Seminar 2

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
Sourcing opportunities for work and study: seminar outline

By the end of this seminar and suggested activities you will have:

• Identified sources for advertised and non advertised job vacancies.
• Gained an insight into how graduate internships may open career doors.
• Identified sources for finding information on postgraduate courses.
• An understanding of how to identify possible networking contacts.
• Formed a plan for what to do next.

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

www.abdn.ac.uk/careers
Before you start

• Review your career plan, from seminar 1.
• Decide where you want your opportunities to be:
  • Local to Aberdeen?
  • Scotland?
  • UK?
  • Worldwide?

TO DO

• Complete seminar 1 on career planning.
Finding advertised job opportunities

- Careers Service website.
- Other graduate sites.
- Specialised Websites.
- Local websites and newspapers.
- Recruitment Agencies.
- Organisation’s own vacancy website.

**TO DO**

- Register for “Latest jobs” email updates from relevant websites.
- See Careers Service Resources section, via homepage.
- Search and bookmark specific company websites.

www.abdn.ac.uk/careers
Non-advertised positions

- Networking opportunities.
- Current workplace:
  - secondments or special projects.
  - temporary cover.
  - work shadowing.
- Recruitment and trade fairs.
- Local labour market awareness.
- Speculative applications.

TO DO

- Update your networks on social media.
- Join local branch of professional organisations e.g. SPE or Junior Chamber International.
- Investigate opportunities with current employer.
- Find out about upcoming recruitment/trade fairs.
- Follow up on speculative applications.

www.abdn.ac.uk/careers
Sourcing opportunities with Social Media

- LinkedIn
- Twitter
- Facebook
- Google Alerts

TO DO

- Create/review a LinkedIn profile.
- Check Facebook history and privacy settings.
- Check your CV against with your social media presence to ensure no contradictions.
- Use seminar 6 on developing your online presence.
Graduate internships

Maximising career opportunities

- Santander graduate internships.
- Scotgrad.
- Talent Scotland.
- Specific organisational websites.
- Speculative approaches.

TO DO

- Familiarise yourself with current internship opportunities.
- Review your application to specific vacancies.
- Construct a speculative covering letter and have checked.
- Bookmark relevant websites – check regularly.

www.abdn.ac.uk/careers
Postgraduate courses

- Target Postgrad website.
- Careers Service website.
- Investigate funding opportunities.
- Speak to recruiting academics.

TO DO

- Target Postgrad: https://targetpostgrad.com/.
- Register at postgrad listings websites, eg: www.masterscompare.co.uk FindaMasters/FindaPhd www.Jobs.ac.uk
- Prepare Masters and PhD personal statement.
- Check what funding (fees/scholarship) might be available.

www.abdn.ac.uk/careers
Managing your opportunities

• Save the vacancy – you may need it later!
• Allow enough time to complete the application.
• Follow application instructions carefully.
• Keep your options open – for example, graduate schemes open to you for 2-3 years after graduation.

TO DO

• Prepare a record of applications, noting closing dates, correspondence, and any feedback received.
• Keep a note of speculative applications, and follow these up.
Sourcing Opportunities: Next Steps

• Source some opportunities that are relevant to your career wishes.
• Prepare an application, after completing seminars 3 and 4.
• Use the Careers Service to review your applications.

TO DO
• Refer to the Careers Service website for making applications.
• If in Aberdeen, book a 15 minute Duty Adviser appointment for application feedback or discussion about relevant opportunities.
• If away from Aberdeen, use the online Virtual Adviser or arrange a phone appointment.

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