

Jo Hutchings – Careers Adviser

# Welcome to the Careers Service



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- What we do and dispelling myths
- Work experience – what to think about now
- Questions

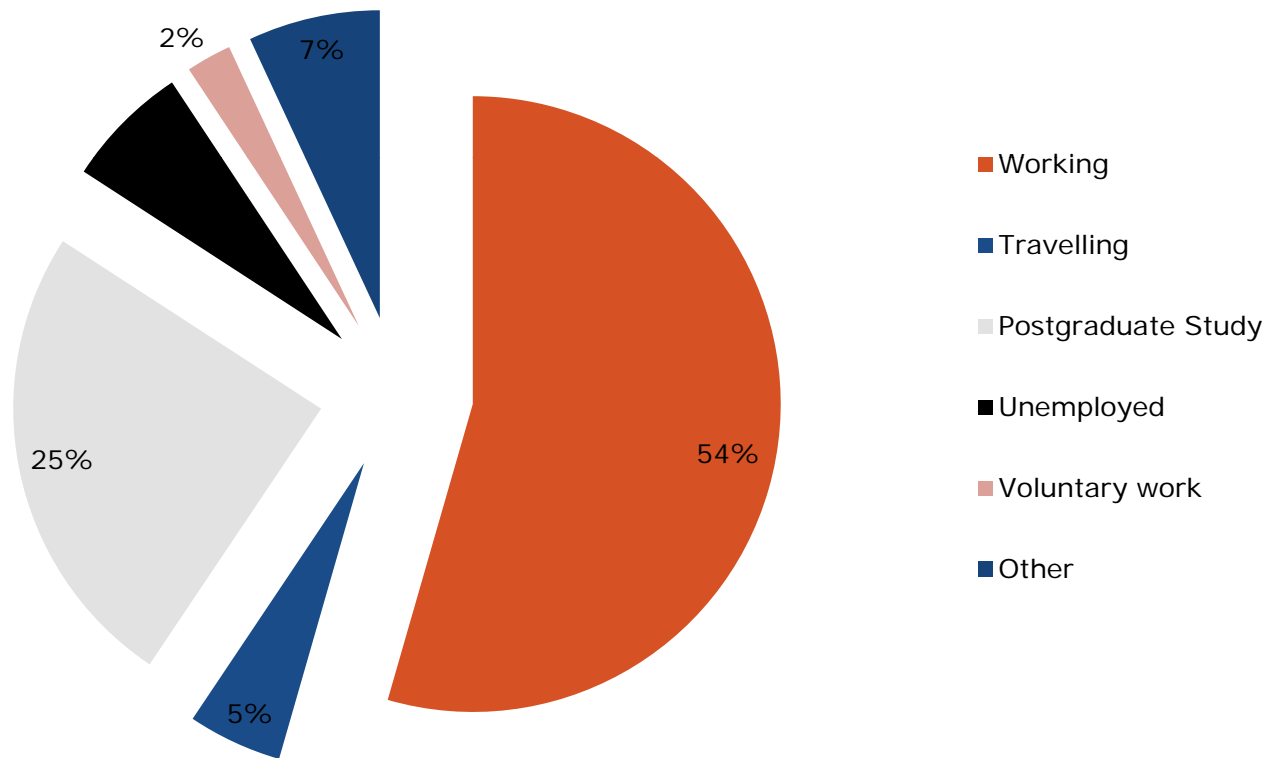
**Myth # 1: “No one got jobs last year”**

**Fact:**

- Bristol graduates 2008-2009: **only 6.6%** were seeking work 6 months after graduation compared to **7.9% nationally**

# Myth # 1: "No one got jobs last year"

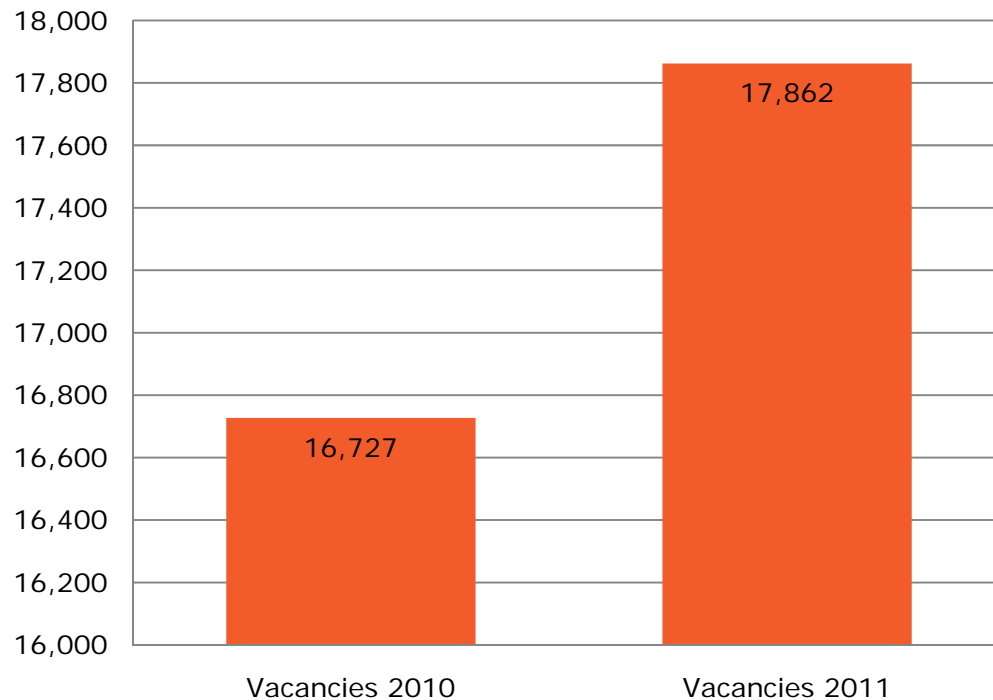
## Bristol Graduates 2008-2009



What's more:

**“Graduate employers set to increase by further 6.8% in 2011”**

High Fliers Research 2010



## Summary: Nationally

- Cannot generalise- some sectors are better than others
  - Oil, Energy, Finance
  - Public Sector, Charities
- Job market is tough, but it always has been
- Organisations are still recruiting- some have reduced numbers, others are increasing their targets

## Reality: Employers are...

- ✓ ...recruiting for future demand and management talent
- ✓ ...putting increasing emphasis on the importance of internships and work experience
- ✓ ...responding to government pressure to create more graduate level jobs to compete in global market

## Summary: The University of Bristol Picture

- Bristol targeted by the large graduate recruiters
- Careers Fairs are at capacity this year
- Employers are actively engaging with Bristol to offer presentations and skills sessions

## Myth # 2: “You have to have an appointment to see a Careers Adviser”

### Fact:

- Drop-in 10am-3.45pm Mon-Fri except Weds 1pm-3.45pm
- Over the summer things will change.....
  - Autumn term appointments only
- For the most up to date times:

<http://www.bris.ac.uk/careers/essentials/whnadv.asp>

## Myth # 3: “A Careers Adviser will tell you what to do”

### 2010 Finalist view:

“The advisor was knowledgeable and didn’t try to convince me to go down an alternate career path, which is different to the experience with advisers I had at college”

**Myth # 4:** “You have to know what you want to do before going to the Careers Service”

**Fact:**

- Our ‘haven’t a clue!’ pages on our website are the most visited.
- Some common student situations:



## Myth # 5: "Careers Service only advertise law & finance jobs"

### Fact:

- **73%** of all vacancies for 2009-2010 were for non-finance or law companies
- **2,569** total vacancies – **only 675** were law or finance vacancies
- **Diversity of graduate jobs-** advertised for Oxfam, Cancer Research, Ministry of Justice, European Patent Office, M&C Saatchi, DDB London

## Myth # 6: "It's cheating to get jobs through family & friends"

### Fact:

- 19% of 2008-2009 graduates found their jobs through personal contacts
- In some industries, up to **80%** of all jobs are never advertised
- Professional networking!

## Myth # 7: "For a decent career you have to do a grad scheme"

### Fact:

- 2008-2009 graduates were recruited with over 870 different firms
- More than 30% worked in firms with under 250 staff
- Biggest Bristol recruiters: NHS (300+) PwC (16) Deloitte (10) Airbus (8) Ministry of Defence (6)

**Myth # 8: “You should send as many applications as possible to get a job”**

**Top Tip:** Find the balance between quality & quantity

- “Each job is different and each employer will be looking for different things..find out what these are and emphasise. This will obviously take more of your time but can make all the difference”  
Anand Patel, Tube Lines

## In summary...

- The Careers Service
  - A service for students and graduates helping you make informed career decisions
  - Offering workshops, presentations, information and resources, one to one appointments, links with alumni, employer contact
    - [www.bristol.ac.uk/careers](http://www.bristol.ac.uk/careers)

# Why Do Work Experience?

- Stop yourself getting bored in the summer – give the summer some structure
- Money!
- See what a particular job or company is like
- Development of key work skills
  - Team work
  - Communication
  - Problem solving
- Make contacts

# Why do work experience, the future.....

- Greater understanding about world of work e.g.
  - Commercial awareness
  - Lab etiquette
- Putting degree work into practice?
- Demonstrate motivation/focus to an employer
  - Eg. Law, Medicine
- Maybe sort out a graduate job

# What Work Experience To Do?

- Think about possible future careers
  1. What's important to you?
  2. CMM or non CMM?
  3. Science or non science?
- If no idea, anything is helpful!
  - WHY?

# Types of Work Experience

- Internship – (also called vacation placement, summer placement). Usually several weeks, paid, and structured.
- Work Experience – any length of time, unpaid or paid
- Work Shadowing – half a day or longer
- Voluntary work / Part-time work term-time / paid vacation work

# Tracking down the right opportunity

## Obvious

- Local labs for CMM related
- Careers Service website:  
[www.bris.ac.uk/careers/jobs](http://www.bris.ac.uk/careers/jobs)
- Graduate directories
- Company websites
- Company Events

## Not so Obvious

- Magazines/articles
- Own contacts
- Institutes/Associations
- Lists of local businesses
- 'Careers Network'
- Conferences, Events, etc

# How to apply....

- Advertised Positions: CV & Cover Letter
- The Speculative Approach
- Advertised Positions: Online Applications

# CVs

- A summary of experiences & qualifications that evidence your skills & abilities
- 1-2 pages, rarely 3, never 4+
- Clear, concise, easily digested
- Typical sections:
  - education
  - work experience
  - positions of responsibility,
  - further qualifications/awards
  - interests
- No universal method

# Key steps to Speculative Applications

1. Research organisations and employers – through websites, yellow pages, news pages, library
2. Do you know anyone who works for these organisations?
3. Make contact with organisations, initially to find out how realistic work experience is with them. Phone is best.
4. Get a name of who to send a tailored CV & cover letter to
6. Follow up maximum 2 weeks later with phone call.
7. If they have absolutely nothing for you, ask for their advice on who else to approach.

# Types of Application Questions

- Please describe a time when you learnt new skills by overcoming a challenging situation.
- What challenges do you think the ..... industry faces in the next five years?
- Please explain the key skills you have developed that make you potentially suited to a work experience with .....

# Why Applications Fail

- Spelling / Grammar
- Poor Presentation
- Information given is not relevant to the job
- Info is not specific enough
- Lack of motivation
- Too humble
- No examples of skills given
- Wrong employer name!

# Questions?

