<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Career planning</td>
</tr>
<tr>
<td>2.</td>
<td>Sourcing opportunities for work and study</td>
</tr>
<tr>
<td>3.</td>
<td>Effective CVs and covering letters</td>
</tr>
<tr>
<td>4.</td>
<td>Successful applications</td>
</tr>
<tr>
<td>5.</td>
<td>Preparing for interviews</td>
</tr>
<tr>
<td>6.</td>
<td>Developing your online presence</td>
</tr>
<tr>
<td>7.</td>
<td>Developing resilience to cope with setbacks</td>
</tr>
</tbody>
</table>
By the end of this seminar you should:

• Understand how to assess your skills, abilities and aspirations.
• Appreciate the range of opportunities available to graduates.
• Know about some of the tools you can use to match yourself to opportunities.
• Be able to research your career options.
• Be able to plan your next steps.

TO DO

• Check the suggested actions at the end of each section.

www.abdn.ac.uk/careers
Assessing skills, abilities and aspirations

Assessing yourself:

• It’s important to start with yourself.
• Consider your key skills, attributes and abilities.
• Aim to establish your key criteria – what your needs are (location, salary etc.).

TO DO

• Skills Map.
• Profiling for success (Graduates: please email careers@abdn.ac.uk for a password).

www.abdn.ac.uk/careers
Exploring the range of opportunities available

- Identifying options relating to your degree subject
- Identifying options related to sectors of interest e.g. education or scientific research
- Identifying specific jobs in which you have an interest
- Considering options for further study if you are sure this will assist you attain your goals.

TO DO

- Try out our resources by degree – options with your subject(s).
- Identify roles within different sectors - Prospects sector profiles.
- Register for vacancies and search for current vacancies relating to your interests on the careers website.
- Explore Further study and funding options.

www.abdn.ac.uk/careers
Matching tools

Tools available

- Prospects Planner: What jobs would suit me?
- Targetjobs Careers Report: Career Planner.

TO DO

- [Propects Planner](http://www.abdn.ac.uk/careers) and [Targetjob Careers Report](http://www.abdn.ac.uk/careers) allow you to access online self assessments.
Researching your career options in depth

Researching your options

- Job profiles
- Online resources such as video case studies
- LinkedIn/Networks
- Professional organisations
- Job role informational interviews

TO DO

- Careers Service resources pages provide job information searchable by “job type” or “degree subject”
- Search our links to online resources for researching job roles
- View the “Introduction to Linked In” video
- Write a list of questions to ask current professionals

www.abdn.ac.uk/careers
Planning your next steps

- Setting SMART goals
- Identifying key areas of interest – outcome from matching section
- Exploring those options further

TO DO

- Complete the [Worksheet](#) for identifying your SMART goals.
- This [decision making tool](#) helps you to evaluate your choices.
- Plan which other seminars in this series you wish to use.

[www.abdn.ac.uk/careers](http://www.abdn.ac.uk/careers)
What’s next?

1. Career planning
2. Sourcing opportunities for work and study
3. Effective CVs and covering letters
4. Successful applications
5. Preparing for interviews
6. Developing your online presence
7. Developing resilience to cope with setbacks

Take the next step here:
www.abemu.ac.uk/careers/graduates