**HOW TO SECURE A PLACEMENT**

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**1. Introduction**

* From job websites to sample CVs to practice tests and interview questions, this document is just a brief guide.
* For more comprehensive overview, see

<http://www.careers.qmul.ac.uk/students/>

* For more information on CVs, cover letters, applications and personal statements, see Careers Knowledge Bank at

<https://qmplus.qmul.ac.uk/mod/page/view.php?id=696187>

* For more information on Interviews, Assessment Centres & Psychometric tests, see Careers Knowledge Bank at

<https://qmplus.qmul.ac.uk/mod/page/view.php?id=526319>

**2. Websites (to search for work experience opportunities)**

<http://www.insidecareers.co.uk/>

<http://placement-uk.com/>

<http://www.studentladder.co.uk/Recruitment/other-financial-firms-2.html>

<https://www.prospects.ac.uk/>

<https://www.brightnetwork.co.uk/>

<http://www.grb.uk.com/> - you can search and apply for work experience here. Note this is a recruitment consultancy and so you can also send them your CV for them to do careers matchmaking.

[**Gradcracker**](http://www.gradcracker.com/engineering-work-placements-internships/)- contains details of summer, industrial and graduate vacancies

[**Inspiring Interns**](http://www.inspiringinterns.com/) - advertises both short and longer term internships across different sectors

[**Job Online**](https://jobonline.thecareersgroup.co.uk/careersgroup/student/) - the University of London’s Careers Group jobs website

[**QRecruit**](http://tempjobs.london.ac.uk/QueenMary/index.asp)– the generic name for the range of work experience projects and vacancies handled by the QM Careers and Enterprise Centre

[**Milkround**](http://www.milkround.com/)– includes internship and graduate job vacancies

[**Target**](https://targetjobs.co.uk/) - useful information on graduate schemes and placements including deadline dates.

[**Rate My Placement**](http://www.ratemyplacement.co.uk/) - a very useful website that includes job adverts and student reviews of placements they have undertaken

[**Step**](http://www.step.org.uk/) - focus on a range of placement opportunities including 12 month programmes, shorter summer projects and a 12 week graduate scheme

[**Graduate Talent Pool**](http://graduatetalentpool.direct.gov.uk/cms/ShowPage/Home_page/p!ecaaefg)– mainly advertise internships for recent graduates

[**Indeed**](https://www.indeed.co.uk/)– this is a general jobs website that also advertises lots of placement vacancies

For entrepreneurship opportunities:

[**Work in Startups**](http://workinstartups.com/job-board/jobs/interns/)– lots of internships in start-up companies, many in the tech sector

[**eSkills**](https://www.thetechpartnership.com/common-links/redirected-from-e-skills-uk/)– details of a range of internships in STEM areas are advertised

[**Wizbii**](https://en.wizbii.com/) **-** The leading professional platform for youth employment and entrepreneurship

[**Enternships**](https://enternships.com/) - entrepreneurial work experience opportunities

**3. CVs**

3.1 Sample CVs

<https://qmplus.qmul.ac.uk/mod/page/view.php?id=696187>

3.2 Book 1-to-1 appointment with Careers & Enterprise Centre

**4. Cover letters**

4.1 Sample cover letters

<https://qmplus.qmul.ac.uk/mod/page/view.php?id=696187>

4.2 Book 1-to-1 appointment with Careers & Enterprise Centre

**5. Application forms**

5.1 Common competency questions and how to answer them

<http://www.careerstagged.co.uk//files/pdf/Demon_demonstrating%20your%20skills%20and%20competencies.pdf>

**6. Psychometric tests**

6.1 The Careers & Enterprise Centre subscribe to full length practice tests, including answers. Click below to register for free with your university email address.

<https://www.graduatesfirst.com/university-career-services/qmul/>

<https://www.assessmentday.co.uk/qmul/>

**7. Interviews**

7.1 Sample questions and how to answer

<https://qmplus.qmul.ac.uk/pluginfile.php/705801/mod_page/content/96/Inter_17-18%20Interviews.pdf>

<https://qmplus.qmul.ac.uk/pluginfile.php/1026241/mod_resource/content/1/Challenging%20interview%20Questions%20Feb2017.pdf>

7.2 The Careers & Enterprise Centre is your best friend. Below is an excerpt from their website at <http://www.careers.qmul.ac.uk/students/interviews/>

* [Book a practice interview](http://www.careers.qmul.ac.uk/contact/book/) with a Careers Consultant - call 0207 882 8533 or visit us in Queens Building WG3. You will need to fill in and return this form once you have arranged a session.
* Visit the [Knowledge Bank](http://qmplus.qmul.ac.uk/mod/page/view.php?id=526319) on QMPlus and [QM Jobs Blog](https://qmjobsblog.wordpress.com/category/interviews/) for further information on preparing for interviews, challenging questions, video and telephone interviews & more.
* [Take a mock video interview](https://thecareersgroup.interviewstream.com/) on our InterviewStream platform and remember you can also [book a 20 minute appointment](http://www.careers.qmul.ac.uk/contact/book/) to review some of your recorded answers with a Careers Consultant.
* Check our [calendar of events](http://www.careers.qmul.ac.uk/events/) for any upcoming interview workshops.
* Watch an interview on DVD (available in Careers WG3 Queens' Building).

**8. Assessment Centres**

8.1 What are the possible assessment tasks?

Group exercises, E-tray exercises, Case Studies, Presentations, Written exercises/test, Social/informal events

8.2 Practice tasks

The Careers & Enterprise Centre subscribe to full length practice tests, including answers. Click below to register for free with your university email address.

<https://www.assessmentday.co.uk/qmul/>

8.3 How to do well, what to avoid, etc.

<https://qmplus.qmul.ac.uk/pluginfile.php/705801/mod_page/content/96/Asses_Assessment%20centres%20at%20a%20glance%20UCG%202018.pdf>

<https://qmplus.qmul.ac.uk/pluginfile.php/705801/mod_page/content/96/Asses_17-18%20Assessment%20Centres.pdf>

**9. Further resources, employer/networking events, etc**

9.1 Careers Consultant for Maths – Gill Lambert

[g.lambert@qmul.ac.uk](mailto:g.lambert@qmul.ac.uk)

020 7882 2916

* Gill’s first degree was in Mathematics, at Manchester University and this led her to qualifying as a Chartered Accountant with Deloittes and to a number of accounting roles in the profession, industry (including ICI, Shell and SMEs) and the charity sector.
* Wanting to engage more closely in people’s emotions and motivations and to support people, Gill retrained as a Psychologist (with a BSc at the University of Hertfordshire) and an Occupational Psychologist (with an MSc at City University).  This led to her training as a Career Coach and starting her own Career Coaching practice in St Albans, Hertfordshire.

9.2 Careers & Enterprise Centre

<http://www.careers.qmul.ac.uk/students/>

9.3 QM Jobs Blog - articles by students about their work experience, etc

<https://qmjobsblog.wordpress.com/>

9.4 Events

<https://qmul.targetconnect.net/events>