




STEP
INTO YOUR
CAREER

YOUR STEP BY STEP CV AND COVERING LETTER WORKBOOK

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 **Find out more, visit:**
www.southampton.ac.uk/careers



Your CV and covering letter are two of the most important documents you will create when looking for a job. Whether it is a graduate role, a part-time job, or a summer internship, these documents are an extension of you and are the first impression you make on a prospective employer. Employers use CVs and covering letters to help them decide if you would be suitable to join their organisation. It is therefore important for you to create a document that not only highlights your skills and experience but is also appropriate for both the role and company you are applying to.

This workbook will act as a step by step guide to creating a CV and covering letter which has impact with an employer alongside space to add your own examples. In addition to this workbook, you can upload and receive feedback on your CV through our UoS Career Hub which can be accessed by scanning or clicking the QR code below.

Please note: The information and advice in this workbook is based on applying to the UK job market. If you need to write a CV or a covering letter to apply for a job in another country, please refer to our top tips on **page 4**.



STEP 1: Research the employer and understand the job advert.

Page 5



STEP 2: Write your own Skills Audit.

Pages 6 - 7



STEPS 9 and 10: Use the checklists to review your CV and covering letter and use the Further Support pages to consider how else Careers, Employability and Student Enterprise can help you.

Page 18, 24, 26 and 27



STEPS 7 and 8: Learn how to find your unique selling points and write an effective covering letter.

Pages 19-23



STEPS 3, 4, 5, and 6: Create your CV and learn how to write impactful individual sections.

Pages 8-17

CV TOP 10 TIPS

- 1** Match your CV to the role (also known as tailoring). This will help to highlight your relevant skills and will show the employer your passion and enthusiasm for the role.
- 2** Make sure your CV is no longer than two pages. Please see our Types of CV page on the UoS Career Hub for more information about different types of CV.
- 3** Avoid using the first person throughout your CV ('I', 'my', 'me'). For example, 'I spent 3 months volunteering' is best written 'Volunteered for 3 months'. This makes your CV much more direct in tone.
- 4** In the UK, you don't need personal information in your contact details such as gender, age, or nationality. The same applies to a photo – if you're applying outside of the UK, take a look at country specific requirements on GoinGlobal, which you can access through MyCareer.
- 5** Keep your CV to one column. This makes it easier for employers to read and gives you the opportunity to order your CV by relevance for the role.
- 6** The look of your CV will differ based on your skills and chosen sector. For example, you may want to have a 'Technical Skills' section if your degree is focussed heavily on programming skills.
- 7** Make sure to use bullet points throughout your CV (these should be 1-2 lines long). Employers will read your CV for around 20-30 seconds so try to avoid large paragraphs of text.
- 8** Every time you talk about a skill on your CV make sure this is backed up with evidence. Try to avoid a separate 'Key Skills' section.
- 9** Avoid numbered scales on your CV. You and the employer will have very different ideas of how proficient a 7 out of 10 is, so the scales don't add value or help the employer understand your skill level. Instead, provide clear evidence of your skill level in your CV through examples.
- 10** For most industries, avoid colour on your CV. For CVs within the creative industries, it is more widely accepted to consider tailoring to the company branding, style and colour scheme. Remember the content is the most important part!

STEP 1: RESEARCHING THE EMPLOYER AND UNDERSTANDING THE JOB ADVERT

Sending out the same CV and covering letter for all your applications, especially if you are considering more than one option or industry, is not a good start as employers prefer a carefully targeted CV which is matched to the job and skills required.

Think about the challenges which your chosen sector may be facing. You can use resources such as the graduate job market tile on the **UoS Career Hub** to consider how you can demonstrate that you have the skills to succeed. You could look at:

- Corporate websites, especially the 'About us' and recruitment pages plus their mission statement or corporate values statement
- Social media – LinkedIn, Twitter, Facebook, Instagram, TikTok
- Trade and specialist publications
- General press – search for press releases or news stories
- **Industry reports on the UoS Career Hub**
- Competitors' websites

UNDERSTANDING THE JOB ADVERT

Sometimes it can feel as though recruiters want everything! Their adverts describe someone who can work independently, but who is also a team player. It's essential that you understand what they're looking for so that you can provide examples from your experience which are relevant to the role. Use the **example skills analysis** of a job description on the UoS Career Hub to think about which skills the employer is looking for and then use the box below to write the skills you see from a job advert you're interested in applying to. These skills will then be used to create the bullet points on your CV and help you match this to the job description effectively.



Wherever you see this pencil symbol, you can type or jot your ideas in the box to WRITE YOUR OWN...

WHAT IS A SKILLS AUDIT?

A skills audit is a simple tool to help you make personal links with job descriptions, write your CV and provide convincing answers in applications and interviews. An audit can also identify skills gaps. In addition to a skills audit you can also undertake a skills assessment on [MyCareer](#).

Follow the steps below to carry out your own skills audit:

- 1** Make a list of all your current and past activities – degree, jobs, placements or internships, volunteering, sports clubs, interests etc.
- 2** Break each activity down into separate tasks, for example, your degree could include lectures, group projects, dissertation, lab work.
- 3** Analyse each task and identify the skills involved, what you learnt and what you achieved.

Below is an example skills audit from someone who carried out a part-time role whilst at university.



STEP 2: WRITE YOUR OWN... SKILLS AUDIT

 Use this box to create your own Skills Audit, using the steps on page 6.

DIFFERENT TYPES OF CV

The most commonly used CV is known as a **Reverse Chronological CV**, which is ordered with your most recent experience first. There are other more specific types of CV for different industries such as:

Academic – No page limit to allow space for additional sections such as research activities, conferences, publications and teaching experience.

Technical – Most commonly used for IT jobs and includes a 'Technical Skills' section.

Creative – Formatted in an innovative way to demonstrate your creative expertise, tailored towards the company branding and colour scheme.

One Page – In the UK, CVs can be up to 2 pages in length, however certain sectors, such as Finance and Banking, often prefer a one page CV. A one page CV may also be used for part-time roles.

Skills Based – Suitable if you do not have much work experience, you have lots of experience or are changing your career path. Use the main skills in the job description as headings and use a range of examples from education, work experience, interests and extracurricular activities.

EXAMPLES AND LAYOUTS

For more information as well as examples of the different types of CV and their layouts, use this QR code.

For subject-specific advice, see our additional resources on this QR code.

WHICH SECTIONS SHOULD YOU INCLUDE IN YOUR CV?

These are the most commonly found sections on a CV:

- Contact Details (Name, email address, phone number)
- Personal Profile/Career Objective
- Education
- Work Experience/Work History
- Additional/Technical Skills
- Awards and Achievements
- Interests and Positions of Responsibility

Choose sections which best reflect your experiences and what you are trying to highlight in this CV to match the job description more closely. You can also be flexible with your headings for different CVs, or just reorder the sections to highlight different information. Remember to consider what the employer is most likely to be interested in and use this information to order your CV by importance.

HOW SHOULD YOU ORDER THE SECTIONS ON YOUR CV?

You can be flexible with your sections to ensure that the information is ordered by relevance. For example, if you have relevant work experience that took place before some part-time work, you will want to put this higher up on the page. You can split your work experience into 'Relevant Work Experience' and 'Part-time Work'. There is an example of this in practice in the CV section of the UoS Career Hub. Just scan the first QR code from **page 8**.

REFERENCES

References do not need to be on a CV but are required by employers. For more information, please scan the QR code:

STEP 3: WRITE YOUR OWN... CV SECTIONS



HOW TO STRUCTURE YOUR BULLET POINTS

When writing bullet points for your CV, make sure you're highlighting the skills you developed through your experiences to make the most impact with an employer. We would recommend the **Active word + Skill + Evidence** structure which you can use in any section on your CV and is detailed below:

Active Word – A strong word to begin your bullet point that has impact with a recruiter. See page 11 for some suggestions.

+ **Skill** – Clearly state the skill you developed through this experience. Use the skills you found in the job advert analysis to match your CV to the job description.

+ **Evidence** – provide evidence of how you developed this skill based on your experiences.

Example one: Developed networking skills through collaboration with colleagues across office sites, acquiring specific information for colleagues in a timely and effective manner.

Example Two: Implemented excellent technical skills through using SPSS to analyse data in group work project.

Use this space to practise writing your own bullet points using this structure.



ACTIVE WORDS DICTIONARY

Have you ever found yourself stuck for the right word? Or repeating the same one in every paragraph? Every bullet point on your CV should begin with a strong active word to draw the employer in and encourage them to continue reading.

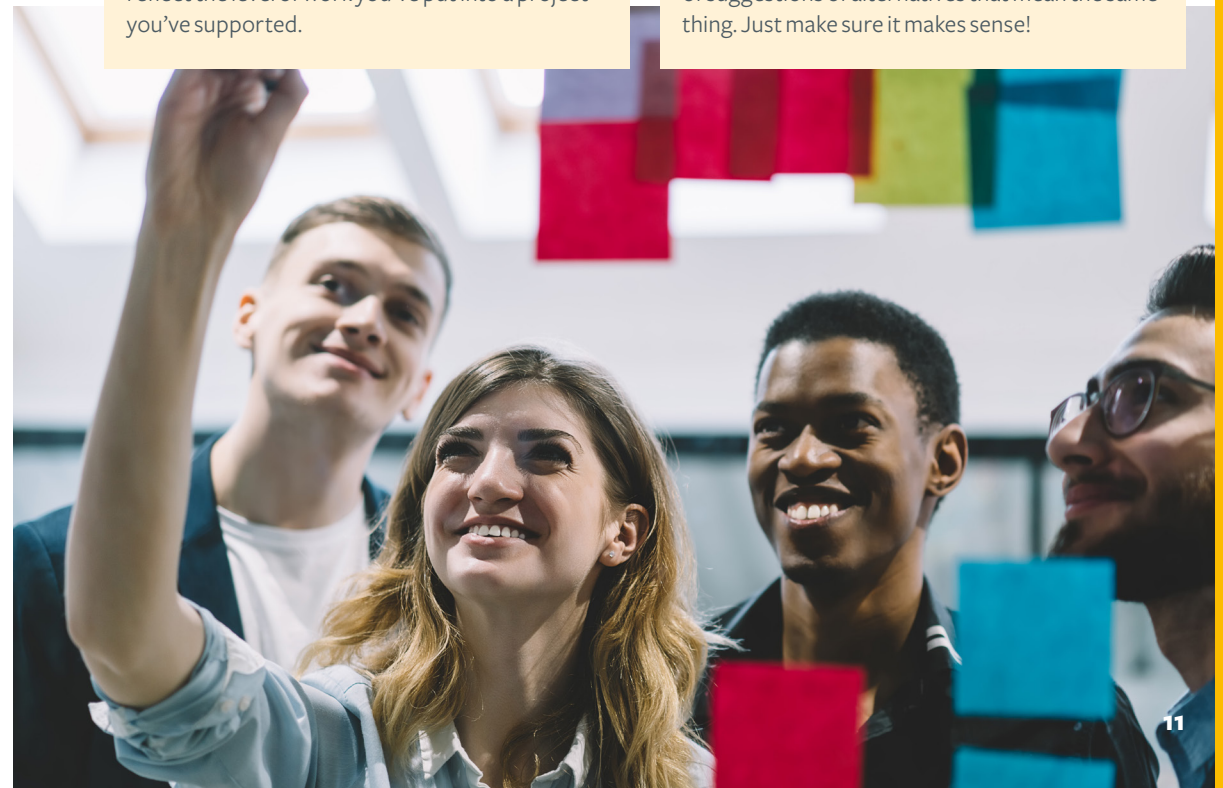
Here is a handy list of words which can help to make your CV more interesting and dynamic:

Adapted	Designed	Managed
Analysed	Developed	Motivated
Collaborated	Established	Organised
Composed	Exhibited	Refined
Created	Implemented	Researched
Demonstrated	Led	Showed



TOP TIP: Try to avoid using words such as 'participated', 'assisted' or 'contributed' in your CV as these are passive words and often don't reflect the level of work you've put into a project you've supported.

TOP TIP: If you think of a word you want to use but it's not quite right, type the word + synonym into a search engine and you'll see lots of suggestions of alternatives that mean the same thing. Just make sure it makes sense!



WHAT IS A PERSONAL PROFILE?

This is a short, focussed statement, found at the beginning of a CV. The purpose is to capture the reader's interest by providing a brief overview of your skills and experiences in relation to the role you are applying for.

WHAT SHOULD YOU INCLUDE?

- **Sentence one:** What you are currently doing, for example, the degree you are studying
- **Sentence two:** Highlight your most relevant skills and experiences for the role. Remember to provide evidence to back up your statement
- **Sentence three:** Focus on why you are sending the CV or highlight the type of employment that you are seeking

Example one: High achieving final year Business Management student with a strong academic record. Customer focussed with excellent attention to detail and problem solving skills gained through summer placements with HSBC and Barclays. Seeking a graduate career in retail banking.

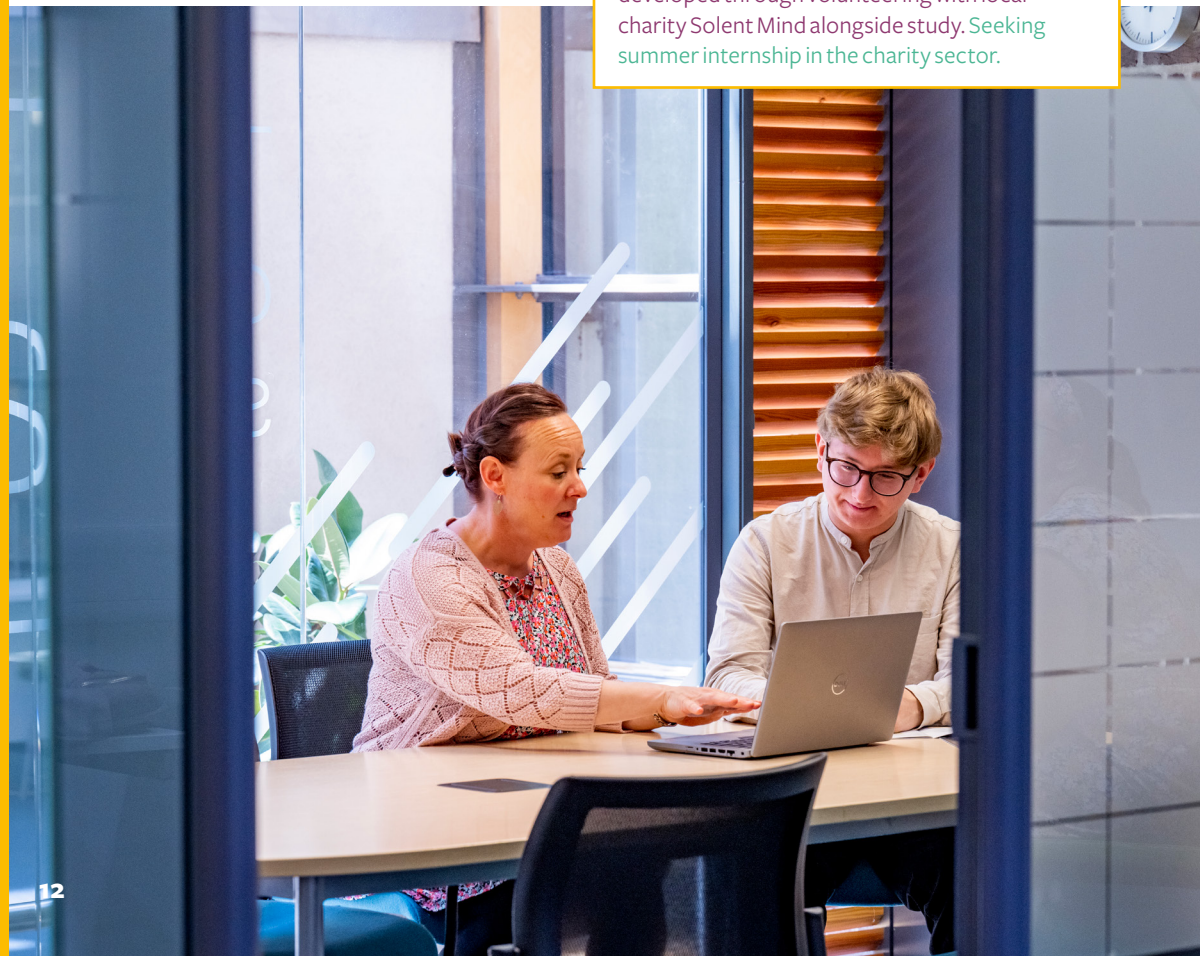
Example two: Multilingual BSc Sociology student at the University of Southampton with extensive voluntary experience. Excellent communication and interpersonal skills developed through volunteering with local charity Solent Mind alongside study. Seeking summer internship in the charity sector.

STEP 4: WRITE YOUR OWN... PERSONAL PROFILE

TOP TIPS:

- Always tailor your personal profile to the position you're applying for
- Avoid using clichés such as 'Highly motivated team player'. Employers have read these hundreds of times before so try to include something meaningful and unique to you
- Avoid I, my and me to make the profile punchy and direct to employers
- Be specific. You attend a Russell Group university so highlight this to employers early on to add impact

Use this space to practise writing your own personal profile that has impact with an employer. 



EDUCATION SECTION

For your education section, make sure you write your education in reverse chronological order; listing the most recent first. Within your university experience, you can include modules that provide an indication of the content of your course which are relevant to the job role. Condense your pre-university qualifications so the focus is on your more recent studies.

Ensure you emphasise the skills you have gained which match the skills required for the role.

WHAT SHOULD YOU INCLUDE?

- Education institution's name
- Course name, level of study and grades or classification, if received
- Dates of study (month and year is appropriate)
- Up to 6 relevant modules
- Dissertation title if relevant to the role you're applying for
- Skills you have gained which match the skills required for the role you are seeking

Check that the formatting is clear and easy for the employer to understand.

An example of the format could be:

2019-2022 - University of Southampton

BSc (Hon) Psychology - 2:1

Modules include: Research Methods and Data Analysis, Development Psychology, Cognitive Neuroscience, Criminal Psychology, Developmental Psychopathology, Social Psychology

Dissertation title: Can we say that clinical psychology is important to recover from anxiety?

- Increased understanding of human behaviour and motivations gained through Social Psychology module
- Enhanced communication skills and teamwork ability through group projects and presentations

2017-2019 - Southampton College

- A-levels in Psychology (A), Maths (A), Biology (B)

2012-2017 - Southampton School

- 10 GCSEs grade 9-7/A-B

STEP 5: WRITE YOUR OWN... EDUCATION SECTION

Use this space to practise writing about your education, in reverse chronological order and with all the relevant details.



WORK EXPERIENCE SECTION

Divide your work experience into sections using headings to highlight your most relevant experience to an employer. For example, if you are applying for a job in IT and you have experience working within that sector, as well as other work experience, you could put your IT experience in an 'IT Experience' section and your other work experience in an 'Additional Work Experience' section.

Within your work experience sections, list your experiences in reverse chronological order.

WHAT SHOULD YOU INCLUDE?

- Company's name and location
- Role title
- Dates of employment (month and year is appropriate)
- Bullet points outlining the tasks you completed and the skills you developed, using the suggested structure on **page 10** of this guide

Check that the formatting is clear and easy for the employer to understand.

An example of the format could be:

October 2021 - January 2022 - Retail Assistant, Primark, Southampton

- Built strong communication skills by assisting customers with queries and resolving complaints
- Developed a clear understanding of excellent customer service whilst focusing on customer needs
- Refined creativity and marketing ability through the organisation of window and shop floor displays

TOP TIPS:

- To tailor your CV to the job role you are applying for, turn to Understanding the Job Advert on **page 5** of this guide, then ensure the skills you find in the job advert are stated clearly and evidenced in your bullet points.
- You don't have to split your work experience section. If you don't have specifically relevant experience, you can have one section for all your experiences, with the title **Work Experience**.

STEP 6: WRITE YOUR OWN... WORK EXPERIENCE SECTION

Use this space to practise writing about your work experience, in reverse chronological order and including tasks as well as skills.



CV CHECKLIST

Now you have written your CV sections, put them all together to make your CV.

You can use the UoS Career Hub to view example CVs.

Use the CV360 tool to score your CV and get instant, detailed feedback.

Use this checklist to see if your CV is ready to send to an employer

- Is your CV clear and easy to read, with appropriate font size and formatting?
- Are the sections of your CV in an appropriate order?
- Is your CV no more than 2 pages, with appropriate spacing?
- Have you used short bullet points instead of paragraphs?
- Have you used a UK spellcheck? Has someone else proofread it for spelling and grammatical errors?
- Have you tailored your CV to the job you are applying for?
- Is your name, not 'Curriculum Vitae' at the top of the page?
- Do you have your current contact details listed, including an appropriate email address?

Education Section

- Have you started with your most recent qualification first, then worked back?
- Have you included the name of each institution and the dates you studied?
- Have you included the title of your course and degree classification or expected?
- Have you mentioned the skills you have gained on your course? Remember to evidence your skill with a task or responsibility.
- Have you summarised your pre-degree qualifications?

Work Experience Section

- Have you started with your most recent experience and worked back?
- Have you consistently provided the name of the company and the dates you worked there?
- Have you included the job title, your duties and the skills gained?
- Have you matched your skills to those asked for in the job description?

Activities and Interests Section

- Have you concentrated on a few current interests?
- Do they add value to your CV and highlight skills that the employer might be looking for? If they do not add value, leave them out.

COVERING LETTER TOP 10 TIPS

- 1** If the employer has specified the length of the covering letter, ensure you follow their guideline. If they have not specified the length, your covering letter should be no more than one page.
- 2** Use a font which is clear and easy to read and ensure the font size is appropriate.
- 3** As it is a formal letter, the layout should include your address on the top right hand side of the page and the employer's address goes under your address on the left hand side.
- 4** Address the letter to a specific person if possible. A name can often be found on the job advert, or you could call the employer to find out who to address it to. If you are unable to use a name, use 'Dear Sir/Madam'.
- 5** End the letter with 'Yours sincerely' when you use a specific person's name, and 'Yours faithfully' if you use 'Dear Sir/Madam'.
- 6** Keep it professional and avoid informal, conversational language.
- 7** Use a UK spell check. Ask someone else to read through it for spelling and grammatical errors.
- 8** Always tailor your covering letter to the specific job you are applying for.
- 9** Include your USPs in the Why You? section of your letter, to show the employer how well you fit the job you're applying for.
- 10** Make sure you look at the job description and identify the skills the employer is looking for, then ensure you include those skills in your covering letter, along with evidence of how you gained them.

COVERING LETTER BASICS

Sometimes an employer will request a CV and a covering letter to be sent as part of an application. If you are contacting the employer by email, attach your covering letter as a PDF.

A covering letter gives you the opportunity to show enthusiasm for the role, demonstrate how you match the skills necessary to fulfil the role, and positively explain any unclear areas on your CV/application form, for example gaps in employment. This could also be an opportunity to share information about a disability or learning difficulty if you wish to.

While your CV is a more factual document, your covering letter is where you can really show your motivation for applying for the job. Try to be as specific as you can with your reasons. You can achieve this through:

Tailoring your Covering Letter

Using specific information about the employer and the role will show the employer that you have a real desire to work there. Make sure you relate the information back to yourself, to show the employer how you relate to their values. For example, if the company has values around sustainability, do you share that value? If so, what evidence (education, projects, volunteering, work experience) can you provide?

Researching the Employer

The information on **page 5** will show you how to complete detailed research into an employer. Using a specific fact, value or a news story that attracted you to the company will show you have a real desire to work there.

Researching the Role

Give particular details of what interests you about the role. Is it challenging? Part of your career plan? Demonstrating an understanding of what the job entails will help the recruiter to see your ability to do the job.

Finding your USPs

Use **page 22** to find your unique selling points; this will give your covering letter an advantage over other applicants.

COVERING LETTER STRUCTURE

Below is a suggested structure for a covering letter, although you could move paragraphs up or down depending on the application. You can view an [example layout on the UoS Career Hub](#), found under the **Covering Letters** tile.

Paragraph 1: The opening

Introduce yourself briefly; refer to where you saw the advert or why you are writing if it is a speculative letter.

Paragraph 2: Why them?

Give the reasons you are applying to that company/organisation. This is your chance to target your application and demonstrate that you have done your background research. Avoid vague generalisations about their 'excellent reputation' or 'first class training programme'.

Paragraph 3: Why this job/career? (this could be included in the opening paragraph)

Give reasons for your interest in the job or career sector for which you are applying and/or organisation. Indicate any particular areas of the sector in which you have an interest (if applicable).

Paragraph 4: Why you?

It is vital to show what you can do for them. Give reasons why they should consider you. Talk about the experience, skills and knowledge that you have which is relevant to this particular job. Develop themes touched on in your CV which you want the employer to note, but ensure you do not just repeat word for word what is already in your CV.

Paragraph 5: Any other relevant points (if applicable)

You can use this to explain any anomalies in your experience such as a gap or where you may not match the selection criteria. Present these in a positive way and consider explaining how you have overcome any difficulties.

Final Paragraph: The ending

Short conclusion, perhaps summarising your suitability for the job and/or looking positively towards the opportunity to discuss your application at interview.



STEP 7: FINDING YOUR UNIQUE SELLING POINTS (USPS)

USPs are specific benefits that make you stand out from the crowd.

They could be:

- A skill
- A piece of work experience
- Volunteering or extra curricular experience
- A qualification you've gained
- A combination of any of the above

You can use your USPs in your covering letter to help the employer understand why you are the best candidate for the job. It is always important to tailor your USPs to the role as they will likely be slightly different for each role you apply for.

HOW DO YOU FIND AND WRITE ABOUT YOUR USPs?

- 1 In order to identify your USPs for the job you're applying for, you first need to understand what the company is looking for. Use **page 5** to find out how you can understand the job description.
- 2 Once you have identified the skills and attributes that the company is looking for, the next step is to identify what skills you have to offer. Reflect on experiences you've had, including work experience, education and extra curricular activities. Reflect on your knowledge, your degree, modules, projects and qualifications.
- 3 Where can you match what you have to offer with the company and job requirements? These are your USPs for your covering letter.
- 4 Write about your USPs in the Why You? section of your covering letter. Here is a structure that might be beneficial.

Your USP

My in-depth knowledge of computer science and excellent customer service skills,

Evidence of your USP

gained through 3 years working as a Customer Assistant at Asda alongside completing my BSc Computer Science,

What value does this bring to the role? How useful is this for the role?

will enable me to effectively provide IT support in the role of IT Support Officer.

STEP 8: WRITE YOUR OWN... COVERING LETTER



Use this space to have a go at writing your covering letter, using the structure on page 21, as well as the tips and USPs. You can also use the Covering Letter Builder on the UoS Career Hub for further support, click or scan the QR code to access it.

STEP 9: COVERING LETTER CHECKLIST

You can view an [example layout on the UoS Career Hub](#), found under the **Covering Letters** tile. Use this checklist to ensure you have everything you need in your covering letter.

- Have you looked at the job description and identified the skills, attributes and experiences they are looking for?
- Have you covered why you are interested in this field, your career goals and why the employer is the right one for you?
- Have you completed detailed research into the employer?
- Is your letter no more than one page long and in a reasonable font and size?
- Have you used a UK spellcheck? Has someone else then proofread it for spelling and grammatical errors?
- Is your address on the top right hand side of the page and the employer's address lower down the page on the left hand side?
- Have you dated the letter?
- Have you addressed the letter to a specific person if possible?

Introduction

- Have you briefly introduced yourself including your degree subject and university?
- Have you explained why you are writing this letter and that you have enclosed your CV/application form?
- Have you clarified where you saw the job advert?

Why them?

- Does it outline why you are applying to that specific company/organisation?

Why the role?

- Have you shown enthusiasm and interest in the role?
- Have you demonstrated knowledge and understanding about what the role involves?

Why you?

- Have you talked about the experience, skills and knowledge you have that are relevant to this particular job? Have you talked about your USPs?
- Have you developed themes or highlighted experience mentioned in your CV?

The ending

- Have you summarised your suitability for the job?
- Have you looked positively towards the opportunity to discuss your application at interview?
- Have you used 'Yours sincerely' if you have addressed it to a named person, or 'Yours faithfully' if it is not?

DISCUSSING A DISABILITY

You don't have to share details about a disability, specific learning difference or long-term health condition on your CV or covering letter; it is completely your choice. You can discuss your disability later in the application process if you wish, although there is no legal requirement for you to do so before a job offer has been made.

Many employers have excellent equal opportunities policies and recruitment practices and encourage applicants to ask for any adjustments that may be needed. This is to ensure the recruitment process is fair and you are not at a disadvantage. They cannot ask you whether you have a disability, just the adjustments you require at each stage of the recruitment process.

Look for the Disability Confident symbol to identify employers who are committed to promoting opportunities for people with disabilities.

If you do choose to talk about your disability, you can illustrate what you have learnt from your disability. Acknowledging any difficulties that you have had and specifying the ways that you have overcome them demonstrates your maturity and determination to succeed.

YOU CAN MAKE A POSITIVE STATEMENT ABOUT YOUR DISABILITY BY:

- Focusing on your strengths, experience and skills. Think about sessions that you may have attended to help with your academic studies – these skills can be transferred to the workplace e.g. writing minutes, giving presentations
- Promoting and demonstrating your resourcefulness and coping strategies
- Not assuming that an employer will view your disability in a negative way
- Emphasising the different perspective that you can offer the organisation

For further support and information about discussing a disability:

Careers, Employability and Student Enterprise webpages offering support for those with a disability, specific learning difference (SpLD) or long-term health condition (including mental health)

MyPlus: Applying to roles with a Disability pathway

Employ-Ability



STEP 10: FURTHER SUPPORT

Careers, Employability and Student Enterprise at the University of Southampton have a range of resources and support that you can utilise as a student and after you graduate.

We can support you with anything careers related; we can give feedback on your CV and covering letter, discuss your career options and decisions and help with finding job, internship or placement opportunities.

Careers, Employability and Student Enterprise

Careers, Employability and Student Enterprise can support you in all aspects of career preparation, application, and information. We have a range of 1:1 appointments and group workshops hosted both in person and online and we have a dedicated Employer Relations team, giving you access to fantastic internships and a variety of careers fairs

and events. Furthermore, our Student Enterprise team provides support to set up your own business, lead a social enterprise, become freelance/self-employed or develop essential enterprising skills. For further information about what we offer please see our Careers, Employability and Student Enterprise Guide.

MyCareer

MyCareer is your online careers platform, allowing you to easily access a range of opportunities including graduate roles, internships and part-time vacancies, plus details of events, skills workshops and much more.

MyCareer

UoS Career Hub

The UoS Career Hub is an online platform which has hundreds of employability e-learning courses, an AI based CV review tool, an interactive mock interview simulator providing feedback from real employers and much more.

UoS Career Hub



Find out more:

www.southampton.ac.uk/careers

careers@southampton.ac.uk

+44 (0)23 8059 3501



USEFUL LINKS

Careers Employability and Student Enterprise Website

Our website, giving further information about the services and opportunities we have on offer.

Talk to an Adviser

If you would like to talk to an adviser, visit this page to find out how to book an appointment. This service is available to current students and to alumni for up to five years after graduation.

Career Choice

If you're considering which career you'd like to pursue after graduating, you can talk to an adviser or have a look at our subject specific career information pages.

Part-time Work

For information about where to find part-time work opportunities whilst you're studying check out our part-time work page.

MyCareer Jobs Board

View and apply for a variety of internships, placements and graduate roles through our UoS Jobs Board.

Prospects

A useful website with over 400 job profiles, as well as information about studying and working abroad.

Targetjobs

Huge range of careers advice and graduate jobs.

Jobs.ac.uk

Careers in academic, research, science and related professions.

The National Careers Service

The National Careers Service offers information, advice and guidance for those who live in England.



Find out more:

www.southampton.ac.uk/careers

careers@southampton.ac.uk

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