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
By the end of this seminar you should:

• Understand the importance of research and preparation.
• Be able to select suitable examples as evidence.
• Know how to structure your answers.
• Be more confident about completing application forms.

TO DO

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

www.abdn.ac.uk/careers
Before you fill in an application form

• What are you applying for?
  • Role – general responsibilities, training, career path…
  • Organisation and sector – size, growth and market position, areas of work…
  • Selection criteria – skills and attributes, knowledge, degree subject/result…

• What do you have to offer?
  • Education
  • Work experience
  • Interests

• Why do you want to work for them?

TO DO

• Carry out a skills audit. You will find a link to the pro forma on the Applications and Personal Statements page on the Careers Service website.

www.abdn.ac.uk/careers
Completing forms

Sales Assistant, Marks & Spencer, Aberdeen, Nov 2015 – Jan 2016

• Worked full time, providing holiday cover in both the Food Hall and the Menswear Departments.

• Duties were varied and changed frequently, so it was essential that I was highly adaptable and able to learn quickly.

• Gained a good insight into how one of the largest retailers in the UK operates which improved my business awareness.

TO DO

• Look at the CV examples on the Careers Service website.

• AGCAS Job Application Advice, including “power words”.

www.abdn.ac.uk/careers
Competency-based questions

**STARR**
- Situation
- Task
- Action(s)
- Result
- Reflection

**TO DO**
- Download our [application form leaflet](#) with STARR example.
- Link to the [Creating STARR examples](#) resource on the Careers Service website.
- [InterviewStream](#) includes many examples of competency-based questions.

[www.abdn.ac.uk/careers](http://www.abdn.ac.uk/careers)
Tips on completing application forms

• Follow the instructions, including any word counts.
• Answer ALL questions.
• Write grammatically and check your spelling.
• Use positive and effective language.
• Keep the job description and requirements in mind at all times.
• Cover all areas of your life. Be honest!
• Keep copies.
• Give yourself time…

TO DO

• Book an appointment or use the Virtual Adviser to have your draft applications reviewed.
• Check out the information on completing application forms on the Careers Service website.

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
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