

How to get started with your career

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How long does a
recruiter spend on
average on your CV?

00:07

Application Process



What to include in your CV

- A CV must include:
 - your name and contact details
 - technical and personal skills
 - work, and community and volunteer experience
 - qualifications and education
 - referees (you can include referees or note that referees are available on request).
 - (can also include interests/extra curricular activities)
- Come to Stats Cafe to have your CV checked by the Careers Officer
- Check the spelling, grammar, punctuation...
- Use short sentences and break up blocks of text
- Use bullet points to list information

Cover Letters

- Make sure all the information are correct
- Make it specific change a few details that will show the company you are applying to them not to their sector of activity
- Explain why you, what you will bring to the company, your motivations...
- Be polite, use adapted language (no slang words or abbreviations)
- Check grammar, spelling and punctuation
- Ask your friend to check your CV & Cover letter → The more opinions the better

[Your name]
[Your address]
[Your phone number]
[Your email address]

[Date]

[Advertiser's name]
[Organisation]
[Address]
[Email address]

Dear [advertiser's name if you know it, otherwise use Sir or Madam]

I am writing to apply for the [job title] vacancy [vacancy number] at [organisation], as advertised on [name where].

[One paragraph: Explain your interest in the job and how you will fit into the organisation.]

[One paragraph: Link your experience, skills and qualifications to the job. Use two or three key examples. Research the employer online and show how your skills can be useful to the employer.]

In support of my application I have attached a copy of my CV. It shows that I will bring important skills to the position, including:

- [Bullet-point your skills that are relevant to the position]

I would enjoy having the opportunity to discuss my application with you and how I could use my skills to benefit [organisation name].

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely

[Your name]

Online CV checks

- <https://resumeworded.com/score>
- <https://www.livecareer.com/resume/check>
- <https://www.topcv.co.uk/?e=success&at=pjBuduvknzl3eHqomz2t9HT0l0Y9mf08Q>
- <https://www.livecareer.com/build-resume/choose-template>

Extension School

Resumes and Cover Letters

Harvard

OFFICE OF CAREER SERVICES

Harvard University · Faculty of Arts and Sciences

www.ocs.fas.harvard.edu


CAREER AND ACADEMIC RESOURCE CENTER

Harvard Extension School

www.extension.harvard.edu/resources/career-academic-resource-center

RESUMES and COVER LETTERS

An Extension School Resource



Is it better to have experience
or high grades?

PwC removes 2:1 criteria for
undergraduate and graduate roles to
ensure it doesn't miss out on talent

14/08/22

LinkedIn

- Online CV
- Chance to connect with your professional peers
- Learn of career opportunities and company events



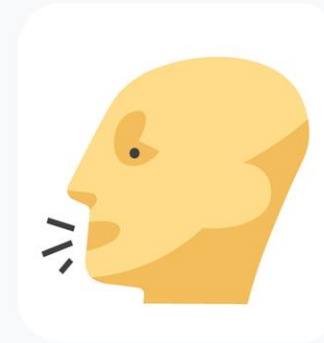
Practice test

- <https://www.assessmentday.co.uk/>
- <https://www.brightnetwork.co.uk/academy/psychometric-tests/>
- Other SJT training
- <https://foundationprogramme.nhs.uk/resources/situational-judgement-test-sjt/practice-sjt-papers/>

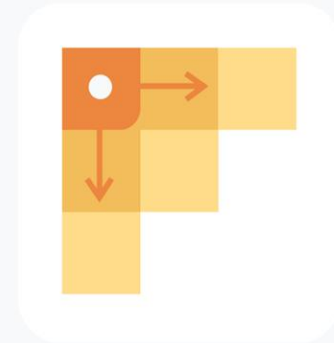
Types of Psychometric Tests



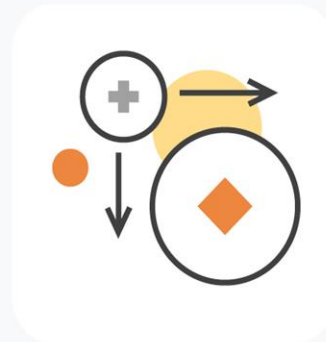
Numerical Reasoning



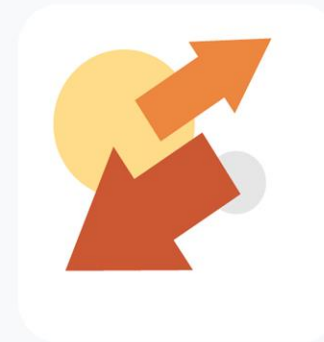
Verbal Reasoning



Inductive Reasoning




Diagrammatic Reasoning



Logical Reasoning



Error Checking



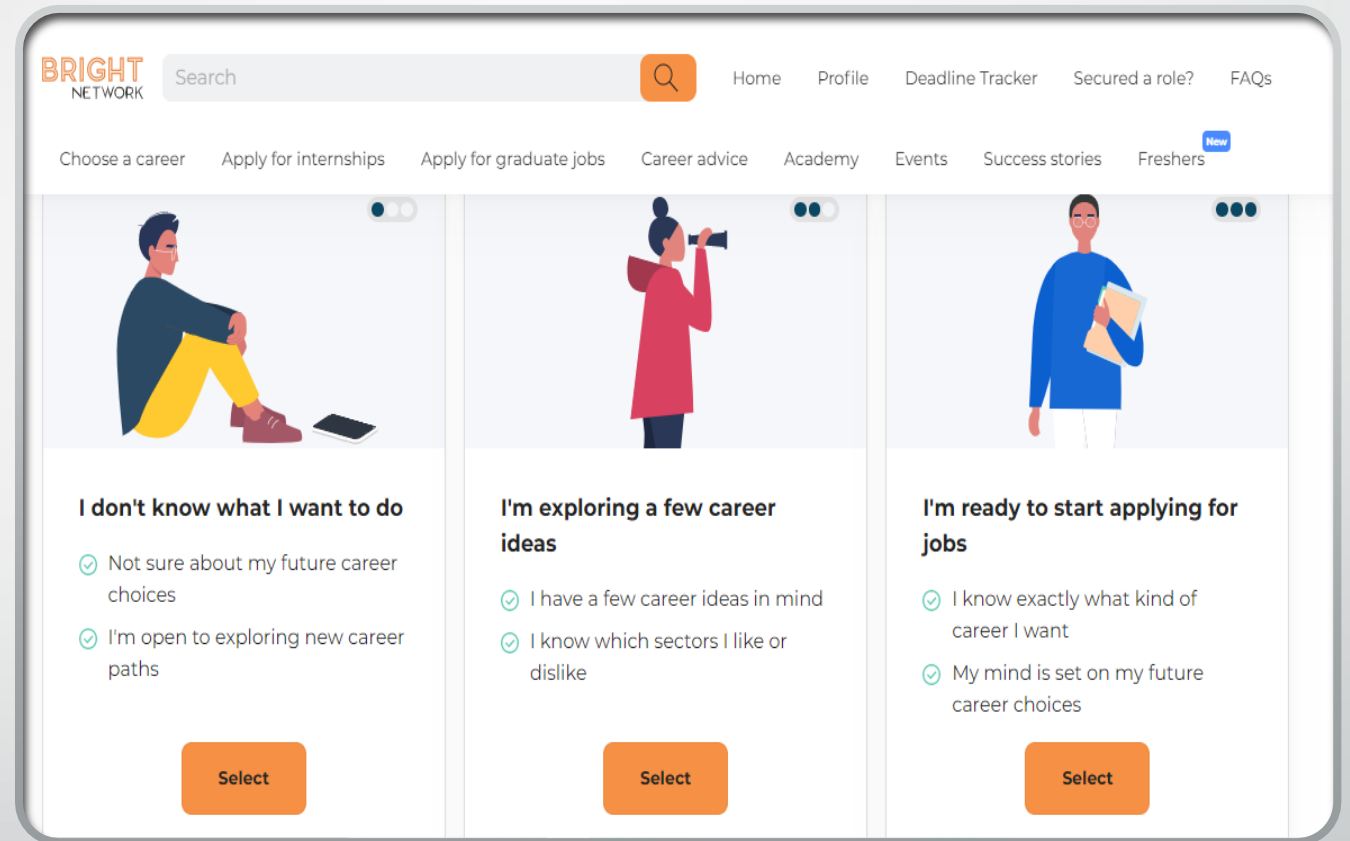
What is the 1 thing
that makes your CV
stand out?

<https://www.grammarly.com>



Bright network

- Internship experience UK – 3 days online internship
- Online courses to develop skills
- Career advice – especially for STEM
- Events & Employers insight days



SEO London

- Great opportunity for students within the following categories: Under represented ethnicity/religion, low income background, females.
- Gives careers insight
- Opportunities to programme: such as HerCapital Programme
- Employers exclusive events
- Possibilities to have mentors

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SEO/LONDON
SPONSORS FOR EDUCATIONAL
OPPORTUNITY

Sponsors for Educational Opportunity Weekly Round Up for Students and Candidates

All opportunities and upcoming events in one place

SEO London Videos

NEW: **SEO** London candidate badge

SEO London Empower - Black Heritage recruitment

Investment Banking & Asset Management:

- First Year Fast Track programme
- Insights into the Independents - Black history month
- Application Guidance for 2023 opportunities
- **NEW:** 2023 Spring, Summer and Grad opportunities - Troy Asset Management

Alternative Investments:

- Preqin resources

Consulting:

- 2023 OC&C Graduate Roles
- 2023 FTI Consulting Roles - Graduate, Internship & Placement

Corporates & Technology:

- Amazon Graduate and Summer internship roles
- **NEW:** P&G 2023 - Graduate, Internship and Placement roles
- **NEW:** Tesco 2023 - Graduate and Internship Roles

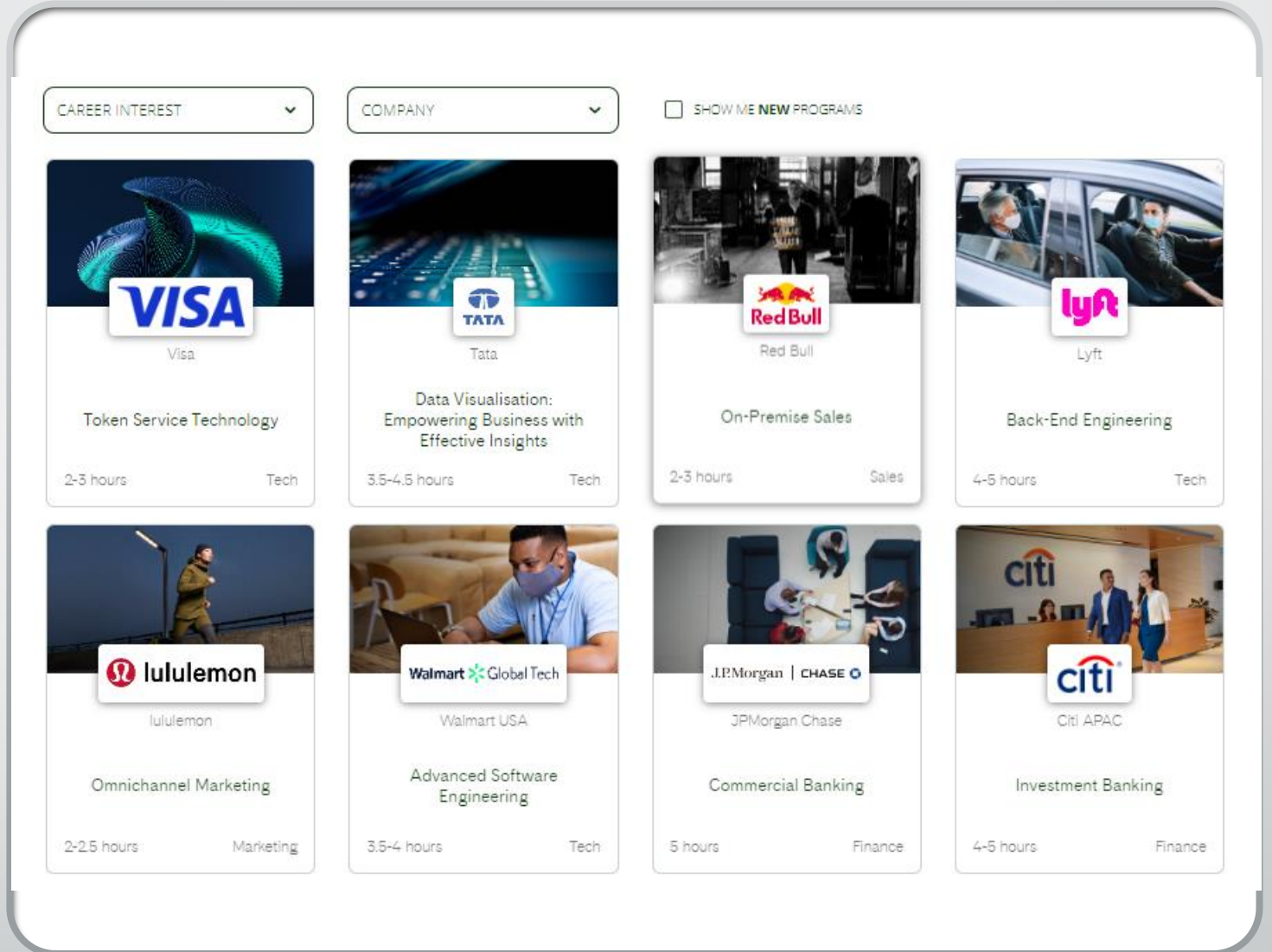
Corporate Law & City Solicitors Horizons:

- Corporate Law Programme - Applications Open
- City Solicitors Horizons - Applications Open

(Forward this to friends and colleagues who may be interested in the opportunities and support we provide)

Forage

- Virtual work experience programs replicate work at top companies and help you gain the skills to be successful when applying and working there. In only 5-6 hours, learn the relevant tools necessary to complete a typical workday at that company
- <https://www.theforage.com/course-catalog>



Coursera

- Coursera works with universities and other organizations to offer online courses, certifications, and degrees in a variety of subjects.
- You get a variety of offers from hands-on projects and courses to job-ready certificates and degree programs.



Fast Futures - Avado

- Learn skills that employers are looking for.
- Community and group project
- Various programmes of different length online
- Possibility to have a mentor and get involved into project presented to company boards.

FastFutures Partners

Standard
Chartered

Modulr

SALARY
FINANCE

NHS
Health Education England

go

Legal &
General

octopus
A brighter way

TATE & LYLE

BT

AstraZeneca

Agilisys

BARCLAYS

Avado



Fast
Futures



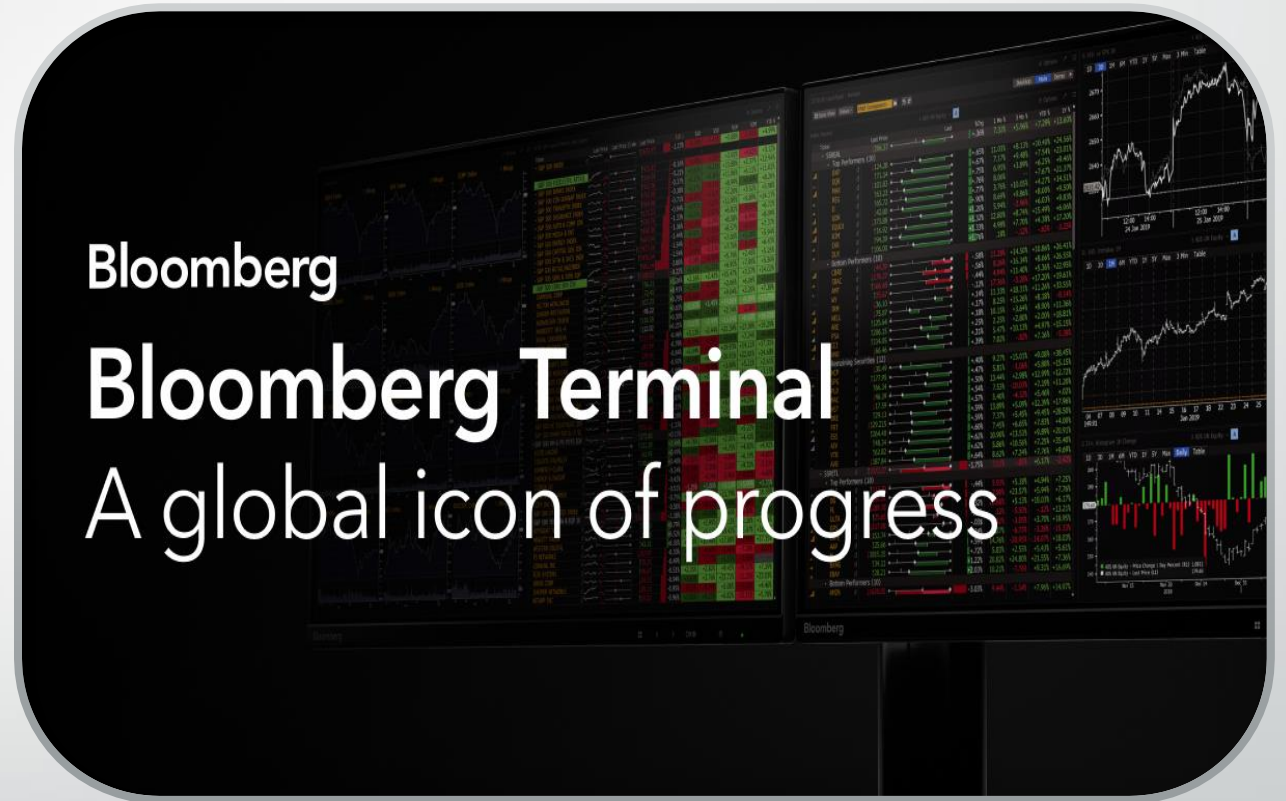
Kaggle

- Online community platform for Data scientists
- Allows collaboration with other users
- Accessible to beginners
- Runs a lot of Machine Learning competitions



Bloomberg - BMC

- Self-paced e-learning course that provides an interactive introduction to the financial markets
- Bloomberg terminal is used in many companies of the financial industry and BMC valued by employers
- Free for warwick students
- Obtain a certificate of completion at the end of the course



<https://www.bloomberg.com/professional/product/bloomberg-market-concepts/>

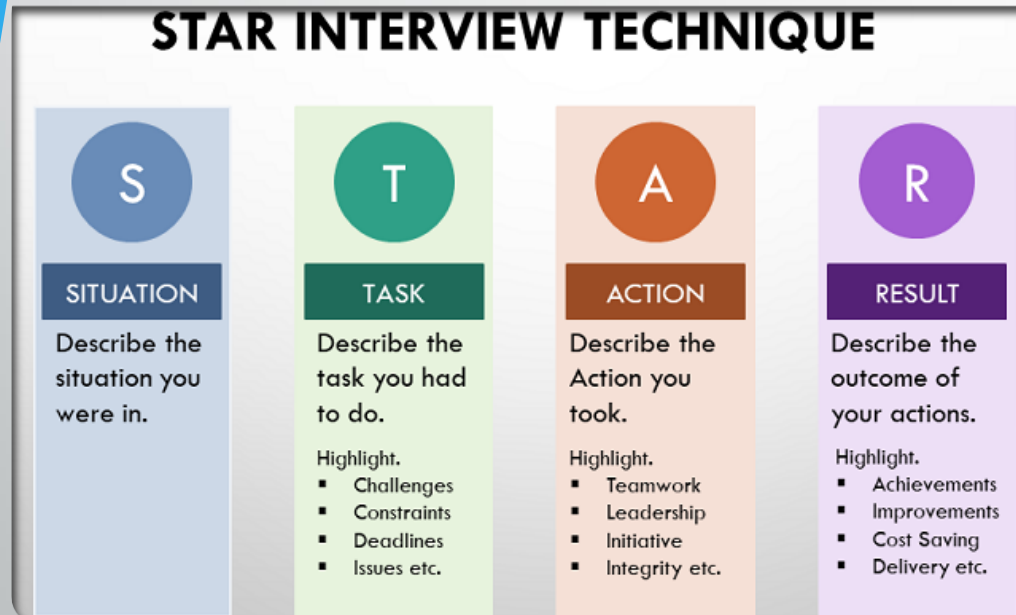
How to prep for interviews and Acs?



How to prepare interviews?

- Research the company (Company Website, LinkedIn, Glassdoor,...)
- Make sure you know what position you are applying for and have read the description
- Make a good 1st impression: smile, dress professionally, have a good night sleep the night before...
- Warn people you are living with you are having this interview
- Prepare typical interview question (see relevant slide) + prepare questions for interviewers
- Read the news everyday a week before + compile a list of technical questions
- If you need an economic calendar: <https://www.bloomberg.com/markets/economic-calendar>
- Know your resume
- Be confident

Typical Interview Questions



- Tell me about yourself.
- Walk me through your resume.
- Why do you want to work for this company?
- Tell me a piece of news that is affecting the company.
- Why attracts you to this role?
- Why are you a good fit for this position?
- What are your greatest strengths?
- What are your weaknesses?
- Tell me about a time... ?

Key events this term

- Wednesday 26th October – BFC Networking Lunch Fair
- Thursday 27th October – HR & Recruitment Sector event
- Friday 28th October – Stats and Maths Careers Fair (1-3pm)
- Tuesday 1st November – STEM FAIR
- Wednesday 2nd November – Not for Profit Sector event
- Wednesday 23rd November – Careers in Data & Tech Sector event

Academic help on campus

- My advantage: <https://myadvantage.warwick.ac.uk/students/login>
- Statistics Senior Careers Consultant:
 - Sam Brown – Sam.Brown@warwick.ac.uk
 - Will be at Stats Café (Stats building) Wednesday W4&5 from 2-3pm
- Physics&Maths Careers Consultant:
 - Ray Ryan – R.Ryan@warwick.ac.uk

Thank you for your
attention

Any Questions?

