

# CAREERS SERVICE

[careers@uwtsd.ac.uk](mailto:careers@uwtsd.ac.uk)  
[www.uwtsd.ac.uk/careers](http://www.uwtsd.ac.uk/careers)





Prifysgol Cymru  
Y Drindod Dewi Sant  
University of Wales  
Trinity Saint David

# London Careers Service

Careers Adviser: Maristela Parfitt



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Y Drindod Dewi Sant  
**University of Wales**  
Trinity Saint David

Jobs

Events

Appointments

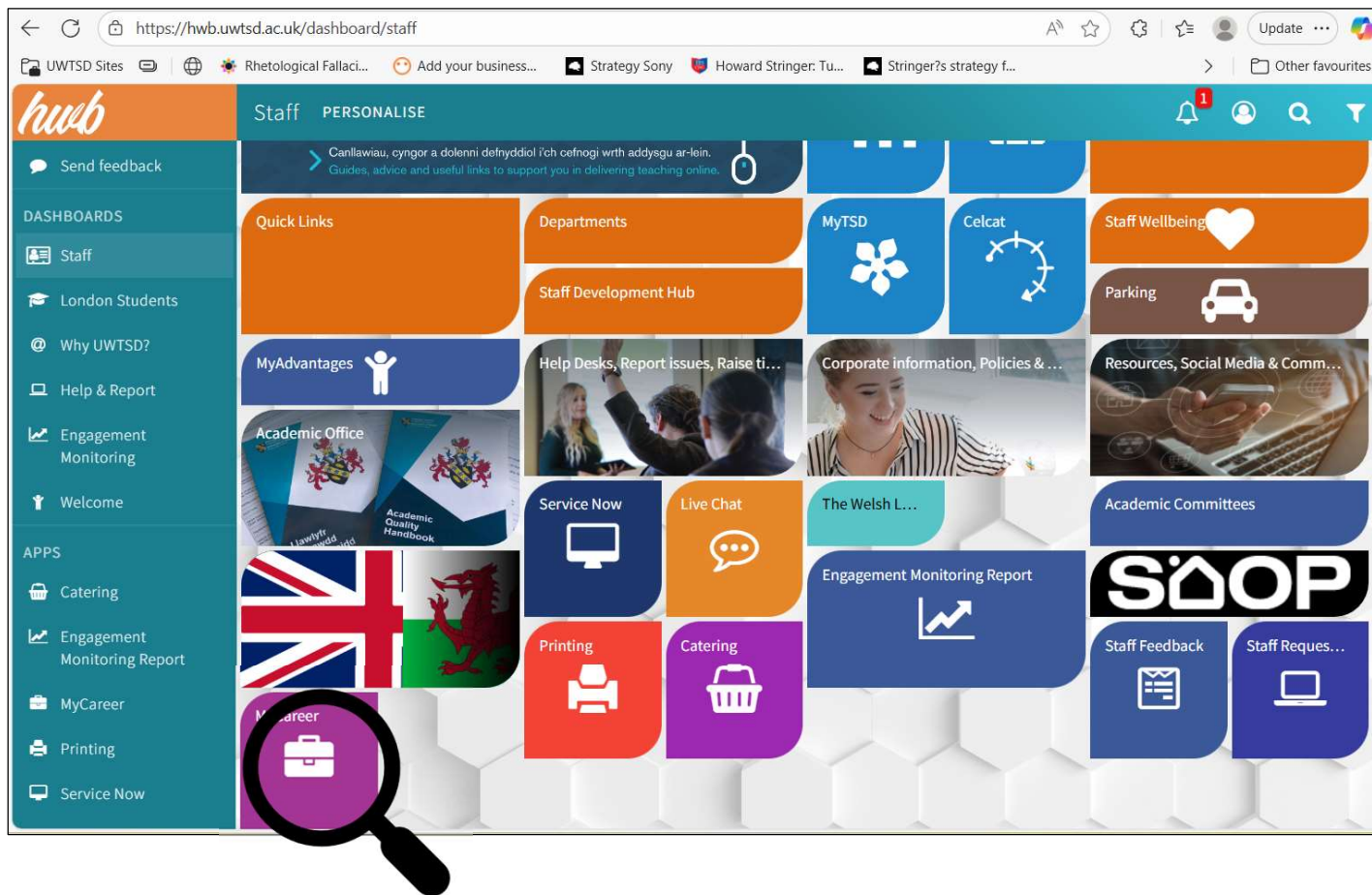
# MyCareer

# WHAT IS IT & WHY USE IT?



- MyCareer is a Careers platform available to **all** UWTSD students & staff
- Can help with everything from career planning to interview preparation
- CV builder & cover letter generator, and AI-driven video interview practice
- Info on jobs, interview techniques, question types, tests etc.
- Very useful resource

# Accessing MyCareer – via the Hwb



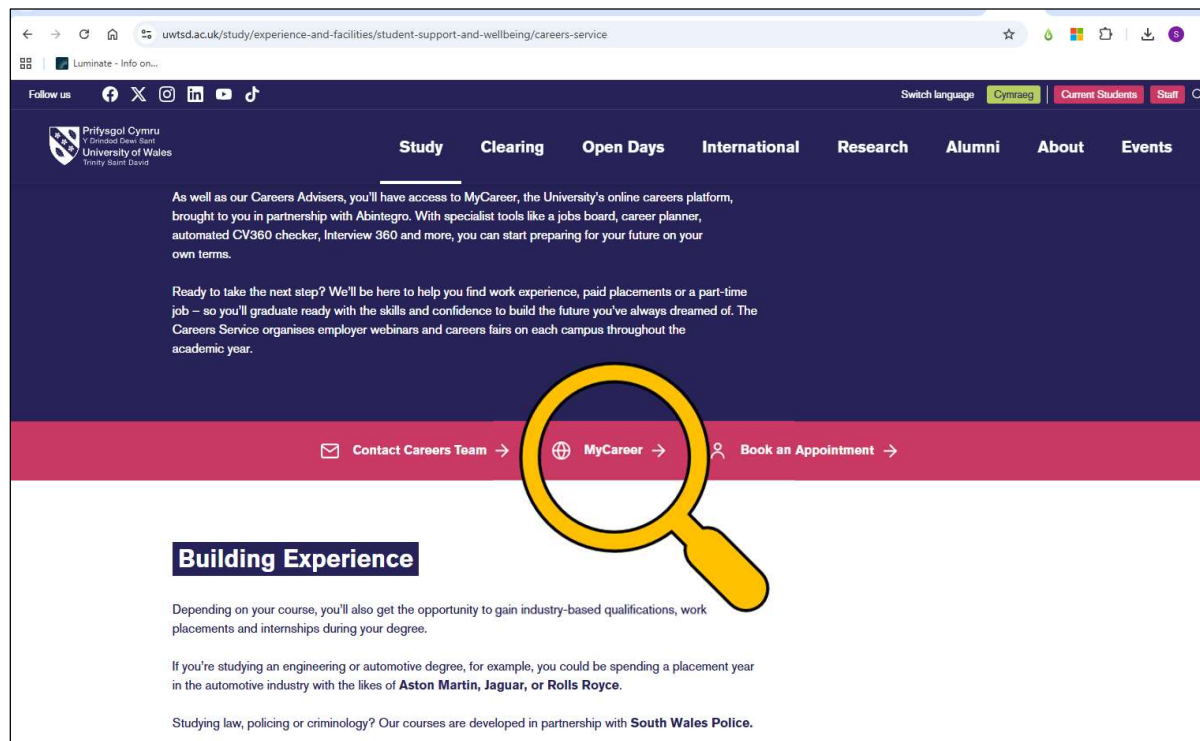
Accessing MyCareer – via the  
Careers page

Getting  
started



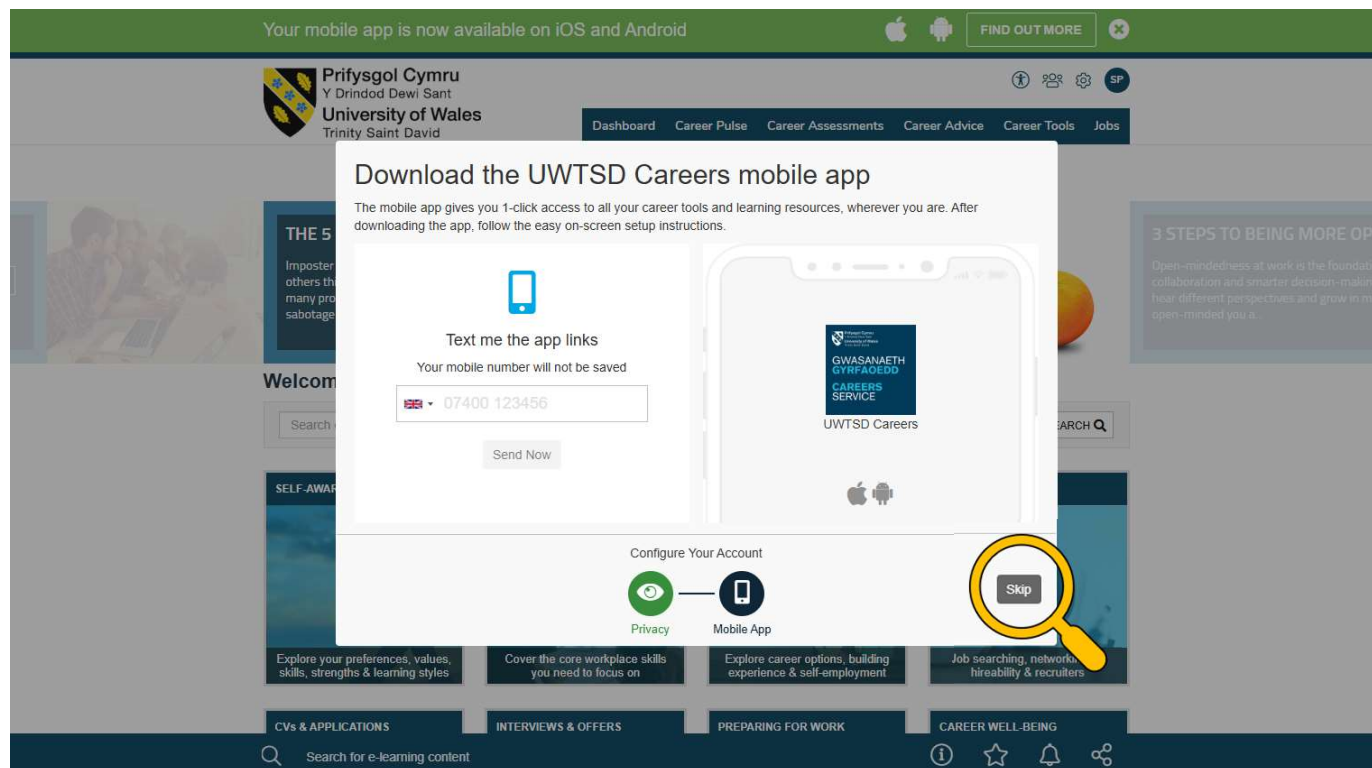
## 2. Scroll down to MyCareer

Getting started



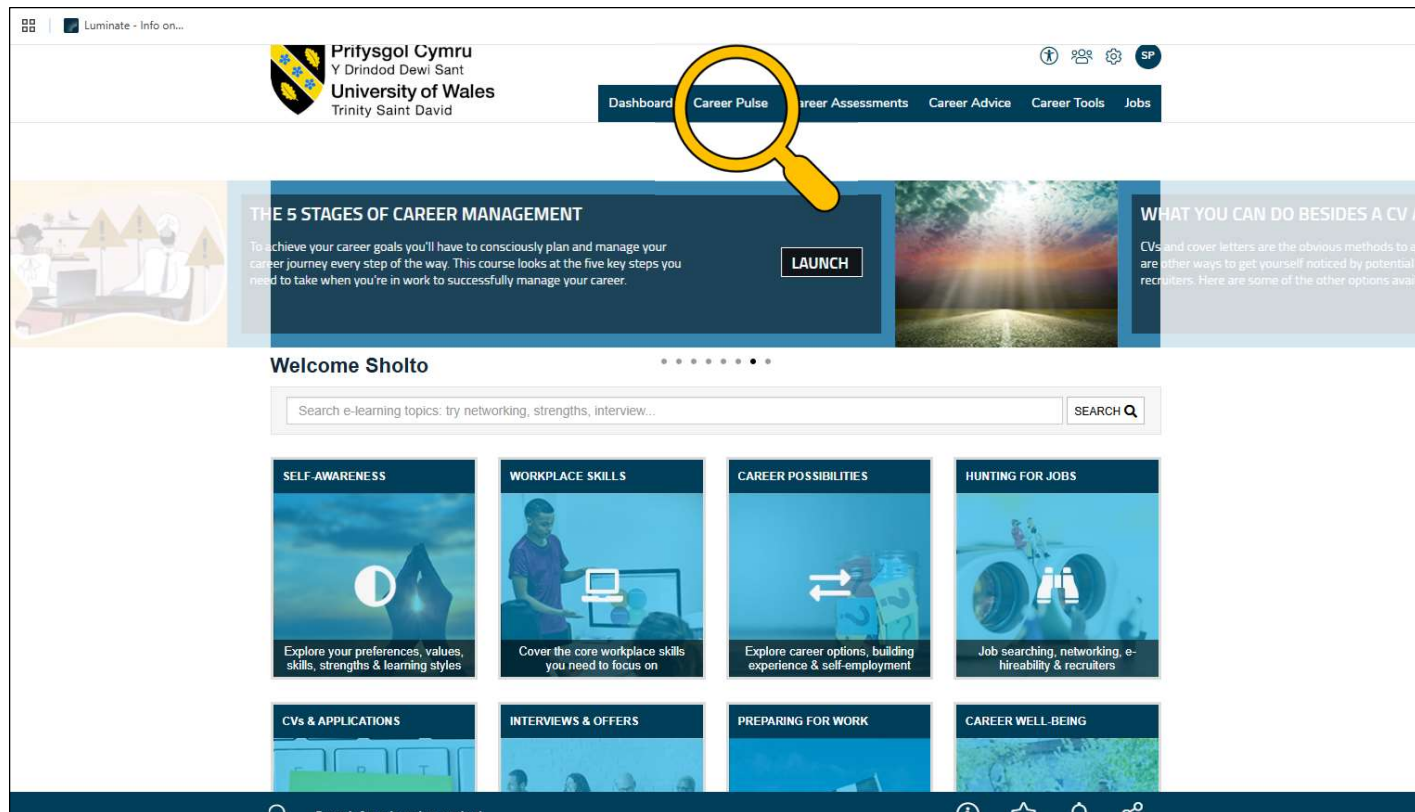
### 3. UWTSD Careers App - Skip

# Getting started



# 4. Careers Pulse: How employable are you?

## Getting started



## 5. Careers Pulse – Employability

Getting started

The screenshot shows the 'Self-Awareness' assessment interface. At the top, the University of Wales logo and name are visible. The assessment title 'Self-Awareness' is centered at the top of the main content area. Below the title, the statement 'I know what I'm good at & what I enjoy doing' is displayed. A 'Hint' button is located below the statement. A progress bar is shown with the label 'Reasonably confident' and a slider set to 5. A blue arrow points to the right, indicating the next step. The background features a dark blue header with navigation links: Dashboard, Career Assessment, Career Advice, Career Tools, and Jobs. The main content area has a light blue background with a grid of cards. The 'SELF-AWARENESS' card is highlighted, showing a progress bar and the text 'Explore your preferences, values, skills, strengths & learning styles'. Other visible cards include 'STAYING CALM ABOUT AI', 'WELCOME SHOLTO', and 'HUNTING FOR JOBS'.

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Dashboard Career Assessment Career Advice Career Tools Jobs

Self-Awareness

I know what I'm good at & what I enjoy doing

Hint

Reasonably confident

5

Explore your preferences, values, skills, strengths & learning styles

STAYING CALM ABOUT AI

AI is shaking up the way things get done, and might wonder if your skills will still matter or feelings are normal but letting them take over focus.

WELCOME SHOLTO

Search for a job, by department

HUNTING FOR JOBS

Job searching, networking, employability & recruiters

## 6. CV Builder

# Getting started

The screenshot shows the 'uwtsd.careercentre.me/Members' website. The header includes the University of Wales logo and a navigation bar with links: Dashboard, Career Pulse, Career Assessments, Career Advice, Career Tools, and Jobs. A sidebar on the right contains a list of tools: CV360, CV Builder (highlighted with a yellow magnifying glass), Cover Letter Builder, Elevator Pitch Builder, Interview360, Assessment Centre Tool, Aptitude Tests, LinkedIn Networking Tool, Intelligent Career Quiz, and My Documents. The main content area features a 'HOW TO MANAGE STRESS IN AN INTERVIEW' article and a 'Welcome Sholto' section with a search bar for e-learning topics. The bottom of the page has a search bar and social media icons.

uwtsd.careercentre.me/Members

Luminate - Info on... CCM - Career Centr... how do you create... Careers Service | Un... CCM Login link\_bott...

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Dashboard Career Pulse Career Assessments Career Advice Career Tools Jobs

**HOW TO MANAGE STRESS IN AN INTERVIEW**

When you're in a job interview, it can both be exciting and nerve-wracking. If you're confident you're well-suited to the role, it can still be outside your comfort zone and a stressful experience. And while a certain amount of stress can help keep you focused, too much can be overwhelming. Here are some tips to help you manage stress during an interview.

**CV360**  
Score your CV against 50+ checks

**CV Builder**  
Create an expert CV based on employer requirements

**Cover Letter Builder**  
Create a compelling cover letter quickly & easily

**Elevator Pitch Builder**  
Create a 60-second summary about you to engage your listeners

**Interview360**  
Practise your interview technique and get instant feedback

**Assessment Centre Tool**  
Find out everything you need to know about assessment centres

**Aptitude Tests**  
Practise numerical, verbal, logic, diagrammatic, critical thinking & e-tray tests

**LinkedIn Networking Tool**  
Research companies by location & access LinkedIn profiles for employees

**Intelligent Career Quiz**  
Assess if you are ready to begin developing your career

**My Documents**  
Store your CVs, cover letters and other essential documents

**BOOST YOUR SKILLS**  
Explore how to working and m...

**Welcome Sholto**

Search e-learning topics: try networking, strengths, interview...

**SELF-AWARENESS**

**WORKPLACE SKILLS**

Search for e-learning content

## 7. CV Builder

## Getting started

The screenshot displays a web-based CV Builder interface. At the top, a blue navigation bar contains tabs: Welcome, Details (selected), Profile, Education, Work, Skills, Interests, References, and Other. Below the navigation bar, the 'About You' section is active, showing a form with the following fields and values:

| Field            | Value                                   |
|------------------|-----------------------------------------|
| First name       | Alexander                               |
| Last Name        | Fictional                               |
| Phone            | 0796353360                              |
| Email            | Alexanderfictional@gmail.com            |
| Address          | 67 Barrett's Drive,<br>London<br>N5 6LH |
| LinkedIn profile |                                         |

Below the form is a green 'Save' button. To the right of the form, there are three question mark icons in speech bubbles. A green 'Download' button is located at the top right of the form area. Below the form, a blue bar contains the text 'CV Advice Centre: news, advice, help...' and an information icon. At the bottom of the page, a dark blue bar contains the text 'earch for e-learning content' and icons for information, a star, and a bell.

The content of your CV: What to include

TIP: your personal details should always be included on your CV. Providing the correct level of information shows professionalism. Including an online professional profile, such as, LinkedIn can be helpful to employers and recruiters.