



KEY DATES

Events in weeks 6 – 12 you don't want to miss

Citi – Citi Operations Roadshow

8th Nov 12 – 2pm
(SGC HUB)

PwC – Pitch Perfect: Presentation Skills

9th Nov 1 – 2pm
(SGC HUB)

Microsoft Ireland – Say Yes to a Career at Microsoft

9th Nov 2 – 3pm
(SGC HUB)

Degree Plus Workshop

9th Nov 1 – 1:45pm
(SGC HUB)

A&L Goodbody – Student Open Night

16th Nov 6:30 - 8:30pm
(Off Campus)

Civil Service Fast Stream Presentation

23rd Nov 1 – 3pm (SGC HUB)

PwC – PwC - Hints and Tips for a Successful Interview

30th Nov 12 - 1:30pm
(SGC HUB)

Keep up to date with new events through MyFuture.

Graduate schemes – Ladies where you at?



The Guardian has recently reported that whilst graduate employment schemes are becoming increasingly popular- there seems to be a certain gender dominating in regards to who is applying. Their data suggests that **although there are more women graduating from University in general, there are fewer applying for graduate schemes** than their male counterparts. Hmm very strange. Why is this you may ask? Well, "Anecdotal evidence from speaking with graduate employers and universities suggests male graduates are perhaps **more willing to take chances** while women may **lack confidence.**" (*Guardian*)

Independent research carried out by *The Edit* seems to concur with 10 out of 15 female AHSS students suggesting that **they would be unsure** about applying for graduate schemes, due to fears that they may be 'undertrained and underqualified'. However these schemes are designed specifically to **enhance our skills and qualities** obtained during our studies so ladies, do not fret! In fact most companies are **actively searching** for female graduates in particular.

Companies such as Deloitte who

frequently attend careers fairs at Queen's, desire to have an all-inclusive and varied workforce: "Deloitte is a perennial on *Fortune's* list of the '100 Best Companies to Work For', *DiversityInc's* 'Top 50' and the 'Best Companies for Multicultural Women'." (*Deloitte Website*)

Deloitte in particular has a keen focus on **creating female leaders** with their innovative initiative called 'Global Retention of Women' (GROW) 'aimed at increasing the share of females in top management and equal opportunities in access to professional growth, promotion and remuneration.' (*Deloitte Website*). The variety of avenues available are astounding including sectors such as : Audit & Finance, Business & Financial Advisory, Cyber, Governance, Risk & Regulation, Human Capital, Real Estate, Strategy & Operations, Tax Consulting and Technology.

So really you have no excuse not to, the opportunities are there for the taking gals, **be brave and grab them!** For more information on Deloitte and other graduate work schemes check out MyFuture today! (links to full articles available at blogs.qub.ac.uk/theedit/)(OY)

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The Dream Job

Mark McFadden

Broadcaster and journalist with ITV News

What course did you study at Queen's?

I went to Queen's University in 1984, studying for a Degree in **English & French**. I've always been more of a words person than a numbers person, so I was naturally drawn to the **Arts and Humanities**. Literature, language and expression offer us the chance to explore our very humanity. They allow us to discover what makes us 'us', to delve into look into our reason, our creativity and our imagination.

Were you concerned about your 'limited options' regarding careers as an AHSS student?

Not at all. I believed then and I still believe today that there exists a **world of opportunity** for those whose skills and ambition can be channelled towards language and literature. There isn't a major business or government department that doesn't rely on **communication and social connectivity**. The message is important, and how it is said is **equally** important. As a young student I had a fascination for news and journalism, and I felt that I could carve out a career in this area. I started out in local newspapers then moved into television news with UTV. In broadcasting where pictures are sacred, the spoken word must support and complement. However, TV journalism actually makes **great demands on one's writing**: conveying the maximum information with clarity and interest, and in a form that should be **easily understood** by young and old alike.

What does your job really entail?

I am news correspondent with UTV, one of the senior journalists. My role involves reporting on a **variety of topics**: it may be politics one day, and the economy the next. Often I find myself reporting on serious court cases or attending crime scenes.



At all times, however, the requirement is for **accuracy**, and stories that involve tragic incidents must be handled with **sensitivity and care**. I believe it is a role where it is absolutely essential to be a natural communicator - not simply because one must be a story-teller, but because one must build up **relationships and trust** with the viewer.

Some maintain you have the 'dream job' – but is it really as glamorous as many believe?

Those who think being a television journalist is glamorous clearly haven't stood in the **cold lashing rain for hours**, waiting for a story to develop. Nor can they have visited the scene of a bombing or a murder and watched people's lives being torn apart. It is always a difficult part of the job - seeing the horror at first hand but having to filter out the truly dreadful images because they are simply too gruesome for a television audience. Thankfully such incidents are rare (and increasingly so), but they are indelibly imprinted on my memory and they inform my reporting. There are, of course, many enjoyable moments.

'I get a ringside seat on history'

Television journalism may not be glamorous, but it is nevertheless a huge privilege. I get to be an eyewitness to extraordinary events, I get a **ringside seat on history**, and I get to meet **remarkable individuals** - US presidents and UK prime ministers, Nobel prize-winners, movie actors and pop stars, artists and scientists, international footballers, the list goes on. But it is the courage and dignity of those battling illness or disability that always impresses me most.

Any particular highlights of your career?

I have been lucky to work with very many talented people - technicians, producers, journalists. I have been lucky to win **regional, national and international awards** for my work, but the highlight of my career was having the chance to enjoy several meetings with **Seamus Heaney**. This great poet has always been my hero, and to get the opportunity to talk face-to-face about his life and work was something I shall always cherish. Heaney was the man who instilled in me a love of language, writing and place.

For those aspiring journalists, do you have any advice you'd like to offer?

Never give up. If you have the drive and the ability, then keep on trying and your break will come. Don't do it because you "want to be on TV". **Do it because you are interested in your world, your community and your fellow humans**. Do it because good journalism is important: it is vital to hold governments to account, to expose wrong-doing, to challenge and to question. Do it **because you love writing and you have an inquisitive mind**. Do it because words matter. (KMCF)

Inspired?

RTS Futures Northern Ireland – How to develop your career in Media

Wed 2nd November 5 – 7pm
Queen's Great Hall, Lanyon Building

Interested in a career in the media? Not sure where to start? Come along to our Media Careers Event and listen to a range of professionals share their knowledge, experiences and tips on getting in to the industry.

There will be panel discussions with industry professionals as well as excellent networking opportunities.

Register via the Eventbrite link - <https://www.eventbrite.co.uk>

Creative communication with an AHSS degree

Working in publishing or marketing and advertising is an area appeals to a diverse number of AHSS degrees. But just how exactly can we get into these sectors? There are helpful websites out there which provide advice and opportunities, but it's an extremely competitive work environment you must ensure you stand out from the crowd.

Publishing

Work experience is key to getting a foot in the door. Whether its summer placement at a local advertising agency or even taking on the role of communications officer in a university society, employers want to see that you have genuine interest and experience to bring to their company. A 2012 Guardian article discussing jobs in publishing states that "any experience is good experience". For publishing, the best way to start and get relevant training would be through proofreading and copy editing-both which can be easily done from home. A good site to register with for publishing experience is BookCareers.com (www.bookcareers.com). On there, you can register with the CV clearing house which posts new jobs in publishing as they become available. Other good places to check are both 'The Guardian' and 'The Bookseller'.

Marketing and Advertising

Practitioners in Advertising (IPA) advise that employers "often look for individuals with strong levels of diagonal thinking- a mix of creative and commercial thinking". Therefore, you MUST be able to sell yourself. Don't hold back, highlight skills that may be relevant. In this digital era an up to date and good knowledge of both social media and digital marketing are key. Put all that time procrastinating on Facebook to good use! A few good websites to check out for jobs and information are:

- www.campaignlive.co.uk
- jobs.marketingweek.com
- www.mediargh.com
- www.thedrum.com (NH)



Working in Media

Are you outgoing, ambitious and versatile? If so, you might be perfect for a career in media! There are loads of different areas to get involved in, such as:

- ✓ **TV:** It takes a variety of different talents to put together your favourite TV shows. You could contribute by directing, researching, producing or some of the many other great opportunities.
- ✓ **Radio:** Whether you want to be a DJ or work behind the scenes, you can gain insight and experience for a career in radio by joining the radio society at QUB.
- ✓ **Print Media:** Put your essay writing skills to good use by pursuing an exciting career in journalism! Other jobs in this area include editing and reporting.
- ✓ **Digital Media:** In an increasingly digital world, working in digital media is sure to be exhilarating and there are lots of opportunities in this ever expanding field. Roles in this sector include marketing, consulting and writing. (NH)

Graduate Schemes in Media

A great way to get a head start on establishing your media career is by doing a graduate scheme.

Big names in television like the **BBC, ITV** and **Channel 4** offer graduate schemes where you can develop skills such as journalism, radio journalism, and production or get involved with digital media.

Further opportunities to work in digital media can be found at **Global Radio, Tug Digital Media Agency** and **Publicis London**, amongst others.

If you dream of a career in newspaper journalism, there are several companies offering graduate schemes such as the **Guardian**, the **Daily Mail** and the **Sun**. You can find a list of schemes to apply for on the **Student Publication Association** website.

Don't forget: Graduate schemes are very competitive so you'll need to make yourself stand out by gaining relevant experience while you're at university. (HM)



Useful websites to search for internship and job opportunities in N.I. include;

- billygoat.tv
 - artscouncil-ni.org
 - picommunications.tv
 - niscreeen.co.uk
 - thehoneycomb.net
 - paperowlfilms.com
 - cinemagic.org.uk
 - nervebelfast.org
 - culturenorthernireland.org
 - sixteensouth.tv
 - nervecentre.org
 - 360production.com
- www.communityni.org/jobs - paid and volunteering positions in the community sector
 - www.volunteernow.co.uk – find volunteering opportunities across Northern Ireland





Top five reasons why you should go abroad during uni

Every year over 700 Queen's students take the opportunity to go outside Northern Ireland to study or gain work-related experience – why not be one of them?

- 1** It looks amazing on any **future CVs**. To say you took the plunge to go to a foreign country by yourself to live and work shows initiative, drive and independence.
- 2** It's **networking at its best**, make contacts and meet new people.
- 3** Every country has a different way of how they operate. You acquire a **new skill set** in regards to how your **subject or future profession** works, which shows your ability to adapt.
- 4** In the current job market, some sectors are still not great for jobs or promotions. In other countries, they may be looking for people with your exact skill set, making it **easier for you to get hired and promoted**.
- 5** Experience a **whole new culture and way of life** which you may never have the chance to do again. It may be daunting at first but if you stick at it, you could have the most amazing experience of your life! (CE)

Queen's offers a huge array of opportunities to go global with your career. **MyFuture** is a great starting point for looking for internships abroad.

Other programs include -

- The **Washington Ireland** programme - improve on existing leadership skills through work experience in America.
- **Study USA** program, open to any degree path, where you go to a US college for 12 months to study a business related course.
- **Erasmus**, giving you the chance to study in one of Queen's partner universities in Europe from 3-12 months. Most universities teach in English so no need to worry about the language barrier!
- The **Language Centre at Queen's** offers you the chance to study and get a qualification in a foreign language. Courses you can take range from French and German to Arabic, Russian and even sign language! Learning a new language is a great way to help interest you in going abroad and helps you when you're there.

Check the respective websites for more information. (CE)



Been there, done that



Kyle Parks

3rd year student studying Politics, Philosophy and Economics

What opportunities have you been given through the careers service at Queen's?

Where to begin! I've always used MyFuture since first year and found **projects and internships** to enhance my CV. I also applied and got on to the **City Scholarship Programme**. This was two weeks working for the financial industry in **New York** during the summer of first year. It allowed me to experience a sector I wouldn't have originally found appealing, being an AHSS student. MyFuture keeps me updated with different events taking place around Queen's and Belfast - all great places for **networking**.

This summer you were part of the Washington Ireland programme. What was your experience and what would you say to others who were thinking of applying?

I got to spend two months in **Washington D.C.** working at the World War One centenary commission. My supervisor there had worked before for **Obama!** I stayed with a **host family** who were wonderful, it was really the **experience of a lifetime**. For others thinking of applying this year or in the future I would definitely recommend. You will have an amazing experience as well as the ultimate chance to network. It is a tough process but well worth it. A lot of things I had previously taken part in through the SGC were key in my WIP interview, in terms of working as part of a team and able to show examples of past work experiences I'd had.



What advice would you give to other AHSS students looking for placements or graduate jobs?

- ♦ I'd say **experience is key** to getting anywhere.
- ♦ Employers and interviewers want to see **initiative**.
- ♦ **Don't undervalue experiences** at smaller organisations, charities or NGO'S.
- ♦ Take **full advantage** of MyFuture and SGC.
- ♦ **Don't completely close doors** to sectors you think wouldn't naturally appeal to you-it's all experience and you could gain skills to take on with you to future employers. I interned with the Open Government last year which led to this year being offered a place on their steering committee.
- ♦ **Networking** and **taking opportunities** are key. (NH)

Stuff I wish I'd known in first and second year

In any degree employers want to see work experience and extra circulars from your time in uni! **You still have time** to make the most of the opportunities that are coming your way!

Firstly! Fresher's Fair and the Careers fair is over! If you didn't get, do not fear, you can take part in societies year round. Don't forget, there is **Refreshers Fair in January** too!

Secondly, if you missed the careers fair, **MyFuture** is a really good source for finding out about upcoming **internships and job opportunities**, including part-time and graduate full-time.



Prospects is also an amazing source for finding out about upcoming and continuous work placements and internships. The website is **EXTREMELY** relevant and useful for **ALL degree paths** and job sectors.

PROSPECTS

Jobs and work experience Postgraduate study Careers advice Applying for university

These sites are also seriously helpful for those of you that want to continue studying by continuing on to do a Masters or PGCE and so on. These sites help you will find out about **other universities** that offer postgraduate degrees and it is so easy to research courses that you may be interested in. I know we all needed the help of school and UCAS to know anything about getting into uni, so Prospects can be your **new guiding hand** in applying for any post grad courses.

You will need to do a CV, interview and/or application eventually. Queen's provides you with so much help with all of these, even presentations, that it is actually daft not to use the resource while you can! So far I have gone to the **Student Guidance Centre (SGC)** for interview and CV help and it has made the process of applications so much easier and successful.

I can't emphasis enough, how useful these sites are!! I have learnt so much about what I should be doing from writing this article!!!!

About the writer

So, my personal story, I am a **third year politics student** who still has no idea what I am going to do when I graduate in July. All I focus on doing is just getting to graduation to be honest. I have recently got some **relevant work experience** in a charity doing admin in the offices which is good experience and I have really stepped up on my activities on campus. I am now part of **The Edit** team which has been so good for my CV I can't even explain and I am also on the **Politics Society** now too. Although this is a lot of work it has also been so sociable and **has so far made my last year of uni the best out of the three.**

I have successfully got onto the **Internship in Politics** instead of doing a dissertation which will hopefully give me invaluable workplace experience. I also plan on applying for the **Civil Service Fast Track** as well as applying for a Masters to keep my options open. I don't know if it's normal to know what you want to do by now, but I definitely don't.



(Photo of writer not available.

Please use imagination.)

My Top Tips

If you are graduating soon and you don't know what to do, apply for whatever interests you and keep as many options **open as possible.**



Politics Students in second year!!!! Studying **Politics: Skills and Methods** is a module that is hard and confusing and not the standard politics module **BUT** it has been the most **practical module** I have done and is a requirement if you want to apply for the Internship or Placement in your third year.

Although it may be obvious to point out, when choosing your modules, choose ones that interest you but may also be **relevant to any career path** you want to follow. For example, English students choosing phonetics and language structure if you interested in going into teaching. Don't forget! When filling out applications focusing on how modules that relate to your personal interests or cater for whatever you're applying for looks really good.

If you see any opportunities to apply for extracurricular things around Queen's, **just do it!** You can only miss out on things when you don't bother to apply and in most (if not all) cases they will **massively benefit you.** This is either by meeting people around Queen's that you would never had met otherwise or making your CV look good. **It's totally worth the effort.** (CY)

First Year Development Weeks

9th -27th January 2017

Activities during Development Weeks aim to:

- Inspire students with taster opportunities
- Develop skills in areas beyond your degree
- Apply new skills and knowledge through action based activities

Your participation may also lead to full or part credits towards Degree Plus.

Check MyFuture for updates and a full schedule of events.

Ten ways to make sure your CV gets put in the bin

Looking for a new job can be a stressful process for us arts and humanities students. When sending in your CV, check you're not doing some of these -

1. Including lots of spelling mistakes

Definitely don't proof read or get anyone else to check your work. *Employers presume if your CV is full of errors, your work will be too.*

2. Telling some lies

"B in GCSE Maths? I can't even count to B." Employers never check that far back. *Uh, yes they do. Goodbye job.*

3. Not organising the content

Make the employer work hard to find the relevant information. Mix up the dates, heck, get some dates wrong. *They don't have time, they've hundreds of these to get through.*



4. Sending one CV for EVERY job

Sure they all want basically the same thing and they can read between the lines.

Tailor your CV for each position and match your skills with the job advert.

5. Keeping gaps in your work history

Clearly an employer will know that's a gap year/volunteering placement. *They'll just assume you sat at home watching Homes under the Hammer eating Frosties in your PJ's.*

6. Keeping it casual

'liverpool4lyf@hotmail.com', lots of 'etc' and 'lol', you're a fun guy to work with. *Be fun off the clock, the employer is paying you to represent their company and brand.*

7. Using lots of clichés

But I *am* an independent worker and team player who enjoys travel and reading.

What makes you different and better? What is your USP?



8. Overdoing Word Art

Lots of *italics*, **bold**, underline, **bright colours**, make sure everything STANDS OUT.

It's not a magic eye picture. Simple, elegant, professional and consistent.

9. Don't use measure

'Typed documents for manager.'
'Effectively processed between 25 and 30 planning preparation documents every day to a professional standard for management reporting.'

10. Tell them EVERYTHING

Primary school awards, 25m swimming badge, Tufty road safety badge....
**employer bangs head off table* (GW)*

PG study – student profile

Kevin McAleese

Technology Analyst with Citi
BSc Music Technology & Sonic Arts
MSc Software Development

Where are you now?

I completed my **BSc Music Technology and Sonic Arts** degree at QUB, with 1st class honours then did the **MSc Software Development**, again through Queen's.

I achieved my first **professional qualification**, accreditation as a certified software tester (ISTQB), through the MSc. I now work at Citi.

How did you get there?

My degree focused on the **creative aspects of technology** and I wanted to further my career potential with a **current, highly desirable skillset**, and I was fortunate enough to move into software engineering with the MSc Software development masters.

While I am eager to utilise my audio based skills (eventually) within suitable web / app / game based development, I am also eager to forge a career that really **expands my horizons**, and helps me network with other **like-minded creative** professionals.

I wanted to further my career potential with a current, highly desirable skillset

Making use of Careers, Employability and Skills at Queen's

Through the Careers Service I was **introduced to a past student** who followed a similar path to myself; and this proved to be truly helpful. Figuring out how I was going to **repackage my skills and achievements** to a suitable career was truthfully really quite difficult, particularly in the current climate of financial cuts – especially to the creative arts – so a career in the ever expanding software industry made perfect sense.



Advice for current QUB students

While it sounds cheesy you really should **follow your heart** and pursue what you know you enjoy doing; but you must also be **open minded and accepting of change**, if and when it comes.

A willingness to pursue even the most unlikely of career opportunities and importantly, a **strong desire to push yourself to the limit** and want more from your time in academics will really help to **build resolve and a sense of ambition** that will serve you well moving into your future career. Good luck!

Top 3 Social Media Mistakes that Could Be Costing You a Job

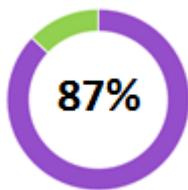
In case you've been living under a rock for the past 10 years, it's inevitable you've seen and no doubt posted on various social media platforms. A social media profile is yours alone to share your thoughts and feelings on life, and to post various memes and funny pictures... right?

Wrong. According to the Jobvite Recruiter Nation Report, in 2016, **43%** of recruiters looked at their candidates' Facebook page, with **22%** also checking their Twitter accounts. The least researched social media platform is Snapchat, with only 3% taking a look.

Here are a few social media mistakes could affect your chances of being hired:



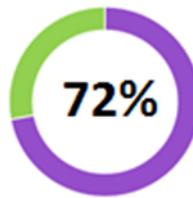
1. Not Having a LinkedIn Account



A whopping **87%** of recruiters research their candidates' **LinkedIn profiles**. Accounts are **free**, visit **linkedin.com** and sign up. You can show off all of your important work placements, achievements and interests. You can also connect with other professionals who work in your field of interest and build work relationships.

2. Spelling, Punctuation and Grammar Mistakes

On social media accounts, **72%** of recruiters view **typos** negatively.



You can edit information on LinkedIn if you've made a spelling mistake, but if you're sending a Tweet, you might want to read it once or twice before sending. (Petition to add an edit button for Tweets, 2016)

3. Partying like it's 1999

Alcohol consumption and **smoking** are poorly received. Almost half of recruiters (**47%**) view photos of alcohol consumption negatively on social media. **60%** also hated **oversharing**. So, try not to upload any photos you'd be embarrassed by the morning after. Watch what you're tagged in, your mates might let you down. Enable Timeline Review.

It's the simple things that matter. If you wouldn't tell your granny, don't tell the internet. Seems fair.

(Source: Jobvite Recruiter Nation Report 2016. www.jobvite.com/wp-content/uploads/2016/09/RecruiterNation2016.pdf) (EMcC)



(Jobvite Social Recruiting Survey, 2012)

To avoid getting tagged in any dodgy photos -

Turn on Timeline review:

- Click at the top right of any Facebook page and select *Settings*.
- In the left column, click *Timeline and Tagging*.
- Look for the setting *Review posts friends tag you in before they appear on your Timeline* and click *Edit* to the far right.
- Select *Enabled* from the dropdown menu.

CONTENT RECRUITERS WANT TO SEE:

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

80%

VOLUNTEERING/DONATIONS TO CHARITY

66%



A job isn't the only way to gain experience and gain and develop skills. Volunteering is extremely valuable on a CV.



Volunteer SU are here to help you find your perfect volunteering opportunity. We have a **network of over 350 organisations** to match you to, so whatever you are passionate about we will be able to get you involved in it!

We are a delivery partner for **Millennium Volunteers** which enables those of you aged 25 and under to log your volunteering hours and gain certificates for 50, 100 and 200 hours of volunteering. **Prestige Volunteers** enables those of you aged 26+ to evidence your volunteering in the same way. Volunteering is also a pathway to **Degree Plus**.

To keep up to date with all the latest volunteering opportunities, sign up to our **newsletter** here: www.qubsu.org/VolunteerSU/Newsletter
For more information contact volunteer@qub.ac.uk



AND FINALLY....

Sorting all your careers headaches one problem at a time.

'I want to work in a specific sector and most employers are looking for the same thing. Is it OK if I send the same CV to every employer?'

As if writing a CV isn't hard enough, sometimes it takes a couple of copies before you are completely satisfied with your finished product. In any CV, it is important to prove **what you as an individual have to offer** to any job type. For example, skills and qualities such as team-working skills and leadership qualities are assets that all employers are looking for, so make sure you mention these and that you are able to **give relevant examples**.

Secondly, any **experience** that you do have is crucial in a CV. Of course, if you are applying for a job in broadcasting or for journalism, your experience of being in your secondary school chess club might not be the best experience to mention if you are trying to **impress your employer**. However, work experience in any field or any **voluntary sector** should be mentioned as it shows versatility as well as willingness to try different things which every employer is looking for.

While your main information such as your skills, qualities, experience and education may be similar in every CV that you do, **you should tailor every CV to the specific employer**. Only by matching your CV to the job description and evidencing your skills will you get **shortlisted to interview**.

'What is the best way to show an employer my creative work that I can't put on my paper CV?'

This is a great question. In many ways, the CV only shows a part of your personality and work, which can be a shame if your portfolio of work is mainly online. **Use your CV as a signpost to an off-paper portfolio**.

For example, online blogs and online articles can showcase to any employer your self-motivation as well as your creativity and interest in sharing opinions. Therefore, if you do have an online portfolio, I would put a link to your online work in the work experience section of your CV. This could also be the case if you have made videos in the past in which case you should put your link to your show-reel on your CV as well.

'My mate says cover letters are a waste of time. Should I write one?'

Write one. **Always**. Don't listen to your friend. Un-friend them. Ok, maybe don't unfriend them but definitely put a cover-sheet with any job application that you do and every CV you send.

Research by Forum3 found that those who included a letter with their CV were 10% more likely to receive a reply.

'My work experience is mostly bar and retail work. Is that even worth including?'

Yes. It shows experience of a work environment and you can showcase **transferable skills** including multi-tasking, communication, working under pressure, meeting targets and time management. If you're stuck for **relevant work experience** check out the jobs and **placement section on MyFuture**. Don't discount volunteer work. Organisations like **Volunteer SU** (www.qubsu.org/VolunteerSU/) and **Volunteer Now** (www.volunteernow.co.uk/) have excellent and flexible options to gain skills and experience in specific areas.



'My CV is four pages long. Is this ok?'

No. Stop waffling. The employer will fall asleep before they get to the end. Keep it **concise and relevant** and tell your stories at interview.

'I have all my information but I've no idea where to start. Help!'

Panic not. The **Careers Service website** has an entire section on CV writing and will take you through each section. The **Student Helpers in the SGC** have FREE take away guides that cover content and format and also have lists of helpful words and phrases to get you started. **Prospects.ac.uk** and **TargetJobs.co.uk** have useful examples but for goodness sake **don't just copy them**. When you've done your best make an appointment for a CV check through MyFuture and chat to a **Careers Consultant**.

If you have further questions one to one careers consultations are available for booking online through MyFuture. E-Guidance is also available. (CS)

Many thanks to The Edit Editorial team –

Kate McFadden	Cheryl Young
Olivia Cooney	Emma McCaw
Michael Jordan	Orla Traynor
Ciara Savage	Gaby Watson
Neidin Hendron	Heidi Murray
Heidi Murray	Catherine Ellison



We endeavour to ensure that our information is current and contains relevant material. Students are encouraged to research all opportunities for most up to date information.

