

Pathways to

SUCCESS



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Careers Consultant

Careers

Objectives

By the end of this session you will be able to:

- ✓ Explain the different ways you can use the summer to **build your CV**
- ✓ List **where to look** for summer vacancies
- ✓ Identify different ways of finding **professional work experience**
- ✓ List the **support** available through Careers & Enterprise

Gaining experiences & building your CV




Why is it important?

- Develop your skills
- Experience the work environment & expectations
- Insights – inform decisions
- Can be rewarding/interesting
- Make contacts/expand your network
- Stand out from the crowd
- Employers value it!

Employers' perspective

"...No *real world experience*, slight arrogance about what they think they can earn. Seem to think that having a degree entitles them to employment. Most don't bother to get work experience..."

"66% of employers say work experience is a **critical or significant factor** in their recruitment."



**How can you use
your summer to
future proof your
employment
prospects?**

How will it develop you?

**What will it give you that you
didn't have before?**

Careers

Careers

Volunteering

Internship
(3-6 weeks)

**Contributing to
a local festival**

Summer School

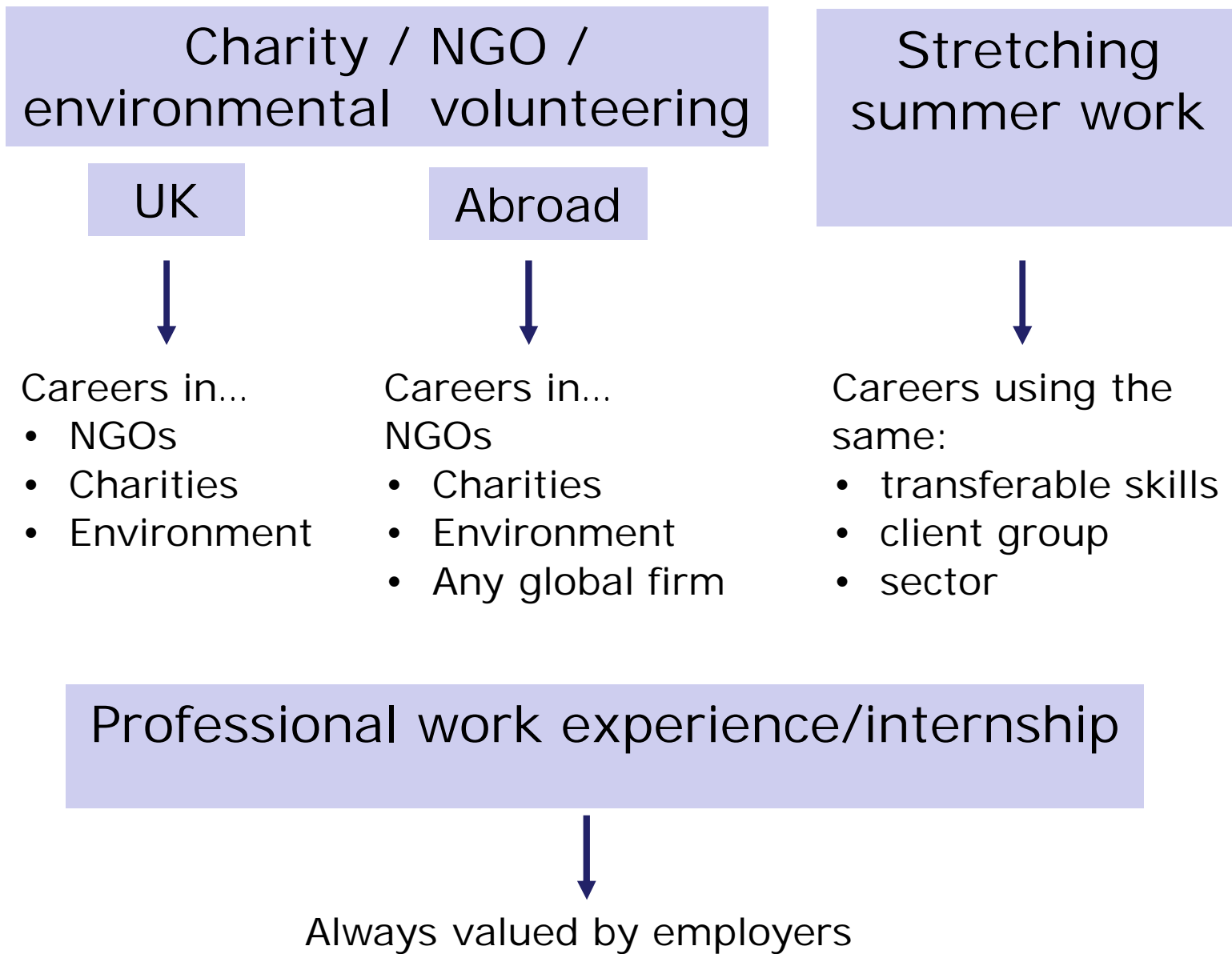
Travelling

**Stretching work
here/abroad**

**Work
shadowing**

Work experience
(3 wks/100 hrs)

<http://www.theguardian.com/education/mortarboard/2012/jun/08/students-summer-vacation>



Overseas volunteering

"I went on a volunteer programme to Brazil with this organisation and I have learnt so many soft-skills from this experience. It has also broadened my view of the world and what it means to become a global and responsible youth leader. I would like other students in QM to know about this amazing opportunity."

School of English & Drama Student, AIESEC volunteer

www.careerstagged.co.uk – search 'volunteering'

http://europa.eu/youth/EU_en: opportunities in Europe

<http://www.aiesec.co.uk/students/>

<http://www.bunac.org/uk>: sell volunteering, work, internship opportunities

<http://www.vso.org.uk/volunteer/opportunities/vso-ics-for-18-25-year-olds>: volunteering

www.campamerica.co.uk: pocket money only

UK Volunteering

Environmental

<http://www.tcv.org.uk/>

<http://www.environmentjob.co.uk/volunteering>

<http://www.iema.net/work-experience>

<http://www.woodlandtrust.org.uk/volunteer>

<https://www.gov.uk/guidance/volunteering-with-natural-england-how-to-get-involved>

General

www.do-it.org.uk

<http://timebank.org.uk>

www.careers.qmul.ac.uk/jobs

<https://jobonline.thecareersgroup.co.uk>

<https://www.ncvo.org.uk/ncvo-volunteering>

<https://vinspired.com/volunteer>



Skills building summer jobs

STRETCH YOURSELF

www.careers.qmul.ac.uk/jobs

Keyword search 'summer job'
or

Check boxes for 'natural resources' sector
and 'temporary'

<http://www.e4s.co.uk/jobs/1-student-summer-jobs-in-london.htm>



Careers

Other places to look...

- JobOnline
- Prospects
- Inspiring Interns
- Target Jobs
- Rate my placement
- Step.org.uk
- Indeed
- Go think big
- LinkedIn



Finding internships/ work experience

- Read the case studies...
- In pairs: what strategies did these people use to get their internship?



Information interviews

Speculative applications

Targeted apps to job adverts

Social media: LinkedIn

Speculative applications

Identify area of interest for work experience



Identify companies in the area

Professional bodies Online company directories

This website would like to use cookies to enhance your experience. [Manage cookies](#)

Search Maps Reviews Yell Business Free Listing Advertise: 0800 777 449

Yell IN

marketing & advertising consultants
marks and spencer
market research
marketing services
mark
marks & spencer pic
marks & spencer simply food
line marker paint
marks & spencer
acculine markings ltd
plumbers, pizza or company name

Latest Reviews

- A. West 4 Printers L... ★★★★★
- B. Sunshine Cafe &am... ★★★★★
- C. Bizrusonline ★★★★★
- D. Woodroffes ★★★★★

The British Cartographic Society
Promoting the Art and Science of Mapmaking

Stanfords Award Avenza Award J C Bartholomew Award OS Open Data Award

Call for papers 2015

Who we are > Members Directories

Corporate Members Directory :: Freelance Members Directory

Corporate Members Directory

- 1. 15spatial
135 Geographic Squadron Royal Engineers
- A. Altea Gallery
Ayebeen Maps
- B. British Geological Survey
Business Maps Ltd
- C. Cadcorp Ltd
Cassini Publishing Ltd
CHK Ltd
Collins Bartholomew / Harper Collins
Communicarta Ltd
Cosmographics Ltd
Cyngor Cefn Gwlad Cymru
- D. David Lock Associates
Defence Geographic Centre
Defence GIGC
- E. Encompass Graphics Ltd
Environment Systems Ltd
ERA - Environmental Research & Assessment
- M. ML Design
Momentum Signs Consultants
Monty Funk Productions Ltd
- N. National Archives, Dublin
National Assembly for Wales
National Geographic Maps
Natural England
No 1 AIDU
- O. Oceaneise Ltd
Ordnance Survey (GB)
Ordnance Survey Ireland
- P. Pear Technology Services Ltd
Philip's
Phoenix Mapping
Pindar
Pine Lodge Maps
Police Service of Northern Ireland
- R. robinworldwide
Royal Commission on the Ancient & Historical
Monuments of Wales
Royal School of Military Survey

Join The BCS

Careers

Prep CV – get it checked in Careers



Identify who (named contact) to send to in company



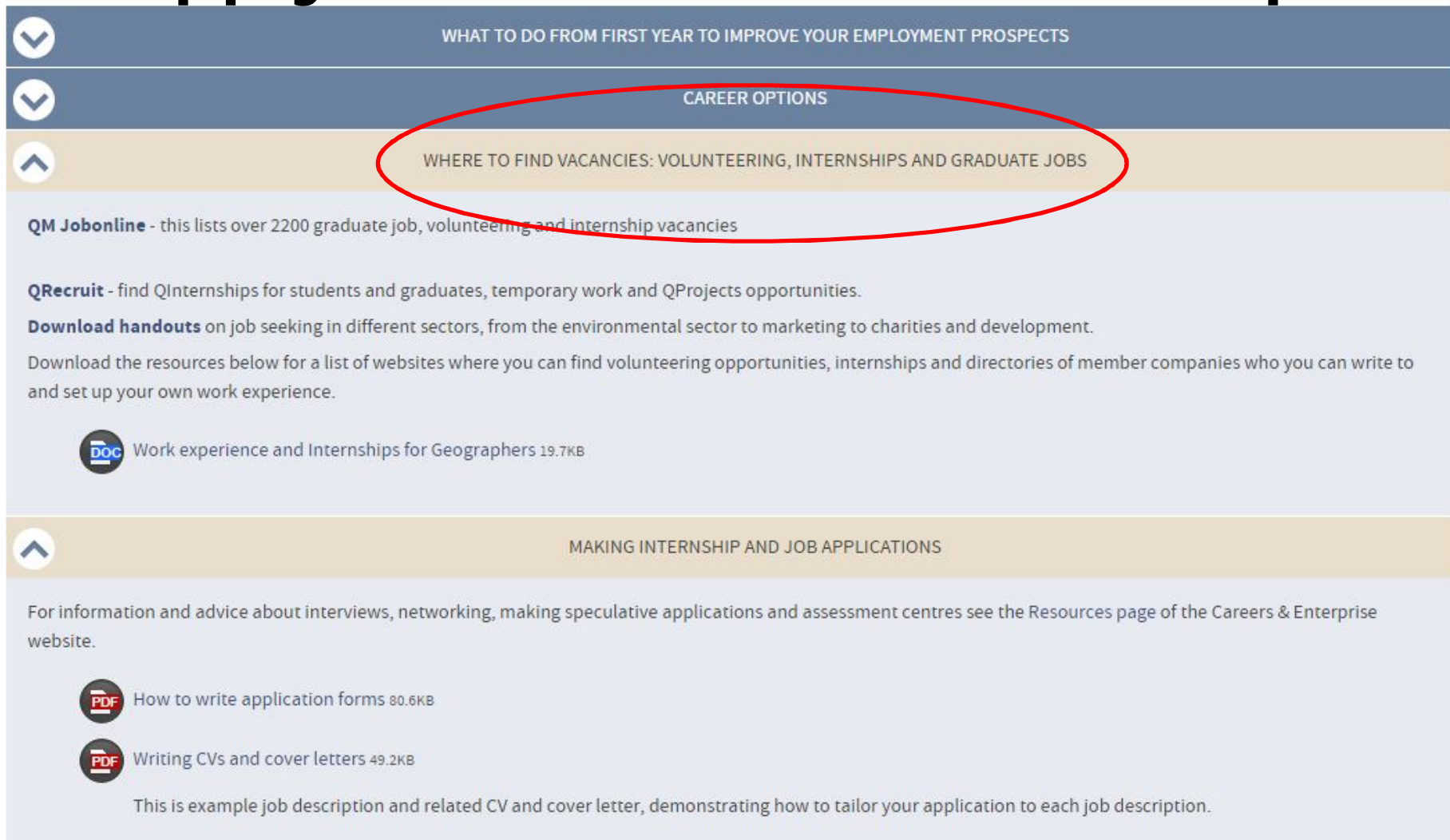
Send an email (what you want, why, 1-2 skills, why them) with CV attached



Follow up with a phone call

<http://www.careerstagged.co.uk> – search: '*Unadvertised jobs and internships*'

Apply for advertised internships



WHAT TO DO FROM FIRST YEAR TO IMPROVE YOUR EMPLOYMENT PROSPECTS

CAREER OPTIONS


WHERE TO FIND VACANCIES: VOLUNTEERING, INTERNSHIPS AND GRADUATE JOBS

QM Jobonline - this lists over 2200 graduate job, volunteering and internship vacancies

QRecruit - find QInternships for students and graduates, temporary work and QProjects opportunities.


Download handouts on job seeking in different sectors, from the environmental sector to marketing to charities and development.


Download the resources below for a list of websites where you can find volunteering opportunities, internships and directories of member companies who you can write to and set up your own work experience.

 Work experience and Internships for Geographers 19.7KB

MAKING INTERNSHIP AND JOB APPLICATIONS

For information and advice about interviews, networking, making speculative applications and assessment centres see the Resources page of the Careers & Enterprise website.

 How to write application forms 80.6KB

 Writing CVs and cover letters 49.2KB

This is example job description and related CV and cover letter, demonstrating how to tailor your application to each job description.

See downloads on QMPlus careers page (my dashboard)
<http://qmplus.qmul.ac.uk/course/view.php?id=4768>

We provide a range of services to help you secure work and professional experience whilst you study and a job after you graduate, as well as advice and funding to start or grow a business We can support you in a variety of ways:

www.careers.qmul.ac.uk/qrecruit

QProjects QInterns QTemps

Sign up for project alerts: qprojects@qmul.ac.uk



Other ideas at QM: <https://www.youtube.com/watch?v=aDBpAsmAXD8>

www.careers.qmul.ac.uk/students/workexperience

QProject examples...

- Love London Canals Event Programmer, *Canal and River Trust*
- Environmental Learning Leader, *Phoenix Education Trust*
- Data & Administration Project leader, *Setpoint London East*
- Research Evaluation Project Leader, *Mission Practice*
- Tutoring Project Leader, *Marner Primary School/Poplar HARCA*

Also... projects at:

- School of Hard Knocks, QHackney, London Urban Arts Academy, Spotlight

A QProjects alum!

Naomi Love

*Strategic Partnerships Project
Leader*

Cystic Fibrosis Trust



QProjects vacancy

Digital Communications Project Leader

*Gain practical experience in communicating with a client
Plus.. An insight into the day-to-day realities of a charity in
the science, education and environmental sector*

Setpoint London East, an **educational charity** based in Tower Hamlets Cemetery Park teaching local school children **hands-on environmental and science workshops**, are looking to recruit a creative and forward thinking QM student to update their website.

As **Digital Communications Project Leader**, you will be focusing on making the site user friendly for teachers, adding media, and writing instructions for a small non-tech team.

<https://drive.google.com/file/d/0B7PXT4eoOHITQ2swM0w2TGhQcIE/view?usp=sharing>

Deadline: 5pm, Monday 11th April 2016

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QTemps vacancy

Level 1 Geography tutor (x4)

Four Geography Tutors needed at a local school in Shadwell.

We are looking to recruit enthusiastic QM under- and postgraduates to **work alongside teachers** to ensure that potentially underachieving students make the necessary academic progress.

Duties will include:

- **One to one and group tutoring** of students (mainly boys aged 8-11) – the resources for these sessions will be provided by the school
- Reading over and offering feedback on homework tasks completed by tutees
- Providing assistance on exam technique and study skills
- Assisting with revision for end of year exams.

All tutors receive **full training**. Salary is **£14.00 per hour** (plus holiday pay) and you must commit to 3 hours/week.

QI nterns vacancy

Marketing & Comm's summer intern

Peregrine Communications, the award winning financial services marketing and communications agency, is looking for interns (<3 months) to join the team in summer 2016.

During the internship, you will rotate between different teams. Responsibilities will include:

- Clipping and summarising client press coverage
- Helping identify specific journalists and media opportunities to engage on behalf of our client base
- Contributing to or leading research projects
- Writing first draft press release and briefing notes
- Helping organize events
- Creating content for website/social media/email/blogs
- Video interviews

Deadline: Sunday 3rd April

LinkedIn: the basics



<https://www.youtube.com/watch?v=U9Q4Bp14Oac>

How can we help you?

One-to-one appointments

CV/application feedback, finding opportunities, mock interviews

(Call: 0207 882 8533)

Opportunities

- JobOnline and QM JobOnline
- www.careers.qmul.ac.uk/qrecruit

Online resources

- www.careers.qmul.ac.uk/students
- www.careers.qmul.ac.uk/students/workexperience
- Careers Tagged: www.careerstagged.co.uk
- QMPlus (Geog careers and Careers & Enterprise)

