



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

Careers Service at the London Campus

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www.uwtsd.ac.uk/careers



*Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives*

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www.uwtsd.ac.uk

How can we help you?



- Plan your career and set new goals.(Create an action plan)
- Explore opportunities in employment and further study
- Create and adapt your CV and cover letter to different roles and help with personal statements.
- Search for jobs, internships, volunteering roles and graduate schemes.
- Prepare for job interviews or any other assessment
- Understand how to use the Careers platform
- Invite professionals guest speakers and employers to the campus
- Organise Careers and Entrepreneurship Fairs

Promoting Yourself to Employers

The aims of today's session

- Skills Analysis – what can you bring?
- Skills employers are looking for
- CVs and interview techniques
- Introduce the University's Careers platform, MYCAREER
- Careers opportunities
- Set up goals to improve your employability skills

What's the most important element in your search for a new job?

Successful job hunting starts with **YOU!**

What do you have to offer a potential employer and how can you show them you have what they need?

Knowledge – qualifications and training

Experience – paid or unpaid

Skills – directly related or transferable

Qualities and Personal Attributes

Is there anything else you can offer?

The top ten skills graduate recruiters required

1. Commercial awareness- about knowing how a business or industry works
2. Communication
3. Teamwork
4. Negotiation
5. Problem solving
6. Leadership
7. Organisation
8. Perseverance and motivation
9. Ability to work under pressure
10. Resilience



Source: <https://targetjobs.co.uk/careers-advice/career-planning/273051-the-top-10-skills-thatll-get-you-a-job-when-you-graduate>

Values and behaviours

- Treating your managers, colleagues and clients with respect
- Projecting a positive attitude
- Being polite
- Showing good judgment
- Responsibility
- Confidentiality
- Punctuality
- Integrity
- Honesty
- Reliability
- Adaptability
- Self-motivation
- responsibility

Identifying your own personality:

<https://www.16personalities.com/free-personality-test>

Skills Section

- Use this section to describe what you can bring to the workplace
- 3-6 work-based skills
- Tailor this to the particular job you are applying for

Exercise: Evidence Your skill set

Write down your four strongest personal skills and give an example of when you have demonstrated each of them.

For example: Good communication skills – how, why and when? E.g. Presentation delivered at university

Exercise: Evidence Your skill set

Skill 1:
Evidence:

Skill 2:
Evidence:

Skill 3:
Evidence:

Skill 4:
Evidence:

Job advert and person specification

- Employers will have an idea about what kind of person they are looking for – this may be written in **the advert, JD or person specification**
- You need to demonstrate that you have the **skills, experience and knowledge** the employer has said they're looking for
- Using similar language to what the company is using – think keywords!
- You can use the skills you have gained from other employment to show an employer you are right for the job



Having a strong CV

Chronological CV

- chronological CV is used to match your qualifications and work experience with the requirements for the job role.
- This type of CV is structured in reverse chronological order i.e. the most recent qualifications and experience are listed first.

Some examples:

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs>

Skills-based CV

- can be used if you have gaps in your employment history. This type of CV template is also useful if you have limited experience or are applying for a job that is unrelated to your degree.
- Employability skills are transferable to different roles and employers. The skills-based CV allows you to focus on the skills you have developed in various areas of your life.

CVs

What should a CV contain?

- Your name, contact phone number, email, LinkedIn
- A short profile
- Key skills/achievements
- Career history
- Education & training
- Interests
- Other information.

What should a CV NOT contain?

- Age/Date of birth
- Marital Status
- Name/number of dependants
- Sex/sexual orientation
- Ethnicity
- Disabilities
- National Insurance Number
- Pictures
- References.

List of action words to use for job responsibilities

- Achieved
- Accomplished
- Awarded
- Completed
- Conducted
- Delegated
- Delivered
- Demonstrated
- Developed
- Directed
- Enhanced
- Established
- Evaluated
- Facilitated
- Increased
- Initiated
- Launched
- Liaised
- Maintained
- Motivated
- Negotiated
- Regulated
- Supervised

For example:

"I **developed** a new method for structuring curriculum programmes."

Further information

University Career Platform, MYCAREER

- As a current UWTSD Student you now have full 24/7 access to the leading university Careers platform. You can download the App on your phone.
- Visit UWTSD's career platform at: <https://uwtsd.careercentre.me/welcome/uwtsd>

Inspire programme at UWTSD (open your own business)

- Recruitment agency
- Training agency

Visit UWTSD's Inspire at

<https://www.uwtsd.ac.uk/inspire/>

Internship

- An internship is a period of work experience, offered by an organisation, lasting for a fixed period of time anywhere between a week and 12 months. They are typically undertaken by students and graduates looking to gain relevant skills.
- Visit this webpage for more information:
<https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/internships>

MBA International Business

- An MBA, can increase your professional credibility
- Help you learn new skills and boost your existing education and experience
- Improve your leadership, communication, critical thinking and management skills required by employers
- Help you earn a better salary and expand your professional network

Areas an MBA in International Business could take you:

- Working in foreign trade
- Global supply chain management
- Being a project manager for an international company
- Working as an associate at international consultancy firms
- Working in import and export departments
- Investment banking manager positions at international banks
- Working in the global tourism sector
- Find out more at <https://www.prospects.ac.uk/job-profiles/browse-sector/business-consulting-and-management>

Your Career journey

- Financial manager
- Human resources manager
- Marketing manager
- Sales manager
- Project manager or coordinator
- Medical and health service manager
- Business Development Adviser
- Management Consultant
- Business Coach
- Chief Executive and much more

- [Browse job profiles by sector | Prospects.ac.uk](#)
- **First Line Manager – (entry level)**
- **Middle Manager-**
- **Senior Manager**
- **Executive**
- [Career Journey | Membership - CMI \(managers.org.uk\)](#)
- [Business, consulting and management job profiles | Prospects.ac.uk](#)

Business project manager

Commercial project lead, project manager

Business project managers plan and organise people, tasks and resources to complete a project on time and within budget.

Average salary (a year)



Typical hours (a week)



You could work



- Starting salaries, depending on the sector and company.
- Freelance project managers will negotiate a daily rate for the duration of their contract, with average rates between £300 and £500 a day.
- [Chartered Institute of Marketing \(CIM\)](#)
- [Chartered Institute of Personnel and Development \(CIPD\)](#)

Where to look for jobs and volunteering opportunities in the UK?

- Jobs boards such as Indeed or Monster
- Social media - Linked In
- Online and in person events
- Industry-specific job websites
- Companies' career pages
- Recruitment agencies
- The university's careers platform, MY CAREER
- [The UK's biggest volunteering database - Doit Life!](#)
- www.uwtsd.ac.uk/careers - The university careers platform (MYCAREERS)
- www.prospects.ac.uk – jobs, graduate schemes, careers profiles and lots more
- www.targetjobs.co.uk – internships, graduate jobs, careers advice & useful publication
- www.jobs.guardian.co.uk - 1000's of nationwide jobs.

Useful websites

- [Business, consulting and management job profiles | Prospects.ac.uk](https://prospects.ac.uk)
- [About us | Student Circus](#)
- [Eventbrite - Discover Great Events or Create Your Own & Sell Tickets](#)
- [CMI Career Confidence | Management & Leadership Development \(managers.org.uk\)](https://managers.org.uk)
- [CIPD | CIPD The Professional Body for Human Resources and People Development](#)
- www.lgjobs.com

Work experience

- [Virtual work experience | Prospects.ac.uk](#)
- [Volunteering | Prospects.ac.uk](#)
- [Free Virtual Work Experience Programs from Top Companies - Forage](#)

Graduate Scheme

- A graduate scheme is a structured training programme run by an employer to develop future leaders of their organisation. They usually last between one and two years (although they can be longer).
- [Graduate schemes 2025 | Prospects.ac.uk](#)
- [Search graduate jobs | Prospects.ac.uk](#)

Job interview: Competency questions

- Designed to test your skills and knowledge.
- This means giving a specific example of a skill or competency you have used in the past.
- A good framework to answer this question is STAR.



Competency question example

Give me a time you have had to deal with a difficult customer.

S – I was working at a high street retailer selling branded menswear, on this day I was based at the till. A gentleman came to the counter and told me he had only bought the suit a month ago and it was falling apart.

T – I listened to the gentleman and sympathised with his situation and requested to have a look at the suit. I saw there was an issue and asked what action he would like us to take. He wanted a refund.

A – I request proof of purchase and explained that was company policy. He handed it over and I swiftly gave him a refund and gave a 10% discount for his next purchase in the shop.

R – As a result the gentleman went away satisfied and came back to use his discount voucher.

Exercise: Competency question

- Describe a time you have either led or worked in a team successfully.
- USE THE STAR FRAMEWORK

UWTSD Career events 2025



- Careers Fair- November 2025
- Entrepreneurship Fair- Date tbc

How to improve your employability skills?

- Identify your skills (how, why and when?) skills employers want.
- Use the University's new Careers platform, MYCAREER
- Attend careers workshops at the university, book appointment with the careers adviser to create an action plan for your career goals.
- Work experience/Volunteering work
- Create a target CV, personal statement, covering letter and speculative.
- Apply for part time/summer work
- Networking, use social media(LinkedIn),
- Attend job fairs, careers fair
- **Is there anything else you can do?**

Action Plan

- Your situation
- Your skills/transferable skills
- Your goals and areas for development
- Action points (by when? By Whom?)

How to book an appointment with the Careers Service?

You can contact the Careers Service Team by E-mail:

careers@uwtsd.ac.uk

or scan the QR code to complete the booking online form or follow the link below

[Booking Online \(uwtsd.ac.uk\)](http://uwtsd.ac.uk)

- Maristela Parfitt
- Chris Gentleman
- www.uwtsd.ac.uk/careers



Feedback please

Career Service Feedback Form



<https://www.uwtsd.ac.uk/careers>



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Thanks

Any questions?

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