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 LUMS alumni working in a range of organisations across the world.

Best wishes,
Professor Angus Laing
BA, MA, MBA, PhD, FRSA
Dean
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
Meet the LUMS Careers Team

UNDERGRADUATE SUPPORT
If you are an undergraduate student, you will meet your specialist Careers Adviser as part of your programme of study. We offer specialist support across all degree disciplines, from initial guidance 1:1s, to practice interviews and graduate contract checks. Whatever stage you are at in your career thinking, your Undergraduate Careers team is here to help!

POSTGRADUATE SUPPORT
We offer a bespoke careers provision for Masters, Full-Time MBA, EMBA and PhD students across LUMS. Our Careers Advisers have extensive industry experience, access to a global network of alumni contacts and are able to provide high level support with any aspect of your career planning.

UNDERGRADUATE

MATTHEW HOWARD
Undergraduate Careers Manager
m.j.howard@lancaster.ac.uk

VICKY METCALF
Marketing Careers Coach
v.metcalf@lancaster.ac.uk

PAUL McCORMICK
Financial Careers Coach
Appointment by referral

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

POSTGRADUATE

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

HELEN CHAFFEY
Marketing Careers Coach
h.chaffey@lancaster.ac.uk

MARTINE DAWBER
Career Advancement and Internship Officer
Appointment by referral

DAVID MASHITER
Career Advancement and Internship Officer
Appointment by referral

CONSULTANCY EXPERIENCE

JENNIFER PEASNEILL
Company Projects Manager
Appointment by referral

JULIAN HEALEY
Business Liaison-Student Projects
Appointment by referral

PLACEMENTS AND INTERNSHIPS

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

CHARLOTTE BRITTON
Placements and Internships Officer
lumsplacements@lancaster.ac.uk

EVENTS AND EMPLOYER RELATIONS

ANDREEA VASILE
Employability Events Coordinator
a.vasile@lancaster.ac.uk

SHIRLEY BALSHAW
Placements and Internships Coordinator
lumsplacements@lancaster.ac.uk

Looking for a Drop-In Clinic?

POSTGRADUATE
Wednesday 12:00 - 16:00
Friday 15:00 - 17:00

UNDERGRADUATE
Tuesday 12:00 - 14:00
Thursday 15:00 - 17:00

PLACEMENTS AND INTERNSHIPS
Tuesday 14:30 - 16:30
Friday 10:30 - 12:30
Venue: LUMS Careers Zone
Outside LUMS LT4

The LUMS Placements and Internships Team are dedicated careers professionals whose role is to support you in finding your placement or internship.

Jennifer and Julian work with businesses to provide consultancy/research opportunities to students across LUMS as part of their studies.
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.

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

<table>
<thead>
<tr>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronze</td>
<td>30-40</td>
</tr>
<tr>
<td>Silver</td>
<td>45-60</td>
</tr>
<tr>
<td>Gold</td>
<td>65+</td>
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</tbody>
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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 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 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, paynegotiation.com and HigherEd Global Careers
- Information about the Lancaster Award, Career Mentoring Programme, part-time jobs on campus... and so much more!

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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

**LANCASTER UNIVERSITY PART TIME JOBS FAIR 2019**

- **Date:** 16th October 2019
- **Time:** 12:00 – 15:00
- **Venue:** Welcome Centre

The Part-Time Jobs Fair is your chance to find a job during your time at Lancaster, to earn money and develop your skills for the future.

The fair provides an opportunity for all LUMS students to meet a wide range of on-campus and local companies, who are actively recruiting for part-time, temporary and flexible roles, which fit alongside your studies.

**PLACEMENT AND CAREER INSIGHT CONFERENCE**

- **Date:** 16th October 2019
- **Time:** 13:00 – 16:00
- **Venue:** Welcome Centre

A brand new specialist conference, open to all students interested in hearing from placement and internship employers in sectors ranging from finance, data, sales and marketing. Top employers will include GSK, Virgin Media and the Civil Service.

**FINANCIAL CAREERS FOR NON-FINANCE STUDENTS: EMPLOYER PANEL EVENT**

- **Date:** 17th October 2019
- **Time:** 17:30 – 19:30
- **Venue:** FST Training Rooms

This panel of recent graduates and experienced professionals will present their own career histories and show you different ways of pursuing a career in finance, without a degree in finance.

The panel will include representatives from investment banking, professional services and accountancy.

**WELCOME BACK EVENT- 4TH YEAR PLACEMENT STUDENTS**

- **Date:** 17th October 2019
- **Time:** 18:00 – 20:00
- **Venue:** LUMS Careers Zone

The Welcome Back Event is an evening of networking, story swapping and celebration.

We welcome back students returning from their Placement Year to network with staff members and other Placement Year Students, as well as share their experiences with 1st and 2nd year Placement Students. There will be free drinks and food provided to get you back into the LUMS community spirit.
Key Employability Events (continued)

**TECHNOLOGY EMPLOYER PANEL**

**Date:** 24th October 2019  
**Time:** 17:30 – 19:30  
**Venue:** FST Training Rooms

For all students interested in a broad range of technology careers. There will be a series of short presentations from employers including Barclays, ATOS, Airbus, Vodafone, KPMG, the UK Civil Service and many more!

**SPEED NETWORKING EVENING 2019**

**Date:** 29th October 2019  
**Time:** 18:00 – 20:00  
**Venue:** LUMS Hub

This is your chance to put your networking to the test, on the evening before the main Autumn Careers Fair.

We challenge you to speak with as many representatives as you can – it is like speed dating for professionals. With refreshments, a quiz and many opportunities for networking, this is a fun way to find your perfect professional match.

**AUTUMN CAREERS FAIR 2019**

**Date:** 30th October 2019  
**Time:** 11:00 – 15:00  
**Venue:** LICA Building

Our main Lancaster University fair attracts many of the Times Top 100 graduate recruiters, and is one of the best ways to meet top employers and find out about the range of opportunities in your chosen career and beyond.

Learn more about graduate jobs, work experience; internships and postgraduate study from across all sectors. Our Autumn Fair is the biggest event in the careers calendar and is the perfect opportunity for you to start thinking about your dream career. Last year we had 62 organisations attending - don’t miss it.

**SCIENCE AND TECHNOLOGY CAREERS FAIR 2019**

**Date:** 11th November 2019  
**Time:** 15:00 – 18:00  
**Venue:** LICA

Network with up to 60 exhibitors interested in providing placements, further study opportunities and graduate vacancies, to students seeking careers within science, environmental, technology and engineering sectors.

**LAW FAIR 2019**

**Date:** 20th November 2019  
**Time:** 13:00 – 15:00  
**Venue:** Great Hall

This fair is the perfect opportunity for students who are considering a career in law and need to learn more about how to make that happen.

The law exhibitors represent leading city, regional & national law firms, the Bar, course providers and professional organisations, all keen to help you in your search for a career in the legal profession.

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**PLACEMENT STUDENT OF THE YEAR AWARDS EVENING**

**Date:** 16th January 2020  
**Time:** 16:00 – 19:00  
**Venue:** LUMS Careers Zone

Celebrate the successes of our 4th year returning placement students and hear from our fantastic shortlisted students.

Who will win the title of Placement Student of the Year 2020?

**MEET THE EMPLOYER CAREERS FAIR 2020**

**Date:** 22nd January 2020  
**Time:** 12:00 – 15:00  
**Venue:** LUMS Hub

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.
Key Employability Events (continued)

EMPLOYER PANEL EVENT: CYBER SECURITY
Date: 23rd January 2020
Time: 17.30 – 19.30
Venue: FST Training Rooms

This sector specific employer panel will consist of recent graduates and experienced professionals giving an insight into working in Cyber Security: from personal career stories, to recruitment processes and advice on securing a role in the sector.

SUSTAINABILITY CAREERS PANEL EVENT
Date: 30th January 2020
Time: 17:00 – 18:30
Venue: FST Training Rooms

This sector specific employer panel will consist of recent graduates and experienced professionals giving an insight into working in sustainability related roles, both in the public and private sectors.

MNGT.160 FUTURE GLOBAL LEADERS CAREERS EVENT
Date: 29th January 2020
Time: 10:00 – 17:00
Venue: Lancaster House Hotel- Conference Centre

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.

WELCOMING WORKPLACES DIVERSITY EVENT
Date: 4th February 2020
Time: 12:00 - 14:30
Venue: FST Training Rooms

Our new Diversity in the Workplace Panel Event will cover the themes of disability, mental health, LGBTQ+, social mobility, BME and gender equality in the workplace.
Come along and be inspired, by a range of employers, alumni and speakers!

THE CHINA GRADUATE RECRUITMENT FAIR 2020
Date: March 2020
Time: 10:00 – 15:00
Venue: University of Warwick

Now in its sixth year, The China Graduate Recruitment Careers Fair is an event attended by over 40 organisations from both China and the UK, who are keen to meet Chinese undergraduate and postgraduate talent.
LUMS will be taking selected students to this event via coach. Please check TARGETconnect for further information in Lent Term.

TWO + TWO MARKETING COLLABORATION DAY
Date: 20th February 2020
Time: 09:00-17:00
Venue: Manchester City Centre

Two+Two is a one-day event held in the heart of Manchester, bringing creative, technical and marketing students together.
Thirty teams of five working to one brief. Each team will be made up of creative, technical and marketing students, just as they would be in the world outside of university. This is the way it should always be. One brief, one collaboration. Places are limited so book in advance.

‘JUST IN TIME’ CAREERS FAIR
Date: June 2020
Time: 17:00 – 19:00
Venue: Welcome Centre

Are you looking for a graduate vacancy start this summer? Would you like to meet with employers offering live vacancies? If yes, then don’t delay and book onto our popular ‘Just in Time’ jobs fair for final year students still looking to secure their perfect graduate role. This event will offer food, friendly careers advice, and be the perfect opportunity to boost your graduate job search!
In 2019/20, we will be hosting over 150 unique employer events; here is a snapshot of the events we have planned for all students to attend. Please visit TARGETconnect regularly to book your place and for further information.

**PREPARE FOR THE CAREERS FAIR: HAYS RECRUITMENT**

**Date:** 8th October  
**Time:** 10:30-11:30  
**Venue:** Careers Zone

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.

In this session, you will learn how to tap into your strengths, create your own opportunities and understand what employers are looking for when they recruit new talent in China. *Please note that this event will be held in Mandarin*

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**CPA AUSTRALIA**

**Date:** 8th October  
**Time:** 13:00-14:00  
**Venue:** Careers Zone

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.

---

**GOLDMAN SACHS PRESENTATION**

**Date:** 11th October  
**Time:** 11:00-12:00  
**Venue:** Bowland North SR 6

The Goldman Sachs Group, Inc., offers services in investment management, securities, asset management, prime brokerage, and securities underwriting.

Come along to this session to hear about life at the firm, and the student opportunities available for 2019/20.

---

**GSK WEBINAR**

**Date:** 11th October  
**Time:** 14:00-15:00  
**Venue:** Online

GSK are running a webinar specifically for Lancaster students. Members of the University Recruitment Team will discuss the new application processes for our Early Talent programmes.

This will be a great opportunity for all students to understand the changes being made to the application processes and will hopefully make the changes feel less daunting!

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**CAREERS TALK WITH ICAEW CHIEF EXECUTIVE**

**Date:** 14th October  
**Time:** 13:00 – 14:00  
**Venue:** TBC

ICAEW is a world leading professional membership organisation that promotes, develops and supports over 181,500 chartered accountants and students worldwide.

We provide qualifications and professional development, share our knowledge, insight and technical expertise, and protect the quality and integrity of the accountancy and finance profession.

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**USA SUMMER CAMP PRESENTATION**

**Date:** 16th October  
**Time:** 18:00 – 19:00  
**Venue:** Bowland Main SR 2

Camps like to employ paid international staff to help run the camp and each year we send over 1,100 young people aged 18+ to work in summer camps around the USA.

Summer camp gives you the opportunity to put your talents to use and teach American campers what you know. There are places available for sport, performing arts, water activities, music, football and many more.
Employer Presentations and Workshops (continued)

**BLOOMBERG PRESENTATION**
- **Date:** 17th October
- **Time:** 15:00 – 16:00
- **Venue:** LUMS LT 7

At Bloomberg, we work on purpose. And we can help you find yours. If you’re passionate about the financial markets, solving complex problems and challenging the status quo, we want to hear from you.

Get insight into Bloomberg’s innovative, collaborative and exciting work environment and learn about roles in Customer Support, Global Data and Analytics and Sales.

**P&G PRESENTATION EVENING AND NETWORKING**
- **Date:** 22nd or 23rd October
- **Time:** 18:00-20:00
- **Venue:** Careers Zone

Come and meet Procter & Gamble and discuss any aspect of their recruitment process for Placements or Graduate Positions.

**CAMP CANADA PRESENTATION**
- **Date:** 22nd October
- **Time:** 12:00 – 14:00
- **Venue:** Bowland North SR 6

Camp Canada is your chance to do what you’re good at in a country of limitless opportunities.

We’ve sent thousands of people to work abroad in Canada and with hundreds of varied roles, we will be able to find a camp that needs you and the skills you can offer. With Camp Canada, this is your chance to experience Canada on a whole new level.

**DELOITTE EVENING PRESENTATION**
- **Date:** 21st October
- **Time:** 18:00-20:00
- **Venue:** Welcome Centre

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.

**EMPLOYER SPOTLIGHT - CIVIL SERVICE**
- **Date:** 23rd October
- **Time:** 12:00 – 13:00
- **Venue:** LUMS Hub

The Civil Service is divided into departments, which deal with areas such as education, health and defence. Most departments have their own agencies dealing with specialist subjects.

Whatever your passion – from the environment to international development, there’s a department or agency to match.

**VODAFONE PRESENTATION**
- **Date:** 24th October 2019
- **Time:** 15:00 - 16:00
- **Venue:** Furness LT 1

At Vodafone Group we build connections to all our Global operations, acting as an advisory board to drive consistency and customer excellence across 30 countries and for over 420 million customers.

We are constantly uncovering tactics to innovate the way we operate, set our global standards or lead our strategic performance. By joining Vodafone Group, you will be part of evolving our digital world of total communications. Now is the time to get on board.

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Employer Presentations and Workshops (continued)

**ATOS EMPLOYER SPOTLIGHT**
Date: 24th October
Time: 13:00-15:00
Venue: Hub Cafe

The business technology consultants at Atos are far more than just ‘techies’ – they’re professional consultants delivering inventive products and services. As the worldwide IT partner of the Olympic & Paralympic Games, we deliver on an extraordinary scale, under the scrutiny of the entire world.

Come along to learn about the skills and personal qualities necessary to succeed in this exciting environment.

**DYSON PRESENTATION**
Date: 29th October
Time: 13:00-15:00
Venue: Bowland North SR 6

Things move quickly at Dyson. In twenty years, what began with one man and one idea has grown into a global technology company, with 6,000 people and a presence in over 70 countries. From Malmesbury to Malaysia to the US to Australasia and many countries in between, we’ve sold over 80 million machines. Come and find out more about our opportunities and recruitment process.

**SOPRA STERIA FINANCE & BUSINESS CASE STUDY WORKSHOP**
Date: 30th October
Time: 15:00-16:00
Venue: LICA

At Sopra Steria we enable Financial Services clients to focus on their key business activities by identifying services that can be run more efficiently and cost effectively.

**CIVIL SERVICE PRESENTATION**
Date: 24th October 2019
Time: 11:00 – 12:00
Venue: LUMS LT 12

The Fast Stream offers the opportunity to contribute to fast-paced work that makes a difference to the whole of society. Join us and you will have the opportunity to deliver work that touches the lives of everyone in the UK.

The Civil Service Fast Stream offers 15 schemes, each within a profession. You can select up to 4 schemes, in preference order, when you make your application.

**KPMG EVENING PRESENTATION**
Date: 4th November
Time: 18:00-20:00
Venue: LUMS Lecture Theatre 3

Did you know that KPMG can offer you an extraordinary career experience? Our representatives from Audit, Tax and Advisory will share their extraordinary stories and talk about their roles within the business.

They will give you a comprehensive overview of the projects we work on and the opportunities that we have to offer.

**HSBC SKILLS WEBINAR**
Date: 6th November
Time: 13:00 - 14:00
Venue: Online

HSBC is one of the world’s leading international banks. Whether you are looking for a first job or taking the next step in your career, we offer many ways for you to realise your ambitions.

Come and work with us and you will have opportunities to make connections all over the world and help build the bank for the future.

**ICAEW DROP-IN AND PRESENTATION**
Date: 6th November
Time: 12:00-13:00
Venue: TBC

You will constantly hear that employers are looking for commercially savvy employees. This session will help you prepare for the world of work – whether you are looking to secure a placement, internship or graduate job.
EMPLOYER SPOTLIGHT - CIVIL SERVICE

Date: 29th October
Time: 12:00 – 13:00
Venue: LUMS Hub

Once you join the Civil Service, you’ll become part of a profession. Your profession offers networking opportunities, career routes, training and development programmes - and a real sense of belonging.

Come and find out more about our opportunities.

JET PRESENTATION

Date: 4th November
Time: 13:00 – 14:00
Venue: Furness LF 3

Come along to a session organised by Frontline and gain the skills you’ll need for graduate recruitment applications, including online tests, video interviews and assessment centres.

Frontline’s mission is to transform the lives of vulnerable children and families. That’s why Frontline recruits and develops outstanding individuals to become social workers and be the difference in society.

TEACHFIRST PRESENTATION

Date: 6th November
Time: 18:00 – 20:00
Venue: Bowland North SR 6

At this presentation, you’ll hear first-hand from Teach First how you can unlock your talents while unlocking the potential of the next generation.

Voted eighth in The Times Top 100 Graduate Employers, you’ll take a quicker, salaried route to become a teacher, opening up a path to future leadership roles - all while making a difference to young lives. Also hear about our range of programmes available for you to get involved in whilst at University.

NAPTHENS PRESENTATION & WORKSHOP

Date: 20th November
Time: 18:00 – 19:00
Venue: TBC

Napthens is a values driven, forward thinking, legal practice with our offices across the North West.

We are always delighted to hear from potential employees who would like to work with us and who feel they have the values, skills and qualities which would benefit our firm and our clients.

UNLOCKED GRADUATES WEBINAR

Date: 12th November
Time: 13:00-14:00
Venue: Online

Unlocked Graduates is reducing rates of reoffending by identifying brilliant people and supporting them to spend two years working as frontline prison officers.

We challenge them to come up with new ideas to improve the way prisons work across the country.

UNILEVER APPLICATION TOP TIPS

Date: 21st November
Time: 18:00-19:30
Venue: Bowland North SR 20

A job at Unilever is a career made by you, with development opportunities, benefits and a working culture that embraces diversity.

Whether you’re looking for an internship, apprenticeship, graduate opportunities, or at Unilever you can shape your own path as you work with the brands and people that drive our sustainable business growth.
Lancaster’s Core Skills Workshops

Your dedicated Careers Teams offer over 100 core employability skills workshops throughout the academic year, delivered weekly across campus in each term.

All these workshops are extra-curricular, open to students of any degree and level of study, and count ‘5 points’ towards the Lancaster Award.

Here is a selection of the core workshops on offer for 2019/20, delivered by our specialist Careers Advisers. Book your place on TARGETconnect to start planning your career, secure placements, internships and graduate jobs, develop your skills, and confidently enter the world of work or postgraduate study.

Please check TARGETconnect for our full series of core Lancaster workshops, including specific times, locations and new sessions. Turn to Pages 18-22 for specialist LUMS Careers workshops and employability support, including LinkedIn Academy, ‘Brand Me’ Marketing, Financial Markets and International Careers.

Decide

Successful Job Hunting
Discovering Your Talents
Making the most of your time at Lancaster
Prepare for the Careers Fair
Type Dynamic Indicator: Understanding Your Career Preferences
Finding a Summer Internship
Managing Job Hunting Stress
Boosting Your Graduate Job Search

Plan

Introduction to the Lancaster Award
Considering Postgraduate Study
“It’s who you know...!” Networking Skills Session
Building A Portfolio Career
Careers Escape Room – Boosting Teamwork & Problem Solving
Developing Your Commercial Awareness
Enterprise Skills
Getting a job in the Charity Sector
Making the most of Study Abroad

Compete

CVs, Application Forms & Cover Letters
CV Writing for Mature Students - Making Experience Count
Writing an effective Academic CV
Speculative Applications
Psychometric Testing
Games Based Assessments: Top Tips
Preparation for Assessment Centres
Mock Assessment Centre Simulations
How to succeed at Interview
Preparation for Video Interview
Writing a Personal Statement
Presentation Skills
Disclosing a Disability or Health Condition

Sorted

Campus to Corporate: Skills for succeeding in the workplace
Negotiating Salary with Confidence
Improving your digital skills
Networking in the workplace
What to do if... managing workplace challenges
Career planning post-graduation
LUMS International Student Employability Programme

LUMS Careers provide specialist resources, advice and events for international students throughout the year to help with career planning and making the most of your time while studying in Lancaster.

LUMS is the door to a rewarding global career, and our brand new LUMS International Student Employability Programme aims to provide all international students with the information, tools and confidence to secure opportunities both here in the UK, and abroad.

Lancaster is home to students from more than 150 countries, and we are proud of our vibrant and multicultural campus.

JOBS HUNTING STRATEGIES FOR INTERNATIONAL STUDENTS

Come along to this specialist session and start planning your search for a placement, internship or graduate opportunity. This session will share top tips for job hunting, useful websites and job boards, setting SMART goals and successfully navigating job adverts.

MASTERING UK CVs: FOR EU AND INTERNATIONAL STUDENTS

This session will help you to learn how to build a UK CV from scratch - it will look at structure, use of language and how best to highlight your skills. It will give you advice on what information to include as well as what not to!

WORKING IN THE UK AS AN INTERNATIONAL STUDENT

What is work experience in the UK? Getting work experience is very important in the UK job market - this session will explain different types of work experience, why it is important, and ideas on where to look for opportunities both on and off the campus. Please note this is not a visa session.

UK VISA INFORMATION SESSION

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 Manager.

LOCKING 80 DAYS EVENT FOR GLOBAL YOUNG TALENTS 2019

This two hour session will focus on two aspects of careers in China:
Session 1 – Job hunting in Asia, (India, Japan and Korea) for all international students who want to find global opportunities in these countries (delivered in English).
Session 2 – Job hunting in China for Chinese students who want to return to China after graduation (delivered in Mandarin Chinese).

Please check TARGETconnect for confirmed time and venue and discover additional international events and specialist opportunities for 2019/20.
Financial Markets Careers Support

LUMS students succeed in this highly competitive sector. The Careers Team offer bespoke specialist support to students interested in pursuing Financial Market careers.

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

Women in Finance Programme

There is a clear shortage of women in the financial industry, and we are committed to changing this.

Women in Finance is a brand new LUMS initiative for 2019/20 which aims to educate, equip and empower students through talks, skills workshops, peer mentoring and networking events throughout the academic year.

As a member you can expect full support from the LUMS Financial Markets Careers Coach, LUMS academic and Careers teams, employer and alumni partners, and guest speakers.

Follow the Women in Finance Programme on social media for more information, to sign up as a member, or to register your attendance at upcoming events.

Contact: womeninfinance@lancaster.ac.uk

MOCK ASSESSMENT CENTRES
A classic financial market case study exercise. It is all about how you work as a team! Student feedback has indicated mock assessment centre attendance was crucial in being hired. Sign up two weeks in advance via TARGETconnect.

TO ASSIST EARLY APPLICATIONS: FINANCIAL MARKET CV CLINICS

FINANCIAL MARKET CAREERS FOR 1ST YEAR STUDENTS
Time: 13:00 - 14:00
Date: Wed 9th October 2019
Venue: LUMS Lecture Theatre 1

INVESTMENT BANKING SPRING WEEKS FOR 1ST YEAR STUDENTS
Time: 14:00 - 15:00
Date: Wed 9th October 2019
Venue: LUMS Lecture Theatre 3

INVESTMENT BANKING & INVESTMENT MANAGEMENT INTERNSHIPS FOR 2ND YEAR STUDENTS
Time: 15:00 - 16:00
Date: Wed 9th October 2019
Venue: LUMS Lecture Theatre 3

FINANCIAL MARKET “YEAR IN INDUSTRY”
Time: 11:00 - 12:00
Date: 17th October 2019
Venue: LUMS Careers Zone

FINANCIAL MARKET CV/COVERING LETTERS
Time: 12:00 - 13:00
Date: Wed 17th October 2019
Venue: LUMS Careers Zone

INTERNERSHIPS AND CAREERS IN FINANCIAL MARKETS OUTSIDE OF INVESTMENT BANKING
Time: 14:00 - 15:00
Date: 17th October 2019
Venue: LUMS Careers Zone

FINANCIAL MARKET YEAR IN INDUSTRY

LUMS STAND & ALUMNI EVENT AT THOMSON REUTERS’ HEADQUARTERS
A unique networking opportunity. Sign up via TARGETconnect 1 month before event.

Date: June 2019
Venue: Canary Wharf, London

BLOOMBERG - LONDON NETWORKING EVENT
Time: TBC
Date: June 2020
Venue: Bloomberg HQ

Mock assessment centres provide our members with a great opportunity to inquire about different career paths and allow them to network with industry professionals.

To assist early applications: Financial Market CV Clinics

Mock assessment centres provide our members with a great opportunity to inquire about different career paths and allow them to network with industry professionals.

Visiting Deutsche Bank
Hear the thoughts of top traders and corporate finance professionals – a great addition to your CV.

Date: June 2019
Venue: Canary Wharf, London

I 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
This brand new series of workshops which are open to all LUMS students aims to guide you through your ultimate marketing project- YOU!

These sessions are run by our dedicated LUMS 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.

LinkedIn is your key to a professional online brand, and a tool widely used by recruiters to find and select students for placement, internship and graduate roles.

This popular new workshop series will help you to maximise your presence on LinkedIn, delivered by The LUMS Careers team with input from graduate 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.

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- Securing work experience, internships, placement and graduate roles.
LUMS Placements and Internships

Are you doing a Placement as part of your degree?

Every year, over 150 students spend a year in industry for the 3rd year of their studies. This placement year is a core element of your degree and allows you to work full time in a paid role with companies around the world. Through this experience, you gain vital skills, using your degree in the workplace, applying your academic learning and developing new skills as a professional. You return to Lancaster 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 the process: from the 1st year module MNGT.150: Preparation for Placement, to a carefully designed programme of support in your 2nd year whilst applying, and then when out on placement via a pastoral visit. If a placement is not part of your degree but you would like to include it, come to one of our Transfer to Placement presentations held in Michaelmas Term (bookable via TARGETconnect) and speak with 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. Your dedicated LUMS Placements team offer support through modules and a series of workshops.

Targeted Support

Whether you are looking for a placement or internship we are here to support you to find suitable placements and internships, focusing on how to be successful in the recruitment process, and work with employers to bring insight into global, national and local companies.

Where do students do placements?

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

Useful Websites

+ lancaster.targetconnect.net
+ ratemyplacement.co.uk
+ targetjobs.co.uk
+ milkround.com
+ indeed.co.uk

Specialist Workshops

We offer a series of bespoke skill sessions and placement peer panels throughout the academic year, with topics including: Investment Banking and financial placements and internships, Creating your own placements and Campus to Corporate series. Please check TARGETconnect for the full details of these workshops, dates, times and locations.

Contact the LUMS Placements & Internships Team
lumsplacements@lancaster.ac.uk

Placement student profiles

Freyja Barnard
BA Management and Entrepreneurship (Industry)

Position: Community Affairs Industrial Placement
Company: UBS

"Undertaking my Industrial Placement year at UBS was an invaluable experience for me. My placement offered me an insight into Corporate Social Responsibility and allowed me to develop my network within both the corporate and charity sectors. Having the opportunity to manage and work on important campaigns and complete critical analysis and risk management checks has left me far more confident going into my final year and beyond. Thank you LUMS careers for all your support before and during my time on placement!"

Michael Ho Ting Chan
BA Management and Entrepreneurship (Industry)

Position: Future Customer Experience Analyst
Company: Jaguar Land Rover Limited

"It was an amazing opportunity to work for Jaguar Land Rover. Working as an analyst, not only have I worked closely with my manager, I have also been given great responsibilities overseeing a few different improvement projects; from researching, data processing, monitoring right through to analysis and evaluation. Additionally, in order to make sure that I felt comfortable in completing my tasks, they provided me professional training to further enhance my skills and capabilities. The experience I gained is invaluable, but it is above all the people I’ve met that will stay with me forever!"

Kristina Toth
Marketing Management Bsc. Hons

Position: Project Management Intern
Company: Partner & Partner AG, Winterthur

“I am thankful to have spent my placement in beautiful Switzerland at an organisation that exceeded my expectations. At the agency, I was mainly responsible for conceptualizing advertising campaigns, creating project timetings, working together with graphic designers and making sure everything goes according to plan. Beside gaining useful skills for the future I have also got to see a great organisational culture that has set my bar high for future employment. I enjoyed doing team cook-offs, having monthly gatherings with great beer and music and cooking with my CEO for the whole team.”
Placement student profiles

Alessandro Salvati
BBA Management

Position: Application Consultant
Company: IBM, Italy

“The opportunity to obtain a degree together with a real work experience seemed to me an invaluable opportunity to stand out from the crowd, especially when it comes to such a competitive job market we live in today. Additionally, I considered the placement year not only as a chance to apply the skills I had gained during my first two years at university, but also as the best way to learn real working life lessons so to bring them back with me during my final year, both as a competitive advantage for the next assignments and as a genuine motivation to excel spur myself during my final year.”

Lorenzo Coni
BSc Business Economics (Industry)

Position: Delivery Excellence Intern
Company: Microsoft

“My placement experience at Microsoft has been incredibly positive. There have been great challenges along the way, which made my journey even more rewarding and presented me with valuable opportunities to learn and grow both personally and professionally. Having been given real responsibility since the early stages of the internship, alongside the ability to be aligned to projects that suited my skills and areas of interest represented a real highlight of my experience at Microsoft.”

Ya-Shun (Emily) Chang
BSc Hons Accounting and Finance (Industry)

Position: Associate
Company: Pricewaterhouse Coopers

“My placement was a challenging 11 months, it involved a lot of hard work and tackling a dynamic work environment. However, the skills that I acquired, the knowledge I gained and the people I met made my placement year a very memorable year and a worthwhile decision. It has increased my confidence and broadened my professional network.”

Getting your dream job after graduation includes being able to persuade, to communicate your skills and to show your commercial awareness.

Our Consultancy experiences in LUMS allow you to develop these skills and much more whilst discovering how topics you learn in class are relevant to real-life issues senior leaders in organisations face. With our networks of diverse businesses, you could find yourself consulting with senior Directors, small business owners, public sector stakeholders or even the senior board of a charity. You will see for yourself the current strategic issues these organisations are facing and consult with them to deliver an objective external perspective on the situation.

Are you ready to go outside your comfort zone?

Ideal for students wanting to become consultants, LUMS Consultancy experiences are either an integral part of your degree or an optional module on certain degree schemes.
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 27th November 2019
+ Postgraduate Open Day
  Wednesday 26th February 2020
+ Masters Information Afternoon
  TBC

(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.

What does a LUMS Masters Degree offer?

Industry Collaboration
Opportunities are available on many programmes to work on a company project for your dissertation, giving you great industry experience.

In order to prepare you for your professional career, a number of our Masters degrees offer accreditation through professional bodies such as CIM, CIPD and CPA. In addition, many degrees teach practical skills alongside academic theory, such as industry specific software.

Global Opportunities
We also offer a study abroad element in partnership with other leading business schools in many of our Masters programmes. These opportunities could take you to locations as diverse as Brazil, Italy, Thailand and many more.

Employability and Careers
A Masters degree can ensure that your CV stands out amongst the many that employers receive. 94.12% of our 2016/17 Masters graduates were employed in graduate positions, within 6 months of graduation (DLHE).

We provide enhanced careers support for our postgraduate students, including a dedicated postgraduate careers adviser and industry specific careers coaches.

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 for further details.

Research Degrees

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 Honours degree
  - 10% fee reduction for 2:1 Honours degree

+ In recognition of outstanding talent, LUMS offers a range of prestigious Programme Scholarship, 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.

LUMS Loyalty Scheme
Postgraduate study is a transformational experience, which allows you to develop the tools to have a real impact on whatever you choose to do; to realise your ambitions. As a LUMS under-graduate, you are already part of our thriving community and if your ambitions mean completing a postgraduate qualification, we want to help you realise this too.

+ If you hold a Lancaster undergraduate degree, you can benefit from a 20% fee reduction (1st Class Honours) or 10% fee reduction (2:1 Honours Degree).

+ As a current Lancaster Undergraduate, you are guaranteed an offer for a Masters’ provided you meet the subject requirements.

*Restrictions apply. Excludes MSc Finance and MSc Accounting and Financial Management. Please contact lums@lancaster.ac.uk for further details.

+ We do the hard work for you, so to apply you just need your name, email, student ID and chosen programme.

For more information, visit Lancaster.ac.uk/lums/loyalty-scheme

Apply for your place now: Lancaster.ac.uk/pg-apply

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)

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

facebook.com/lancastermanagement
twitter.com/lancastermanagement
youtube.com/lancastermanagement
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
/hu.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 LANCASHIRE**

enactuslancaster.org
/enactusLancaster

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.

**LANCASTER ENTREPRENEURS**

@lancasterentrepreneurs
/lancaster.entrepreneurs

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.

**BUSINESS CONSULTING SOCIETY (BCS)**

/businessconsulting
/lancaster.entrepreneurs
/lancasterentrepreneurs@lancaster.ac.uk

The Business Consultancy Society (BCS) is dedicated to preparing its members for a job in consulting. BCS offers the opportunity to transfer theoretical knowledge from your studies to real-world business problems through student-led consulting projects. With this focus, BCS is the only society providing a real platform between students and businesses with both the aim to achieve the former’s learning objectives and the latter’s strategic goals.

**LANCASTER UNIVERSITY INVESTMENT AND FINANCE SOCIETY**

luifs.org
/lancaster.entrepreneurs
/lancasterentrepreneurs@lancaster.ac.uk

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, 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.
Lancaster University Marketing Society

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 Bros and Unilever, to kick start your career and get the most from your time at Lancaster.

Lancaster University Women in Business (LUWIB) 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.

Members can initiate projects from scratch and get involved in different stages of project management. By engaging in the society and doing some actual managerial projects, they allow you to stand out in the competitive world and gain valuable knowledge and experiences through their mentoring system. Moreover, it is more than just a society for gaining experiences but also a platform to communicate with people from other societies.

The GROW Your Future programme offers you the opportunity to take part in activities that support the development of key employability skills, professional networks and confidence to compete effectively in the graduate labour market.

As a GYF participant you will receive a regular newsletter to keep you up to date with opportunities. You GROW your own pathway through the programme, you pick and choose the activities that you would like to be involved in – you are in control.

GROW Your Future (GYF) is an opt in scheme for UK and EU undergraduates who also meet specific criteria such as:

- Being the first in family to go to university
- In receipt of a Lancaster Bursary
- Mature student
- Back, Asian or Minority Ethnic student
- Disabled students (learning disabilities, physical or mental health condition)
- Care leavers or caring responsibilities

Why Join GYF?

- Early access/ notification of financial support available to help fund internships, attending interviews or open days
- Access to a range of activities to develop employability skills, confidence and professional networks throughout your time at university
- Exclusive access to careers appointments
- Priority booking for careers workshops
- Join a community of students also wanting to develop their employability whilst at university

Key Skills Workshops

This series of workshops aims to support the personal development of skills that employers particularly value such as Emotional Intelligence, Conflict Management, Resilience, Team work, Leadership, Cultural Awareness, and Presentation Skills. As a GROW your Future programme participant you will get priority booking on these workshops.

Specific support for disabled students

Alongside having a dedicated careers and employment adviser, there are a range of activities to support disabled students navigate the decisions around disclosing their disability and requesting reasonable adjustments during the interview process.

Leadership Development:

Join either the 3 day Future Leaders Experience programme or in one of our Lancaster Success Programme Pilot departments you can access a leadership development opportunity that encompasses a social action project where you get the chance to put those leadership skills in to action.

Capital Connections

A unique opportunity to develop your professional networks through visits to employers in Manchester and/or London. Employer visits include big names such as EY, PwC and the Civil Service but also other organisations that have fantastic opportunities for Lancaster graduates, including the charitable/not for profit sector.

Why Join GYF?

- + Care leavers or caring responsibilities
- + Black, Asian or Minority Ethnic student
- + Mature student
- + In receipt of a Lancaster Bursary
- + Disabled students (learning disabilities, physical or mental health condition)
- + Early access/ notification of financial support available to help fund internships, attending interviews or open days
- + Access to a range of activities to develop employability skills, confidence and professional networks throughout your time at university
- + Exclusive access to careers appointments
- + Priority booking for careers workshops
- + Join a community of students also wanting to develop their employability whilst at university

It’s your future. Start planting and join now!

bit.ly/growyourfuture

Lancaster University Project Management Society (PMers)

PMers specialises in running business and community projects, and they aim to provide a platform for their members to gain practical experiences by real-life engagement.

Members can initiate projects from scratch and get involved in different stages of project management. By engaging in the society and doing some actual managerial projects, they allow you to stand out in the competitive world and gain valuable knowledge and experiences through their mentoring system. Moreover, it is more than just a society for gaining experiences but also a platform to communicate with people from other societies.
Introducing Your New CV 360 Tool

A CV, which stands for curriculum vitae, is a document used when applying for the majority of student and graduate level jobs. It allows you to summarize your education, skills and experience, enabling you to successfully sell yourself to employers.

Writing a professional CV to impress a recruiter can be tricky business. So many CVs get rejected because of simple errors or because the computerised gatekeepers of the application process can’t find what they’re looking for. Luckily the new CV360 Tool is now available on the LUMS Careers Portal, providing feedback against 50+ highly value checks!

Simply upload your CV and within 5 seconds you will receive instant, detailed feedback to help you optimise your CV and significantly boost your chance of securing an interview, 50+ checks provide feedback on File, Structure, Content, Language, Presentation and Skills – including unique areas such as Time to Read, Average Sentence Length, Employability Skills and Skills Dominance.

In addition to instant feedback, you will also receive advice, tips and employer insight and best practices to help boost your knowledge and confidence.

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.

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

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.

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.

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. lusu.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 using the new CV 360 tool
Most employers require you to submit a CV. There are a variety of approaches to CV writing and our brand new CV 360 tool is here to help you. Access this via the LUMS Careers Portal to create, edit and receive specialist feedback on your CV.

6. Practise Psychometric Tests
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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
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To access CV360, visit the LUMS Careers Portal, upload your CV and put it to the test. If you don’t have a CV yet, you can either download one of the templates or you can use the CV Builder to create one. Once your document is complete, simply upload it to CV360.

Remember...there is no substitute for a human review before you send your CV off, so ask your Careers Adviser to take a look either in an appointment or via TARGETconnect.

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The Chartered Management Institute is an accredited professional institution for management based in the United Kingdom. We are very pleased to collaborate with CMI on a selection of our employability activities. We welcome their support for our students.