write a letter that is too long or dense.
- Don't make the reader work too hard to see that you are right for the position.
- Don't oversell or undersell.
- Don't include any typos or grammatical errors.
- Don't address it to the wrong person or with the wrong gender ascription.



Glasgow Science Company  
100 Great West Road  
Toptown  
Glasgow, G12 8IA

Dear Sir/ Madam

**Re: Application for a position as summer intern on the graduate programme at GSC in Glasgow.**

I am interested in working for GSC as it would offer me the opportunity to be part of a prestigious company that has been a pioneer in the science industry by delivering excellence in numerous areas. Your mission and vision to "improve the quality of human life" is something that resonates with me. The culture of the firm, where everyone is committed to support the good of people's lives and the opportunities for career progression throughout the company are appealing to me. Additionally, the focus of educational and health programmes, illustrate the high levels of corporate social responsibility that I admire. Working for GSC would be extremely rewarding as you will be able to see the tangible effects on lives around the world. I believe that GSC provides the culture and career opportunities that I seek and that my background, motivation and skills will be a valuable addition to your company.

I have the following skills and experience which I feel will be valuable to GSC:

- **Analytical ability:** One of the main aspects of my degree job was to perform qualitative analyses on the various aspects of my second year experiments which I was engaged on. I excelled at this aspect of my role and my teammates regularly sought my assistance based on these skills.
- **Speed of delivery:** I have shown the ability to run and complete projects under intense time pressure and to present conclusions in a clear and concise manner.
- **People management:** I regularly led and worked on project teams of up to five people from different work functions. Feedback for these assignments were always excellent. I motivated other team members by taking a personal interest in the individual's and the team's development, understanding and helping others to understand the tasks or issues, being driven and finally having belief that the project will have a successful outcome.
- **Creative thinking:** My enthusiasm for mentally stimulating challenges led me to search for innovative ideas for my dissertation. These experiences led me to identify how scientists managed projects from a financial perspective.

I firmly believe that my interest in the industry, coupled with the skill base developed in and out of university and the wider science knowledge and understanding instilled during my degree, has put me in a strong position to develop a career in the health and science sector.

I would like to thank you in advance for your time and consideration and I look forward to hearing from you.

Yours faithfully,

Another Name

Your address  
[email](#)  
07700 100000

Glasgow Science Company  
100 Great West Road  
Toptown  
Glasgow, G12 8IA

Dear Ms R Lee

**Re: Application for a position as summer intern on the graduate programme at GSC in Glasgow.**

I am interested in working for GSC as it would offer me the opportunity to be part of a prestigious company that has been a pioneer in the healthcare industry by delivering excellence in numerous areas. Your mission and vision to "improve the quality of human life" is something that resonates with me and I believe that being the first healthcare company to promote clinical trial transparency is a perfect example of this. Additionally the focus of educational and health programmes, such as the Help for Heroes Phoenix Wellness Centre, illustrate the high levels of corporate social responsibility that I admire. Working for GSC would be rewarding because each job profile provides clear targets and a culture of cross departmental working, as I found on the case studies online and by speaking to Jane Smith, an alum who works as a science researcher at GSC.

I have the following skills and experience which I feel will be valuable to GSC:

- **Analytical ability:** One of the main aspects of my degree was to perform qualitative analyses. A group project I was involved in looked at a microbial source tracking approach using qPCR to identify sources of contamination in bathing waters in Scotland and I led on the identification of the specific microbes and the presentation of the data to my class. I excelled at this aspect of my role and my peers regularly sought my assistance based on these skills.
- **Speed of delivery:** I have shown the ability to run and complete projects under time pressure and to present conclusions in a clear and concise manner. The pressure of being part of the team that worked on the STEM school competition at the Glasgow Science Centre working both independently and collaboratively under tight deadlines was something that I thrived on, resulting in an award from the executives from the museum.
- **People management:** I regularly train new serving staff, acting in the role of supervisor at Starbucks, where I have worked for the past 18 months. Staff feedback for these training sessions is always excellent and I averaged 4.6/ 5. I motivated other team members by taking a personal interest in the individual's and the team's development, helping others to understand the tasks or issues, being driven and finally having belief that we were a great team.

I have a passionate commitment to innovation and quality, a strong work ethic, thrive in team environments and am confident taking the lead. I am result oriented, love a challenge and approach my work with high-energy and a customer focus. In addition, I can contribute strong project management and organisational skills as demonstrated when I led on the STEM 2018 conference at my university.

I firmly believe that my interest in the industry, coupled with the skill base developed during my part time jobs and my wider science knowledge and understanding instilled during my degree, has put me in a strong position to develop a career in the healthcare sector.

I would like to thank you in advance for your time and consideration and I look forward to hearing from you.

Yours sincerely,

Another Name

Your address  
[email](#)  
07700 100000



## INTERVIEWS AND ASSESSMENT CENTRES

**This is your chance to shine. It will be easy to do this if you've researched what the employer is looking for and are prepared to demonstrate how you fit with this.**

### Do your research

Firstly you must be clear what the employer is looking for. Employers ask questions to find out if you have the competencies listed on their person specification – the list of essentials and desirables required for the job.

The interview isn't something you have to prepare for from scratch. Your application has proved effective, so look at it again thoroughly beforehand.

In your preparations, focus on two main questions: "How do I match what the employer is looking for?" and "What makes me stand out from the competition?"

Many sources of information can help you with the first question. These include the job description and person specification and the employer's website.

Look in the business sections of newspapers, online journals and social media. It can be helpful to speak to any contacts you have who are either doing a similar job or working for the same organisation – they can provide valuable insight.

### Prepare your answers

The interviewer is trying to predict how you would behave if you were doing the job. This is difficult, but looking at your past behaviour gives evidence.

Give examples of things you've done that demonstrate the qualities required. For example, if the job requires you to manage your time effectively, think of times when you've done that. Don't worry too much about what example you use – it can be from any area of your life: work experience, paid or voluntary, your course or spare-time activities. These specific events in your life are what you need to talk about in the interview.

### The interview

It's your chance to sell yourself to the employer. Use the questions and discussion to your advantage, giving evidence of your competencies to convince the employer you're the right person for the job.

Remember, it's also a chance for you to assess the employer and decide for yourself whether you'd like to work for them. Above all, you need to demonstrate your motivation and enthusiasm for the job.

### The questions

While you can't predict the questions exactly, take a look at the many examples on the Careers Service website. Common interview questions include:

- Tell me about yourself/talk me through your CV.
- Give me an example of when you ... (competency-based questions).
- What is your greatest weakness?
- Why do you want this job?

Try to illustrate your answers to these questions using your prepared examples to back up your claims of skills and qualities. Some questions will address the required competencies directly, such as:

- Give me an example of when you've been part of a team. What did you do and what was the result?

### Get prepared

Our masterclass series helps you to get prepared for upcoming interviews. You can also book a quick coaching appointment to discuss this with a Careers Manager.

### Telephone interviews

The basic principles of interviewing in person apply to interviews by telephone, but there are important differences. You have to show your enthusiasm by tone of voice only; however, you can have key points written down as a prompt. Take the call in a quiet room on a landline if possible. Have a glass of water to hand, turn off any distractions, sit up straight, and smile, as it will help you communicate well. For more tips on how to handle a telephone interview, see [targetjobs.co.uk](http://targetjobs.co.uk).

### Video interviews

For first-stage interviews, the use of video is becoming more common. Companies overcome the limitations of time for scheduling and time zone restrictions with screening. Here are eight tips on how to excel at video interviews.

- Ensure your username is appropriate and professional.
- Sit in a quiet, well-lit, tidy environment. Remove any potential distractions.
- Ensure the camera is at eye level as this makes eye contact more natural. You must not look down to see the interviewer as it creates a sense of disconnection. Sit in the centre of the frame and ensure they can see you from the waist upwards.
- Do a trial run with a critical friend. This will allow you to become at ease with the technology.
- Check your equipment and get ready in plenty of time. Have an alternative plan in place in case of problems.
- Project an energised, attentive and interested image; smile, relax and adopt a positive position.
- Dress to impress – always assume that you dress as formally as you would in a face-to-face interview.
- Treat it as you would a face-to-face interview, which means practising interview questions and having questions to ask.

#### EMPLOYER TIP

When it comes to assessment centres, the best piece of advice I have is this: be yourself and have fun. Approach the day in a way that comes naturally and don't try to impress, compete or be someone you're not.

JOHN OWEN, TALENT ATTRACTION MANAGER, RBS





### Gaming tools

Some organisations are using game-like virtual reality tools in their interview process. They simulate environments and assess how well candidates perform. They can measure certain traits easily, skills like resilience, safety-consciousness and analytical thinking. It is an innovative and fun method and may be one part of the interview process.

### Psychometric tests

Some recruiters may ask you to complete a number of online aptitude tests. They typically consist of numerical and verbal reasoning and diagrammatic reasoning tests. Situational judgement tests are increasing in popularity and may be used as an initial screening method for the biggest graduate scheme employers. The best way to prepare is to undertake a small number of practice tests on an ongoing basis. You can find some free online practice tests on the Careers Service website.

### Assessment centres

These allow companies to run a series of practical exercises and activities to see how candidates perform in action across a range of dimensions and against pre-agreed criteria. As all candidates undertake the same exercises, assessment centres are one of the fairest and most objective ways of assessing performance and suitability for a job. Typically, the range of exercises might include presentations, group exercises, psychometric tests, in-tray or e-tray exercises and case studies. The most common stumbling blocks are a lack of preparation and not communicating with impact, so practise, practise, practise.

Lastly, have a list of questions written down to ask the interviewer. Impressive questions could be:

- Can you describe a typical day in the role?
- How long have you been at the company and what makes you stay?

- How would you describe the organisation's culture?
- How would my performance be measured?
- What type of career opportunities might this position lead to?

### Essential tips

**Make a strong start and create a great first impression.**

- Know where you're going and arrive in plenty of time.
- Dress appropriately.
- Realise that any members of staff may be asked for their impressions of you.
- Shake hands confidently.
- Smile.
- Expect to be nervous – this will give you the adrenalin to perform well.

### The interview

- Highlight the positive aspects of your life.
- Sound genuinely enthusiastic and knowledgeable about working for the organisation.
- Stick to the point of the question and ask the interviewer if he or she wants you to go on.
- Explain complicated material. This ability gives great evidence of good communication skills.

### KEEP IN TOUCH

**Your relationship with the Careers Service doesn't end when you're invited to an interview or assessment centre. You may also need help handling several job offers.**

If you're unsuccessful at your interview or assessment centre, take a look at [glasgow.ac.uk/careers](http://glasgow.ac.uk/careers) for interview guidance or request a mock interview. You can continue to use the Careers Service for two years after you graduate.

#### EMPLOYER TIP

Don't be afraid to fail. If you don't get offered the job, try not to be too disheartened. Treat every interview or assessment day as a learning experience and be confident in your abilities. Take our feedback on board and come back stronger than ever.

ANNE-MARIE KALAS, TECHNOLOGY RECRUITER, BARCLAYS

## STUDENTS WITH A DISABILITY

If you have a disability, should you make reference to it in a job application? Here are some resources to help students with disabilities when applying for jobs.

### Disabled Students' Allowance (DSA)

For information call SAAS on +44 (0)300 555 0505 (option 2) Monday to Friday, 0830 to 1700, or email them through their enquiry form. It's available for postgraduate study.

### Remploy's Employability Programme

Remploy in Glasgow offers job search and interview help to recent graduates and final-year students with disabilities and health conditions. Call 0300 456 8030 or email [graduates@remploy.co.uk](mailto:graduates@remploy.co.uk), [www.remploy.co.uk](http://www.remploy.co.uk).

### EmployAbility

EmployAbility offers free services to students and graduates with disabilities or health conditions. These include internships and graduate programmes with graduate employers, insight days and help with writing effective applications. Call +44 (0)785 276 4684 or email [info@employ-ability.org.uk](mailto:info@employ-ability.org.uk).

### Access to Work (AtW)

An assessment of your work-related needs by AtW can release financial assistance to cover some costs such as a communicator at a job interview, transport, adaptations to office technology or a support worker. For more information call AtW for Scotland on +44 (0)345 268 8489 (Textphone: +44 (0)345 608 8753). See [www.gov.uk/access-to-work](http://www.gov.uk/access-to-work) for an explanation of the programme.

### GCIL Equality Academy

GCIL's employment services offer benefits for both disabled graduates and employers: salaried graduate placements supported by a comprehensive and in-depth training plan. For further information call +44 (0)141 375 0464 or email [equalityacademy@gcil.org.uk](mailto:equalityacademy@gcil.org.uk).

The Careers Service also offers advice and assistance, see [glasgow.ac.uk/careers](http://glasgow.ac.uk/careers).



# USE SOCIAL NETWORKING

Employers use social networking sites to promote their brand and to find talented people interested in their positions. You can use social media to promote yourself, as well as to network with recruiters, Glasgow alumni and other useful contacts.

## YOUR PUBLIC PROFILE

**Employers will assume that whatever they learn about you from your social media profiles represents the real you. Make sure the image they build up of you is one that you're happy for them to see.**

It's unsurprising that the vast majority of graduate recruiters have their own profiles on all the popular sites. As many as 78% of recruiters have made a hire through social media. Although social networking is a powerful tool for learning more about prospective employers, be aware – it's a two-way street. It's time to get yourself on these networks, present a good picture of yourself, connect professionally and start to promote "brand me".

### The four basics to establishing your social media brand

#### 1. Create an engaging profile

Start with LinkedIn. That is *the* professional networking site. Go to "professional networking" on the Careers Service website for five templates which will help you show your experience and skills.

#### 2. Showcase your personality and get relevant online

Now that you have amazing profiles, it's time to start creating an identity to showcase who you really are. Get Google on your side. Some employers will search for you and a LinkedIn profile will push you to the top of search results. This means you have control and a potential employer will see what you want them to see. Run a social media audit on yourself and see if there are too many videos, photos and links to your personal life in your search. You should use privacy settings and consider disabling or removing some of your digital presence.

#### 3. Connect with people you need to get the job you want

Start building your online network early in the year: connect with classmates, even former colleagues from that summer job you had. Adding more connections equals more and better opportunities in the future.

#### 4. Did you know that there are many jobs on social media sites?

Many companies post jobs, particularly on LinkedIn. This has many attractive jobs in every size of company in all sectors throughout the world.



## STUDENT PROFILE



NAME: Jessie Howell  
DEGREE: BSc (Hons) Immunology, year 4

Coming to university, I chose to study immunology. I didn't really know what it was, what you could do with it, or where it would take me. I chose it as I love studying the human body, I wanted to study something that would progress the field of medicine, and that could impact people's lives. Now I couldn't be happier with my choice.

Through university I have tried many things not as accessible elsewhere. I've played obscure sports such as ultimate frisbee (a real game) and Kendo (a Japanese martial art with a bamboo sword) and travelled across the world.

The University has many resources to help students find internships. Through its Careers Service, I found out about ScotGrad: an internship hub displaying many internships in companies. These internships allowed me to earn money, put experience on my CV, make friends, discover what I was interested in, and have opened many more opportunities for me.

### My tips

- Any experience is good experience. Two weeks still looks good on a CV.
- Make use of the people around you. Get work experience with your mum, ask lecturers if they have relevant contacts, get the Careers Service to help with your CV, approach people on LinkedIn about the companies they work for. It all helps.
- Get experience as early as you can. It gets you further in your career faster.





Primarily an informal and personal social network, Facebook can be useful when researching employers, promoting your job hunt and for finding out about jobs.

#### Facebook top tips

- Let your personal network (friends, family and other contacts) know that you're looking for work. As more than 40% of workers found their current position through word of mouth, being connected on social networks can lead to you hearing about great jobs through your friends – often before the jobs have been formally advertised, giving you a crucial head start.
- Research employers – all major employers are on Facebook, and by following them you may pick up insider tips on everything from the company culture to the application process.
- Be aware, however – recruiters often check out candidates on Facebook. Make sure your own profile is locked up tight or is a profile you're happy for them to see before you start connecting with companies or applying for jobs. If they notice you interacting with their posts, they may take a look at your timeline, and it's highly likely they will run a search on your name at some point in the recruitment process.
- Your Facebook network could be useful for job-hunting since friends have more of a stake in helping you.



Twitter has some unique advantages when job-hunting, such as the lack of barriers to connect with “thought leaders”.

#### Twitter top tips

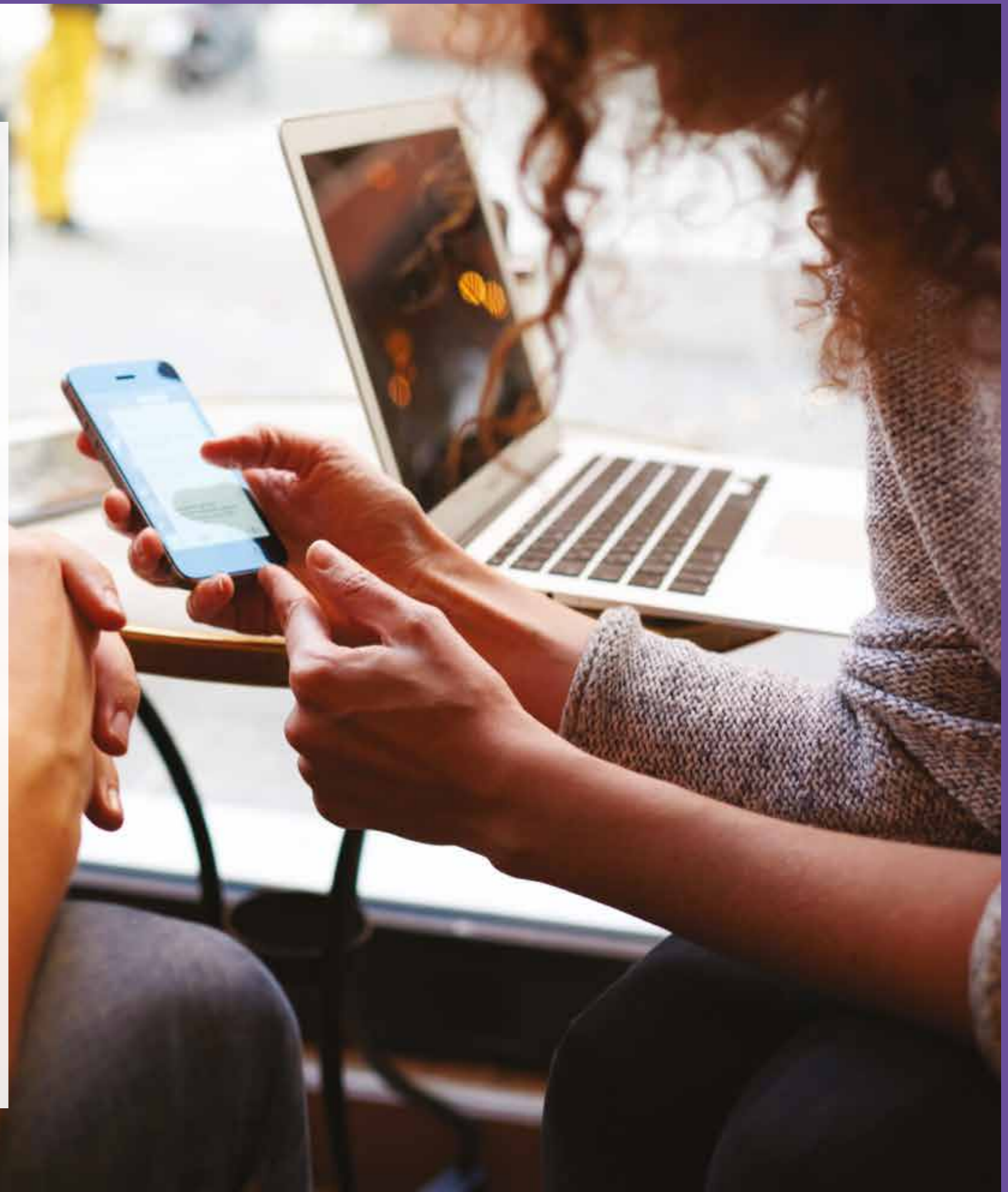
- Follow the industry you are interested in and participate in communities you care about ... whether that is the latest drugs being released from a pharmaceuticals company, the design of a new sci-fi video or an NGO that is doing great work.
- Don't just retweet what others are saying; share and create valuable content. Be a thought leader yourself. Join chats and start conversations with people who inspire you.
- Build your network before you need it; engage with people who do what you want to do.
- Many companies have job-related Twitter handles. Follow them to keep tabs on job openings, rather than searching the company's website.
- Use Twitter as a jumping-off point to your more detailed online profile like a personal blog/vlog or LinkedIn profile.
- Don't be overly professional. Twitter is a great way to showcase your personality and talk to people about your interests.



A massive 94% of recruiters who use social media in their recruitment practices use LinkedIn.

#### LinkedIn top tips

- Start with a high-impact summary. Don't leave it blank. Be compelling and write in the first person. Keep it concise, no more than 200 words, describe what you are enthusiastic about and the job you're looking for.
- Choose a great photo – a high-quality head-and-shoulders shot with you dressed professionally. This is the first impression that someone will have of you. You are 14 times more likely to be searched if you have a photo.
- Employers take notice of other people's recommendations. Enhance your profile with endorsements and recommendations from past and current colleagues. The best way to do this is to politely ask for them.
- Customise your profile URL to [linkedin.com/in/yourfullname](https://www.linkedin.com/in/yourfullname). Add it to your CV, email signature and blogs.
- Join some of the thousands of groups. It's a great way to meet like-minded people, stay informed, take part in conversations and show your interests.
- You can find out about the hiring manager. LinkedIn and Twitter are a goldmine for information on individuals. Knowing more about your interviewer can help you tailor your covering letter and gain rapport at an interview.
- Include keywords which recruiters might search for. This helps employers and applicant tracking systems to “find” you. To work out the words to include, look at the essential criteria in job descriptions that take your interest. This will ensure that your CV and LinkedIn profile are “searchable”.



LinkedIn has over **580 million** members. Over **40 million** students and recent graduates are on LinkedIn. They're the network's fastest-growing demographic.



# POSTGRADUATE STUDY

Further study can give you in-depth knowledge of your subject and improve your employability. Before undertaking further study, think about your reasons for doing so and check that your expectations of the course and where it will lead will match up with the reality.

## DECIDING TO DO POSTGRADUATE STUDY

The likelihood of a postgraduate qualification boosting your employability varies by career. If you have an unrelated first degree, certain careers require a postgraduate qualification before you can work in them, such as law, teaching and social work. For other areas, a postgraduate qualification can be advantageous, although for certain industries, such as media, work experience can be just as valuable.

Often, it's the combination of study and work experience that provides real advantage. Whatever your subject, a PhD is normally a prerequisite for jobs in academia.

Here are a few questions to reflect on and consider when thinking of postgraduate study. You can book an appointment and discuss these with a Careers Manager.

- Why do I want to do further study?
- Is this the best entry route to my chosen career path? What alternative entry routes are there?
- Which institutions offer the course(s) I'm interested in? Do they have open days?
- Where are they located? What are living costs like in that area?
- What is the course structure? What will it add to my current degree?
- Do I meet the entry requirements?

- Is it accredited by a professional body (if applicable)?
- What are the fees? Is there funding available?
- What are the application deadlines?
- What do graduates do after the course?

Here are some useful resources

- [glasgow.ac.uk/careers/furtherstudy](http://glasgow.ac.uk/careers/furtherstudy)
- [findamasters.com](http://findamasters.com)
- [findaphd.com](http://findaphd.com)
- [jobs.ac.uk](http://jobs.ac.uk)
- [targetcourses.co.uk](http://targetcourses.co.uk)
- [prospect.ac.uk/postgraduate-study](http://prospect.ac.uk/postgraduate-study)

## FUNDING FOR POSTGRADUATE STUDY

Funding is dependent on the type of course, the institution and where you live. You may be able to access postgraduate loans, scholarships or grants. In general, we would advise that you clarify possible sources of funding with the course organisers.

The following are sources of information on funding

- [glasgow.ac.uk/postgraduate](http://glasgow.ac.uk/postgraduate)
- [saas.gov.uk](http://saas.gov.uk)
- [gov.uk/funding-for-postgraduate-study](http://gov.uk/funding-for-postgraduate-study)
- [studentfinancewales.co.uk](http://studentfinancewales.co.uk)
- [studentfinancenl.co.uk](http://studentfinancenl.co.uk)
- [targetpostgrad.com](http://targetpostgrad.com)
- [prospect.ac.uk/postgraduate-study](http://prospect.ac.uk/postgraduate-study)





## APPLYING FOR POSTGRADUATE COURSES

Applications for postgraduate courses vary enormously. For many you apply direct to the institution whilst for some vocational courses you apply via a centralised system such as UCAS.

The application documents required can vary but the process is very similar to applying for jobs. You may be asked to complete an application form or upload a CV. For some PhDs or research Masters you may be asked to submit a research proposal.

### The personal statement

For taught courses, you typically show strong motivations for applying along with evidence of your ability in a personal statement one or two pages long. Our main tips for producing an effective one are:

- Follow the instructions carefully, sticking to any word or character limit. Some course providers specify just one page, long enough to give a detailed, succinct and convincing statement.
- Apply as early as you can. Some courses have a closing date whilst others will receive applications until all places are full. Popular programmes may fill up months before the course starts so start working on your application early. It may take a few drafts and perhaps Careers Manager feedback to get it right before sending it.

### Reasons for applying

- Show strong enthusiasm for choosing this course in the language you use. Aim for a positive tone and wording to convey your motivations to the admissions tutors.

- Show you have effectively researched the course, deciding it is the best choice. State clearly what impresses you, such as the teaching staff, particular modules, lab facilities and/or employability ratings. It may be the reputation of the school or institution.
- Explain what you hope to achieve by undertaking this course. Explaining how the course ties in with your career goals will make your application more convincing.

### Making a strong impression

To demonstrate your abilities match the course, try to address the following:

- Detail your academic achievements and your preparatory knowledge and understanding of the course.
- Mention any relevant work experience or extracurricular activities, detail how you developed and what you achieved.
- Match yourself to key skills required. Give some detail to make a positive impression. You may include examples of seemingly non-relevant experience that demonstrates the right transferable skills.
- Show you are ready for further study and that you have clearly thought through all the course entails. State your confidence in your ability to cope with all its aspects. For example, although you don't have to propose your dissertation topic at this stage, it helps to show that you fully understand what a postgraduate dissertation entails.
- In a competitive process it helps if you can really stand out. You don't have to be the most amazing candidate to achieve this. Simply follow these guidelines and your detailed and confident application should make a lasting impression.



## PHD STUDENT PROFILE



NAME: Ryan Timoney  
DEGREE: PhD Aerospace Engineering

I'm just about to submit my thesis, having studied for a PhD in space systems engineering. I've been developing drilling and sampling systems for extra-terrestrial exploration with an emphasis on Mars and lunar science. I've also been transferring some of these technologies for use in the polar regions through a collaboration with the British Antarctic Survey. This has allowed me to spend a few months working in Antarctica to test our systems in the field.

I'd recommend undergraduates try and gain some industrial experience during the latter part of their degrees. I was fortunate that my MEng allowed me to spend a semester in industry (which grew to 18 months) which I spent at Surrey Satellite Technology Ltd. I applied my theoretical knowledge there for the first time and was fortunate enough to be involved with multiple spacecraft builds before developing a novel rocket engine for my Masters project. Working on this project allowed me to experience research and development in its purest form and almost certainly inspired me to pursue a PhD in space systems.

### My tips

- Students with a real interest in a particular area of their field should consider applying for a PhD as it can be immensely rewarding. Seeing your own knowledge develop over the course of your studies is particularly satisfying, and reaching a level of expertise which allows you to engage with those who first broke ground in the field is quite special.
- A PhD also allows you to develop softer skills such as networking, time management and organisation and, should you wish, allows you to travel to some amazing locations for conferences, workshops or field work.
- Take every available opportunity to travel and actively seek these opportunities out. Relationships made on these trips, both personal and professional, may last a lifetime and it certainly makes future employment easier!



# INTERNATIONAL STUDENTS

If you're an international student wishing to develop your career in the UK, back home or even in another location, we can help.

## THE SUPPORT WE OFFER

**We can give you information and guidance to help you understand the labour market and make the most of your international experience.**

All of our services are here to support you, wherever you come from and whatever you want to do after university. The Careers Service can support you to access opportunities throughout your time at university.

### Will the Careers Service find me a job in the UK?

The Careers Service is not a placement agency. We actively source and promote opportunities and offer career-planning and job-seeking advice and guidance, but we cannot place people into graduate employment. Graduate employers in the UK all have their own recruitment processes which can involve more stages over a longer time period than in some other countries. We can help you to understand and navigate this process.

### Finding graduate jobs in the UK

Many large employers in the UK recruit graduates through graduate training programmes. These programmes typically last between one and three years with trainees receiving a full salary throughout. The training period usually includes some of the following components:

- off-the-job training, in some cases working towards a professional qualification
- rotations around various job functions and departments
- mentoring opportunities with senior staff in the organisation.

International students should be aware that most employers will direct both undergraduate and postgraduate candidates towards their graduate training

programmes. So, if you are a postgraduate student, you will not see many graduate jobs in the UK that specifically look for a Masters degree. The exception is where professional qualifications are required to practise in sectors such as law and teaching in Scotland.

Candidates completing a Masters degree are normally considered for experienced hire positions only where they possess at least two or three years of relevant professional experience prior to studying. Not all employers have the infrastructure to offer structured and intensive support to new graduates. Small to medium-sized employers, for instance, often recruit graduates into specific roles as the need arises.

In addition to your degree, employers all expect to see evidence of work experience or other extra-curricular achievements. If you feel you lack this experience, start by reviewing the "Finding jobs and work experience" section of the Careers Service website.

### Application dates for graduate jobs in the UK

Many employers set early application deadlines in an attempt to have first pick of available graduates. A large number of deadlines therefore fall between October and January. This means that students joining one-year Masters degrees need to be ready to make applications almost as soon as they arrive in the UK!

A growing number of employers now recruit on a rolling basis, which ensures that there are vacancies available throughout the year. However, even where employers do recruit around the year, many will impose an early application deadline for international students to allow time for visa applications if you need to be sponsored to remain in the UK after study.



Diversity is so important to us at KPMG China – this is why, each year, we recruit around one-third of our graduate intake from overseas universities. We have a strong relationship with this University and receive a high number of applications from Glasgow students each year. We look forward to hiring more Chinese nationals studying at Glasgow in the future.

MARIA FORREST, OVERSEAS GRADUATE RECRUITMENT, KPMG CHINA



## UK EMPLOYER SELECTION PROCESS: HOW TO SUCCEED

### Online applications

A typical first step for a larger employer is an online psychometric test. These can be personality tests or aptitude tests. Try some practice tests first. There are links to some of these resources on the Careers Service website.

If successful at this stage you are invited to submit an online application form, the most common method of application for graduate training programmes with large organisations. Typically, forms include questions on career motivation and your evidence of the key skills required for the role.

A telephone or video interview may be next, before progressing to a face-to-face interview and possibly a final assessment centre day. The whole process can take a number of months from application to job offer. Guidance on preparing for each stage is available on the Careers Service website.

Tune in to our quick learn videos, take our Career Accelerator online course or come along to one of our masterclasses to help you get prepared for the application season.

### Increase your employability in the UK

While there are never any guarantees in the graduate labour market, there's a lot you can do to maximise your chances of finding employment in the UK.

- Work experience gained during your studies will boost your CV and allow you to develop a network of contacts. Non-EEA students can normally work for up to 20 hours per week during your studies. Please always check the visa conditions on your passport or biometric residence permit and refer to the information on international student support and visas on the University website for up-to-date information on regulations on working in the UK.

- English proficiency is a factor for employers in the UK and you should take every opportunity to develop your fluency. Joining student clubs and societies is an excellent opportunity to interact with native speakers. Practise your language skills at one of the regular initiatives run by the Students' Representative Council (SRC), for example by being matched with another student with more fluent English or taking part in local volunteering opportunities.
- Adopting a smart job-seeking strategy involves sourcing job vacancies not only from websites but also from people from within target sectors who can assist you to access the hidden jobs market. The Network is an excellent channel for finding contacts. Find out more on pages 9 and 56.

Assistance from the Careers Service will help you produce high-quality CVs and application forms and improve your performance in face-to-face selection procedures such as interviews and assessment centres.

### CVs

Small to medium-sized enterprises are likely to ask for a CV and a cover letter. CVs are also useful when applying speculatively for jobs that may not have been advertised. There are well-established guidelines for CV production in the UK and you will find examples and guidance on the Careers Service website.

### UK internships

Our Internship Hub facilitates over 340 internships each year, exclusive to University of Glasgow students.

Adding work experience to an international education is a great way to build skills, enhance your CV and really stand out to employers when you graduate. The Careers Service is working to create internships with smaller businesses keen to recruit international students to help them to expand their business around the world. Make sure you log into Glasgow Careers for access to vacancies and employers.

For more information see page 16 and [glasgow.ac.uk/internships](http://glasgow.ac.uk/internships).

### Part-time work

Working part-time is not only a great way to earn some money while studying; it can also enhance long-term employment prospects.

Glasgow is full of shops, bars, restaurants, call centres and other employers of part-time staff. However, competition can be tough – there are around 65,000 students in the city and part-time work that fits in with a degree is highly desirable.

The Careers Service advertises part-time work for students via the online vacancy system. Jobs vary from on-campus work, such as student brand ambassadors, open day guides and library support staff, to city-based retail, hospitality, call centre and interpreting work and much more.

The SRC Job Shop is also a useful resource that advertises part-time job opportunities suitable for employment alongside your degree programme.



## IMMIGRATION & VISAS

Here is an overview of some immigration routes to employment for international students who would like to work in the UK after their studies.

### Tier 2 (General)

This immigration category is for those who have been offered a skilled job with an employer who is registered with UKVI as a Tier 2 sponsor. For full details and application requirements for this category see [www.gov.uk/tier-2-general](http://www.gov.uk/tier-2-general).

### Start-up visas

This visa category is aimed at applicants who wish to set up a business in the UK for the first time. Applicants' business plans must meet specific criteria on innovation, viability and scalability. University of Glasgow students interested in applying under this category must work closely with our Student Enterprise staff to develop the proposal and to formulate a business plan. This will then be assessed and considered by an experienced panel to determine whether a start-up endorsement will be offered by the University of Glasgow.

See [glasgow.ac.uk/international/support/livinginuk/working/#/workingintheukafterstudy](http://glasgow.ac.uk/international/support/livinginuk/working/#/workingintheukafterstudy) for further information. Students can book an appointment with an International Student Adviser for further information and advice on the visa application requirements.

### Tier 4 (Doctorate Extension Scheme)

The Doctorate Extension Scheme, under the Tier 4 immigration category, allows students who are completing their PhD course to apply to stay in the UK for a further 12 months beyond the end of their

course to find skilled work or to gain further experience in their chosen field.

The International Student Advisers offer advice on this immigration category as well as regular information sessions throughout the year. See [glasgow.ac.uk/international/support/livinginuk/working/#/workingintheukafterstudy](http://glasgow.ac.uk/international/support/livinginuk/working/#/workingintheukafterstudy).

### Tier 5 Temporary Worker (Government Authorised Exchange)

This immigration category is aimed at those who wish to be in the UK for a short time for work experience or to do training, an overseas government language programme, research or a fellowship through an approved government authorised exchange scheme. The list of sponsors can be found at Appendix N of the Immigration Rules, see [www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-n-authorised-exchange-schemes](http://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-n-authorised-exchange-schemes).

For further information on the category, see [www.gov.uk/tier-5-government-authorised-exchange](http://www.gov.uk/tier-5-government-authorised-exchange).

### UK employment permissions

For advice on whether your UK immigration permission allows you to undertake employment, please contact International Student Support for an appointment with an International Student Adviser before accepting a role. Please bring your passport and visa with you to your appointment.

You can book an appointment with an International Student Adviser via MyGlasgow, at the Student Services Enquiry Desk on level 2 of the Fraser Building or by telephone +44 (0)141 330 7000.

## JOBS AT HOME

You can still search for jobs at home while you're here in the UK. Here are a few ideas.

### Networking

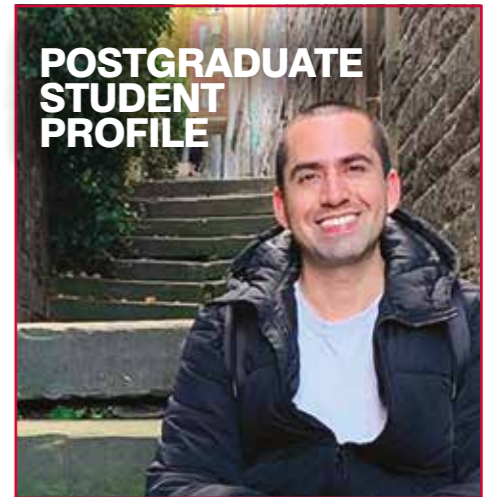
While in the UK, you can increase your visibility among employers with proactive use of online networks. Create a high-quality profile on professional networking sites such as LinkedIn and Weibo.

Network with Glasgow's LinkedIn group for students and alumni by searching for University of Glasgow and then selecting "see alumni" on [linkedin.com](http://linkedin.com).

### Selling your UK experience tips

- Emphasise the UK's strong tradition of higher education. You can also point to university world rankings. In the 2019 QS World University Rankings, the University of Glasgow was rated 69th.
- Highlight the UK's research output. According to a report commissioned by the Department for Business, Innovation & Skills, the UK, with just 0.9% of the global population, accounts for 15.9% of the world's most highly cited articles. This enables the UK's institutions to offer students the chance to gain cutting-edge knowledge and make use of state-of-the-art facilities.
- The teaching and learning culture in the UK requires students to critically assess, evaluate, question, present and debate. The skills developed by this approach are similar to the skills that many employers say applicants lack evidence of, such as analytical ability, problem-solving and communication skills.

## POSTGRADUATE STUDENT PROFILE



NAME: Mario Pulido  
DEGREE: MSc Information Security

I am a postgraduate student in information security. Before studying at the University of Glasgow I worked in the Mexican information technology industry for nine years. This helped me realise that the field of cybersecurity is the area I want to work in, as an engineer in information and communications technologies. There is a wide variety of work options.

Studying at the University of Glasgow has allowed me to gather new knowledge and tools that I can use either in the workplace or as a PhD student. The School of Computing Science sets demanding challenges; however, it has helped me to be more organised, to believe more in myself as a person and get better prepared for the world of work that nowadays requires people with greater aptitudes and knowledge.

Currently my dissertation project focuses on a security awareness educational game in the healthcare sector. This project is exciting since it focuses on potential threats in healthcare environments as well as educational learning.

### My tips

- Be in constant contact with job opportunities published throughout the year via Glasgow Careers. Of all the job and intern adverts, some should match your profile.
- Have contact with the Career Service team so they can advise you on creating a better CV and to link with an organisation that seeks your specific profile in a job.
- Really define the career path you want to follow. Choose what you are most passionate about and what you most feel safe to perform as a professional.
- Always seek to create new opportunities using your best skills, for instance an internship role, or simply volunteer.



## JOIN THE NETWORK

Who will you be?  
Connect with alumni online before you graduate

- Explore where your degree can take you
- Gain invaluable expert advice
- Get help with your job search

[glasgow.ac.uk/thenetwork](https://glasgow.ac.uk/thenetwork)  
#UofGTheNetwork



## YOUR CAREERS SERVICE

Here to help  
[glasgow.ac.uk/careers](https://glasgow.ac.uk/careers)

## Where does studying stop and a career start?

Learn new skills, build your professional network and get a head start on your career with one of our programmes. We offer graduate opportunities, apprenticeships, summer internships and more. By starting a career with us, you'll build a future that's right for you, whether that means earning a qualification or building the skills that set you up for whatever you choose to do.

[ukcareers.ey.com/students](https://ukcareers.ey.com/students)

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The better the world works.





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