HELLO FUTURE

LUMS Careers Brochure
2018/2019
We are focused on supporting you in achieving the very best start to your career. Our dedicated Careers Team are there to offer professional advice and guidance, tailored support and employability-focused events – all with the objective of preparing you for career success.

As an internationally leading management school, we attract many top global companies to campus, enabling you to engage with staff recruitment teams as well as LUMS graduates now working in those organisations.

I would encourage you to explore these opportunities and to attend as many of the sessions as possible.

I am sure you will find this year’s Careers and Employability Programme interesting and stimulating. Most importantly, by engaging fully with the services on offer, you will be one step closer to joining the community of successful Management School alumni working in a range of organisations across the world.

Best wishes,

Professor Angus Laing
BA, MA, MBA, PhD, FRSA
Dean

At Lancaster University Management School (LUMS), we are justifiably proud of the education we deliver. It is an education that provides you with the starting point for an outstanding career in your chosen field and underpins a lifelong engagement with learning and development.
LUMS Careers 2018. Whatever your stage of study at LUMS, we have something for you.

We are grateful to all the employers who work with us, and appreciate the contribution they make to LUMS. We work with employers of all types including small local businesses, national companies and large multinationals, and in all sectors. They support our students and recognise the value brought by them to their organisations.

Events and presentations this year will be attended by employers from the technology sector, investment banking, the public sector, the fashion industry, retail and communications. We believe we have something to interest all our students. Our team of careers professionals looks forward to working with you to identify and pursue your career aspirations.

All activities are free of charge and easy to book – just choose the ones that interest you.

You can book at lancaster.targetconnect.net

RORY DALY
r.daly@lancaster.ac.uk
Meet the LUMS Careers Team...

UNDERGRADUATE

MATTHEW HOWARD
Undergraduate Careers Manager
mj.howard@lancaster.ac.uk

NICKY ALLAN
Business and Management Careers Coach
n.allan@lancaster.ac.uk

PAUL McCORMICK
Financial Careers Coach
Appointment by referral

SOPHIA WU
Economics Careers Coach
y.wu26@lancaster.ac.uk

CAREERS ADVISERS

You can book an appointment with your Careers Adviser for advice and guidance on any topic and at any stage of career planning.

CAREER ADVICE DROP-IN CLINICS

Tuesday: 14:30 - 16:30
Thursday: 10:30 - 12:30

SPECIALIST SUPPORT

If you are a Business and Management, Economics, Marketing or Finance and Accounting student, you will meet your Careers Coach in your Careers and Employability module as part of your programme. You can also book an appointment with your Careers Coach for specialist support and guidance, or attend a specialist drop-in clinic (times will be advertised).

POSTGRADUATE

PETER SEWELL
Postgraduate & EMBA Careers Manager
p.sewell@lancaster.ac.uk

HELEN CHAFFEY
Marketing Careers Coach
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MARTINE DAWBER
Career Advancement and Internship Officer
m.dawber@lancaster.ac.uk

CAREERS ADVISERS

Dr Peter Sewell is responsible for the careers and employability provision for Masters, MBA, and PhD programmes across LUMS. He completed his PhD in Business Psychology whilst working as a Senior Lecturer in Employability & Entrepreneurship at the University of Central Lancashire and has been involved with higher education and business in China for the past ten years.

Helen Chaffey is our Postgraduate Marketing careers coach for MSc Marketing and Advanced Marketing Management students. She has extensive international experience in the world of marketing and advertising and has worked in senior marketing positions for organisations including Procter and Gamble and Saatchi & Saatchi, and also with brands including Mars and L’Oréal.

Martine Dawber provides individual tailored careers support for MSc Management and the MSc Finance suite. Martine has extensive industry experience working in recruitment prior to joining LUMS. Martine also works very closely with alumni from these programmes in a wide variety of countries and sectors, and will be able to connect you with industry professionals to broaden your career network.

CAREER ADVICE DROP-IN CLINICS

Wednesday: 12:00 - 14:00
Friday: 15:00 - 17:00
Book an individual consultation. Please email the relevant adviser stating your availability to meet.

PLACEMENTS AND INTERNSHIPS

JULIET HUNTINGTON
Placements and Internships Manager
j.huntington1@lancaster.ac.uk

KATHRYN MOREY-SARFEE
Placements and Internships Officer
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MARTINEDAWBER
Career Advancement and Internship Officer
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The LUMS Placements and Internships Team is part of LUMS Careers, with dedicated careers advisers to support you in finding your placement or internship.

All the Career Events and Employer workshops in LUMS are organised by the Events and Employer Liaison Team. They work hard to develop exciting opportunities for you to meet Employers.

EVENTS AND EMPLOYER RELATIONS

RACHAEL STERRETT
Employability, Careers & Events Coordinator
r.sterrett@lancaster.ac.uk

CHIOMA IKPA
Employability, Careers and Events Assistant
c.ikpa@lancaster.ac.uk

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Careers Events and Employer workshops in LUMS are organised by the Events and Employer Liaison Team. They work hard to develop exciting opportunities for you to meet Employers.

Career Advice Drop-In Clinics

Tuesday: 14:30 - 16:30
Thursday: 10:30 - 12:30
Placement and Internship Workshops
Full details on pg 31.
The Lancaster Award is a fantastic opportunity to gain official recognition for all the employability-enhancing activities you complete whilst at Lancaster University.

Whether you join a student society, do work experience, take up voluntary work, learn a new skill, play sport, organise events or get involved in your college JCR - it all counts.

Just look for this symbol:

The Lancaster Award encourages you to get involved in a variety of activities to acquire skills and experiences which are valued by employers.

Build up your points to aim for one of these three levels of Lancaster Award

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For further information: www.lancaster.ac.uk/lancaster-award

How to achieve the Lancaster Award

Work Experience (20 points)
Your work experience can be anything from part-time work during term time (perhaps in a bar or supermarket) to a summer placement. You can register for part-time work on campus using our Employment and Recruitment Service.

Campus Activity (10 points)
Lancaster University provides fantastic opportunities to get involved in campus life. Being an active member of a society or club will not only expand your friendship networks, and help with confidence, but will also give you the opportunity to develop transferable skills such as teamwork and communication.

Volunteering (15 points)
Many of you already do valuable community work for charity. This may be here in Lancaster, back at home or during a trip to a different country. The Students’ Union volunteering service offers students opportunities to get involved with valuable community projects and can help you find a project you’ll enjoy. Lancaster Arts also offer voluntary work on community art projects.

In addition to speaking to your team of LUMS Careers specialists, you also have access to excellent online employability resources.

- Career Assessments: Resilience, workplace preferences and motivation
- CV and Cover Letter Builder, Interview Simulator, assessment centres
- Practice psychometric tests
- ‘Going Global’ and international careers support
- Business Skills e-learning courses
- Specialist financial market career guides
- Industry reports and employer advice
- Profiles of recent graduate and placement alumni
- LinkedIn and networking training
- Specialist careers programmes, including Vault Career Intelligence, paysnegotiation.com and HigherEd Global Careers
- Information about the Lancaster Award, Career Mentoring Programme, part-time jobs on campus…and so much more!
We organise over 100 career events every year. The following pages showcase a sample of the events coming up this year. Visit TARGETconnect regularly to find out about all career events and to book your place: lancaster.targetconnect.net

**THE BIG CAREERS FAIR**

Date: 9th October 2018  
Time: 10:30 – 16:00  
Venue: Manchester Central Convention Complex

We will be providing a free coach to this national fair for graduate careers and student work experience for all those interested in a career in finance, business or management consultancy.

All exhibitors have graduate vacancies for autumn 2019, some have work experience opportunities and some have jobs with immediate starts. A diverse range of companies are represented with hundreds of vacancies and they want to target you!

**LUMS WORK EXPERIENCE FAIR 2018**

Date: 11th October 2018  
Time: 12:00 – 15:00  
Venue: LUMS Hub Café

Summer internships, year-long placements or voluntary work are all great ways of gaining valuable experience and improving your CV.

Visit this fair and chat to employers and careers consultants about the opportunities on offer in 2018/19.

**PART-TIME JOBS FAIR**

Date: 11th October 2018  
Time: 12:00 – 15:00  
Venue: LUMS Hub breakout area 2

The part-time jobs fair is your chance to find a job during your time at Lancaster University to earn money and develop your skills for the future.

The fair provides an opportunity for students to meet a wide range of local companies. There is something for everyone.

**DIVERSITY CAREERS DAY**

Date: 18th October 2018  
Time: 12:00 – 16:00  
Venue: LUMS Hub Café and Management school

Our brand new Diversity conference will cover the themes of disability, mental health, LGBTQ+, social mobility, BAME and gender equality in the workplace.

It will be delivered by employers, alumni and inspirational speakers who will present or deliver workshops on their experiences of overcoming or improving these issues within the workplace.

Throughout the conference there will be an array of employers and organisations, committed to diversity, exhibiting in the Management School Hub café.

You will have the opportunity to network with exhibitors throughout the conference including an afternoon tea 4pm – 5pm.

**THE TECHNOLOGY EMPLOYER PANEL**

Date: 23rd October 2018  
Time: 17:00 – 19:00  
Venue: TBC

Fancy a career in technology? Don’t miss the chance to meet an array of high profile companies who all have excellent technology roles on offer, including graduate schemes, placements and internships. Each company will have a short 10 minute presentation on a panel and then students will be able to ask individual questions afterwards at the company exhibition stand. Refreshments available.

**TECHNOLOGY EMPLOYER PANEL**

Date: 9th October 2018  
Time: 10:30 – 16:00  
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We will be providing a free coach to this national fair for graduate careers and student work experience for all those interested in a career in finance, business or management consultancy.

All exhibitors have graduate vacancies for autumn 2019, some have work experience opportunities and some have jobs with immediate starts. A diverse range of companies are represented with hundreds of vacancies and they want to target you!
Employer Events and Job Opportunities

**SPEED NETWORKING EVENING**

Date: 30th October 2018  
Time: 18:00 – 20:00  
Venue: LUMS Hub Café

Want to check out a wide range of employers before settling down? This is your chance to play the field the evening before the main Autumn Careers Fair. Put your questions to as many representatives as you can – it’s like speed dating for professionals. With refreshments, a quiz and lots of opportunities for networking, this is a fun way to find your perfect professional match.

**AUTUMN CAREERS FAIR CENTRAL SERVICES**

Date: 31st October 2018  
Time: 11:00 – 15:00  
Venue: LIÇA Building

The Autumn Careers Fair attracts many of the Times Top 100 graduate recruiters. This is one of the best ways to find opportunities in your chosen career. The fair provides a chance for students to meet a wide range of companies - local, national and international. There is something for everyone: graduate jobs, work experience, internships and postgraduate study from across all sectors.

**MEET THE EMPLOYER FAIR**

Date: 23rd January 2019  
Time: Drop in anytime between 12:00 – 15:00  
Venue: LUMS Hub Café

Come along to this event and meet graduate employers from a wide range of organisations, all offering great opportunities for Management School students. Receive valuable feedback and advice about how to succeed in the recruitment process.

**CHINA EMPLOYER FAIR**

Date: 2nd March 2019  
Time: 10:00 – 15:00  
Venue: The University of Warwick

This one-day event for Mandarin speaking students will focus on careers in the finance, business and management sectors. You will learn about the Chinese graduate jobs market, attend employability insight seminars and have the opportunity to network with recruiters and organisations with real job vacancies. Places will be limited and transport will be free. Closing date for applications will be notified through TARGETconnect.

**COMMUNICATIONS EMPLOYER PANEL**

Date: 13th November 2018  
Time: 17:00 – 19:00  
Venue: TBC

Looking for a career that utilises your excellent communication skills? Brand new for 2018, companies are coming together to talk about their roles in marketing, sales and HR. Perfect for students looking for a career where exceptional communication skills are essential. Each company will have a short 10 minute presentation on a panel and then students will be able to ask individual questions afterwards at the company exhibition stand. Refreshments available.

**FUTURE GLOBAL LEADERS: LEADERSHIP FESTIVAL**

Date: 21st November 2018  
Time: 10:00 – 17:00  
Venue: LUMS Breakout area and LT1, 2 & 3

For all first year LUMS students.

We will be inviting a range of alumni and employers who hold positions of leadership within their organisation. They will share how they have gained their positions and give insight into the skills and attributes that will be vital in helping you to gain similar positions of leadership in your future career.
Working at BAE Systems.
At BAE Systems, we help our customers to stay a step ahead when protecting people and national security, critical infrastructure and vital information. We provide some of the world’s most advanced, technology-led defence, aerospace and security solutions and employ a skilled workforce of more than 83,000 people in more than 40 countries. From state of the art cyber threat detection to flight control systems that enable pilots to make better decisions, we never stop innovating to ensure that our customers maintain their advantage. This is a long-term commitment involving significant investments in skills. We also work closely with local partners to support economic development through the transfer of knowledge, skills and technology.

Employability skills for the financial sector.
RSM is a leading provider of audit, tax and consulting services to middle market leaders globally. We have around 3500 partners and staff in the UK, and our network covers 120 countries globally. Our training schemes include all you need to know to be a future manager or leader, covering project management, client management and people management.

Fitch Ratings will outline their internship and graduate programmes in London, New York and Europe. The internship programme is for students in their penultimate year of study. The Associate Analyst programme is for those graduating in 2019. We are seeking candidates who have financial flair and an interest in credit, fixed income and industry analysis.
Employer Presentations and Workshops

**CPA AUSTRALIA**

**Date:** 11th October 2018  
**Time:** 11:00 – 12:00

**Kick Start your Career in China (Presentation in Mandarin)**

Hear from the Senior Business Development Manager of one of the world’s largest accounting bodies as he shares his unique insights into how to build a career back in China.

Max Shao will be visiting from the CPA Australia, Guangzhou Office where he works closely with graduates and employers in the China and Malaysian accounting and finance sector. These include State Owned Enterprises (SOEs), Multinational Corporations (MNCs), Privately Owned Enterprises (POEs) and employers such as Deloitte, KPMG, EY, PwC, JP Morgan, HSBC, GE, Dell, Lenovo, Power China, Tencent, Huawei and many more.

**L’ORÉAL**

**Date:** 10th October 2018  
**Time:** 18:30 – 20:30

**Assessment Centre Lock In with L’Oréal**

No experience with assessment centres? Come and learn how to tackle an application for a summer internship or industrial placement, including psychometric testing, group exercises, presentations and interviews.

L’Oréal offer placements in HR, Marketing, Commercial, Digital Marketing, Finance, Supply Chain, PR and Visual Merchandising starting in June 2019 for 12 months.

**M&B**

**Date:** 15th October 2018  
**Time:** 12:00 – 13:00

**An introduction to change delivery. What is it like working as a business analyst or project manager?**

Are you interested in a career in Business Analysis or Project Management? Come to a presentation and Q&A led by Sky to understand what Change Delivery is, and what it’s like to work for Sky, Europe’s leading entertainment company with over 23 million customers across seven countries.

**BANK OF ENGLAND**

**Date:** 17th October 2018  
**Time:** 13:00 – 14:30

**Assessment Centre Skills Session**

For over 320 years the Bank of England has been at the heart of the UK economy, working to maintain monetary and financial stability for the good of the people.

Please join us for an Assessment Centre Skills Session, where a member of the Bank’s Early Careers Recruitment Team will take you through an interactive session about what to expect from an assessment centre, and how to prepare for it.

**M&M**

**Date:** 22nd October 2018  
**Time:** 18:00 – 20:00

**Evening Presentation**

Come along to a presentation evening by M&C Saatchi, founded in 1995 and now the biggest independent creative network agency in the world, based in the heart of London’s Soho.

We’re looking for keen, bright, independent thinkers who share our ambition to create smart, brilliant and newsworthy work.

L’Oréal offer placements in HR, Marketing, Commercial, Digital Marketing, Finance, Supply Chain, PR and Visual Merchandising starting in June 2019 for 12 months.

**MORGAN STANLEY**

**Date:** 23rd October 2018  
**Time:** 14:00 – 16:00

**Workshop and Presentation**

Morgan Stanley is a global leader in financial services. They advise and raise capital for corporations, organisations and governments around the world.

Learn more about opportunities within the firm, including Global Capital Markets, Investment Banking and Management, Research, Sales & Trading and Wealth Management.

Morgan Stanley
Employer Presentations and Workshops

**DELOITTE**

Date: 25th October 2018
Time: 18:30 – 19:30

Evening Presentation
Whether you’re interested in one of our graduate roles or internship programmes, we recommend you take the opportunity to attend one of our exclusive ‘Deloitte Autumn Careers Evenings’.

You’ll find out more about the different opportunities we have to offer, get a feel for what life is like at the firm and have the chance to network with representatives from our main recruiting areas, who’ll guide you through the options available to you.

**MARS**

Date: 30th October 2018
Time: 13:00 – 14:00

Application and Assessment Centre
Ever wanted application support from a multi-national company with world-class and well-loved brands like Snickers®, Whiskas®, Dolmio® and Starburst®?

Get a head start with your graduate applications by learning how to effectively complete assessment centre processes. Come along to develop your skills in a relaxed environment and learn about Mars as a place of work.

**TEACH FIRST**

Date: 6th November 2018
Time: 18:30 – 20:30

Come along to discover how Teach First can offer you excellent opportunities with our Leadership Development Programme
It is a two-year, salaried opportunity that combines advanced teaching and leadership training with a fully-funded qualification. In this presentation, you will hear first hand accounts of what teaching at Teach First is like, get details on how to apply for our programme, and learn about ways to get involved while you are still at university.

**HAYS**

Date: 14th November 2018
Time: 11:00 – 12:00

Careers in Finance workshop - Global Opportunities (focus on China and Europe)
If you are planning a career in finance outside the UK, come along to hear from Hays about the global job market in finance and some top tips on how you can compete for a position in one of these markets, that may help for returns to home countries post-graduation.

**HAYS**

Date: 30th October 2018
Time: 16:30 – 17:30

So what is networking and how can I do it well?
If you are planning to attend the evening Speed Networking event, come along to hear some top tips from Hays on how to make the most of the evening. Learn the value of building your network while you are a student, what questions to ask, and how to feel at ease with the process.

**EY**

Date: 1st November 2018
Time: 12:00 – 13:30

Company Master Class
This interactive workshop is designed to give greater insight into working for EY and our application process. There will be a chance to meet graduates who work at EY as well as the student recruitment team.
Financial Markets Careers Support

LUMS is making big strides in this highly competitive sector. The Careers Team offer bespoke specialist support to students interested in pursuing Financial Market careers. This includes a programme of talks and events delivered by our specialist Financial Careers Coach, Paul McCormick. Paul has over 30 years ‘City’ experience, including 20 years as a Bond Trader, with major banks.

It is crucial that 1st year students get involved as early as possible. Recruitment deadlines are extremely early in this sector! Gaining relevant sector experience is crucial. You need to apply as early as possible in the Michaelmas term for opportunities the following summer.

Relevant Experience:
1st year - Spring weeks
2nd year - Internships/Placements
Final year - Graduate programmes

Core Resource: LUMS Financial Careers Insight Series – 16 unique short guides written by Paul. See Moodle > LUMS Careers > LUMS Careers Portal.

Financial Markets Careers Events

FINANCIAL MARKET CAREERS FOR 1ST YEAR STUDENTS
Time: 13:00 - 14:00
Date: Wed 10th October 2018
Venue: Lecture Theatre 1

INVESTMENT BANKING SPRING WEEKS FOR 1ST YEAR STUDENTS
Time: 14:00 - 15:00
Date: Wed 10th October 2018
Venue: Lecture Theatre 1

INVESTMENT BANKING & INVESTMENT MANAGEMENT INTERNSHIPS FOR 2ND YEAR STUDENTS
Time: 15:00 - 16:00
Date: Wed 10th October 2018
Venue: Lecture Theatre 1

TO ASSIST EARLY APPLICATIONS: FINANCIAL MARKET CV CLINICS
Time: 13:30 - 18:00
Date: Thurs 11th October 2018
Venue: Charles Carter D38

For 1:2:1 appointments mandatory sign up sheets are available at Oct 11th lectures.

CITY CAREERS – LU INVESTMENT & FINANCE SOCIETY
City Careers is Lancaster University Investment and Finance Society’s largest event, where successful Management School alumni are invited to share their experiences in the financial industry. This will provide our members with a great opportunity to inquire about different career paths and allow them to network with industry professionals.
Time: 13:00 - 15:00
Date: Wed 10th October 2018
Venue: Lecture Theatre 1

INVESTMENT BANKING & FINANCIAL MARKET CVs/COVERING LETTERS
Time: 14:00 - 15:00
Date: Wed 10th October 2018
Venue: Lecture Theatre 1

VISIT TO DEUTSCHE BANK
Hear the thoughts of top traders and corporate finance professionals – a great addition to your CV.
Date: June 2019
Venue: London

LUMS STUDENT & ALUMNI EVENT AT THOMSON REUTERS’ HEADQUARTERS
A unique networking opportunity. Sign-up via TARGETconnect 1 month before event.
Date: 27th June 2019
Venue: Canary Wharf, London.

“worked with specialist support within the LUMS Careers team and together we rapidly improved my application, interview and assessment centre skills so much so that I have now secured a year’s placement at the Global Real Estate division of a major asset management firm. Furthermore, I was offered a position from all 3 divisions of this firm - the first time that had happened in their history. I could not recommend the LUMS Careers services more highly!”

Alex Branford
BSc Business Studies Lancaster University
**My Calendar**

Make a note of the events you wish to attend and book your place on lancaster.targetconnect.net

### MICHAELMAS TERM

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**The LUMS Advantage**

Sign up to our range of online resources available to help your professional development.

**Target Connect**

A valuable resource for booking your place on an event, making an appointment with a careers advisor, and searching for vacancies for placements, graduate jobs and summer internships.

Sign in with your student login at Lancaster.targetconnect.net

**LUMS Career Portal**

An excellent online resource to help with every element of your career planning.

- CV and Cover Letter Builder
- Interview Simulator
- Assessment centres
- Practice psychometric tests
- 'Going Global' and international careers support
- Specialist financial market career guidance
- Industry reports and employer advice
- Profiles of recent graduate and placement alumni

Access our brand new LUMS Careers Portal via the LUMS Careers Moodle page.

**LUMS Connect**

Our exclusive online networking platform of over 1200 experienced LUMS graduates.

Connect with Management School graduates working in a wide range of companies and organisations.

They offer unique career insights and support and can be messaged directly from LUMS Connect.

Join the LUMS Connect network at www.lancaster.ac.uk/LUMSConnect

**Drop-in Clinics in the Careers Zone**

- **Undergraduate**
  - Tuesday, 12:00 – 14:00
  - Thursday, 15:00 – 17:00

- **Postgraduate**
  - Wednesday, 12:00 – 14:00
  - Friday, 15:00 – 17:00

- **Placements**
  - Tuesday, 14:30 – 16:30
  - Friday, 10:30 – 12:30

No appointment required! OR book a one-to-one appointment with one of our specialist careers advisors – see page 3 and 4 for details.
TOP TIP
Apply early! Make your applications for graduate & placement schemes.

TOP TIP
Attend an employer presentation or skills workshop.

TOP TIP
Get networking. Build up your LinkedIn profile.

TOP TIP
Don’t forget to book a mock interview or assessment centre.

TOP TIP
Create or update your CV anytime, use the CV Builder on the LUMS Careers Portal.

TOP TIP
Pull out and plan your year ahead.

LUMS Careers Events Planner 2018/19

Please check on Target Connect for eligibility to attend these events, as some are limited to particular year groups.
Employability Skills & Personal Development Workshops

Visit TARGETconnect regularly to find out about all career events and to book your place: lancaster.targetconnect.net

**WORKING IN THE UK, VISA RULES AND MAKING UK JOB APPLICATIONS**

Date: 11th October 2018
Date: 15:00 - 16:00

This session is specifically designed for international students regarding current legislation about working in the UK, including the new Tier 1 (Graduate Entrepreneurship) route.

A qualified adviser will be able to answer questions about seeking employment in the UK. This session will be facilitated by the International Student Adviser and LUMS Postgraduate Careers Adviser.

**FINDING A SUMMER INTERNSHIP**

Date: 10th October 2018, 16:00-17:00
Date: 1st November 2018, 14:00 - 15:00
Date: 20th November 2018, 16:00 - 17:00

Many employers offer graduate jobs to students who have undertaken internships with them at the end of their penultimate year.

This workshop enables you to explore the many opportunities to gain an internship in summer 2019. You will learn how to research opportunities and to apply effectively.

**PREPARE FOR THE CAREERS FAIR**

Date: 10th October 2018, 16:00 - 17:00
Date: 21st January 2019, 13:00 - 14:00

If you haven’t been to a careers fair before, think you lack confidence in approaching exhibitors, or wish to boost your networking success, this is an excellent session to attend before the “Meet the Employer Fair” on the 23 January 2019. Delivered by LUMS and Central Careers.

Aims of the session:
- Offer top tips for navigating a careers fair, including what to do before, during and after the event.
- Share insights into what to expect from the fair.
- Help you to develop your own ‘elevator pitch’ for employers.
- Offer advice for good questions to ask an employer.

**CVS, APPLICATION FORMS AND COVER LETTERS**

Date: 16th October 2018, 16:00 - 17:00
Date: 31st October 2018, 11:00 - 12:00
Date: 25th November 2018, 14:00 - 15:00
Date: 29th January 2019, 13:00 - 14:00

Approximately 70% of all applications to graduate employers fail at this first stage.

This workshop provides top tips on how to complete winning CVs, application forms and cover letters. Learn what employers are looking for and how to improve your prospects of proceeding to the next stage in the selection process.

**LANCASTER AWARD PLACEMENT PATHWAY**

Date: 17th October 2018
Time: 16:00 - 17:00

Many LUMS students undertake a placement year as part of their degree; there is a specific version of the Lancaster Award for these students.

This version of the Lancaster Award is bespoke to your University experience as placement degree students.

The Placement Pathway accredits your Preparation for Placement coursework which means there is less assessed work for you to do compared to the traditional version of the Lancaster Award.

If you pass your Preparation for Placement coursework, you will automatically be eligible for this version of the Lancaster Award.

The Placement Pathway enhances the support you gain from the LUMS Placements team by offering you extra support and feedback on video interviews in time for your placement applications.
Employability Skills & Personal Development Workshops

INTRODUCTION TO PSYCHOMETRIC TESTS
Date: 24th October 2018
Time: 15:00 - 16:00

Many employers include psychometric testing as part of their recruitment process and we have teamed up with Profiling for Success to enable you to gain practice of the common tests online.

Learn how you should approach these tests and what you can do to prepare for them. You will have the opportunity to take a test and receive full access and feedback direct to your email.

HOW TO SUCCEED AT INTERVIEWS
Date: 25th October 2018, 14:00 - 15:00
Date: 8th November 2018, 14:00 - 15:00

This workshop explores what makes a good interview, examines what employers are looking for and explains how to demonstrate that you have the appropriate skills.

You will be given hints and tips on how to prepare for an interview and the session also includes interactive practical exercises.

INTRODUCTION TO THE LANCASTER AWARD
Date: 6th November 2018
Time: 11:00 - 12:00

The Lancaster Award, developed in partnership with employers, is a certificate that rewards you for making the most of your time at Lancaster.

The Lancaster Award will enhance your future employment prospects by encouraging you to undertake extra-curricular activities and acquire new skills and experiences valued by employers.

You will undertake a variety of activities and reflect on true value of the skills you have developed.

DEVELOPING YOUR PROFESSIONAL ONLINE BRAND
Date: 8th November 2018, 15:00 - 17:00
Date: 22nd November 2018, 11:00 - 13:00

Connecting 300 million professionals worldwide across 200 countries, LinkedIn - the ‘Facebook for professionals’ - is one of the largest professional networks on the internet.

This session will introduce the key features of LinkedIn and explain how to create an impressive profile, presenting your skills, qualifications and interests, while helping you to clearly articulate a career goal and achieve high visibility from search engines.

MARKETING YOUR PERSONAL BRAND
Date: 14th November 2018
Time: 14:00 - 16:00

In order to stand out within the creative industries, you need to be able to sell yourself. To be able to sell yourself, you need to know your product inside and out! What is your unique selling proposition for career success?

Using branding principles, we will look at how you can use your interests, values, motivations, experience and achievements to articulate your personal brand; establishing headline messages which you can use as the foundations of your sales pitch; in person, online or on paper.

This session is run by our dedicated LJMS Marketing Careers Coach Vicky Metcalf who has years of marketing experience, and proven success in helping students maximise their personal brand to secure incredible graduate roles!

TYPE DYNAMICS INDICATOR WORKSHOP
Date: 30th November 2018, 14:00 - 15:00
Date: 7th February 2019, 14:00 - 15:00

The Type Dynamics Indicator (TDI®) provides a flexible assessment of a person’s personality. Underlying patterns are revealed by exploring what attracts and energises us, how we see the world, how we make decisions and the ways in which we manage the world around us.

This workshop will support your career development, and help you make more effective career decisions, through exploring how personal preferences relate to careers and specific job roles.
PREPARATION FOR ASSESSMENT CENTRES
Date: 30th January 2019
Time: 13:30 – 15:00

An experienced Careers Coach will give guidance on what is expected from Lancaster Students in a crucial stage of application. Just like exams, it’s important to practise and gain knowledge of assessment centres in order to iron out any potential mistakes. You’ll be given a comprehensive understanding of the different processes involved in assessment centres, extensive feedback and the opportunity to ask any questions about organisations. Students, who have obtained fantastic graduate roles, have said that their attendance at these assessment centre events was the differentiating factor between getting hired or not!

PREPARATION FOR VIDEO INTERVIEW
Date: 31st January 2019
Time: 11:00 – 12:00

Video interviews are becoming an increasingly popular method for top employers to recruit students into early career and graduate roles. Many students find this to be one of the more challenging stages in the application process… but LUMS Careers are here to help! Come along to this specially designed interactive workshop to prepare yourself for upcoming applications to leading graduate recruiters. This workshop aims to:
- Share video interview top tips and hints from top employers (including Aldi, FDM and BT)
- Reflect on what makes a strong video interview
- Build your confidence with our specialist video interview software during the workshop (practice makes perfect)

CREATIVE CVs FOR MARKETING ROLES
Date: 20th February 2019
Time: 15:00 - 16:00

CVs for the marketing industry: building on your personal brand, we will look at ways to inject personality and creativity into your CV, ensuring it reflects your ability to establish your brand identity, articulate key messages and recognise the needs and interests of your audience. In other words, using basic marketing techniques to market yourself!

Boosting Your Graduate Job Search
Date: 18th March 2019
Time: 14:00 - 15:00

Specialist LUMS Careers skills session designed to help you boost your search for a graduate scheme, in the UK or internationally. Whether you have the ambition to kick-start your career in finance, HR, marketing or other sectors, we will cover top tips to maximise your success in finding the graduate opportunity for you!
This workshop will:
- Cover methods to help build your application resilience and manage competition.
- Showcase techniques for finding new opportunities.
- Enable you to hear insights from recent LUMS graduates who have successfully navigated the competitive recruitment market, and wish to share their stories.
`LUMS LinkedIn Academy` - Workshop Series

A brand new workshop series designed to help you to maximise your presence on LinkedIn. These will be delivered by the LUMS Careers team, with input from graduate recruiters.

LinkedIn is a key global professional networking site of 500 million members in 200 countries, and is an invaluable tool for students to network with alumni and recruiters.

LinkedIn is useful for:
- Developing a professional online profile to complement your CV.
- Making contacts with people working in your chosen sector.
- Searching for organisations to target by your location of preference, or industry sector.
- Researching different types of job and career paths.
- Connecting with alumni around the globe for insight and guidance.
- Securing work experience, internships, placement and graduate roles.

**GETTING STARTED WITH LINKEDIN (BEGINNER)**

**Date:**
- 24th October 2018, 16:00 - 17:00
- 6th February 2019, 15:00 - 16:00

- This practical workshop will explain what LinkedIn is, and guide you step by step to create a profile from scratch.
- Your new profile will help you to stand out to potential employers, to explore your career ideas, and start building a network of support.
- This is suitable for you if you don’t have a LinkedIn profile. Computers will be provided but bring your personal laptop or mobile if you prefer. It may be helpful to bring a copy of your CV with you.

**UNLOCKING YOUR LINKEDIN POTENTIAL (INTERMEDIATE)**

**Date:**
- 7th November 2018, 16:00 - 17:00
- 20th February 2019, 14:00 - 15:00

- Take your LinkedIn profile to the next level. Learn about the value of LinkedIn skills endorsements, how to research job opportunities, sectors and companies, and how to grow your network with alumni and employers.
- This workshop will also introduce you to LUMS Connect, our very own directory of over 1,200 alumni volunteers who can help you with applications, CVs, career choices, work shadowing and more.

**MASTERING YOUR LINKEDIN PROFILE (ADVANCED)**

**Date:**
- 28th November 2018, 16:00 - 17:00
- 6th March 2019, 15:00 - 16:00

- LinkedIn is your key to a professional online brand, and also a tool widely used by recruiters to find and select students for placement, internship and graduate roles. This final workshop in the series will help you to maximise your LinkedIn profile to impress recruiters, make speculative applications, and become an active member of the LinkedIn community.
- This session will cover how to get involved in professional groups, how to find development opportunities, offer suggestions for creating engaging LinkedIn posts and updates, and advise you in how to effectively win over recruiters.

LinkedIn is useful for:
- Developing a professional online profile to complement your CV.
- Making contacts with people working in your chosen sector.
- Searching for organisations to target by your location of preference, or industry sector.
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Hello
Placements and Internships

Where do students do placements?
Our students work globally with a wide range of companies, from large corporations to small and medium-sized businesses.

Are you doing a PLACEMENT as part of your degree?
Every year, many students spend a year in industry for the third year of their degree. This placement year is embedded in your degree and allows you to work full time in a paid role with companies around the world. You gain vital experience using your degree in the workplace, applying your academic learning and developing new skills as a professional. You return with a bank of examples of your extended employability skills, an enhanced CV and sometimes with a graduate role offer.

You choose your placement, but we support you throughout from the first year module, Preparation for Placement, to a programme of support in your second year whilst applying and then when on placement when we visit you.

If this is not part of your degree but you would like to include it, come to one of our Transfer to Placement presentations and also speak to your department.

Is an INTERNSHIP an integral part of your degree?
If you are studying the International Business Management degree you will take an internship in your vacation between your 1st & 2nd year, 2nd & 3rd year and 3rd & 4th year. We are here to help you secure a rewarding internship. These are usually in the UK but can be in any English-speaking business environment.

Finding a Placement or Internship
Through modules and a series of workshops, we support you to find suitable placements and internships, focusing on how to be successful in the recruitment process. We work with employers to bring you insight into how to secure opportunities with global, national and local companies, SMEs and corporate giants. Whatever suits you, there is a placement year for you.

Useful Websites
- lancaster.targetconnect.net
- ratemyplacement.co.uk
- targetjobs.co.uk/
- indeed.co.uk

Come and see us at a Drop-In or make an appointment
Drop In in the Careers Zone
- Tuesday: 14:30-16:30
- Friday: 10:30-12:30
Term time only. Book an appointment through TargetConnect to discuss any aspect of your Placement or Internship.

JULIET HUNTINGTON
Placements and Internships Manager
lumsplacements@lancaster.ac.uk

KATHRYN MOREY-SCARFE
Placements and Internships Officer
lumsplacements@lancaster.ac.uk
Placements and Internships Workshops

These workshops are available for students seeking a Placement or Summer Internship as part of their degree programme.

TRANSFER TO PLACEMENT

Date: Information will be provided via departments

Do you want to do a placement year but it’s not part of your degree?
Are you interested in gaining 12 months of relevant, professional, paid work experience?
Do you want to apply your academic learning and transferable skills to the work environment?
Securing a placement year can be integral to finding a more successful graduate role due to having 12 months of relevant experience.
Come along to this talk to find out more about the placement year application process, the structure involved and the support available.

SECURING A SUMMER INTERNSHIP

Date: 10th October 2018 16:00 – 17:00
1st November 2018 14:00 – 15:00
20th November 2018 16:00 – 17:00

This workshop enables you to explore the many opportunities to gain an internship in summer 2019. You will learn how to research opportunities and to apply effectively.

IMPROVE EXCEL LU DIGITAL ONLINE COURSE

Date: Access online at any time

www.lancaster.ac.uk/iss/training/online/

START YOUR ONLINE PLACEMENT SEARCHING

Date: Michaelmas term. See Target Connect for details

INVESTMENT BANKING & INVESTMENT MANAGEMENT INTERNSHIPS & PLACEMENTS

Date: 10th October 2018 15:00 – 16:00

Paul McCormick details the main financial market sectors offering Internships and Placements and their importance in subsequently securing a graduate programme position.

HOW TO START YOUR PLACEMENT SEARCH

Date: 12th October 2018 14:00 – 15:00
16th October 2018 13:00 – 12:00
25th October 2018 15:00 – 16:00
7th November 2018 12:00 – 13:00

Do you want to search for your placement but don’t know where to start?
Come along to this session to get some hints and tips on where to start your placement search.

NETWORKING 101 – USING NETWORKS TO FIND A PLACEMENT OR INTERNSHIP

Date: 25th October 2018 13:00 – 14:00
12 November 2018 15:00 – 16:00
28th November 2018 12:00 – 13:00

This session will teach you how to use your personal networks to gain employment.
It will go through various methods including LinkedIn, LUMS connect, and other social media channels.

“I found my placement year to be a very beneficial experience full of challenges and self-development. I significantly improved my personal skills such as communicability, confidence, decision-making and self-management. I appreciated the opportunity to be part of projects at multinational corporations, allowing me to acquire a lot of knowledge, experience and skills applicable to any business area. I enjoyed the year in industry and feel that the obtained experience will be a strong foundation for my future career.”

Name: Palina Malash
Degree Scheme: BBA Management
Organisation: Deloitte, London
Job Title: Analyst

“I chose to take a placement year because I felt that it was the best way for me to stand out from the crowd. Although I was only a placement student, I had the chance to work with very senior people such as the company’s Chief Information Officer. I enjoyed my placement year immensely and the entire experience was invaluable. I was given real responsibility from day one. This allowed me to have a real impact on the business and make a difference.”

Name: Teodor Milkov
Degree Scheme: Marketing Management
Organisation: Lucite International, Darwen, Lancashire
Job Title: Corporate Marketing Placement
Placements and Internships Workshops

**PLACEMENT PEER PANEL**
Date: Financial Panel
10th October 2018 17:00 – 18:00
Business & Supply Chain Panel
1st November 2018 17:00 – 18:00
Marketing & Sales Panel
21st November 2018 17:00 – 18:00
Third Sector and Environmental Panel
6th December 2018 17:00 – 18:00

4th years tell what their placements were like. Hear about each employment sector from marketing to finance and why you should apply.

**SPECULATIVE APPLICATIONS**
Date: 18th October 2018 12:00 – 13:00
2nd November 2018 16:00 – 17:00
20th November 2018 14:00 – 15:00

Not all placement opportunities are advertised. To find these hidden roles you’ll need to write a speculative application to a company you’re interested in working for.

**CONFIDENCE IN PRESENTING**
Date: 19th October 2018 15:00 – 16:00
9th November 2018 12:00 – 13:00
21st November 2018 11:00 – 12:00

Are you nervous about presenting and public speaking? You may have to do them as part of the recruitment process.

Come to this session, which will address your fears about public speaking, talk about how you can combat your fears, and how you can prepare for any upcoming presentations.

**HELP! I HAVEN’T GOT A PLACEMENT**
Date: 23rd January 2019 13:00 – 14:00
13th February 2019 11:00 – 12:00
9th March 2019 15:00 – 16:00
10th March 2019 14:00 – 15:00

Have you been applying for placement years and not had any success?

Are you panicking and think it’s too late to get a placement sorted?

Then come along to this session, we will tell you the range of placements still available to you, and give you ideas for success.

**WHAT TO DO IF... MANAGING PROBLEMS ON PLACEMENT**
Date: 11th February 2019 14:00 – 15:00

Hear tips from past placement students on how to tackle tricky situations.

**BUILDING YOUR CONFIDENCE**
Date: See Target Connect for details

Learn tips and strategies to help you grow in confidence, deal with new situations and impress potential employers.

**DRESS TO IMPRESS CENTRE**
Date: 1st November 2018 15:00 – 16:30
16th November 2018 14:00 – 15:30

How can you shine in a group assessment centre? Experience a real group challenge and gain feedback on how to show your best to recruiters.

**CONFIDENCE IN PRESENTING**
When: 1st November 2018 11:30 – 12:30

What are you going to wear when on placement?

Do you know the difference between smart casual and dress down Friday?

Come to this interactive session to find out.

**PRACTICAL SKILLS FOR YOUR PLACEMENT YEAR**
Date: 31st January 2019 12:00 – 13:00
22nd February 2018 11:00 – 12:00
11th March 2019 14:00 – 15:00

We will cover finding somewhere to live, what to do about council tax, travel cards and so on.

**EMAIL ETIQUETTE**
Date: 14th February 2019 14:00 – 15:00

Make sure you know how to set a professional tone with your emails. Avoid the pitfalls and impress your colleagues.

**USING THE PHONE IN BUSINESS**
Date: 7th February 2019 11:00 – 12:00

Would you like to practise communicating using the phone? Come to this practical session to perfect your telephone skills.

For any questions email lumsplacements@lancaster.ac.uk
Joining a student club or society is a great way to develop the transferable skills graduate employers are looking for. Find out about the huge choice available at: lusu.co.uk/get-involved/societies/our-activity-groups/

**ADVERTISING SOCIETY**

adsoc_lu
/AdvertisingSociety

The Advertising Society provides students with a platform to explore their interest in the world of advertising and develop essential industry skills and experience.

It aims to be a fun and valuable resource to members, preparing them for careers in the advertising industry. An innovative schedule of events, panels, guest lectures and awards offer prime opportunities for networking as well as preparing members for the major employment challenges from creative internships to accessing industry networks.

**LU CONSULTING SOCIETY**

consultingsoc@lancaster.ac.uk
/lu.consulting

Consulting has recently become one of the most popular professions. This society aims to provide students with the best possible insight into the profession. You will have a chance to attend talks and get inspired by consultants from various areas of this broad sector, who will share their experience with you. The society will support you in developing relevant skills such as analytical thinking, problem solving and pitching solutions.

**ENACTUS LANCASTER**

enactuslancaster.org
/Enactus.lancaster

This international student-led organisation seeks to change lives through economic opportunity and make a real impact, both locally and globally, by transferring skills and entrepreneurial knowledge in its projects.

The society brings opportunities to develop teamwork and leadership skills, network with like-minded students and business professionals and get involved in a global student movement. Enactus welcomes students from a wide range of subjects who are dedicated and innovative individuals.
The Lancaster Entrepreneurs are proud to be the oldest society of its kind in the UK. Their mission is to inspire students to see the potential in entrepreneurship and to teach them about the fundamentals of the business start-up process. They do so by engaging successful entrepreneurs with the society events as well as by arranging challenging business games and competitions.

Lancaster University Investment and Finance Society is all you could ask for to bridge the gap between campus life and financial careers in the city! We aim to increase members’ financial knowledge and awareness of the varying opportunities available in the sector. We are proud organisers of a variety of exceptional events, such as our flagship ‘City Careers’ event, giving our members the perfect opportunity to network with industry professionals and gain an insight into life at HSBC, Deutsche Bank, UBS, Deloitte, and EY. There is also an opportunity to join our very own ‘Investment Fund’ which aims to develop a deep understanding of financial markets and experience equity investment on a first-hand basis.

MarkSoc helps students understand that marketing goes far beyond theoretical knowledge and that networking, socialising and first-hand experience are equally valuable to a comprehensive understanding of the industry. The society organises a range of activities including simulation games, competitions and large social events. The society has links with the Marketing Department, the LUMS Careers team and prominent guest speakers. We organise events throughout the year to help you to gain an insight into the real world of marketing. This year, look out for talks from the likes of Twitter UK, Warner Brothers and Unilever, to kick start your career and get the most from your time at Lancaster.

Lancaster University Women in Business Society (LUWIB) aims to provide female students with the strong networks, skills and experience needed to be outstanding in their future careers. We celebrate the successes of women in business and inspire increased participation of women in a diverse range of sectors and in leadership positions. We organise a range of events such as networking sessions, sharing sessions and talks covering various industries, at which members are able to gain insights from professionals. Through workshops, mock interviews and assessment centre interviews, members can learn about the selection process used by major companies.

LANCASTER UNIVERSITY INVESTMENT AND FINANCE SOCIETY
luifs.org
luifs.lancaster

LANCASTER UNIVERSITY MARKETING SOCIETY
LUMarketingSociety
@LancasterMarketing

PROJECT MANAGEMENT SOCIETY
/LancasterPMers
@LancasterPMers
pmers@lancaster.ac.uk

LANCASTER UNIVERSITY WOMEN IN BUSINESS (LUWIB) SOCIETY
lancasterwib@gmail.com
/LUWIBsoc

LANCASTER ENTREPRENEURS
@lancasterentrepreneurs
/LancastEntreprene
lancasterentrepreneurs@lancaster.ac.uk

LANCASTER UNIVERSITY PROJECT MANAGEMENT SOCIETY

LANCASTER UNIVERSITY MARKETING SOCIETY

LANCASTER UNIVERSITY WOMEN IN BUSINESS (LUWIB) SOCIETY
Hello Postgraduate Future

Postgraduate Study Advice

For advice on postgraduate study at LUMS, please contact the LUMS Recruitment & Conversion team via lancaster.ac.uk/asklums.

Undergraduates, what will be your next step after graduation? Postgraduate study could help to accelerate your career.

There are many reasons to undertake a Masters degree, not least developing your personal and professional skills:

- Enhancement of your CV
- Broaden your skill set
- Become a specialist
- Enjoy the subject
- Step towards PhD

LUMS offers over 20 Masters degrees, many of which are open to those from a range of academic backgrounds. For details of programmes, entry requirements and fees, see lancaster.ac.uk/lums/pgcourses.

Want to find out more about how to begin your Postgraduate Future?

Then join us for one of our events taking place throughout the year:

- Postgraduate Open Day Wednesday 21st November 2018
- Postgraduate Open Day Wednesday 27th February 2019
- Masters Information Afternoon Thursday 5th June 2019

(Dates may change. For confirmed details, please check Target Connect.)

Can’t make any of these sessions?

Not a problem! The LUMS Recruitment & Conversion Team are really friendly and love to talk! Contact us via lancaster.ac.uk/asklums to discuss your postgraduate future.

There is also plenty of information available on our website lancaster.ac.uk/lums/pgcourses.

If you are interested in postgraduate study in other areas of Lancaster University, please contact the admissions team on pgadmissions@lancaster.ac.uk.

Our Financial Times Rankings:

MSc Finance: 5th in the UK, 29th in the world (FT Global Masters in Finance 2018)

MSc Management, 6th in the UK, 61st in the world (2018 FT Top 100 Masters in Management Courses)

Scholarships & Funding for Masters Programmes

- All Lancaster University graduates, who meet our criteria, are eligible for an Alumni Loyalty Scholarship, determined by your undergraduate degree classification:
  - 20% fee reduction for 1st Class Hons degree
  - 10% fee reduction for 2:1 Hons degree

- In recognition of outstanding talent, LUMS offers a range of prestigious Programme Scholarships, with nearly £2m in funding awards available.

- If you are an EU, EEA or Swiss national, then you may be eligible to apply for a Postgraduate Student Loan to help fund your postgraduate studies.

Research Degrees

Following your Masters degree, if you have a strong academic background, a keen interest in a topic and a passion for research, then you may wish to study for a PhD.

For further information, please contact our PhD admissions team on 01524 510667 or lums-phd@lancaster.ac.uk.

Iulia Iacoblev
MSc Finance 2017-18

"The transition into postgraduate life was smooth, an easy step forward from my undergraduate studies at Lancaster. My Masters encouraged me to become more disciplined and to think on my feet, and allowed me to create beautiful friendships by bringing our cohort closer together for most of the classes."

Iulia is now working as an IT Consultant for FDM Group.

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10 Things You Can Do Right Now To Kick-Start Your Career

1. Be Part of the University Community
   Join a club or society to meet new people and develop your skills. Employers value students who have not only studied hard at university, but have also developed their employability through their pastimes and interests.

2. Find a Part-Time Job
   Employers place great emphasis on previous experience. It doesn’t have to be office work – a restaurant job can teach communication skills, customer service and handling pressure. All of these are valuable to graduates. The University’s Employment Recruitment Service can help you find part-time work. lancaster.ac.uk/employment-and-recruitment-services

3. Volunteer
   This is a great way to get involved in the area, support your community, and the environment, while learning important skills. ussu.co.uk/opportunities

4. Use Your Careers Service
   We are here to help you achieve your career goals. Visit the LUMS Careers Zone near LT4, check out our resources and come to one of our drop-in clinics.

5. Draft a CV
   Most employers require you to submit a CV. There are a variety of approaches to CV writing, so we have produced a handy guide which is available on the LUMS Careers Portal. Draft your CV using the CV builder.

6. Practise Psychometric Tests
   These numerical, verbal and other reasoning tests are a crucial part of most graduate recruitment processes, and are the aspect that students fall down on the most. You can find plenty of information and practice tests on the LUMS Careers Portal.

7. Log In to TARGETconnect
   This is your one-stop shop for information about exciting careers events at Lancaster, news about the latest job vacancies and to book an appointment with a careers adviser. An account has already been created for you at lancaster.targetconnect.net

8. Create a LinkedIn Account
   This has been called ‘Facebook for professionals’. LinkedIn is used extensively by employers to advertise vacancies and to search for suitable recruits. It is also an excellent networking tool. Develop your profile at www.linkedin.com

9. Make a Note of the Workshops and Events you Would Like to Attend
   You will be very busy this term. If you don’t put the dates in your calendar now you might forget about them and the workshops will fill up – use this brochure as a starting point, then explore opportunities on TARGETconnect.

10. Visit the LUMS Careers Portal
    It is packed full of useful tips, guides, and links to employers. Everything you need at your finger tips. Access this through the LUMS Careers Moodle site.