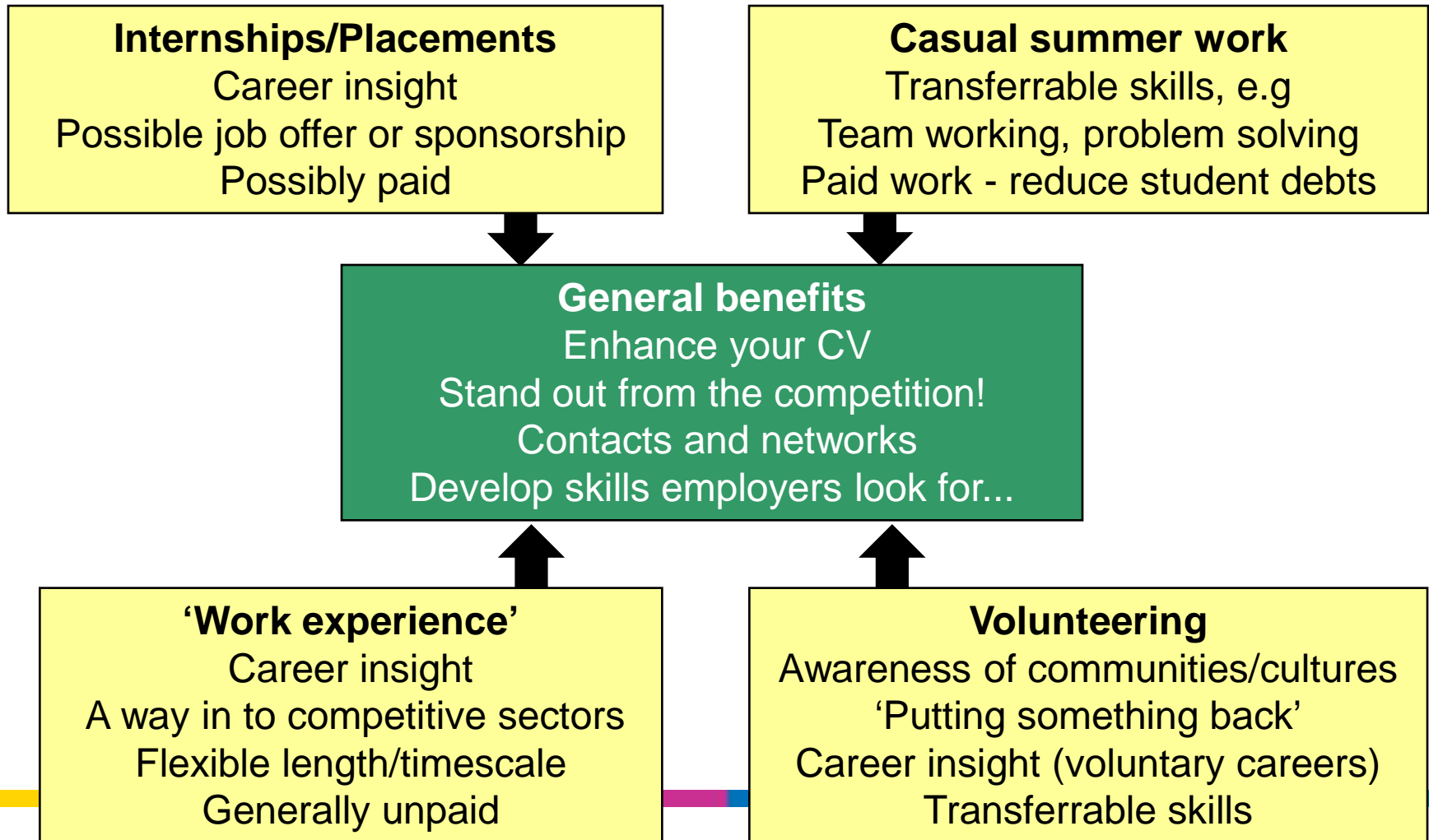


# **Finding Internships & Work Experience**

Scott Foley  
The Careers Service

# What can internships and work experience do for me?



# What you need to know

- A degree is not enough – Stand out from the competition!
- Anything you do will add to your CV:
  - Part time work
  - Internships & placements
  - Few days of work shadowing or work experience
  - Volunteering
  - Student societies and activities...
- It's not always what you do, it's how you *sell* it
- Relevant experience is key in competitive careers
- Be *proactive*, not *reactive*.
- Act now!



# Student internship experiences

Shany Salem

# Building up your CV

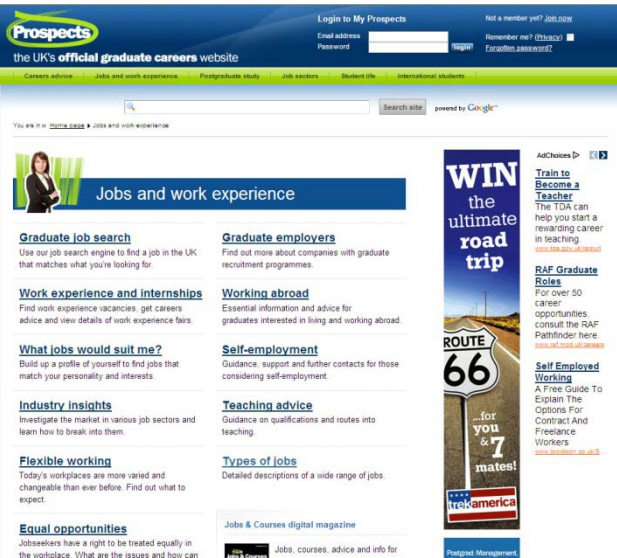
## 1. Building blocks

- Student societies/activities
- Volunteering
- Part-time work

## 2. Building relevant transferrable skills

## 3. Career related experience

- Internships, placements
- Work shadowing
- Few days/weeks work experience



The screenshot shows the Prospects website interface. At the top, there is a navigation bar with the Prospects logo and the tagline 'the UK's official graduate careers website'. Below this is a search bar and a 'powered by Google' logo. The main content area is titled 'Jobs and work experience' and features several sections: 'Graduate job search', 'Graduate employers', 'Work experience and internships', 'Working abroad', 'What jobs would suit me?', 'Self-employment', 'Industry insights', 'Teaching advice', 'Flexible working', 'Types of jobs', and 'Equal opportunities'. On the right side, there is a sidebar with advertisements, including one for 'Train to Become a Teacher' and another for 'WIN the ultimate road trip'.

[http://www.prospects.ac.uk/types\\_of\\_jobs.htm](http://www.prospects.ac.uk/types_of_jobs.htm)

## Live vacancies right now...

178 internships and placements

59 part-time jobs

32 casual vacation jobs

91 volunteering opportunities

67 graduate level internships

# Advertised opportunities

## *Careers website & CareersLink*


Jobs, part-time work, internships, placements, advice & links

- [www.careers.manchester.ac.uk/students/findingwork/](http://www.careers.manchester.ac.uk/students/findingwork/)
- [www.manchester.ac.uk/careers/workexperience](http://www.manchester.ac.uk/careers/workexperience)
- [www.careers.manchester.ac.uk/students/careerslink](http://www.careers.manchester.ac.uk/students/careerslink)
- [www.careers.manchester.ac.uk/students/graduates/mgip](http://www.careers.manchester.ac.uk/students/graduates/mgip)

## *Other websites*

- [www.targetjobs.co.uk](http://www.targetjobs.co.uk)
  - [www.prospects.ac.uk](http://www.prospects.ac.uk)
  - [www.insidecareers.co.uk/](http://www.insidecareers.co.uk/)
  - [www.manchester.ac.uk/volunteers](http://www.manchester.ac.uk/volunteers) - Volunteering
  - <http://manchesterstudentsunion.com> - Societies
- } Good job & careers sites

# CareersLink



The University of Manchester

## CareersLink

My Account Organisation Directory Vacancies Careers Fairs & Events Mentor Search Additional Resources

Log Out

- Home
- Calendar
- Resources
- My Favourites
- I want to ...  
View My Activity

### Job Search

» [Careers Service Vacancy Advertising Policy](#) (weblink)

- **Keyword(s)** will search the Vacancy Title and Vacancy Description fields. All words entered will be used in the search. Words such as 'and', 'or', and 'the' will be ignored.
- Select **Advanced Search** to get more search fields.
- To **compare vacancies** - right click on each vacancy and select 'open in new tab'

Keyword:  Vacancy Type:   [Advanced Search](#) [Clear](#)

[Save Search](#) | [Email me New Jobs for this Search](#)

Job Results  
Viewing records 1 - 17 of 17 [Prev](#) | [1](#) | [Next](#) Sort By:  [Descending](#) | [Expand All](#)

<b>15063 / Website Usability Study</b> Graduate Prospects	<input type="button" value="Add To Favourites"/>	
Location: Manchester, just off Oxford Road	Vacancy Type: 02. Part time, 04. Casual vacation/seasonal work	CareersLink Expiry Date: 26/09/2012
<a href="#">Expand</a>		
<b>14890 / Part Time Street Fundraiser</b> Evolution Recruitment Ltd	<input type="button" value="Add To Favourites"/>	
Location: Manchester	Vacancy Type: 02. Part time, 04. Casual vacation/seasonal work	CareersLink Expiry Date: 12/10/2012
<a href="#">Expand</a>		
<b>15046 / Assistant Sales Manager</b> MM Barcoding Limited	<input type="button" value="Add To Favourites"/>	
Location: St Helens	Vacancy Type: 01. Full time, 02. Part time	CareersLink Expiry Date: 29/09/2012



# CareersLink

The screenshot shows the CareersLink website for The University of Manchester. The page is titled "CareersLink" and features a navigation menu with options like "My Account", "Organisation Directory", "Vacancies", "Careers Fairs & Events", "Mentor Search", and "Additional Resources". A sidebar on the left contains links for "Home", "Calendar", "Resources", "My Favourites", and "I want to ...". The main content area is titled "Job Search" and includes a "Log Out" link. Below the title, there is a "Careers Service Vacancy Advertising Policy" section with instructions on how to use the search. The search form contains several fields: "Keyword:", "Vacancy Type:" (set to "02. Part time"), "Vacancy ID:", "Region:", "Duration:", "Organisation Name:", "Greater Manchester volunteering location (where applicable):", "Language requirements:", "Organisation Sector:", "Type of cause (UK volunteering only):", "Occupational Area:", and "Type of role (UK Volunteering only)". A "Search" button is present, along with "Basic Search" and "Clear" options. Below the search form, there is a "Jobs (17)" section with a "Save Search" and "Email me New Jobs for this Search" option. The "Job Results" section shows "Viewing records 1 - 17 of 17" and a "Sort By: Post Date" dropdown menu. The first job result is "15063 / Website Usability Study Graduate Prospects" with an "Add To Favourites" button. The job details include "Location: Manchester, just off Oxford Road", "Vacancy Type: 02. Part time, 04. Casual vacation/seasonal", and "CareersLink Expiry Date: 26/09/2012".

**MANCHESTER 1824**  
The University of Manchester

## CareersLink

My Account ▾ Organisation Directory Vacancies ▾ Careers Fairs & Events Mentor Search Additional Resources ▾

Log Out Job Search

» **Careers Service Vacancy Advertising Policy** (weblink)

- **Keyword(s)** will search the Vacancy Title and Vacancy Description fields. All words entered will be used in the search. Words such as 'and', 'or', and 'the' will be ignored.
- Select **Advanced Search** to get more search fields.
- To **compare vacancies** - right click on each vacancy and select 'open in new tab'

**Keyword:**  **Vacancy Type:** 02. Part time ▾  Basic Search Clear

**Vacancy ID:**  **Region:**  ▾ **Duration:**  ▾

**Organisation Name:**  **Greater Manchester volunteering location (where applicable):**  ▾ **Language requirements:**  ▾

**Organisation Sector:**  ▾ **Type of cause (UK volunteering only):**  ▾

**Occupational Area:**  ▾ **Type of role (UK Volunteering only):**  ▾

**Jobs (17)**

Save Search | Email me New Jobs for this Search

Job Results  
Viewing records 1 - 17 of 17 Prev | 1 | Next

Sort By: Post Date ▾ Descending | Expand All

**15063 / Website Usability Study**

**Graduate Prospects**

Location: Manchester, just off Oxford Road  
Vacancy Type: 02. Part time, 04. Casual vacation/seasonal  
CareersLink Expiry Date: 26/09/2012

# Fairs, presentations and events

- Good for internships and sector information & full time jobs
- Skills sessions help you build your employability
- A chance to talk to companies and recent graduates
- Forthcoming events include:
  - An evening with PwC 4<sup>th</sup> Oct
  - BP presentation 9<sup>th</sup> Oct
  - Unilever Senior Leaders presentation 11<sup>th</sup> Oct
  - Project Management skills (Transport for London) 16<sup>th</sup> Oct
  - Getting started in Investment Banking 16<sup>th</sup> Oct
  - Allen & Overy Business Game 17<sup>th</sup> Oct
  - Engineering, Science & Technology Fair 17<sup>th</sup> Oct
  - Finance, Business & Management Fair 18<sup>th</sup> Oct
  - Law Fair 22<sup>nd</sup> Nov

Check website for many more this semester

[www.careers.manchester.ac.uk/students/events/](http://www.careers.manchester.ac.uk/students/events/)



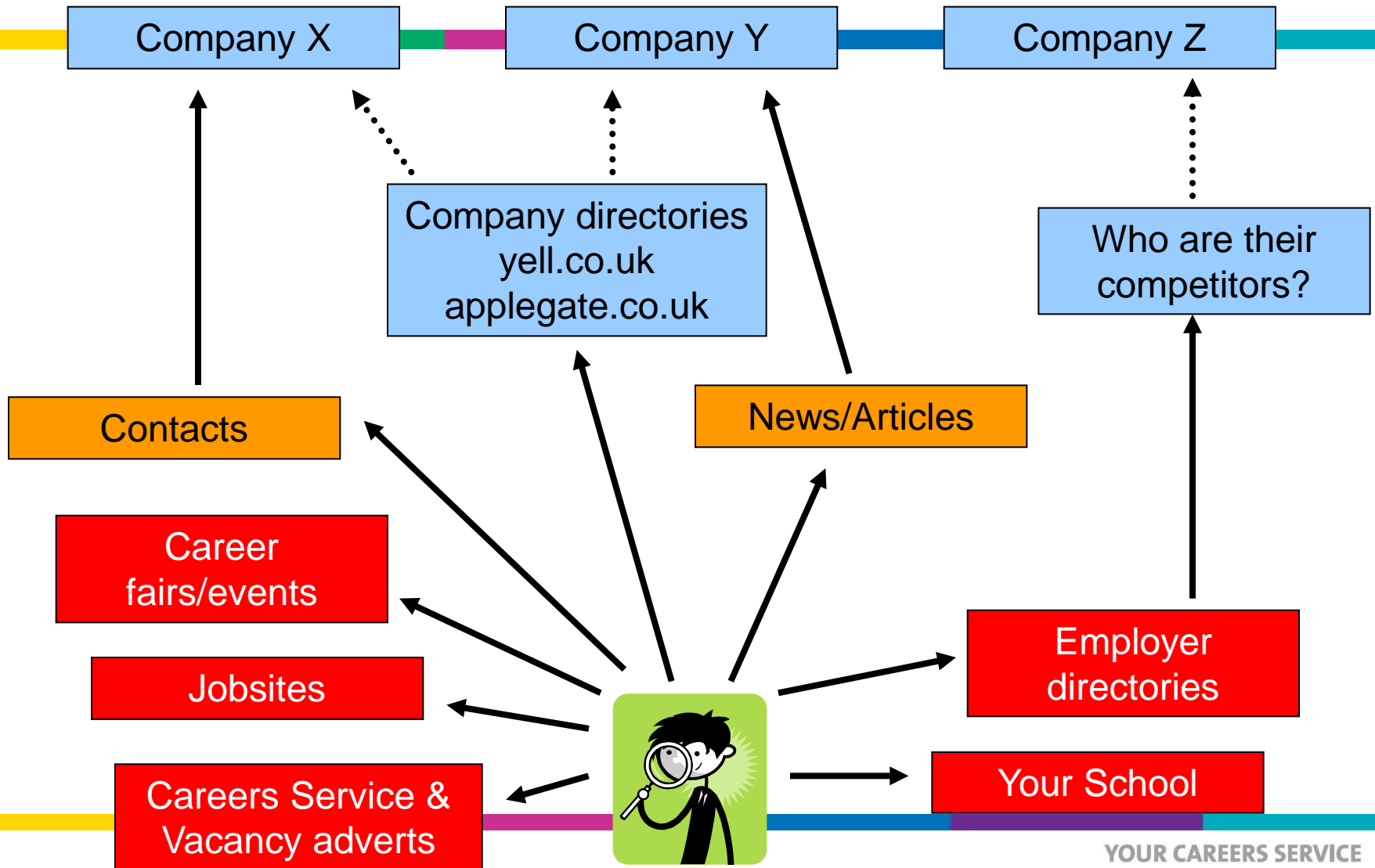
# Using careers events

- Your chance to meet employers and ask questions
- Enhances your application
  - Why did you decide to apply to us?
- Research before you go. Ask informed questions, not:
  - ‘What jobs do you have?’
  - ‘What does your company do?’
- Can you find something you have *in common* with the organisation?

# Good opening questions

- On your website, I noticed... can you tell me more about...
- I was reading on your website that placement students are involved in xxx. Can you tell me more about what I would be doing? I am studying a module related to this.
- What specific skills do you look for?
- What type of projects have your placement students done in the past?
- I really like that you have a culture where staff can contribute ideas. Can you tell me more about what it's like working there?

# Proactive job hunting



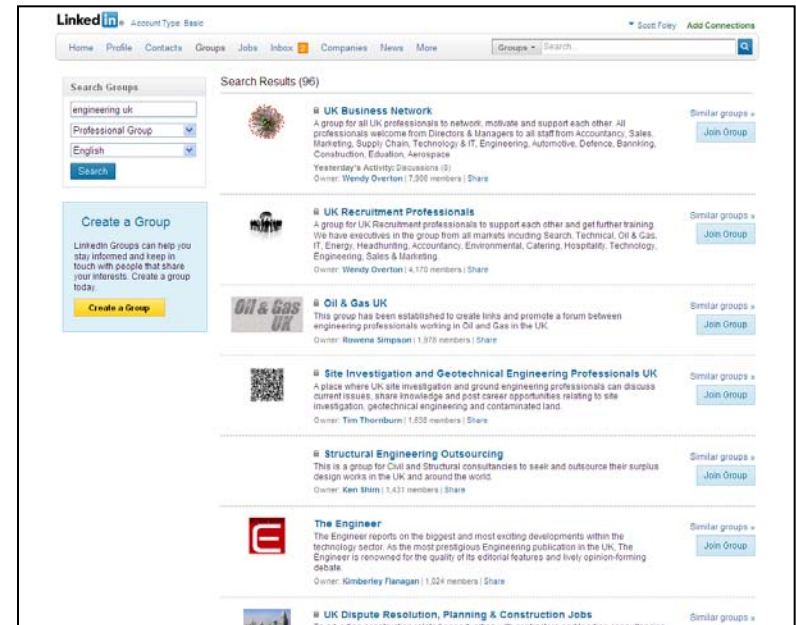
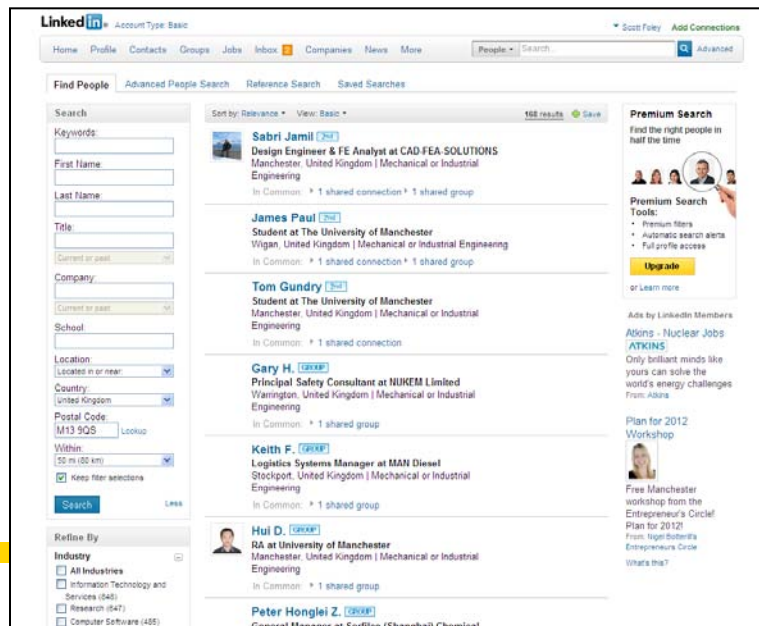
# Creative jobsearch

Use your contacts – everyone has them!

- Friends, family, tutors, work colleagues...
- Let them know what you are looking for.
  - Information and advice, not just jobs
- Do they know anyone in your chosen field/role?
- Always follow up leads and say thank you
- Well targeted CV and covering letter
- If you impress, it could turn into something more
- See our **Networking** guide for more advice

# Creative Jobsearch

- Use LinkedIn (linkedin.com)
- Professional networks/groups (e.g. Manchester alumni)
- Company and people search
- Your online 'CV'



Advice on using Linked in and Twitter for job hunting and making contacts:  
<http://ow.ly/9FGWG>

# Get a mentor with Manchester Gold

- Imagine someone doing your dream job...
- Who you can ask for advice, feedback, tips
- Manchester Gold works with hundreds of mentors
- Applications open again in Oct at:  
[www.manchester.ac.uk/careers/manchestergold](http://www.manchester.ac.uk/careers/manchestergold)





# How much can you earn?

- Placements/internships £12 – £14k +
- Casual work £200 - £250 / wk
- Part-time £6.19 - £6.50 +

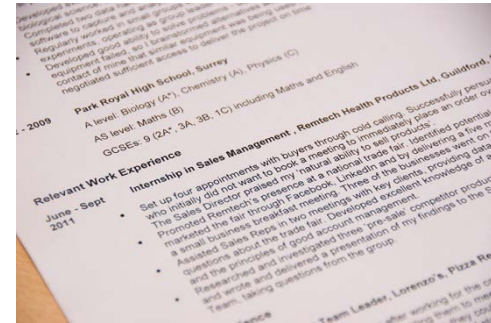
Some work experience is unpaid

- We don't recommend long periods of unpaid work
- Consider carefully the benefits vs. the drawbacks
- Advice on the issue of unpaid work at:

[www.careers.manchester.ac.uk/students/jobsearch/employmentrights/unpaid](http://www.careers.manchester.ac.uk/students/jobsearch/employmentrights/unpaid)

# Tips for successful applications

- Research the employer
- Tailor your application *each* time
- Demonstrate evidence of your skills
- Spell & grammar check and check *again*\*
- Show what YOU can add to their organisation
- Apply as early as you can
- Balance quality/quantity – quality gets interviews!
- Advice on our website:  
<http://www.careers.manchester.ac.uk/students/applicationsinterviews/>



# Help from the Careers Service

- Free guides and employer directories
- Appointments with specialist careers staff
- Guides on writing CVs / applications
- Videos/booklets on interview technique
- Mock interviews, Psychometric tests
- Applications talks (see CareersLink)
- Applications advice:
  - 9.15 – 4.15, Crawford House



# Find out more

Work experience information, vacancies

[www.manchester.ac.uk/careers/workexperience](http://www.manchester.ac.uk/careers/workexperience)

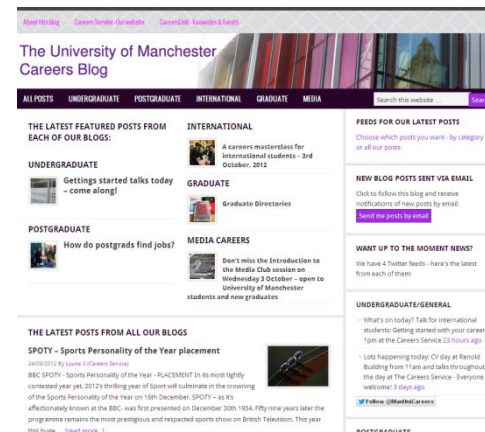
Work Experience Twitter: News and vacancies uncovered

<http://twitter.com/mcrworkexp>



Advice on our careers blog

<http://manunicareersblog.com/>



**YOUR CAREERS SERVICE  
YOUR FUTURE**

# If you need more help...



**Crawford House,  
Booth Street East,  
(Opposite the Aquatics  
Centre)**

[www.manchester.ac.uk/careers](http://www.manchester.ac.uk/careers)

Tel: 0161 275 2829

Email: [careers@manchester.ac.uk](mailto:careers@manchester.ac.uk)