

Job applications

Recruitment cycle

Recruitment overview

Large companies are increasingly operating a 'just-in-time' approach to recruitment and have open recruitment all year round.

Some large and public sector recruitment schemes do have closing dates at the end of December/early January to allow processing of the massive numbers of applications and the logistics of screening and narrowing down the candidate lists.

Small employers, who employ the majority of graduates, may advertise from May onwards.

Recruitment timetable

- **October-November** - major recruiters advertise in career directories, such as Prospects Directory, attend fairs, and give presentations. Some early closing dates around this time.
- **December** - many closing dates with the larger graduate schemes are just before Christmas or at the end of December.
- **January-May** - closing dates continue during this time, probably including smaller companies, and organisations with fewer positions.
- **June** - summer graduate recruitment fairs, companies with outstanding vacancies and those targeting new graduates.

For details of where more specialist positions are advertised, or how to make speculative applications to those organisations that rarely advertise positions, take a look at [job hunting tips](#).

Some students choose to wait until after graduation before applying. This is legitimate and many recruiters accept applications within three years of graduation for graduate training schemes.

Using vacancy bulletins and websites at your careers service can keep you up to date with the latest opportunities and forthcoming closing dates. In addition, Prospects Finalist and Prospects Directory are national job publications aimed at finalists or recent graduates, available free from your careers service. Also see [search for job vacancies](#) on this site.

Selling your skills

What can you offer?

Employers ask for evidence that you have the:

- motivation for the role;
- ability to adapt to and share the organisation's vision and ethos;
- skills and competence relevant to the post.

While some vacancies do require specific qualifications, specialist skills or experience, over 40% are open to graduates of any discipline. Graduate employers are mostly interested in your potential to develop rather than your existing knowledge. Even for those jobs that require specific technical or scientific expertise, the successful candidate will be the one who demonstrates motivation for the job and the personal and transferable skills needed to succeed.

The application procedures of many major graduate employers have become explicitly focused on motivation, organisational fit, and competency. It is not uncommon to have a personality profile as a part of the initial application process and to be asked to provide very detailed examples of competencies such as 'teamwork' or 'problem solving' on the application forms.

Transferable skills

The competencies or transferable skills that are particularly popular with graduate recruiters include:

- *communication* - ability to communicate orally, in writing, or via electronic means, in a manner appropriate to the audience;
- *teamwork* - being a constructive team member, contributing practically to the success of the team;
- *leadership* - being able to motivate and encourage others, whilst taking the lead;
- *initiative* - ability to see opportunities and to set and achieve goals;
- *problem solving* - thinking things through in a logical way in order to determine key issues, often also including creative thinking;
- *flexibility/adaptability* - ability to handle change and adapt to new situations;
- *self-awareness* - knowing your strengths and skills and having the confidence to put these across;
- *commitment/motivation* - having energy and enthusiasm in pursuing projects;
- *interpersonal skills* - ability to relate well to others and to establish good working relationships;
- *numeracy* - competence and understanding of numerical data, statistics and graphs.

Additionally, private sector employers like to see that applicants have some commercial awareness - an insight into how firms operate, what is happening in the business world and the impact this could have on their organisation.

For further information on competencies, refer to What Do Graduates Do? (<http://www.prospects.ac.uk/links/wdgd>). Employers often have set criteria when selecting applicants. These may be laid out clearly in the person specification for the job or be identifiable from the job description, the vacancy advertisement or the organisation's web pages.

Alternatively, if there is little information about the role, you could draw up your own. The job profiles in [explore types of jobs](#), have useful sections on the skills and qualities usually required for entry into particular careers.

Relating skills to opportunities

How do we know what skills to highlight when compiling a CV, covering letter or application?

- Consider how your motivation, personal qualities and aspirations reflect the ethos of the recruiting organisation and the opportunity on offer.
- Understand the skills and competencies required for the role. This will be transparent where a job specification is made available. It may be more difficult when there's only

an advertisement to go on. The latter is more common with small to medium sized employers.

- Decide on the best way to sell your skills. Which CV format will you use? What should you put in your covering letter? See [CVs and covering letters](#) for advice on making effective applications.

Graduate vacancies and skills

The following two advertisements are typical of the opportunities you'll see advertised in graduate directories. Imagine this is the only information you have on which to base your CV application. See beneath each vacancy how they can be analysed in terms of skills, attributes and qualities.

Sample job advertisement - The High Roller Group

The High Roller Group has for 20 years been the consulting service of choice for the life insurance and pensions markets in the financial services sector.

Our approach to client service delivery is to translate strategic vision and objectives into systems and processes that succeed. High Roller's ethos and success is based on the ability to focus our expertise on the knowledge and experience of the client. To enable them to grow and deliver, we develop strong and ongoing relationships with our clients. Our business and tradition is based on 'partnership for progress'.

Work offered: Trainee Decision Maker; Data Gatherer/Investigator

Subject of Study: 2:1 in any degree discipline, (ideally supported by 'A' Level Maths, but not essential). 2:2 graduates will be considered on an individual basis.

Locations: London, Manchester, Leeds, Birmingham, Glasgow, Edinburgh.

Apply: Please send your CV and Covering Letter to Ms L Groom.

When preparing your reply, note:

- Organisational ethos: focus on a 'partnership' with clients.
- Skills required: numeracy; problem solving; customer focus; communication and interpersonal skills; sector knowledge and understanding.
- How might those be expressed? This vacancy has some very specific requirements in terms of numeracy level and degree performance. It expects candidates to have an interest in the financial services sector. The financial sector often prefers a 'traditional' approach to CVs. See the [sample CVs](#) section for an example of how this vacancy might be addressed using a chronological CV.

Sample job advertisement - Innovative Car Hire

Do you want to join a company that will make the most of your talent and put you behind the wheel? Do you want to work for a company that believes in rewarding success? We'll give you the chance to take early responsibility and earn a high salary as early in your career as you want.

We are 'Innovate Car Hire', an international car rental company with a multi-billion pound turn over. We want graduates who are self-starters with the 'drive' and ambition to run their own section of the business within three years.

You will want to learn about how to run a business from marketing and customer services to operations and finance. You will want promotions and earnings that will be accelerated by your performance. You will get the opportunity to succeed.

Graduates of all disciplines are welcome to apply. What you don't know we will teach you. Put yourself in the driving seat by sending a CV and covering letter to ich@btinternet.com.

When preparing your reply, note:

- Organisational ethos: expects staff to want to build the business and achieve personal success.
- Skills required: initiative; drive and ambition; business orientation; leadership qualities.
- How might these be expressed? This is a vacancy which focuses on the personal qualities of the candidate rather than sector, customer or business knowledge. You may want to consider a skills-based CV (see [sample CVs](#)) to highlight the personal qualities required.

PhD vacancy example

The vacancy below is one for which a PhD student might apply.

Post Doctoral Position - Business Strategy/Regulation of Urban Utilities

Belgian Federal Institute of Technology

Located in Bruges, Belgium, the Federal Institute of Technology consistently ranks among the best universities in Europe and the World. The Chair Management of Network Industries within the College of the Management of Technology invites applications for a post doctoral position in business strategy for urban utilities.

Required qualifications:

- A PhD in management, business, economics, or political science;
- Research and publications in business strategy/regulation in one or several of the following industries: energy, communications, transport, and/or environmental services;
- Fluency in English. A working level understanding of written and spoken French will be a distinct advantage.

Main responsibilities:

- Organize a new Executive Master (EM) in Urban Utilities Management (UrbUtil);
- Manage the administration, logistic and curriculum of the EM in UrbUtil;
- Conduct research on business strategy in network industries;
- Participate in international conferences in academic and business circles;
- Contribute to teaching in the EM in UrbUtil.

An initial one-year contract will be offered with the possibility of a permanent position depending on the success of the Executive Masters programme. Please send letter of application, curriculum vitae, and names of at least three referees to Dr Michele Berryman.

When preparing your reply, note:

- The skills set required is very academic and specific.
- The transferable and soft skills that might be useful are present in terms of organisational, administrative and teaching skills.
- See the [sample CVs](#) section for how this vacancy might be addressed by an academic CV.

Presenting the evidence

Your primary concern should be to present evidence of the skills and qualities that the employer is seeking. This could be in the form of your academic projects and achievements, responsibilities during work experience or voluntary activities, involvement in societies, or management of sporting activities. The key is to match the evidence in your application with what the employer wants. Recruiters want to read about the skills and qualities that are of interest to them and their selection criteria.

When examining your past involvements more closely, perhaps consider:

- What exactly have you done?
- What were you responsible for?
- What were the outcomes?
- How did you achieve success?
- Is there evidence of 'how' you have demonstrated relevant skills?

Although it's important to be concise, simply listing your skills is not enough. Where is the evidence? Employers can't simply take your word for it.

Thinking about how to demonstrate your responsibilities can also be a challenge. Focus on active verbs. The descriptors of responsibilities and language suggestions in [power words](#) may help.

Application forms

Why an application form?

Many recruiters ask graduates to apply using a company application form. This enables an employer to compare applicants on a like-with-like basis in terms of their approach to and completion of a standard form. The use of application forms usually indicates a more transparent and scientific approach to recruitment on the part of the employer.

There is more likely to be a 'job specification', with notes provided on how to complete the application form. When you submit a CV, you might imagine selling yourself to a reluctant reader whose attention you need to capture. When you fill in an application form, imagine a systematic reader checking that you meet clearly set criteria.

Education

Some forms are short on space for listing all your qualifications or modules. It may be possible to summarise key results or modules and refer to a fuller listing on a separate sheet, in the additional information box, or as 'available upon request'. If in doubt, contact the employer to confirm. Similarly, if your qualifications don't translate into UCAS points and there's no room for explanations, contact the employer to ask how to proceed. The UCAS (<http://www.ucas.com>) website has a section on the comparability of international qualifications, which may help.

Employment/work experience

- List your jobs in reverse chronological order by job title.
- If you didn't have an official job title, try to think of one that describes your position well.
- Full addresses are not usually required.
- Describe your responsibilities or achievements in your job experience roles, bearing in mind the skills the employer is seeking.
- You can group together or prioritise some experiences if space is limited.
- The section on [power words](#) has some useful suggestions for terminology.

Interests and achievements

Similar principles apply as for your work experiences.

- Emphasise key words that demonstrate evidence of your skills.
- Focus on demonstrating appropriate behaviours rather than seeking to impress an employer with an amazing achievement.

Competency based questions

Some recruiters will have an application form (on paper or online) made up of competency based questions. These ask the applicant to provide detailed answers based on personal experience to demonstrate a skill required in the job.

An example might be: 'Think of a time when you have had to influence others to do something they were reluctant to do'.

- What was the situation?
- How did you do it?
- What was the outcome?'

Often there will be a word limit attached to the answer.

The employer is looking for a clear succinct and disciplined answer.

For this question you should try to:

- briefly outline the situation;
- explain what you did in terms of skills and processes that YOU used in some detail;
- describe a positive outcome or personal learning point.

There is likely to be a series of questions covering a range of personal skills such as;

- problem solving;
- teamwork;
- communication.

Avoid using the same scenario twice. Provide a spread of evidence in your answers, drawing on the breadth of your work, life and study.

This type of application form is most commonly used for public sector graduate training schemes. It may be useful to consult with your university careers adviser, who is likely to have seen many attempts at tackling these questions and can give you some first hand guidance on the standard required.

Personal statements

Many application forms require you to complete a personal statement in support of your application. You will usually be asked to give your 'reasons for applying' and other information relevant to the job specification, including your knowledge, skills and experience.

Your personal statement should relate directly to the specifications of the job or course you're applying for. It's important that you address all the points in the job specification in the order in which they appear. Imagine this being used as a checklist by the person short-listing.

Address each point on the job specification in a clearly themed paragraph:

- In your first sentence you might make a short STATEMENT summarising how you meet or relate to the requirement.
- The next few sentences should provide a concrete EXAMPLE of the assertion(s) you've just made.
- A final sentence that shows REFLECTION will add depth to the point you're making.

Sample personal statement

When addressing a criterion asking for a commitment to promoting Equal Opportunities:

'I have always tried to ensure in my personal and work life that I am sensitive and inclusive of the cultures and circumstances of other people. In 2006, I worked as a mentor/facilitator to a group of students on the Aim Higher project to encourage pupils from non-traditional backgrounds to consider applying for university. I designed projects and activities that recognised and focused on the diverse experience within the group to ensure participation. The programme was successful for the pupils and a rewarding learning experience for me, as it showed the potential and understanding that results from working with mutual respect.'

[The first sentence is the STATEMENT, the second and third sentences describe the EXAMPLE, and the last sentence is your REFLECTION.]

Avoid simply repeating the words used in the job specification in your responses (e.g. 'I am committed to Equal Opportunities'). Make a personal interpretation of the criteria.

You will often be asked in a personal statement to give your 'reasons for applying for this post'. You may choose to introduce or conclude your personal statement with a summary of why you're applying for the job and what attracted you to the organisation.

Use language and phrasing that shows enthusiasm for both the role and the company.

Provide a brief summary of how your set of skills matches the post advertised.

Show that you've done your research on the company and highlight their strengths as an employer.

References

- Two referees are the norm, one academic and one work-related, or a character referee if allowed.
- Give their phone number and email along with their title and full contact address.
- Always ask for their permission first and remember to keep them informed of your career aspirations and achievements to date.
- If a reference from your immediate manager is not possible, consider using someone else in the company.
- If using an international referee, it's a good idea to confirm with them that they can provide a fax or email in English.

Approaching difficult questions

There's only one strategy - ensure that you understand the question, provide relevant evidence, use concise language, and perhaps include key words if there's a chance the form will be electronically scanned.

Remember to use a variety of experiences to evidence your skills and attributes. Do not use the same experience to demonstrate more than one skill. Also beware of trying to take

credit for the work of a team of people. This is particularly important when answering competency based questions aimed at finding out your role.

Before you send the form

Ask someone with a fresh pair of eyes to check through the application. You may not be able to see your own mistakes. Print a copy of your application and keep it with the job advertisement details. You may need this later for interview preparation!

Example questions

'Give details of your main extracurricular activities and interests to date. What have you contributed and what have you got out of them?'

Extra curricular activities can provide evidence of skills and attributes that would be useful in the work place. These may be in team work or business awareness. Answer with examples of personal development and achievement.

'Give an example of a problem you have solved requiring analysis. What methods did you use and what conclusions did you reach?'

A competency based question that requires you to provide an example. Concentrate on the process that you used to solve the problem rather than the problem itself. Highlight examples of personal initiative, creativity or effective use of resources in solving the problem.

'Describe a time when you were working under pressure with competing deadlines and it was impossible to meet them all. What was the situation and what did you do?'

This question looks at your ability to work under pressure. Try to pick an example that reflects well on your organisational skills (i.e. not chaos of your own making). Show how you: prioritised the tasks; made efforts to renegotiate on the least urgent deadlines; delegated tasks to others; and communicated progress. What extra efforts did you make to resolve the situation? Your answer will cover a range of inter-related organisational and communication skills, as well as your attitude.

Online applications

A good, tailored online application requires the same advance preparation as a targeted CV or a hard copy form, although it's more forgiving for candidates with poor handwriting.

Access

A registration password will allow you to save and return to online forms so that they can be completed and submitted when you're ready.

You may be required to undertake a timed test online. Make sure you're focused and prepared.

Go to [psychometric tests](#) to take practice tests online.

Style

- Formality in your application is still a must.
- Make time to check it over.
- Is it effectively targeted to the position and employer?
- It is often possible to copy the questions into MS Word. Plan your answers in a Word document (or similar) and get them checked over for content and style by a careers adviser in advance.
- Sometimes the online form will restrict you to a particular font style and size. Be aware of this when you're drafting your answers.

Accuracy

Grammar and spelling again! Even if you can't access spell-check facilities on the site, you can download the text into MS Word and spell-check it there.

Personality profiling

Some application forms include a set of multiple-choice questions about your likes, strengths and preferences. These can be used to identify whether your preferred style of working fits with the culture of the organisation and the skills they require. Try to be as honest as possible - there may be repeats of questions to ensure your answers are consistent and some questions that test whether you're trying to make a favourable impression.

AGCAS Select Simulator (<http://www.selectsimulator.com>) is an online resource designed to help graduates understand and be confident in making online applications

Speculative applications

Making speculative approaches can be an effective way of gaining entry to work and in some industries it is the norm.

- Identify employers who recruit graduates in your degree subject or who might be interested in the subject of your dissertation or project.
- Prepare a general CV and covering letter geared towards a particular industry sector, and then adapt it to target the organisation.
- Find out the name of the appropriate person in the business function or human resources/personnel before making contact. Do not send a general letter to an organisation.
- Ensure that your letter states clearly what you're looking for - a job, work experience, work shadowing, project work - along with what skills and experience you have to offer.
- Include the dates you are available and whether you require payment or are primarily looking for an opportunity to gain experience.
- Follow up your letter with a telephone call to show your genuine interest and see if you can arrange a meeting to discuss job possibilities, review your application, or gain further contacts.
- Remember that for some employers speculative applications are the principal method of recruitment.
- Combine contacts from all sources into your personal professional network.
- Ask people, including lecturers or past students, for contacts who may know of opportunities within a particular sector.

FAQs

Is it the same process if I want to work in another country?

Preferred application styles vary from country to country. For example, some countries prefer CVs that emphasise factual information or personal details, while others don't. References and exam transcripts may be required in advance. Some countries require two CVs, one accurately presented in the language of the country and perhaps one in English too. Consult [country specific information](#), for information about over 50 countries.

I'm applying for postgraduate study. Is it the same process as applying for a job?

Universities often have a specific postgraduate application form for you to complete and their guidance notes usually make it clear what information they would like. The principle is the same - targeting your application content to meet the perceived interests of the reader. If you're unclear, possible areas to include are:

- why you're interested in this area of study, research ideas or proposals, experience of relevant study to date;
- evidence of academic attainment including prizes and awards;
- how you hope to benefit from this study and how it fits into future career plans;
- evidence of relevant research or related skills, such as use of initiative during past projects, project management, report writing, familiarity with techniques or equipment;
- any relevant practical or work experience or work shadowing can show motivation for study or an intended future career;
- similarly, speaking to other postgraduates or having a mentor could be useful.

If in doubt, speak directly to the academic department you're applying to, or your own tutors, for suggestions. If attaching additional information to your application, about one A4 sheet is usually sufficient.

Will my personal circumstances, such as my sexuality, ethnic origin, age, gender, or political affiliations affect my application?

Your personal circumstances or preferences should not affect your ability to do the job for which you're applying and should not be taken into account by a prospective employer. However, some people feel that unfair discrimination can and does still take place despite legislation.

One of the best ways to reduce the risk of unfair discrimination is to market yourself so effectively that employers cannot ignore your suitability for the post. Research the company and the key attributes required. Consider ways in which you meet these and the evidence you might present, and where to place it on the application so that it makes the greatest impact. Give concrete examples to present your case. It's important to think positively. Concentrating on your strengths can help to counter any negative stereotypes and provide clear evidence of your suitability for the job.

Some people find it useful to be selective when choosing potential organisations. For example, select organisations with publicised equality and diversity statements covering existing policies and practices, and organisations that openly target minority groups for positions or are listed by civil rights organisations. For further information, see [handling discrimination](#).

I'm a student with a disability. Should I disclose it to an employer and if so, when?

You may find it helpful to identify organisations that have a demonstrated commitment to being disability-friendly. Check whether the company recruitment literature includes a policy statement on disability, whether its job advertising carries the Jobcentre Plus (<http://www.jobcentreplus.gov.uk>) 'two ticks' symbol, and whether it's a member of the Employers' Forum on Disability.

However, don't limit your application to companies of this kind: always make your applications on the basis of opportunities available. For further information, see [handling discrimination](#).

I have a criminal record.

If your convictions aren't 'spent', it's advisable to be upfront about them. If you have concerns about this, it always pays to seek advice. Your university careers adviser will be able to give you information about disclosure of criminal records. There is also information available at [handling discrimination](#).

Unsuccessful applications?

Multiple applications

Don't send out a wave of CVs or application forms with a duplicated covering letter. It's far better to use your time to research jobs and employers to enable you to produce tailored applications. Employers like to see that you've done your homework before targeting them. That means writing to a named person, reassessing your CV for every application, and demonstrating that you've made a serious effort to research the job and the employer.

Underselling yourself

Students and graduates often undersell themselves on CVs and application forms. Be positive about what you have to offer. If you're not confident about your potential, it will be difficult to convince others. Ask a careers adviser to check your application before you send it. They can give you an opinion on its strength and practical help to improve it. See [selling your skills](#) and [power words](#).

Restricting your range of applications

Every year over 40% of graduate vacancies are open to graduates with degrees in any discipline. It may be that your first instinct is to find a job directly related to your studies, but the opportunities will be very limited. You may want to explore more broadly what's available. Explore graduate career paths in What Do Graduates Do? (<http://www.prospects.ac.uk/links/wdgd>) and [options with your subject](#).

Highly competitive areas

Some areas of employment are highly competitive. These include broadcasting, advertising, personnel management, publishing and journalism. It may be necessary to do voluntary work or unpaid work shadowing to gain experience and make contacts. Be persistent, but it may be wise to set a time limit to your campaign. After that, you may want to consider other jobs.

Not looking widely enough

Some graduates limit themselves to only applying for the large company graduate training schemes that appear in the Prospects Directory and don't consider opportunities with small to medium sized enterprises (SMEs). Research shows that only 14% of graduates secure a place on a blue chip company training scheme. The fact that 99.1% of companies have less than 50 employees reveals how many opportunities there are out there for graduates. SMEs provide the opportunity for graduates to: take responsibility early; be involved in a wider range of activities; contribute ideas; grow with the company. Register with [My Prospects](#) for notification of ad-hoc vacancies that SMEs often post on this site.

Managing potential difficulties

As a candidate, you may have background constraints or issues that you consider to be a disadvantage. Always present this information positively. Demonstrate what you've learned and how you've overcome any difficulties. Describe coping strategies that you've developed. If some of your past academic results have been disappointing, show how you've turned the situation around. Employers often look for evidence of perseverance and problem solving, so you can use this as an example.

Some employers do use academic results as an initial selection tool. You can't change your results, but you can approach the recruiter to ask if they'll consider cases on their individual merits and take other experience into account. You may want to include this in your covering letter. It's better to tackle the issue than to either deselect yourself or ignore the criteria.

Poor interview technique

If you're called to interview, you're in with a chance of the job. Everyone who's short listed is (on paper) capable of doing the job. While employers certainly use the interview to check the competencies of candidates, they'll be interested even more in your motivation and ability to fit into the organisation. Spend time thinking through your motivation and how to express it. The first question is nearly always: 'What made you apply for this post?' Mock interviews can often be arranged with your university careers service and issues around technique can be fed back to you before the real thing. Have a look at [interviews](#) for more information about interview technique.

Always seek feedback

If you feel that you've put in a good application for a job and haven't been short-listed, seek feedback. This isn't always forthcoming, but in some sectors, such as public services, you'll be able to find out exactly why your application failed. This may indicate something that you can easily improve, or provide useful tips for future applications.

Power words

Imagine the reluctant reader of the CV who wants applicants to sell themselves into the job.

Consider the systematic reader of application forms looking for how candidates address the selection criteria.

Help them find what they want by using direct, positive and appropriate language in your application:

Sub-headings and bullets

Sub-headings and bullet points are used for both CVs and personal statements to make the application more accessible to the reader.

If possible, use the language of the employer in the headings.

Make the first word in a bullet point an active verb, such as 'organised', 'delivered'.

Be positive

When writing in the first person on application forms, be positive and affirmative.

Avoid saying: 'I feel that I am a good communicator', or: 'I believe in diversity and equal opportunities.' Say rather: 'I am a good communicator' and: 'I am committed to diversity and equal opportunities.'

Constant use of equivocal language can undermine an employer's confidence in the strength of the skills or attributes you're describing.

Themed paragraphs

On application forms write themed paragraphs. Do not intertwine separate criteria in the same paragraph. The recruiter may miss one of your points.

Revise and edit

Achieving a direct simplicity takes a great deal of effort. You need to revise and edit your text until every word counts. That way, the employer is more likely to read every word.

Words to use

These words and phrases may be useful in job applications:

Experience

- Demonstrated skills in...
- Extensive academic/practical background in...
- Experienced in all aspects of...
- Knowledge of/experienced as/proficient in...
- Provided technical assistance to...

Ability

- Trained in...
- Proficient in/competent at...
- Initially employed to...
- Expert at...
- Working knowledge of...
- Organised...

Success

- Promoted to...
- Succeeded in...
- Proven track record in...
- Experience involved/included...
- Successful in/at...
- Instrumental in...
- Delivered...

Responsibilities

- In charge of...
- Supervised/delegated...
- Now involved in/coordinate...
- Familiar with...
- Employed to/handle...
- Assigned to...
- Project managed...

Roles

- Analysed/evaluated...
- Established/created/designed...
- Formulated...
- Initiated...
- Managed...
- Presented...

Personal attributes

- Committed to...
- Confident
- Enthusiastic user of...
- Actively sought...

Contacts and resources

Publications

The following Graduate Prospects and AGCAS publications should be available in your university careers service.

Graduate Prospects publications

[Prospects Directory](#), Annual Sept.

[Prospects Finalist](#), 4 issues/yr

AGCAS publications

Selection Success In One, AGCAS DVD, 2004

Your Job's Online, AGCAS Video, 2003

Websites

Application Forms: The Selection Process,

<http://dbweb.liv.ac.uk/cll/upload/ApplicationForms.pdf>

Black and Asian Grad, <http://www.blackandasiangrad.ac.uk>

Employers' Forum on Disability, <http://www.efd.org.uk>

Going for Interviews, <http://www.prospects.ac.uk/links/interviews>

Guardian Jobs, <http://jobs.guardian.co.uk/>

Higher Education and Research Opportunities in the UK (HERO), <http://www.hero.ac.uk>

Jobcentre Plus, <http://www.jobcentreplus.gov.uk>

Job Seeking Strategies, <http://www.prospects.ac.uk/links/JobHunt>

Monster, <http://www.monster.co.uk>

National Mentoring Consortium, <http://www.uel.ac.uk/nmc>

Select Simulator, <http://www.selectsimulator.com>

SKILL (National Bureau for Students with Disabilities), <http://www.skill.org.uk>

Stonewall, <http://www.stonewall.org.uk>

Total Jobs, <http://www.totaljobs.com/>

The UK GRAD Programme, <http://www.grad.ac.uk>

UCAS, <http://www.ucas.com>

What Do Graduates Do?, <http://www.prospects.ac.uk/links/wdgd>

Windmills, <http://windmillsonline.co.uk/interactive>

Your PhD ... What Next?, <http://www.prospects.ac.uk/links/YourPhD>



(c) Content copyright of or licensed to AGCAS (www.agcas.org.uk)

Written by David Shacklady, Buckinghamshire Chilterns University College, Summer 2007.
Edited by Carol Rowe, AGCAS, Summer 2007.

The work of writers and editors is gratefully acknowledged

To view the terms and conditions for the material provided in this publication, please see
<http://www.prospects.ac.uk/links/disclaimer>.

Visit <http://www.prospects.ac.uk/links/appsinterviews>