



Not going to University?

Don't panic! Help is at hand. If you are looking for your first job, there are a few things you can do to prepare:

To Do List:

1. Research what career areas you are interested on <http://growingambitions.tes.co.uk/jobs/m> - an A-Z of careers and entry requirements
 2. Research other options including Apprenticeships on <http://www.apprenticeships.org.uk/>
 3. Research on www.notgoingtouni.co.uk: website dedicated to identifying alternative career opportunities for young people.
 4. Write/update your CV and ask someone in school to comment
 5. Visit the Careers Convention
 6. Book a Careers interview with your school careers adviser
 7. Visit job vacancy sources <http://oxcentric.oxme.info/cms/oxcentric/education-and-work>: job search and employment guidance for young people
 8. Network – Ask friends, family, wider family, do they know any employers who have vacancies.
- **Your CV:** It is essential that you produce a good CV; this is the employer's first impression of you so no careless mistakes! Ask a Teacher or Careers Adviser to comment on your CV. Find CV and cover letter templates on Careers website section on
 - **Get interview experience:** A formal interview could be set up in school, speak to your careers adviser.
 - **Get experience:** It is vital you gain experience in your career area. Volunteer, work experience, work shadowing, whatever you do will mean you are gaining essential experience.

Many jobs are advertised on the internet and can be applied for online; there are numerous sites to choose from, please look on Where to look for work document which can be found

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