

Building your CV or University Application

'...recruiters have confirmed that a third of this year's entry level positions are expected to be filled by graduates who have already worked for their organisation'. Highfliers Research 2012

Work experience and volunteering are becoming increasingly important tools in the armoury of job hunting. Universities are now stating that work experience is desirable if not essential. The graduate employment market is so competitive, young job seekers need to demonstrate their understanding and commitment to a career well before they have started working in it.

Planning your experience:

- Start to plan your career work experience early in Year 12 and continue to build your experience through your university years.
- Part time work, volunteering, work placements and internships will all add value to your CV.
- Talk your Progress Leaders or your Careers Adviser for advice.
- Prepare your CV and a covering letter.
- Visit websites for volunteering and work experience opportunities.
- Network - who do you or your family know who can help you?

Useful websites:

www.csv.org.uk/volunteering - full time or part time volunteering experiences

www.vinspired.com – search for volunteering opportunities

www.doit.org.uk - another excellent volunteering website

http://www.etrust.org.uk/year_in_industry.cfm - Year in industry

<http://www.directions.org.uk/getting-in/internships/> - Internships