# Employability
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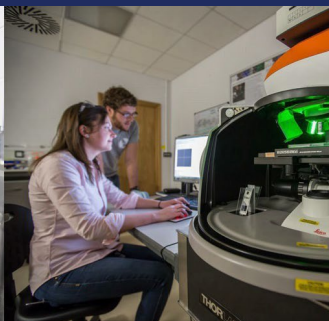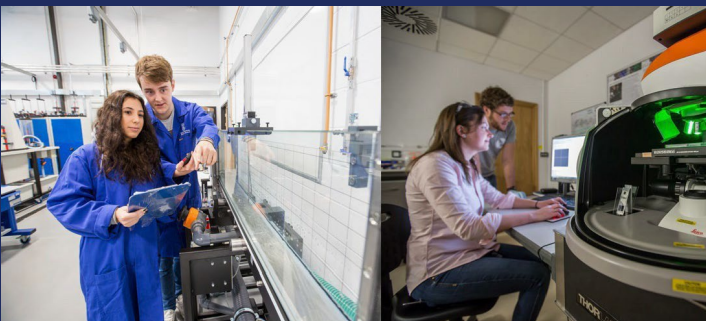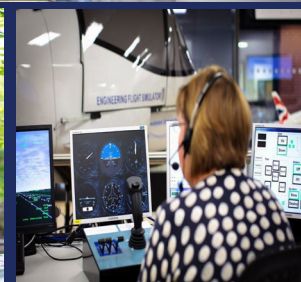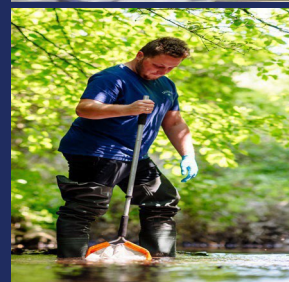
**Swansea University**
**Prifysgol Abertawe**

Faculty of Science and Engineering
Y Gyfadran Gwyddoniaeth a Pheirianneg

# Your Employability Handbook

An invaluable resource to take control of your employability!

# Science and Engineering Employability Handbook

# Academic Year 2023-24

## Module Overview

### Introduction

Employability Skills like everything in the world are ever changing. ISE (Institute of Student Employers) stated "The overwhelming majority (78%) of employers agreed that graduates who had completed an internship or work placement were more skilled than those who had not."

The skills you will learn during the Employability Module will help you in gaining that valuable work placement or internship and gain transferable work ready skills.

Like the world of work soft skills have evolved, whilst employer still value teamwork, communication and presentation skills there is an expectation that we already demonstrate these. The soft skills and behaviours that current and future employers are looking for include:

- **Adaptability and flexibility**
- **Creativity**
- **Managing Ambiguity – How do you make decisions without the full picture or adapt to change?**
- **Resilience – How do you deal with challenges and setbacks?**
- **Problem Solving / negotiation and conflict resolution**
- **Leadership**

The Career and Professional Development Employability Module is designed to provide you with a strong foundation in the competencies modern employers value as well as to equip you with the skills necessary to conduct successful job search and application processes, both as a student and a graduate. Serving as a complement to your studies, this Module will prepare you for the world of work and make a positive impact from the very first stages of your professional life.

These merits can help candidates to stand out in job applications, interviews, and in applications for future postgraduate study. They represent invaluable tools that students can take with them into the workplace.

This booklet contains:

- an introduction to the module
- information on assessment and feedback, including the coursework brief

- an overview of the entire module

# Module Delivery

Lectures will normally be timetabled and delivered face to face on campus. A recording (or pre-recording) will be posted on Canvas following the lecture.

# Communication

All information related to the module will be conveyed to students via Canvas through the Announcements feature which will also send an e-mail notification to student accounts.

# Learning Outcomes

On completion of this module students should be able to:-

- Skills to unpick and understand job descriptions to ensure the student can relate the skills needed for the job role they are applying for
- Put together a Personal Development Plan to help with future career and skill aspiration
- Knowing how to articulate and communicate skills to employers during job interview
- How to present themselves during networking events with prospective employers.

# Transferrable Skills

Communication
Information Technology
Analytical skills
Problem-solving
Widening horizons
Improving Learning and Performance
Confidence
Networking opportunities
Time management

# Assessment

This module is a non-credit bearing module. While numerical grades will be awarded on some assignments, in the interest of promoting a candidate's personal or professional development, there will be no final mark assigned for this module, and any marks you do receive will have no bearing on your overall mark for the term and do not contribute towards you degree.

**Students on the 4 year programme must also receive an overall mark of "pass" in order to go on a 12-month industry placement.**

The assessment for the module is structured as follows:

- **100% "Job Application"**

Feedback to the coursework will be provided once all assignments have been submitted and within three calendar weeks of the last submission, this allows us to give a grade (pass or fail) for the whole module. All feedback for the coursework assignment will be provided through GradeMark. Marks will be made available via Grade Centre in Blackboard and your university student portal.

- o **Mock Interview**– 20%
- o **Personal Reflection** – 50%
- o **Submission of CV**-20%
- o **Creation of LinkedIn account** – 10%

You will receive your final mark once all assignments have been submitted.

**Submission in Welsh**

Any written work submitted as part of any assessment or examination may be submitted in Welsh, and that work submitted in Welsh will be treated no less favorably than written work submitted by you in English as part of an assessment or examination.

# Individual Coursework Assignment

## Job Application

**Introduction**

The "Job Application" assignment will encompass the bulk of the coursework you will complete as part of the Employability Skills Module. You will complete this application with a series of assignments given and submitted over the course of the term. This "Job Application" assignment is designed to mirror, in as realistic a manner as possible, the process of finding, applying for, and interviewing for a job. It is structured to allow you the opportunity to build a foundation of relevant skills that will help you in future job applications.

In order to complete the "Job Application", the student will select from a collection of 7-8 job descriptions provided on

Blackboard, a job for which they would like to apply. The student will then complete the following elements of the "Job Application"):

- **Key Marking criteria will include:**
- A mock interview with shortlist.me
- Submission of CV
- Creation of a LinkedIn account, instructions will be given on Canvas and lecture
- Personal reflection encompassing what you have learnt about yourself through the module and attendance to mock interview. This needs to be between a minimum of 1000 words and maximum of 1500

- Initiative: originality, innovativeness of answer
- Assignment Structure: clarity of aims, objective, structure and presentation
- Quality of Writing: Readability and ability to convey key message(s) concisely
- Quality/Scope of Literature Review: Understanding of established knowledge
- Suitability of Literature: Use of suitable sources, focused to answer key research aims
- Literature Analysis: Quality/level of analytical skill demonstrated
- Insightfulness of Analysis: Interest and usefulness of findings, conclusions drawn.
- Understanding: Assignment demonstrates students have understood key topics
- Overall Quality of Assignment

**Submission**

The main assignment must be submitted by **2pm on allocated dates** via Canvas. Students can expect to receive individual feedback on their work 3 weeks from date of submission

Please note:

- The maximum file size that can be uploaded is 20mb. If your file is larger than this it is usually because you have included a lot of images – you should either remove some if possible, or else convert them to a more efficient format to bring the file size down (e.g. .png or .gif).

- You should ensure your student number is in the title of the filename for the work you submit/upload.

- **IMPORTANT**: Any student submitting an assessment past the published deadline without submitting a request for Extenuating Circumstances (in line with the <u>Extenuating Circumstances Policy</u>) will be deemed to have not submitted and receive a mark of 0% for the assessment.

Students who are likely to be prevented from meeting the assessment deadline due to extenuating circumstances should notify the School, by contacting <u>professional service staff and your academic mentor in your Faculty/School, who will be able to assist you and advise you on procedures,</u> as soon as possible before the assessment deadline. Please refer to the <u>Extenuating Circumstances Policy</u> for further information.

**Digital Submission of Coursework Instructions**

- Logon to Canvas
- Access the appropriate Course site from your dashboard.
- Click the Assignments menu button which appears on the left of the screen.
- Click on the relevant assignment for submission.
- In this page you will see a file entitled 'Submission coversheet'. You need to complete this form and incorporate it as the first page of your coursework (<u>not</u> two separate files)**.**

- Please read the statement of originality before you click **Upload Submission** By submitting work you are agreeing to this statement and confirming it to be true.

- Click **Choose File** to select your assignment file.

- Click **Upload and Review** to upload your assignment.

- Click **Submit to Turnitin** to finalise your submission

- You will then see a message saying "Submission Complete"

Submit File

Upload — Review — Complete

✓

Submission Complete!

- You can then download a submission receipt by clicking on this icon 📄 on the Assignment Dashboard. Please download and keep this receipt safe as evidence of your

submission.

If you have any queries or experience any difficulties regarding your submission, please contact the Employability and Placements Officer straight away at v.v.wislocka@swansea.ac.uk

## Notes on Style and Word Count

Assignments are a critical part of the learning experience and development for scholars at Swansea University. Students are therefore encouraged to submit the highest quality work they can to reach their maximum potential. Students with concerns about how to present their work can consult with the Module Co-ordinator for guidance in addition to the notes listed below:

Markers will stop marking once the word count [or time limit] limit has been reached, likely leading to a reduced overall mark as key arguments or conclusions will not be included in the marked work.

Students who submit work that is below the word limit will not be penalised. This is because students will not have taken full advantage of the word limit available to them.

To gain higher marks students are required to show analysis and reflection rather than simple description.
Correct English spelling and grammar should be used at all times. Students who have been formally diagnosed with specific learning difficulties (SpLD) and assessed by the Disability Office should indicate 'SpLD' on the Student Declaration form included with their coursework submission.

## Proof Reading

Please be aware of the university's Proof Reading policy which sets outs what the university considers to be good academic practice in relation to proof reading. Please be aware of the requirements around this including keeping an evidence trail relating to any proof reading and whether it is formal or informal. Further information can be found here.

## Good Academic Practice

Academic integrity is fundamental to the values promoted by Swansea University. It is important that all students are judged on their ability, and that no student is allowed unfairly to take an advantage over others, to affect the security and integrity of the assessment process, or to diminish the reliability and quality of the qualification awarded.

Academic misconduct is to commit any act where a student may obtain an unpermitted advantage for themselves or another. This can relate to any form of assessed work including:

- Open book examination taken on-line
- A piece of coursework
- Any form of assessment undertaken in pursuit of an academic or professional qualification at Swansea University.

Academic misconduct can be committed on an individual or group basis.

There are different types of academic misconduct including:

- **Plagiarism**
- **Collusion**
- **Commissioning**

The University takes academic misconduct very seriously and it can have a detrimental effect on your results as where academic misconduct is found to have taken place penalties will be applied.

Students should note that a claim of ignorance of the University's expectations on good academic practice is not an acceptable defence to an allegation of academic misconduct.

**Self-plagiarism** is the copying of work that was originally completed and submitted by the
student and resubmitted for another purpose, without acknowledgement. While self-plagiarism is not considered as academic misconduct by the University it is treated as poor academic practice by the School and this is reflected in the marks awarded.

**How can students learn about good academic practice?**

At the start of term, the library offers induction sessions for new and continuing students. These include a complete guide to academic referencing and details of further training such as EndNote.

You can also access information on good academic practice through the Academic Success Programme at
http://www.swansea.ac.uk/asp/

https://myuni.swansea.ac.uk/academic-success/understanding-plagiarism/

A short course on good academic practice can be found on a Canvas site called 'CAS - Academic Success: Skills for learning, Skills for life - Section 3 (Academic Integrity).
Following completion of the self-directed learning, there is an online quiz (takes about 5 minutes), which assesses your level of understanding of the learning material. You can revisit the training material and retake the quiz as many times as you wish.

Full information on Academic Misconduct can be found at http://www.swansea.ac.uk/academic-services/academic-guide/assessment-and-progress/academic-misconduct-procedure/

**Assignment**

The overall grade for Assignment: "Job Application" will be **pass/fail**

Students with a final mark of 50% or greater will receive a "Pass". Students with a final mark of less than 50% will receive a "Fail".

**Marking Criteria – Mock Interview**
Each student will be required to complete a virtual interview on Shortlist.Me. **Failure to do so will result in a fail for this section unless exceptional circumstances are stated.**

To get the most out of your mock interview you need to think about the below sections:

**Your response to each question:**

o   Have you answered the question asked?
o   Have you provided relevant details?
o   Have you offered up strong information and/or examples to support your statements and claims?
o   Is the information you are providing accurate and truthful?
o   Are your responses demonstrating knowledge of the company, the job description, etc.?

**Your questions at the closing of the interview:**

o   Are your questions insightful/thoughtful?

- o   Do your questions demonstrate knowledge of the company?
- o   Are your questions appropriate for an interview situation?

**Your entrance into the room, introductions, etc.**

- o   Did you smile and shake hands?
- o   Did you introduce yourself?
- o   Did you get everyone's name?

**Your overall demeanour, approach, interaction, etc.**

- o   Are you appropriately attired?
- o   Are you confident? Friendly? Knowledgeable?
- o   Are you focusing on questions asked?
- o   You will lose points for things such as: behaving as though distracted, fiddling/fidgeting, inappropriate behaviour, inappropriate language, etc.

**Marking Criteria – Personal Reflection**

Your personal reflection should be a **minimum of 1000-words and a maximum of 1,500 words** it should serve as a self-assessment of your own development and self-awareness throughout the module. You are required to reflect upon the self-awareness of your skills that you have developed through the module and your experiences of the mock interview and networking event. Below is a list of example questions you could think about.

There are no requirements for content and content will be different for each individual student, but in framing your reflection, you must address each section using at least 2 questions from each section:

**Self-Awareness:** What have I learnt about myself from the completing the module?
- -   **Strengths** – What are my strengths? For example, am I well organised? Do I remember things?
- -   **Weaknesses** – What are my weaknesses? For example, am I easily distracted? Do I need more practise with a particular skill?
- -   **Skills** – What skills do I have and what am I good at?
- -   **Problems** – What problems are there at work/home that may affect me? For example, responsibilities or distractions that may impact on study.
- -   **Achievements** – What have I achieved?
- -   **Happiness** – Are there things that I am unhappy with or disappointed about? What makes me happy?
- -   **Solutions** – Following the completion of the module what actions can I take to improve different areas?
- -   **Are they things I could have done differently during this module**?

**Mock Interview:**
- -   What questions did I struggle with?
- -   Why did I struggle in the areas I did?
- -   How can I improve performance in areas with which I struggled?
- -   What questions did I answer well?
- -   Why did I answer these questions well?
- -   How can I use my successful responses to improve the rest of my interview?
- -   How comfortable did I feel with the interview process?
- -   Are there things that might make me feel more comfortable, confident, or prepared?
- -   Does this mock interview provide me with any information that I can use to shape my future career?
- -   Did I structure my responses well?

**CV:**
- -   How did I feel about my CV?
- -   Have I asked a friend/ member of staff/ peer to look through my CV?

**Your reflection will be graded on:**
- -   Quality of Writing: All submissions must be well-written, concise, and free from typos, errors, poor grammar, and the like.

- Inclusion: Submissions must include all relevant sections discussed in lectures/address all relevant questions.
- Originality: Submissions should be unique.

**Setting up of LinkedIn Account**

You are also required to setup a LinkedIn account and network with one of the careers consultants details of these accounts will be given to you in the lecture. Your LinkedIn account must contain a photo and full brief of your skills to date including work experiences.

**Attendance and setup of your LinkedIn account will count for 10% of the module which is marked out of 100.**

# Getting Started

**What can you expect?**

Applying for jobs is difficult. Many students face rejection, or possibly even being ignored. Each job application should be high quality and match the requirements of the job being applied for; this takes time. It is important to remember that university work should come first!

**Key Skills and Attributes:**

DECISION MAKING
PROBLEM SOLVING
TIME MANAGEMENT SELF CONFIDENCE
COMMITMENT
INITIATIVE COMPUTER LITERACY
NETWORKING
CREATIVITY NUMERACY
SELF AWARENESS
TEAM WORKING POSITIVE ATTITUDE
CUSTOMER AWARENESS
COMMUNICATION

To discover which skills are key in the sector where you want to work, take look at the job profiles on prospects.ac.uk:
www.prospects.ac.uk/job-profiles.

**How can I receive support?**

Making use of the resources the Faculty of Science and Engineering offers students at Swansea will help you to succeed. These resources have been designed and created with a strong focus on our students.

Through proven techniques and valued experience from our past and present students, these resources are constantly being developed and improved.

Companies are looking for you to demonstrate that you possess all of these skills and attributes. You should always try to model your applications to show that you have these. You can develop these both professionally and personally (working or socially).

# Getting Ahead Cont.

Boost your employability! There are many valuable and transferable skills that you can obtain by volunteering and being part of a society during your time at university.

## Discovery

Discovery SVS is a Swansea University student led charity that manages a wide range of volunteering projects. Our volunteering projects aim to enrich the lives of disadvantaged people across Swansea and work with different community members, whether it's children and young people, individuals with additional needs, refugee and asylum seeker families and older people. You can find a list of current projects here, this includes virtual volunteering: discoverysvs.org/our-projects

Volunteering is a hugely rewarding experience which benefits both the volunteer and the community. However, volunteering can be so much more than a fun and fulfilling way to spend your time. Volunteering can also help advance your career, develop skills and really increase your employability no matter what career you want. It can also help you to determine your career goals, and add value to your CV if you're lacking in work experience.

## Societies

The College of Engineering has a society to represent each discipline. These are run by students and provide a great opportunity to build a network amongst your peers and make friends throughout your studies.

Each society offers a multitude of extra-curricular activities from socials, visits to conferences, fundraisers and talks from professionals. This is a brilliant way of boosting your employability whilst also socialising with your peers and

having some fun along the way. Students in their final years can offer you invaluable support throughout your degree, being able to offer guidance on your course and even industry insights.

Swansea University Science and Engineering Societies include: Aerospace Society, Chemical and Environmental Society, Civil Society, Electronic and Electrical Society, Materials Science and Engineering Society, Mechanical Society, Medical Engineering Society, Women in Engineering, Race Engineering, Physics Society, Chemistry Society, Conservation Ecology Society, Geography Society.

All of the society information can be found here, including links to each of the societies listed above: https://www.swansea-union.co.uk/get_involved/societies/

## GO Wales

The Achieve Through Work Experience Programme is a European Social Fund initiative to create work experience opportunities for students on higher education courses in Wales who:

Are under 25 year old, in full time education, may face barriers to gaining work experience and can say yes to at least one of the following:

- I have a disability or work limiting health condition
- I'm from Black and Minority Ethnic background
- I have caring or child-care responsibilities
- I am in care or a care leaver
- I'm from a low higher education participation neighbourhood.

To find out more about the Programme and eligibility criteria please visit gowales.co.uk or email gowales@swansea.ac.uk.

# Your Ideal Job

It is important for you to consider what industry you would like to work in when you graduate. When you are working it is vital that you are happy with your job. Not every job is the same and not every job will be perfect for you. This is why work experience is so important in helping you to make informed decisions about your future.

## Think about the following:

➡ Do you have an idea of your ideal job?

➡ Would you like to work for a larger "corporate" company, or a small-medium enterprise (SME)?

➡ Would you like to do more practical or theoretical work?

## Year in Industry

- Much of the information we provide has come directly from our students. We keep track of our student successes and use this information to improve the service for you!

- We have a large database of live placements, companies that you can speculatively apply to and insights into their recruitment processes. This can give you an advantage when applying: **https://fse-employability.swan.ac.uk/ job-adverts**

- To continue the high standard of support that we provide you with, we need you to keep us up to date with your application progress and feedback your insights from experience: **https://fse-employability.swan.ac.uk/ employability-skills**

## Graduate Employment

- When you find a graduate job, please take the time to let us know, as it is vital we keep a track of where our students go. This allows us to:

- Invite you and your company back to the university

- Get advice for a student applying to your company

- Grow our industrial network.

## Year in Applied Research

- This scheme provides students with exposure and appreciation of research topics within a particular research area.

- Grow Field/laboratory skills specific to discipline

- Year in applied research vacancies will be updated regularly and can be found here: https://fse-employability.swan.ac.uk/job-adverts

Are you proud of your university? Please keep your contact details up to date on the Alumni portal here: https://www.swansea.ac.uk/alumni/stay-connected/update-your-contact-details/#d.en.34568

☐ **COMPLETED THE CAREER DEVELOPMENT COURSE**

☐ **SECURED EMPLOYMENT**

☐ **UPDATED LINKEDIN PROFILE**

To find out more about your strengths and job suitability, complete the SEA Career Development Course. It will give you a good idea of what roles you are best suited for and also what you need to work on to be the perfect candidate for your dream job.
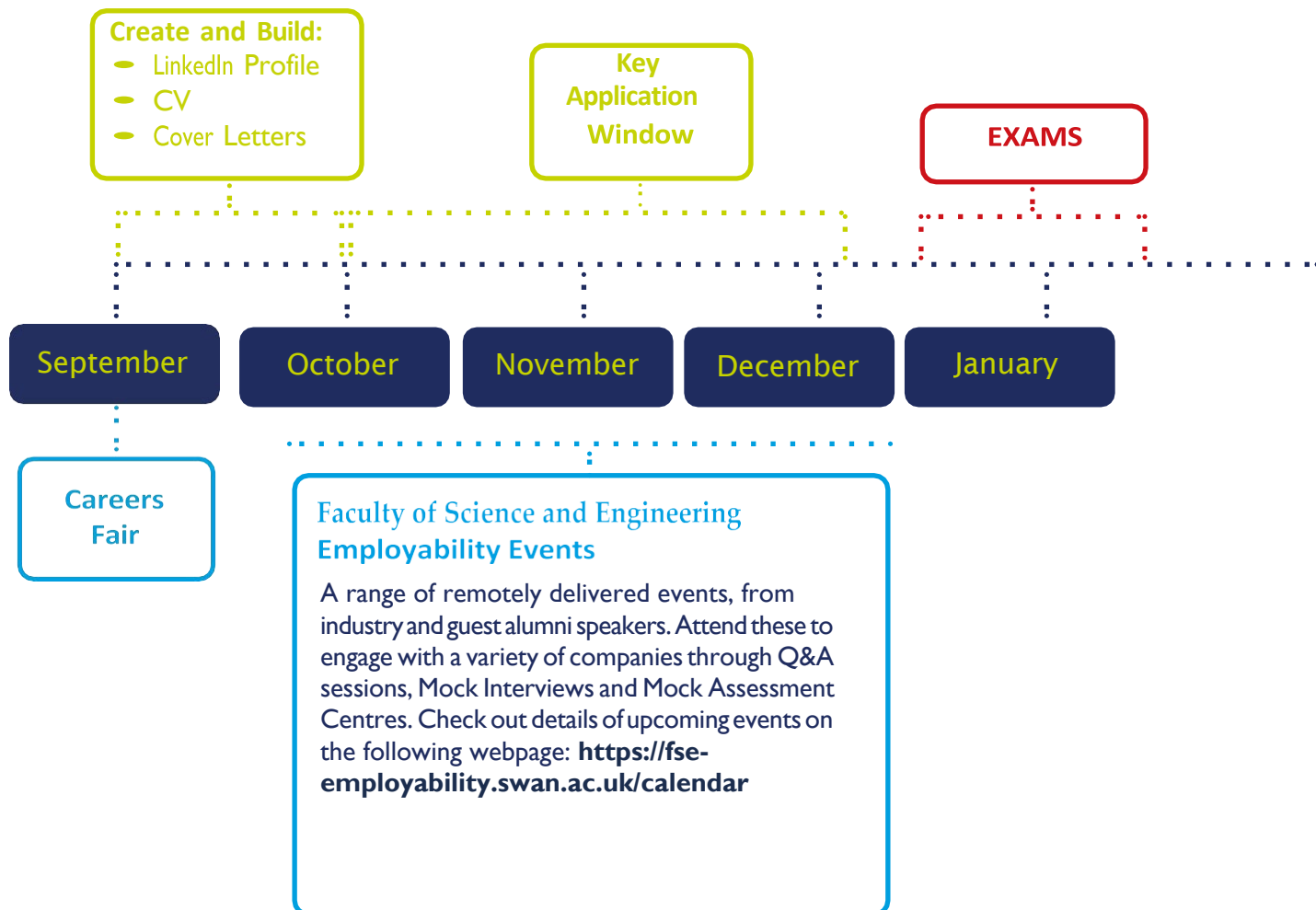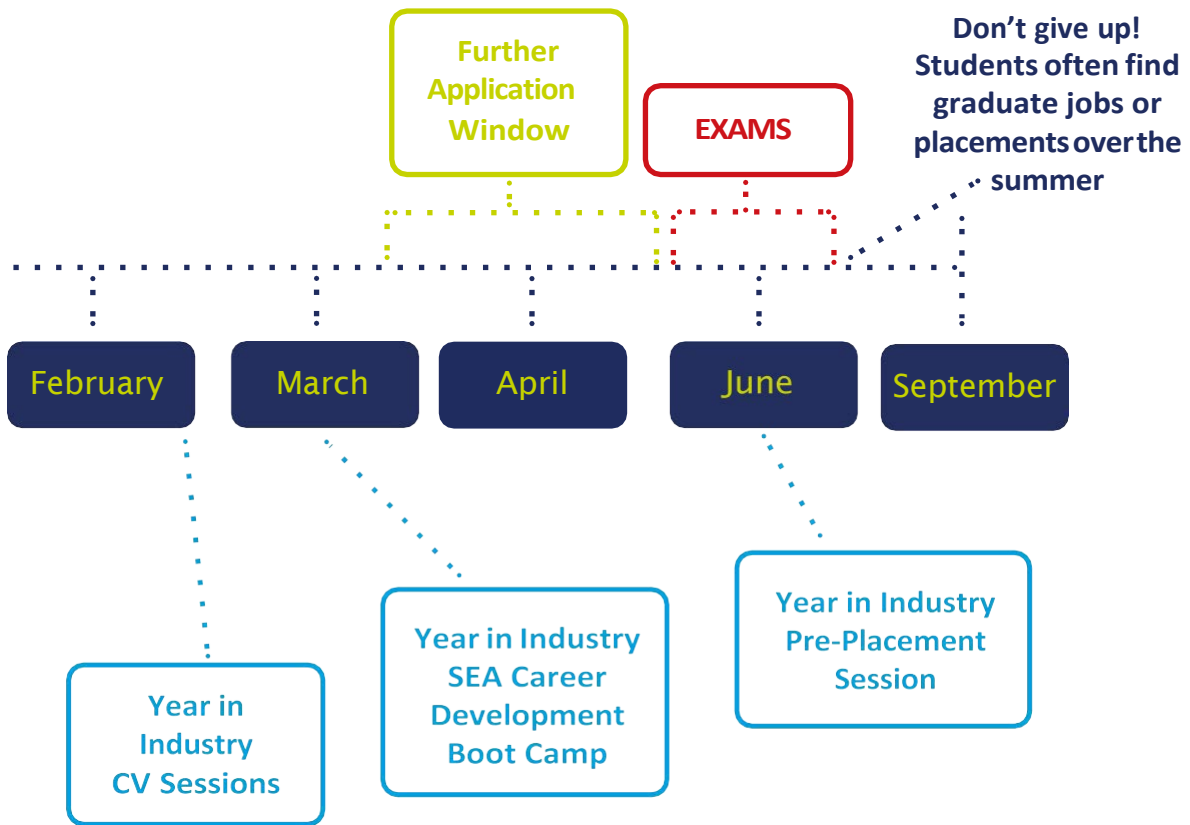
Find out more here: **https://fse-employability.swan.ac.uk/job-adverts**

# The Recruitment Timeline

**A typical recruitment year:**

What you can be developing (Green)
What support the College provides you (Blue)
Exams window (Red)

**Create and Build:**
- LinkedIn Profile
- CV
- Cover Letters

**Key Application Window**

**EXAMS**

| September | October | November | December | January |
|-----------|---------|----------|----------|---------|

**Careers Fair**

**Faculty of Science and Engineering Employability Events**

A range of remotely delivered events, from industry and guest alumni speakers. Attend these to engage with a variety of companies through Q&A sessions, Mock Interviews and Mock Assessment Centres. Check out details of upcoming events on the following webpage: **https://fse-employability.swan.ac.uk/calendar**

**Further Application Window**

**EXAMS**

**Don't give up! Students often find graduate jobs or placements over the summer**

| February | March | April | June | September |

**Year in Industry CV Sessions**

**Year in Industry SEA Career Development Boot Camp**

**Year in Industry Pre-Placement Session**

# Networking

You have the opportunity to network at a number of events organised by the College of Engineering Employability Team. Take a look at some of our networking tips below:

**BE YOURSELF**

Networking should be viewed as laying the foundation stone for a (hopefully) fruitful relationship. Recruiters and company representatives attend careers events to meet students, so don't be shy about approaching them. Don't try to be the person you think others want to meet. A clean, straight forward introduction followed by several questions is the best approach.

**ASK QUESTIONS**

The best way to impress a potential employer is to seem enthusiastic and genuinely interested in their product or service. This will require you asking them plenty of carefully crafted questions and listening to their response. With this in mind, Forbes Magazine believes that it is always best to walk away from a conversation having allowed the other person to speak more than you did. In their experience, this would allow you to better plan and execute your follow-up (whether through an email or other form of communication). Showing genuine interest in another person can say more about you than talking about yourself could. However, it is important to avoid questions that are overly political or confrontational, or that the person you're asking is unlikely to be able to answer, e.g. questions on very technical or specialist matters. You may want to be perceived as clever or clued-up but could easily come across as showing off or trying to catch out an employer.

**RESEARCH, RESEARCH, RESEARCH**

This is the cardinal rule for all employability-based events. If it is a careers fair, the university will publish the attendees in advance. Take some time to research the companies that are attending in advance and prepare questions to ask. It's better to try and ask more in-depth questions about the company than those you could answer yourself from a simple search or a quick scour of their website.

**TIPS FOR INTROVERTS**

If you're nervous, TargetJobs suggests pairing up with a fellow student and approaching employers together. You could even ask one of the organisers if they could introduce you. If you find the experience too alarming or draining, remember to grab yourself five minutes' quiet time. These experiences, if genuine, should feel enjoyable rather than a chore.

**KEEP THE PHONE OUT OF SIGHT**

Using your technology when you're supposed to be engaging with employers risks looking rude. If you want to take notes on your device, ask if that's okay first so the employer knows that that's what you're doing. Otherwise, they may assume that you're bored and disinterested.

Find more tips on the following page:
myuni.swansea.ac.uk/sea/recruitment/networking

**NETWORKING QUESTIONS: EXAMPLES**

- What do you do?
- How long have you worked for 'company x'?
- How did you secure your role in 'company x'?
- Does your organisation participate in many events like this?
- What advice would give someone who is looking for a placement/graduate role?
- As an employer what are your top three things you look for in someone on an internship/graduate role?
- What do you expect from a colleague in the first three months of work?
- If you had to start your career again, what would you do differently?
- What is a typical day in your role and organisation?

# CVs

For more in depth information and guidance to make the most of your CV, visit our Employability Site's CV Section here:

engemployability.swansea.ac.uk/employability-skills/ cv-writing

## Why do you need a CV?

Your CV is the most important document you will create. Your CV should be tailored to each job you apply for. Employers use it to see if you are suited to them. You can also use it to approach a company. Any type of employment will usually require a CV.

## How do you improve your CV?

Showcase your strengths, skills & how you fit the job you are applying for:

Make it easy for the employer to read and compare to the specifications they are looking for in a perfect candidate

Target it to the employer, but also to the role you are applying for

## What should your CV look like?

The structure of a CV can vary, for example, as a student you are not expected to have a great deal of experience and education can come first. When you gain some experience it is usually wise to put that section before the education section; for a graduate role every candidate will have a degree. Employers can spend as little as 10 seconds scanning your CV, so clarity is vital.

### Top Tips

- Write about what an employer wishes to read
- Make your layout clear and consistent
- Keep your CV concise
- 2 pages maximum (A4)
- Bullet points make scanning easy
- Tailor your CV to each company that you apply to
- Always update, review and change your CV
- Always get somebody to check your grammar

**KEEP ON TOP OF YOUR CV, UPDATE IT EVERY QUARTER!**

## Year in Industry students:

Submit your CVs to the team; they will review it and send it back. Make some changes & re-submit it for a final review.

## Style

- Use professional language and do not use vague abbreviations
- Make sure to use the same tense throughout
- Sell yourself with positivity and action words relating to key skills
- Highlight key achievements /successes

## Design

- A creative CV should be kept for a creative job
- Abstract fonts are difficult to read and look messy
- Do not use too many colours as it can appear unprofessional

## Length

- A standard length CV is 2 pages (A4)
- 1 page CVs can be requested
- Some countries require different styles

## Layout

- Employers look at the top section and tend to skim down the left side of the page

## Headings

- Clear and bold headings should be used
- Don't use a heading for the sake of it
- If you want to add interests, make them interesting and not generic

## Content

- Your CV should show what you have completed each year
- Make sure that contact details are correct and a professional email address is used

## Fonts

- Arial, Calibri, Times New Roman are preferred as they are easy to read; Comic Sans should be avoided

## Checklist:

- ☐ Have you amended and updated your CV?
- ☐ Have you had someone review your CV?
- ☐ Have you filled out relevant work experience?

# Example CV

## Roger Davidson

123620@swansea.ac.uk
01299 67890

21 Thame Ave
Leigh-on-Sea
Essex, SS9 2XQ

A logical, hardworking and self-motivated person seeking an industrial placement during the university degree programme to add work experience to academic knowledge. Works well as part of a team or individually always keeping to deadlines and helping others, as required, along the way.

### Education

| September 2016 - Present | Product Design Engineering Student (BEng), Swansea University |
|---|---|

Year 1 average: 70%. Year 2 average so far: 75%.
Core course material include Product Design, Thermodynamics, Mechanics, Fluid Mechanics, Manufacturing Technology, Environmental Awareness, and Experimental Studies.

| September 2014 - July 2016 | A-levels, Southcold High School for Boys Grammar School |
|---|---|

Maths (A), Product Design (A), General Studies (A), Physics (B), Chemistry (B),
French (B – **AS-level** only)

| September 2009 - July 2014 | GCSEs, Southcold High School for Boys Grammar School |
|---|---|

5A*s (Maths, Physics, Chemistry, Geography, Resistant Materials)
5A's (English Literature, Statistics, Biology, French, Religious Education)
2B's (Latin, English Language)

### Experience

| July 2015 - September 2017 | Halfords Group Plc, Part-time Bicycle Mechanic and Sales Assistant |
|---|---|

Performed technical and administrative duties. I developed skills in customer relations, contributed to a successful business and independently completed bicycle assemblies to high standards. I contributed to staff and stock management by organising rosters and raising orders of workshop consumables.

| July 2016 - August 2016 | Benson Lund (A division of Ipeco Holdings Ltd) |
|---|---|

Shadowed and contributed in the Design Office of Benson Lund for three weeks, and for one week on the Production Line. I designed components with 2D and 3D CAD modelling systems (CoCreate OneSpace Design), updated design documentation and printed and issued technical drawings. I gained knowledge of Fire Test Plans and Air Worthiness Standards. On the shop floor, I shadowed parts manufacturing operation to understand how drawings I produced were used.

### Positions of Responsibilities

| September 2016 - Present | Treasurer of Swansea University Mountaineering Club |
|---|---|

Managing club funds and being part of club committee. I became better at working as part of a team towards set targets. I schedule my time to balance committee duties and university work. As a committee member, I am responsible for the safety of club members that we take mountaineering and for teaching new members skills necessary to participate. I demonstrate willingness to help others and work in a team.

October 2012 - Present                    Cub Scout Leader

Volunteering as a Cub Scout leader, I plan and run meetings once a week. Not only rewarding by seeing young people develop their potential under my guidance but improved my organisational skills too.

September 2015 - July 2016              School Captain

Supervised a team of 39 prefects. I represented the School on formal occasions such as Remembrance Day parades, led readings in assembly as well as being a positive role model. This gave skills and knowledge in effective organisation of a team, communication, diplomacy and public speaking. I am now a more confident and approachable person from my experiences in this role.

September 2014 - July 2016              Chairman of School Council

Ran real-world problem-solving tasks with the team while listening to the views of others.

### Personal Interests

**Mountain biking.** Mountain biking has been one of my main interests for over 10 years. I enjoy building my own bikes using knowledge I acquired when working at Halfords. Riding also keeps fit and healthy.

**Rock climbing. A**s part of Swansea University Mountaineering Club, I am responsible for my safety and that of others. Climbing requires physical and mental strength as well as attention to detail.

**Photography.** My interest in photography started with photographing live gigs and wildlife. I now extend it to my design work, displaying influential ideas and products.

**Music.** I have been playing bass guitar in a band for 3 years. We recorded an EP (2017) and played numerous gigs. This demands an ability to work with and listen to other people to achieve an objective. I also enjoy playing guitar and ukulele.

### Awards

- Achieved the **Duke of Edinburgh Silver Award**. Currently working towards the Gold Award. During this award I learnt a huge amount about teaming, individual skills and the interaction with other team members.
- Awarded a Trophy for the **'Most Outstanding All-Round Sportsman'** at school, based on my achievements and attitude.
- Full clean UK driving licence. Qualified First Aider. Student member of the IMechE.

### References

Dr J D Johnson (Level 1/2 Tutor)
College of Engineering
Swansea University
Swansea
SA1 8PP

01792 29557
j.d.johnson@swansea.ac.uk

Mr Mark Smith
General Manager
Halfords
High Street
Swansea

0844 4717 1752
mksmith@.demon.co.uk

# LinkedIn

## What is LinkedIn?

LinkedIn is the social network for professionals. It is used by employers to screen candidates for job roles and is also a great marketing tool for a large business with a big network.

## Why do I need an account?

It is increasingly popular year on year and there are approximately 400 million users. It will allow you to interact with potential employers and embed yourself within the industries you are interested in. Your profile is your online professional footprint, available for all users to view.

## Student LinkedIn

LinkedIn has a range of tutorials for you to create your profile. It provides you with a checklist of what you should include and ranks your profile based on how complete it is.

## Networking

You must be active and take the time to update your profile and build your network. Look for: companies, colleagues, classmates and people who have jobs that you want, or work in industries that you are targeting.

## Targets

Think about what you want to put on your LinkedIn profile in the future. What types of things have others written that you would like to write yourself…

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## Checklist:

☐ Do you have a professional profile photo?

☐ Have you included details about your degree course on your page?

☐ Have you filled out relevant work experience?

☐ Have you added any additional training, awards, languages or qualifications?

☐ Are you a member of your industrial governing body?

☐ Have you put a link in your CV to your LinkedIn profile?

☐ Is your profile "All-Star"?

☐ Do you update your LinkedIn profile regularly?

☐ Have you joined your subjects LinkedIn group?

# Cover Letters

## Why do you need a covering letter?

A covering letter is a way of drawing an employer's eye to your application and encouraging them to interview you.
The two main points to address are:

a) Why you are interested in the job
b) Why you are suitable

## How can you prepare a cover letter?

As with your CV, research is important and your covering letter should be tailored to every application. You shouldn't use a template as employers can spot them. Read the company's website, find articles and build your knowledge (this can also help for interviews). Re-read the job advert as it may give clues about what you should mention in your application.

## How can you structure your cover letter?

It can be split into 4 key sections

- Introduction: Who you are and what you want, mention what you study and that your CV is attached.

- About you: Why you are perfect for the role. Compare yourself to the job description, how you tick the boxes, why you fit with the company.

- About the role/company: Why you want the role, explain that it's the only company you want to work for, what attracted you, demonstrate that you have researched.

- Closing statement: Sign off, end with a courteous remark such as "I would welcome the opportunity to discuss my application with you further".

## What should it look like?

- It should be one side of A4
- Set out in proper letter format
- Try to address the recipient by name (looks better than Sir/Madam)

For more in depth information and guidance to make the most of your cover letter visit our Employability Site **https://fse-employability.swan.ac.uk/ employability-skills/cover-letters**

## Checklist:

☐ Have you written a cover letter?

☐ Have you had someone review your cover letter?

☐ Have you had any initial feedback?

☐ Have you made any changes?

## Year in Industry students:

Submit your cover letter to the team, they will review it and send it back. Make some changes and re-submit it for a final review!

**Include the person's name, position and full address**

**When using Mr/Mrs end with Yours Sincerely**

**When using Sir/Madam end with Yours Faithfully**

**Show good knowledge of the company**

**Highlight the key skills and experiences you have to offer and how you meet the criteria in the Job Description**

**If you would like something taken into account express it here**

Mrs L. Howard
Talent Recruitment Manager
Mott MacDonald
Fitzalan House
Cardiff
CF24 5CC

Jean Davies
Clive Road
Canton
Cardiff
CF24 0EL

27 October 2019

Dear Mrs Howard,

Please find my attached CV in response to the Year in Industry placement advertised on the Mott MacDonald website (Ref. 21315). I learned about the Sandwich Placement program from the Mott MacDonald presentation on 4th of October which I attended at Swansea University.

I am a second year undergraduate at Swansea University studying for a MEng in Civil Engineering. The course has stimulated my interest in helping to make the global community a brighter, better and more sustainable place for the future. I am keen on taking part in work experience and eager to gain knowledge and experience while working hard on the tasks I am given. My course has reinforced my conviction that water is a resource that should be carefully managed, and I aspire to contribute to solving this global challenge.

I am aware of the work undertaken by Mott McDonald in water management under the MMB joint venture, which I perceive as a great opportunity to work with you along shared values. The global presence of Mott McDonald and its contribution, such as the Indonesian water sanitation project meet my career aspiration in its values and impact.

You will see from my enclosed CV that I have charity work experience. My voluntary work taught me that no matter whom you are, everyone can play their own part in making this world a better place and civil engineers can play a key role in this effort. This taught me to be flexible and adaptable regarding the environment I live and work in to maximise the team's output. I have excelled in fluid mechanics, soil mechanics and project work as evidenced by the grades on my CV. I trust my computer literacy meets the requirement for the post as I have learnt to use BIMs, scientific programming and office packages for reports and communication.

I would be very pleased to attend an interview for this application and can be contacted by email or telephone. Please note that I have examinations in the first three weeks of January, and would prefer to avoid an interview at this time, but I would make every effort to attend if unavoidable.

Yours Sincerely,

*Jean Davies*

**State where you saw the job advertised**

**Introduce yourself**

**Outline what attracts you to the role, showing that you have done your research**

**Discuss relevant work experience**

**Add when you are available for interview and to work**

## Top Tips

- Try to phone the company for more information
- Keep a copy in this Handbook to take to your interviews
- Employers will be evaluating your professionalism and attention to detail
- A formal approach is better than an informal one
- Use full sentences, correct spelling and grammar
- Quote statistics to back up your results

# Application Forms

## How do you prepare?

Application forms are becoming a more popular component of recruitment processes and 85% of employers will use this method. They are designed to filter out irrelevant information. It also makes it easier for employers to compare applications. It is an alternative to a CV and may ask for additional information to your CV.

- Ensure you read the instructions and documents attached before starting.
- Check whether the form requires you to fill out in one go, or if it allows you to return later. Some will not allow you to edit a previously submitted answer, so it may be worth drafting it in Microsoft Word beforehand.
- You must collect information about the company you are applying for.
- Ask yourself what skills, experience, knowledge and attributes the employer is looking for. Clearly demonstrate how you meet these requirements within your answers.
- Keep a copy of your application form to refer to ahead of the interview.
- Make sure you clearly show how you meet the criteria in the Job Description.

## How are they structured?

Online: most common for student recruitment. Some online applications have built in tests (page 26).

Electronic: can be downloaded from the employer's website or email link, you can complete it and attach it in an email.

Printed: these are rare; employers may post you an application to fill out by hand and return by post, do not fill it out before drafting responses. Make a photocopy before you start.

| What can you expect? | Can you think of examples? |
|---|---|
| - Competency based questions | ……………………………………………………………………………………………………… |
| - Short and to the point questions | ……………………………………………………………………………………………………… |
| - A case study question | ……………………………………………………………………………………………………… |
| - A role related question | ……………………………………………………………………………………………………… |
| - Multiple choice questions | ……………………………………………………………………………………………………… |

# Managing Applications

## Overview

- There are some important things to consider across this process. At times, learning how to become more employable comes from experience.
- It is important to apply for as many jobs that are suited to you as possible; this is because more often than not, employers will be swamped with applications and may not reply to all of them.
- Apply to all positions where you feel that you will thrive, without waiting for responses, however be mindful of individual companies' policies where the number of positions for which you may apply is sometimes limited.
- Coping with rejection is vital to succeeding; it is important to maintain confidence and use it as a chance to gather feedback to improve yourself.
- Finally take note of your experiences, both good and bad, for your own reference in the future. Your experience is your most valuable asset.

## Supporting Statements

1. Capture the reader's attention with a positive and enthusiastic introduction.

2. Make sure your application is honest and accurate; you never know when an employer will check up on statements you have made.

3. Make each paragraph flow nicely and make each word count.

4. Don't waffle, be clear and concise.

5. Provide strong reasons as to why you want this role.

6. Highlight your strengths and experience.

7. Show you are up to date on industrial topics and current affairs.

8. Provide evidence for essential criteria.

## CAR Writing Technique

The CAR writing applies to your supporting statement in a job application, you should also use it to structure the text about each experience reported on your CV, and your answers during an interview.

Be concise.

You may research and use the more detailed writing scheme STAR(R) but be careful to keep text short and to the point.

Context:
What was the situation (e.g. dates, company, job title etc.)?

Action:
What task were you assigned? How did you complete it?

Result:

On a CV, document the performance aspects (exceeded targets?), the skills you developed and the feedback you may have received. In an interview, make sure that this answers the question.

The Swansea Employability Academy also have advice on the application process:
https://myuni.swansea.ac.uk/sea/recruitment/application-forms/

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# Online Tests

For more guidance on online tests, visit our Employability site here:
**https://fse-employability.swan.ac.uk/employability-skills/aptitude-tests**

## How do you prepare?

These are sometimes referred to as psychometric tests and come in many forms. The two main types of tests are personality and aptitude. These tests are usually the final screening before an interview. They test character, skills and cognitive ability. These show more about a candidate than just their grades.

The best way to prepare is through practice and applying the right techniques. Try to get in touch with someone who has done the tests before. **Practice using the SEA Career Development Course Psychometric Tests**. Remember, you can always ask the team for guidance!

## Abstract Reasoning?

The abstract, verbal and numerical reasoning tests check your skills and abilities against the role that you are applying for. The employer will judge you on areas like critical thinking and logical reasoning. For each of these tests, you will be timed and in exam conditions.

Abstract often gives you two sets of shapes and asks you which set the shape in question fits into. Often patterns can be anything to do with the shapes, colour, shade, angles, edges, lines, direction. It is important to spend time understanding the pattern and not to guess or rush your answers.

## Verbal Reasoning?

This test often gives a passage of text followed by 4 questions about the passage. Often the technique here would be to read through the passage and then attempt the questions. It is important to remember that these tests are not always designed for you to be able to finish them in the allotted time, but instead to see how you behave under pressure. Do not guess questions to finish.

## Numerical Reasoning?

This test is usually multiple choice; you will be given a set of data either in a passage, table or graph and asked to make calculations or analysis of the data to get the answer. It is often, again, a good idea to practice several times and ensure you have a calculator to hand. Taking notes and applying basic mathematical principles to each question will benefit you. You will likely come across ratios, percentages, decimals and fractions, so brush up!

Taking notes throughout will be of great benefit. You should remember that the test will likely not be designed so that you can comfortably complete it in the allotted time, so don't worry if you do not get to the end – just stick to the technique and you will be fine.

## Situational Judgement Test?

They usually ask you to choose a statement that will best describe you. There is no right or wrong answer here; they are looking to understand how you will react in different situations and how you can potentially fit into the company and that specific job role. It would not be wise to try to guess what the employer is looking for, as this will confuse the results of the test and they will not provide an accurate reflection of you.

## Resources

- Look for online practice opportunities on websites such as TargetJobs
- Profiling for Success (Career Development Course)
- Graduates First: www.graduatesfirst.com
- **https://fse-employability.swan.ac.uk/employability-skills**

# Interviews

For more in depth information and guidance on interviews, visit our Employability site here: **https://fse-employability.swan.ac.uk/employability-skills/interviews**

## Telephone Interviews

Select a quiet room with no distractions (there are specialist rooms for this purpose in the Bay Campus Library)

- Ensure good quality phone signal or use a landline
- Have your CV in front of you for ease of access to refer to
- Have details of the company you are applying to in front of you; select key points from their website or job advert and when asked sell that information back to them, thus proving you know about the company and what they do and any plans they have going forward
- Listen to the questions carefully and then answer within any time scales that maybe given
  Have the 20 practice interview questions in front of you with your answers and where possible use these example answers

## Video Interviews

You may have to answer a pre-recorded question. The more you practice, the more relaxed you will be. They may also involve a face to face interview over Skype, or you may just have to answer a pre-recorded question with a limited time to answer.

You may be given many chances to re-record your answer or you may only be given one chance.

- Make sure you dress smartly, this will be an assessing point
- Take the interview in a quiet room with no distractions
- Tidy the space behind you so the employer will not see clutter/mess/posters
- Is the lighting correct? Do you have a strong internet connection? Is the environment quiet? Does your microphone or webcam work? Use your webcam to practice with mock interview

## Face to Face Interviews

This has been a vanishing form of interview recently, often held at the company's office. You could be interviewed by one, two, three people, maybe even more. It is likely that there will be a hiring manager and an HR representative present.

- Look at the interviewers when answering the questions. As everyone will be monitoring your performance, it is important to engage with everyone
- Use your hands to express your answers
- Accept the offer of a glass of water as you will be talking a lot, this will allow a pause and give you a chance to think about how you are answering questions
- Don't be afraid to ask the interviewer to repeat the question if you need clarity or to buy yourself some more thinking time
- Shake the interviewers' hands at the start and the end of the interview and be sure to thank them for their time when you leave
- ☐ Research company
- ☐ Prepare answers to typical questions overleaf
- ☐ Use Glassdoor, RateMyPlacement and the College Employability page: engemployability.swansea.ac.uk/insights
- ☐ Structure answers for interviews using 'CAR' or 'STAR'

**Further interview advice can be found on:**
**https://fse-employability.swan.ac.uk/employability-skills**

# Interviews (cont.)

**Take control, be prepared! Here are some typical competency questions.**

## Competency Questions:

You will find that some questions come back frequently in most interviews. The 20 questions below should help prepare you for all types of questions. Make sure you can answer them and you will have material ready for the day.

### You and Your CV

1. Why did you choose Swansea University and what factors influenced your choice?
2. Why did you choose your degree subject?
3. What has been your greatest achievement?
4. What are your hobbies/sporting interests and tell me about them?
5. What computing skills do you have?
6. What has been your greatest achievement?

### The Company and the Job Description

1. Tell me about (the company and what we do)?
2. What can you offer us?
3. From the job spec, how can you add value to what we do?
4. Why do you want this job?

### Twenty typical competency interview questions:

1. Describe a situation in which you have led a team.
2. What is the most important goal you have set yourself in the past? What made you successful in reaching it?
3. Tell us how you might approach communicating with another person who may dislike you personally?
4. How have you approached your studies to be effective with your personal organisation and planning?
5. How might you react if some arrangements you had planned carefully suddenly had to be changed?
6. Have you been in a work situation where you felt unable to cope with the volume of work you had been given? How did you overcome this?
7. Give an example of a time when you felt you could motivate colleagues or peers to achieve a goal?
8. What would you do if someone you were relying on to help you achieve a goal let you down?
9. Have you ever had to tackle a task or piece of research work that you did not like? If so, what was it and how did you deal with it?
10. Describe a situation in which you were initiative.
11. What has been your biggest setback?
12. Describe a time where you had a difficult decision to make.
13. Describe a situation in which you solved a problem.
14. Describe a situation in which you took responsibility.
15. What do you expect to be doing in 5 years' time?
16. What are your weaknesses?
17. What are your strengths?
18. Who else have you applied to/got interviews with?
19. Give an example of a time when you have used fact-finding skills to solve a problem – then tell us how you analysed the information to reach your decision?
20. Do you have any questions for us?

## After the interview

As soon as possible after the interview make a note of the questions you were asked and how you felt you answered them. You may need to go for a number of interviews before you get offered a job, so use each interview as an opportunity for development. If you are unsuccessful, see if you can get some feedback.

# Assessment Centres

For more in depth information and guidance on assessment centres, visit our Employability site here: **https://fse-employability.swan.ac.uk/employability-skills/assessment-centres**

## Overview

Assessment centres tend to be one or two day events where candidates are observed and assessed against a set criteria, rather than being compared to other candidates. You will be required to take part in a number of different exercises and you will be continuously assessed throughout the day. Make a good first impression to everyone that you meet (even non assessing staff). Be sure to maintain professionalism during meals or drinks.

## Example Agenda

You may get some social events where you meet other candidates, recruiters, graduates and senior management.

This is an excellent opportunity for you to find out more about the organisation and to ask questions in an informal setting (asking questions shows interest).

- Information sessions which give more detail about the company; if anything is unclear then ask!
- Tests and exercises designed to reveal your potential.

You may undertake: group work, aptitude tests, presentations, problem solving tasks.

## What can you be asked?

Competency questions: use your past experience to predict what you might be like in the role that you are applying for. They will expect real life examples and they will need to be convinced that you are able to transfer skills (use CAR page 25).

Strength based questions: the best ways of extracting information from candidates without any rehearsed answers. They use these questions to get an insight into your life and personality. These answers flow better as candidates often get engrossed in their responses. See examples on next page.

Unexpected questions: sometimes thrown in to make you think, as they test your ability to think on your feet and react under pressure. "What colour and type of sock would you be if you could?" or; "How many bricks can you stack to the moon?"

## Preparing

- Participate in a college run mock assessment centre!
- Read through the details or agenda sent through about your interview or assessment centre (have they asked you to prepare slides?).
- Read through your application, CV and cover letter to familiarise yourself with it (you will be asked about what you have written).
- Research the company and the role and make notes to the right.
- Create a list of your skills and the experience/examples to back this up for you to discuss in the interview.
- Practice your answers with friends, family or mentors.
- Plan to get there ahead of time (do you need to book public transport?)
- Dress appropriately—always your smartest!

## Checklist:

- [ ] Have you planned for a good night's sleep?
- [ ] Have you got a map or a route of where you are going?
- [ ] Have you got your clothes ready and ironed?
- [ ] Are you leaving plenty of time for traffic/delays?
- [ ] Have you read all the details thoroughly?
- [ ] Have you included this booklet, your CV, cover letter and any other relevant documentation in a folder?
- [ ] Have you prepared questions to ask the company?

Want to find out more? Take a look at the following: https://fse-employability.swan.ac.uk/employability- skill

## Company Notes:

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Strength-based interviews stem from a very positive view on recruitment. It aims to put the right person in the right job and focuses on personal attributes rather than competencies. Rapid-fire questions are typically used in such interviews to probe whether the candidate is a good match for the vacancy.

For more information, take a look at https://www.prospects.ac.uk/careers-advice/interview-tips/strength-based-
interviews Below are typical questions you may be asked in strength-based interviews.

Don't over think your answers, these interviews usually have overlapping questions and are typically analysed for genuineness. Preparing for this type of interview is not something you can leave until the last minute with sample questions. The best way to prepare is to acquire a good level of self-awareness regarding your qualities, values and motivations. This will help you to target your applications where you are a good match so you need to research the company.

Some questions below illustrate the questions that may arise, but it is not an exhaustive list by far, you would not be expected to read through them in preparation.

# International Student Support

- Living and studying overseas demonstrates "global mobility" and an ability to adapt to new cultures and challenges, make sure you highlight this global awareness throughout the application process
- Mention all the languages you speak including English and your native tongue
- Express and highlight knowledge of cultures and a global awareness
- Have you got a network in other countries or other international students in different countries?
- Do use your network in your home country to source your placement, we are open to international placement opportunities

## Do you need anything extra?

If you have a "legal right to work in the United Kingdom", highlight this on your application and provide supporting documentation. It would also be useful to add this to your CV and covering letter.

When adding your educational qualifications, employers may not be familiar with international standards and may require you to translate your qualifications to the UK equivalent. Visit UK NARIC for more information: naric.org.uk/naric

International@CampusLife help students, and their families, with all sorts of non-academic problems. They are fully trained immigration specialists and will try and assist with any queries you may have. Take a look at their web page for more details https://www.swansea.ac.uk/international-campuslife/

# Disabilities Support

## What support do you have?

Deciding whether or not to disclose your disability is your own personal choice. You are under no legal obligation to do so and can decide if and when you wish to disclose it.

If you have a disability, medical condition or specific learning difficulty, contact the Disability Office to find out more about the support that is available to ensure you have the same opportunities as everyone else. The Disability Office is part of Inclusive Student Support Services.
Please visit their webpage for information on support and funding available www.swansea.ac.uk/disability

For more support and advice you can also arrange a meeting with SEA and their Careers Consultant myuni.swansea.ac.uk/sea/about-us/speak-to-an-adviser

# Mature Student Support

You can bring life and work experiences with you. Demonstrate your skills and qualities to employers and use your experiences to your advantage.

## CV/Applications:

- You do not have to put your date of birth or age on your CV. Regard your age positively and emphasise your strengths and qualities.
- Employers may not be familiar with certain qualifications (such as O'levels, Access Courses) so summarise what they equate to.
- You do not have to put every job you've ever done on your CV. They can be summarised and grouped.
- Make a connection with past experiences, what you are studying now and what you want to do in the future. This applies if you have come to university to make a career change.
- You may want to write a skills based CV if you cannot put yourself across in a traditional CV.
- Include information such as voluntary work, interests and commitments.

# Postgraduate Support

The main rules still apply to you, however, you will also have the opportunity to prove that you are an excellent researcher who will bring value and expertise to the department. Your knowledge and achievements to date will be of interest to the recruiting department or institution, as well as your ability to demonstrate that you can manage projects. The skills you gain as a postgraduate will be valuable indications of your ability to succeed in a new role.

## CV/Applications:

An academic CV is typically longer than undergraduate CV as the candidate is usually required to include any publications or conferences attended, as well as:

1. Research experience
2. Teaching experience
3. Administrative experience
4. Technical skills
5. Ability to attract funding

- Read through any research papers developed by the department you are applying to; good preparation is key.
- You may be asked to present on topics similar to previous research you have done.
- Do you know who currently funds the research and are there any requirements for the funding?
- Do you know where you would fit within the department if you were successful?

# SPINterns

Have you been unsuccessful with your placement finding?

Will you be staying in Swansea this summer?

You can always apply to become a SPIN Intern (SPINtern) and work for the College of Engineering on a short placement. There are many different opportunities for you to gain all those transferable skills and experiences that you can take with you to industry.

Keep an eye on your emails for when the application process begins!

# Useful Resources

**Employability Skills**

Open to all students, with employability advice and guidance, vacancies, blogs, podcasts, insights and more! **https://fse-employability.swan.ac.uk/employability-skills**

**Employability Newsletter**

A weekly collation of Employability news, placements and events via email.

**Employability Drop-In**

Come and speak to one of the team about anything Employability related, for example: CVs, Applications & Interviews, Year in Industry, Summer Placement & Graduate Job Search and Employability Events. Drop-ins are open to all students of any year group.

Find out more about how you can attend a drop-in here: **https://outlook.office365.com/owa/calendar/FSEEmployability1@SwanseaUniversity.onmicrosoft.com/bookings/**

**Employability Champions**

Each Engineering discipline has a dedicated champion to provide support & guidance; details of each are included in this handbook and their weekly office hours included in the newsletters. Employability Champions - Swansea University

**Swansea Employability Academy**

Find useful information via the following pages: **https://www.swansea.ac.uk/sea/**

https://www.instagram.com/fseemployability/

www.linkedin.com/in/sufseemployability

https://fse-employability.swan.ac.uk/
FSE Employability (office365.com)

Employability Handbook 2023-24