



look out for new opportunities for students. Jobs advertised vary from 12 week programs with local businesses during the summer or term time or formal intern programs with banks and law firms.

“On our website, you can log in and look at all the vacancies that are available. There is even an events calendar to help you stay informed about what’s going on. All students have access to it and it’s completely free. You can select specific sectors that you want to work for.”

Having experimented with the SIB, I learned that it was not only easy to use but also that JP Morgan was looking for a second year student with a degree that I am doing to work in London this summer. Success.

Although the application process looked a bit daunting, Johnson explains that they’ve always willing to help. “We’ve got loads of CV resources on our website. We run workshops throughout the year, usually about once every three weeks. We also do one-to-one CV appointments were students can come with questions and we’ll go through it.”

Smith used to work as a recruiter for a big firm and says that she’s seen a lot of pretty disastrous CVs in her time. “It’s often little things like attention to details - cutting and pasting your application and forgetting to change the name at the top.

“I’ve seen in time and time again despite the fact that most people don’t think they’d be that stupid. The problem is, no matter how good your work experience or qualifications, you’ll never be able to rebound from a mistake that dire.”

However, the information from the Careers office does not stop once you’ve secured the internship or job

you want: “We do interview workshops on how to succeed and we offer practice sessions. Basically, you do it in front of groups of five and then everyone feeds back on your performance. We run these all term and, if you tell us you’ve got an interview coming up, we can arrange a one-on-one mock one that is videotaped and tailored, as much as possible, to what you’re applying for.”

“We try and inform people about the skills that employers are looking for and we can talk about those and what sort of ways are the best to demonstrate those. We also do talks with employers about what they want - we’ve got a big one coming up with the Co-Op on business awareness.”

While all this is quite daunting, both Johnson and Smith insist, for most people there is no need to panic if they do not have a job yet. “You still have time to start researching the companies and reflecting on what skills they have to offer.”

“We’ve got loads of paper information and a reading room and staff who are willing to help. We have a coffee machine, you can come, have a free cup of coffee and just have a look around. If you have any questions and don’t want to speak in person, we have an interactive system where you type in a question and get it answered.”

Overall, the message is reassuring. Although they can’t do it for you, they will prepare you as much as possible for the battle ahead.

“We’re about tooling people up. We can’t give people jobs or tell them what jobs are right for them but we can give them the tools to find out what is out there and help them decide what to do with their lives.”**M**

**Images provided by the Careers Service**



**WRITING YOUR CV**

- \*Attention to detail is important: make sure things are spelt correctly and the name on the top of your application is actually the person you’re applying to.
- \*Ensure your CV is geared to the job you want and do your homework before writing the application.
- \*Personal statements at the top are generally a waste of time. There is no point in saying you’re competent and dedicated unless it’s connected to evidence.
- \*Analysis is more important than lists - make sure you explain why your work experience was valuable.
- \*Your email address should be professional. No one wants to hire “hotlips69@hotmail.co.uk”
- \*Avoid the temptation to apply to 500 companies. Ten really good applications are far better.
- \*Two page CVs are fine but the big banks and American finance firms tend to look for one pagers. It depends on what you’ve done and what you’re trying to achieve.