BUILDING your FUTURE

A guide to CityCareers and preparing for employment

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KEY TERMS

Confused by the difference between an internship and a placement? Unsure if a graduate scheme is the same as a graduate job? Here is a quick guide to help you as you read this guide and plan your career.

Insight programmes
Many employers offer insight programmes in the spring for first years to get an idea of what it’s like to work with them. These can last from one day to a few weeks. Application deadlines may be any time from November to February.

Vacation schemes and mini-pupillages
A vacation scheme is a period of work experience that usually takes place during the summer after a student’s second year. The term is mostly used by law firms, particularly solicitors, but other industries may offer vacation schemes as well. For aspiring barristers, this type of scheme is called a mini-pupillage.

Internships
Internships at large companies usually take place during the summer, often between a student’s second and third years. Applications may open as early as the previous July.

Placement years
If your degree programme requires or offers a placement year, you can get more information about this from your Course Office. You should expect to start applying in the autumn of your second year.

Graduate schemes
Larger companies frequently offer Graduate Schemes, which are employment contracts of between one and three years that focus on training and development and give graduates experience in different areas of the business. Graduate scheme applications usually open in September for students in their final year at university.

Graduate jobs
Small and medium-sized businesses often recruit graduates straight into work. Their timeframes for recruitment are often shorter and more flexible. Training and development are still key parts of these roles.
Whether you already know what kind of job you want after you graduate, or you’re not sure and want to explore your options, CityCareers is here to help.

Employers are always keen to see excellent grades, but increasingly, they also look for applicants with work experience and evidence of key transferable skills acquired outside of the lecture theatre. Your tutor and the staff in your Course Office are there to help you do the best you can academically. We’re here to help you with deciding where you want to go and developing the skills that will get you there.

If you are embarking on a postgraduate degree, no doubt you will already be thinking about where you would like your studies to take you. Your time at City will fly by, but we can help you think about transitioning into a new field or finding your first position after your course is finished.

In this handbook, you will find advice on what you should be thinking about during each year of your university course, information about the services CityCareers provides and ways to develop your skills and the basics of the job application process.

We wish you all the very best with your studies and we look forward to helping you achieve your personal and professional goals.

The CityCareers team
It’s never too early (or too late!) to start acquiring work experience and developing employability skills. CityCareers is here to help by providing guidance, advice and resources. We offer a wide range of opportunities for you get the experience you’ll need as you begin to apply for jobs.

This chart provides some guidance on what we recommend an undergraduate on a three year degree should do each year, but remember that everyone’s career journey is different. Careers Consultants can help you develop a plan that is right for you.

**Build your cv**

**Year one**
- Create a draft cv of your experiences to date: education, work experiences, extra-curricular activities. Think about the skills and knowledge you acquired and what you liked and didn’t like about these experiences.

**Year two**
- Review your cv. Look for gaps in your experience or skills that employers will want, and find ways to develop these skills.

**Year three**
- Book an appointment with a careers consultant to review your cv, cover letters and applications.
Do your research

Year one
• Visit CityCareers for guidance on exploring different careers and options in your sector
• Explore the types of careers open to graduates in your discipline. We have career planning resources to help you think about your skills and what types of roles would be best for you
• Attend employer events to find out what you need in order to get into a particular career. Throughout the year CityCareers offers employer panel events, presentations, and employer in residence sessions where you can learn more about employers and careers in your field.

Year two
• Target specific employers you think you’d like to work for at career fairs, employer events, and open days. Research them and apply for any internships or work experience they offer.

Gain great experience

Year one
• Visit ExperienceCity to find out about opportunities to get involved around the University: you may choose to join clubs and societies, participate in sports, represent your course, help out at the Students’ Union, or undertake part-time work and volunteering.

Year two
• If your course has an industrial placement option, speak to your Course Office and start thinking about where you’d like to apply. The careers consultants can review and help you improve your applications
• Continue to expand and develop your skills by taking on leadership roles in clubs and societies, volunteering, or working part-time.

Kick start your career

Year one
• Apply for insight programmes with companies in your field. There is a list of opportunities for first years on CareersHub. These usually take place in the spring and you’ll need to apply in the autumn term.

Year two
• If you want to do a summer internship or study abroad, start thinking about this at the beginning of your second year. For summer internships, application deadlines may fall as early as the autumn term. Contact your Course Office to discuss studying abroad
• Apply for the Professional Mentoring Programme to get further insight into the working world.

Year three
• Practise employer selection tests and assessment centres with CityCareers
• Book a mock interview to practise your interview skills
• Apply for jobs and graduate schemes. Make sure you know the deadlines for graduate schemes in your field and apply early
• Get the job and start your career!
CityCareers services

CityCareers provides a professional, high quality careers and information service for students and recent graduates. We can help you enhance your employability and plan your future.

CareersHub

CareersHub is our online system for everything careers-related. You can:

• Book an appointment with a careers consultant
• Register for career events
• Find resources for your field
• View vacancies from employers around the UK
• Get information about working abroad.

To get to CareersHub, go to www.city.ac.uk/careers.
Postgraduate students

Whether you have chosen to study at postgraduate level because of a passion for your subject, because you wish to further your career, or because you want to change your career, CityCareers can help you plan your professional life after you graduate from City.

Finding your first job

If you’ve gone straight from undergraduate to postgraduate study, you can use all of the advice in this booklet to help you get started on your job search after you finish your course. You probably have a good idea of what jobs and industries you’d like to explore, so we can help you fine-tune your search, develop your CV and cover letters and practice your interview skills.

Making a career change

If you have significant work experience already, we can help you navigate job-hunting at a higher level. We can work with you to develop the right type of CV for you, demonstrate how your previous work experience fits into your new career field, look for jobs in your new field and provide interview advice for tricky questions.

Academic and research careers

If you want to continue on to doctoral study, or if you’re already a doctoral student and you are looking for jobs in academia, we can help you with resources specific to academic and research work. We can review personal statements for further study and help you draft an academic CV.

International Students

If you are an international student and you want to get work experience in the UK after you complete your studies, it is very important to prepare and start your job search early. We can help you develop the skills and experience to make your CV stand out to employers, and advise you on approaching the recruitment process as an international student. Your experience as an international student and language skills can be valuable to employers.

You can also work part-time during your studies through Unitemps or for an external company as long as you stay within any restrictions on your visa.

If you have questions about your visa, the Student Centre has International Student Advisors who can help you.

Work and Study Abroad

Adding an international aspect to your work or study experience can help you gain skills and stand out to employers, especially if you want to work internationally after you graduate.

CityCareers can advise you on options for studying abroad as part of your course or for postgraduate study, finding internships and placements abroad and working internationally after you complete your course. We have resources to help you find opportunities in countries around the world as well as advice about working in different countries.
Careers events
CityCareers offers a wide variety of opportunities to meet employers throughout the year. You will find out what employers are looking for in candidates and get a chance to network and find out more about different careers. All our events are posted on CareersHub.

Employability Skills Programme
The Employability Skills Programme will prepare you to make the transition from education to work, exploring all aspects of the selection and recruitment process. These sessions will cover the skills that are most valued by recruiters, how you can reflect on these and how to articulate your experiences clearly when talking to employers. If you attend seven out of the nine different sessions, you will be awarded a certificate. Each evening session is a repetition of the afternoon session.

Check CareersHub for the dates of this year’s Employability Skills Programme.

Careers Consultant workshops
Throughout the year our Careers Consultants offer practical advice sessions and workshops to help you develop your job search and professional skills. Topics include job search strategies, writing cvs, cover letters and applications, interview skills, communication skills and more. They also offer informal drop-in sessions to discuss careers topics.

Mock assessment centres and psychometric tests
Throughout the year we offer the opportunity for you to try out some of the practical exercises which employers may use, and receive constructive feedback from fellow students and Careers Consultants about performance. These sessions will help you prepare both practically and mentally for the employer’s selection process.

Career Fairs
City, University of London Career Fairs are formally structured events where between 20 and 35 employers are represented, each with their own stand. This is a rare opportunity to meet lots of companies within just a couple of hours. You will be able to speak with HR representatives who can go into detail about the company’s application and selection process and graduate trainees who have only been with the company for one or two years. Graduate trainees can talk to you about their personal experience when applying as well as their role duties.

Each sector-specific fair will have a preparation workshop on the Monday prior to the event. Students should attend this to get top tips on how to network with and impress employers. They will also collect a VIP pass at this session, for fast-track entry to the fair.

Fairs normally take place in October. Check CareersHub for this year’s fair dates.
Industry Insight panels
Professionals from a number of organisations are invited on to campus to talk about their role, their industry and entry routes to different professions. Typically, a panel Q&A session will follow the talks to give you the opportunity to ask questions.

Employer presentations
Employers use this time to share their company history, promote their organisation, describe their company culture, talk about career paths and opportunities and share tips for applications and interviews.

Employer in Residence
Employers will be based in CityCareers for mock interviews or cv check sessions. The intention here is to allow students to talk informally on a one-to-one basis with representatives from different companies and to ask questions that could help them decide whether they would fit into that organisation’s culture.

meet MONA
Mona brings employers to City to meet our students.
Volunteer Management Programme

Through the Volunteer Management Programme, we can support you to set up your own volunteering projects across London.

You’ll be supported through the process of refining your idea, pitching it to a funding panel (who can offer you up to £250 to get the project off the ground), receiving project management training and finding contacts and student volunteers who can help you.

We provide training that covers everything that you could possibly want to know about setting up your own project, including:

- Developing your idea
- Presentation skills
- Navigating laws and regulations
- Recruiting and managing volunteers
- Planning your project
- Publicity
- Working through difficulties.

Industry Insights

Industry Insights allows you to explore a range of industries and sectors, either related to your degree or in another area of interest to you. It is open to all students with a focus on social mobility and each School will have a designated number of Industry Insights throughout the academic year.

A series of full-day or half-day events take place on company premises, giving you a deep insight into a specific company, the opportunities on offer and the culture of an organisation, as well as gaining an understanding of your chosen sector. Increase your confidence to network with professionals, learn about the skills valued by graduate recruiters and identify opportunities across sectors.

Why take part in Industry Insights?

You can gain:

- Experience of an employer’s culture and ethos
- Commercial awareness and a deeper understanding of the sector
- A clear understanding of your career choices
- The opportunity to meet with industry professionals
- Experiences and skills to help you to apply for and secure your future career.

The full programme will be launched in October 2016. Visit careershub.city.ac.uk for more information or contact the Employer Engagement team via industryinsights@city.ac.uk
CityCareers Ambassadors

CityCareers together with City Future Fund recruits a team of CityCareers Ambassadors each year to help current students access careers services by supporting a range of career events and getting involved in various aspects of the service. This is a great opportunity for you to get some interesting and varied paid work experience.

Some of the things our ambassadors do are:

• Attend employer led events on campus and promote CityCareers to students
• Promote CityCareers on campus using central marketing resources (posters, flyers, emails, lecture shout outs, stands on the main walkway)
• Help to maintain and build links with University societies and academics
• Contribute to CityCareers’ social networking presence on Facebook, Twitter and other forums
• Write marketing content and blogs
• Talk to lots of people and help spread the word of CityCareers and the Future Fund to fellow students and recent graduates
• Monitor publicity on campus ensuring all target groups are aware of CityCareers
• Act as a point of contact for students.

We recruit CityCareers Ambassadors in the Autumn Term. If you’re interested, start by attending careers events and student development activities like volunteering, working as a Widening Participation Ambassador, being a CityBuddy or applying for the Professional Mentor Scheme. You can also look for the CityCareers Ambassador job advertisement to come out on Unitemps.

“‘This role provides a unique opportunity to DEVELOP a wide range of soft SKILLS’”

Diana was a City Careers Ambassador in 2016.
Developing your skills

In addition to advice and guidance, City offers a variety of programmes to help you get involved and develop your employability skills. You can find more information about all of these programmes on our website.

ExperienceCity

The wide range of activities at City can make it difficult to decide where you really want to dedicate your time and energy. **ExperienceCity** is the place to go to find out about all activities available at City and in the Students’ Union, whether you’re looking to develop key skills for your future career or to simply find out how you can get involved during your time at City. Through the site you can also learn how to reflect on the activities you’ve already taken part in and how they have contributed to your development. This can give you a head start when thinking through how to make job applications.

Find **ExperienceCity** at [experience.city.ac.uk](http://experience.city.ac.uk).

Tracking your experiences with MyPortfolio

**MyPortfolio** is an online space which can be used to save your cv, organise and manage your applications, store professional contact details, identify your skills and set yourself goals.

Using MyPortfolio will help you get organised when making multiple applications. It acts like your own personal career database, making it much easier for you to make job applications and help you prepare for interviews. You will learn about your skills and identify examples, which you can use for your job applications and preparing for interviews. Also, you will be able to set yourself goals to help with your ongoing professional development.

You can access **MyPortfolio** through CareersHub.

Professional Mentoring Programme

The **Professional Mentoring Programme** pairs you with an industry professional who will commit their time to support, advise and guide you towards personal and professional development. It is open to second and third year undergraduate students and postgraduate students from any year. This six-month engagement is an effective way to complement your studies and develop your confidence, employability and professional network. As a Mentee, you should:

- Develop your confidence and employability skills – whether you are an undergraduate starting out or a postgraduate embarking on a new career direction
- Hone your communication skills by interacting with established professionals
- Experience a professional relationship with a person in industry and understand the nuances of such a process
- Have someone with experience and knowledge of the working world act as a sounding board for your career aspirations
• Gain insight to the graduate labour market and/or clarify your career plans
• Have someone from your field or a related field assist you in the job application and interview process.

The Professional Mentoring Programme is a stepping stone to becoming a highly employable graduate and a great opportunity for personal development.

Applications are taken in October and January of each year. Find out more at www.city.ac.uk/careers.

Autumn intake:
Applications for undergraduates and postgraduate close in early October.

Spring intake:
Applications close in late January.

Check www.city.ac.uk/mentoring for exact deadlines.
Community Volunteering

Volunteering is a great way to meet other students, help your community and undertake work experience all at the same time. There are many different ways you can get involved, from planting trees in local parks or working at a hospice, to providing legal support or even setting up your own project to tackle a social need. Whatever level of involvement in whatever area you’re interested in, we can help you find the volunteering opportunity that’s right for you.

Volunteering can help you develop your professional skills, from office work to leadership and communication. Employers value the commitment that volunteering shows — especially if you can volunteer in your field.

We run a volunteering fair in the first term as well as one-off events throughout the year where you can get a taste of a range of different experiences.

Visit volunteering.city.ac.uk or come in to CityCareers for more information.

CityBuddies

Coming to university is an exciting and enjoyable time but it can also be worrying and stressful for new students. CityBuddies matches current City students with new undergraduates so they have someone to support them during their first months; guiding them around the University, building their confidence and showing them all that City has to offer.

You may have had a Buddy when you started University. As you go into your second and third year, you can apply to be a Buddy to incoming students.

As a volunteer CityBuddy you will gain skills and experience for your CV and enhance your employability. After CityBuddies you’ll be given help and guidance on how to best present the skills you’ve gained when talking with employers. Plus you will have the satisfaction of knowing that you’ve made someone’s journey into university a bit less stressful. Some CityBuddies will make friendships with their new students that last throughout university.

Visit city.ac.uk/buddy for more information. Applications to become a CityBuddy open in February.
Working as a Widening Participation ambassador

The Widening Participation Outreach team is responsible for working with schools and colleges, delivering a range of events and activities. We can help you become a WP Student Ambassador, a role in which you will work with young people in London to promote higher education, help raise aspirations and attainment and contribute towards a fairer society. This might involve supporting visit days to the university, talks in schools or tutoring young people.

We are looking for students who enjoy working with young people and are organised, responsive and committed. The role requires you to be outgoing, friendly and approachable. It’s a great chance for you to develop your transferable skills whilst earning some money. The role is very rewarding, flexible and fits around your studies.

Applications open in September and close in early October.

For a full job description, application deadlines and a link to the application form, go to www.city.ac.uk/wp-ambassadors.

Paid work opportunities

Working for Unitemps

Unitemps is an in-house recruitment agency providing opportunities on campus and in local commercial businesses for students and graduates. With a wide variety of roles throughout the university and local community, you can gain work experience, develop valuable employability skills, and earn money during your studies and summer breaks. Working for Unitemps will enhance your cv and provide practice writing cover letters and working in a professional capacity.

To view vacancies and apply, go to www.unitemps.com, or come see us at CityCareers for more information.

meet KATE
Kate recruits students for jobs at City.

meet SARAH
Sarah helps young people learn about university.
Getting started

There are a wealth of resources available through CityCareers to help you build your skills and plan your career. The pages that follow will help you get started!

meet

DAVID

Careers Consultant Dave supports the School of Mathematics, Computer Science and Engineering and postgraduate Law students.
Preparing your cv

What is a cv?
A cv is a representation of your academic and work experience, skills and extra-curricular activities. It should show an employer what you have achieved and demonstrate that you are the right person for their role. Your cv should focus on outcomes and achievements, providing evidence of your experiences rather than subjective statements. Drafting your cv early can help you start thinking about your skills, experience and achievements, and how you can build on them throughout your time at university.

How do I get started writing my cv?
1. Visit CityCareers or our website to find our Writing a cv information sheet and sample cv
2. Start thinking of what you’ve already done in each area: Education, Work experience, Professional skills, Achievements & awards, Extracurricular activities and Volunteering
3. Book an appointment with a Careers Consultant to review your cv draft and discuss your career plans. Each of our Careers Consultants works with one of City’s Schools to provide careers workshops and events. They all have experience with a wide range of students. Any student can see any of our consultants.

Writing a cover letter

Employers will generally ask you to apply either by filling in an application form or by sending a cv and cover letter. A cover letter is written to the company, introducing yourself and providing context for your cv. It should explain how your past experiences and achievements relate to the specific requirements of the role and convey why you are so interested and enthusiastic about the company and the role. A cover letter is the first thing the employer will read from you, so it should make a good impression and make clear how you would be a good candidate for their role.

A cover letter should be specific to the job you’re applying for. Employers can spot a generic cover letter or one that’d been pasted from other sources. You also risk missing details if you use the same cover letter for different applications. As with any written communication, always make sure your spelling, grammar and punctuation are correct.

Three questions
Your cover letter should answer three questions:
• Why this job/opportunity? What is it about this job that appeals to you? Show specific evidence that you meet the specifications of the role
• Why this company? You should demonstrate knowledge of the employer and enthusiasm about its work. Link this to your personal experience — don’t just list facts about the employer
• Why you? What have you done and achieved that demonstrates your ability to fill this role? Look at the person specification and address the major points with examples from your experience.

You can make an appointment with a Careers Consultant to review your cover letters. The Consultant will work with you to ensure the letters are as effective as possible.

If you’re applying for roles with Unitemps, your cover letter matters just as much as for roles in outside companies. Use your Unitemps applications to practice writing great cover letters.
Preparing an application form

The application form is usually the first hurdle in the selection process for industrial placements, vacation schemes, graduate schemes and some jobs, so it is really crucial to make sure that it’s right. Like a cv, your application form must convince the employer that they should interview you. Unlike a cv, you are required to answer specific questions. This can make the process simpler, but you also need to think about your answers carefully.

Follow instructions
Read the form through carefully and note any specific instructions and follow them exactly. Do not send a cv instead of or as well as completing the form, unless this has been specified in the application instructions.

Be prepared
Allow yourself plenty of time to read the form, plan your answers and draft them. Research the organisation then tailor your answers to their needs.

- Explore their website
- Search news archives for recent items
- Talk to people who know the organisation
- Update yourself on current issues in the sector.

Top tips
- Make your answers clear and concise and stick to word limits.
- Be positive about what you have to offer
- Avoid duplicating information
- If you have significant gaps without employment, visit a careers consultant to discuss how best to present this
- Spelling and grammar must be perfect. Some recruiters may allow for a very small number of errors but others may reject an application with just one error. Ask a friend or Careers Consultant to review your application before you send it
- Always keep a copy of your application. It can help when you are preparing for the interview
- Don’t use ‘text language’ or jargon
- Not all employers keep to deadlines. If they receive a high volume of quality applications, they may close the application window so watch closing dates and don’t delay too long.

We offer workshops on completing application forms in the autumn and spring terms. You can also book an appointment with a careers consultant to review your application form answers.

meet Marlon
Senior Careers Consultant Marlon works with The City Law School.
Preparing for interviews

For most employers, an interview with an applicant is just one part of the selection process, but often a very important part. It might be face-to-face, by phone or by video conference. You may be faced with a panel of interviewers or just one person. You might be asked to do a task or make a presentation as part of the interview.

Interviewing is one of the most important aspects of the recruitment process, and can also be one of the most challenging. The best way to get over interview nerves and develop a confident interviewing style is to prepare and practise.

CityCareers can help you prepare and practise with a wide variety of resources:

• Workshops on interviewing techniques
• Print and web resources on common interview questions and interview advice
• Employer-in-residence sessions where you can have a practice interview with a graduate recruiter
• Mock interviews with our Careers Consultants tailored to the jobs you’ve applied for.

“Read the form through carefully and note any specific instructions”
Attending assessment centres

What is an assessment centre?
Assessment centres are selection events where an employer will ask you and other applicants to complete a number of tasks. These are to assess your abilities across a number of areas. Such events may take place at the employer’s premises or another venue such as a hotel or conference centre. They might be half a day, a full day or longer.

Why do employers use assessment centres?
Employers (particularly in the banking, finance, accountancy, consultancy and IT sectors) feel that they can obtain a much broader picture of what you are like if they assess you over a longer period, doing a variety of tasks. They want to see you demonstrate skills such as written communications, team work, presentation skills, problem-solving, leadership and creative thinking. An assessment centre is often designed to be a simulation of the work environment. You may be asked to do a variety of tasks such as a test, interview, group exercise, e-tray exercise, case study, role play or presentation.

Preparing for assessment centres
• Find out as much as you can about the company and the job beforehand
• Ask the recruiter if they can tell you what will be involved at the assessment centre
• Remember that you are being assessed on your ability across all tasks, so don’t despair if you feel that one task doesn’t go as well
• Check the dress code to make sure that you present yourself appropriately
• Make an effort to mix with the selectors and other candidates
• Remember that you are being assessed even during social activities such as breaks and lunch.

Practising for Assessment Centres
You can find resources for assessment centres on CareersHub. These will describe the different types of tasks you may be asked to complete, and provide samples that you can use to practise. You can also attend sessions on assessment centres with employers and mock assessment centres with our careers consultants. Check the events section of CareersHub for specific event listings.

If you want to discuss assessment centres with a Careers Consultant, you can book a guidance appointment. You can talk about assessment centres in general or a specific assessment centre you have been invited to.

Getting started

“You may be asked to complete a VARIETY of tasks”

meet

Estanis
Careers Consultant Estanis support School of Health Sciences students.
Developing professionalism

What is professionalism?
Professionalism is how you present yourself to potential employers and how you interact with managers and colleagues in the workplace. It encompasses areas such as:
- Email and written communication
- Phone manner
- First impressions when you meet employers and interviewers
- How you dress
- How you handle conflicts and disappointments
- Punctuality and reliability.

Every interaction you have with an employer, a Careers Consultant, the Unitemps recruitment team, as a volunteer or student ambassador and with visiting employers is an opportunity to act with professionalism. Developing these habits now will help you in recruitment processes and in your future employment.

General professionalism
- Use a sensible email address (usually your name) and check it regularly.
- Use correct spelling, grammar, capitalisation and punctuation in your email communication
- Start your emails with “Dear” and the person’s name. Include your contact information if you’re asking someone to contact you
- Dress appropriately for interviews and events where you will be meeting employers
- Ensure you have voicemail on your phone and answer the phone professionally
- Return calls promptly.
- Review your social media presence. Would an employer be impressed by what they see on Facebook, Twitter, LinkedIn or other social media?

Applying for jobs and the recruitment process
- When applying for jobs, make sure you follow all instructions in the application
- Read the person specification and make sure you meet a majority of the requirements before applying
- Always be on time for appointments, interviews, assessment centres, training, or any employer events. Plan your journey to make sure you have enough time
- If you’ve had an interview, send a thank you email to the interviewer or recruiter
- If you’ve had an interview and were not accepted for the position, it’s okay to politely ask for feedback. If you receive feedback on an interview, respond graciously and thank the respondent for their time.

Professionalism also includes being able to manage yourself and develop your own career. Students and graduates who stand out are those who ask questions and learn quickly, are self-sufficient and seize opportunities to expand their knowledge and experience.
The next step

Attend Careers Fairs
- Banking Finance and Consultancy Fair
- Engineering, Science and Technology Fair
- Volunteering Fair
- Law Fair
Check for fair dates on CareersHub

Develop yourself
Apply for a Professional Mentor (2nd & 3rd year undergraduates and all postgraduates)
www.city.ac.uk/mentoring

Work as a WP Ambassador
www.city.ac.uk/widening-participation

Be a CityBuddy
www.city.ac.uk/buddy

Need individual careers advice?
You can have your cv reviewed, discuss your applications, have a mock interview or get career guidance from one of our Careers Consultants. Book 20 or 45 minute appointments on CareersHub, by visiting: www.city.ac.uk/careers.