

A group of graduates in black gowns with teal stoles, seen from behind, standing in a line. The focus is on the central figure, with others slightly blurred in the background.

CAREERS SERVICE

HERE TO HELP YOU REALISE A CAREER



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Y Drindod Dewi Sant
University of Wales
Trinity Saint David

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STUDENT SERVICES

University life is an amazing opportunity to learn new things and discover yourself, but it can come with some challenges. Our Student Hwb services offer a professional support service providing high quality information, advice, guidance, practical and emotional support to enable all students to reach their full potential. The Student Hwb is a collection of practical professional services designed to enable and support all our students to reach their full potential. Through our services, students can access high-quality information, advice, guidance, opportunities, and support on wellbeing support, money support, learning support, careers and safeguarding.

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DISABILITY SUPPORT

FAITH & SPIRITUALITY

LEARNING SUPPORT

LIBRARY & LEARNING RESOURCES

MONEY SUPPORT

REPORTING TO THE UNIVERSITY

STUDENT AMBASSADORS

STUDENT HWB

STUDENTS UNION

WELLBEING

Search

🔍 Careers Service

×

Search

Choose Your Story

Find a course in: E.g. Science, Business Man...

as a: Undergraduate



Search courses



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What do we do?

- We offer one-to-one support for in both English and Welsh.
- Our services are available to students and graduates for up to two years after graduation.
- We provide confidential and personalised Careers Information, Education, Advice, and Guidance.
- Enjoy flexible services offered both in person and online via Microsoft Teams.
- Careers events and workshops to enhance your employability.
- We are open all year round, except for Bank Holidays and university closure days.



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How can we help?

- CV's, Applications, Cover letters, etc
- Job searching tips
- Interview practice
- Gaining relevant **work experience**
- Postgraduate study
- Signposting to other resources
- Support in looking for training/education
- Exploring your options
- Impartial advice and guidance
- Advice with self-employment
- Job fairs
- Access to '**MyCareer**'



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There are several digital tools and technologies that can help you whilst studying at University. To access our list of recommended learning resources, you will need to log in to Moodle, our virtual learning environment.

These resources will help you assess and reflect on your own digital skills, identify areas for development, plan your personal digital skills development path and ensure your digital skills are fully recognised by earning digital badges that can be included on your CV and LinkedIn profile.



digitalskills.uwtsd.ac.uk/students/



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**From Campus to Career:
Your Journey Starts Here**

Career Pathway

We can support you with:

- Finding Unpaid Work Experience
- Mentoring: Connecting you with Employers
- Tailored Employability Events

Plus, you can get reimbursed to cover travel and subsistence costs.

Open to
All UWTSD
Students
studying in
Wales

Chat to us today to find out how we can support you.
careerpathway@uwtsd.ac.uk or sign up:



Why Take Part?

- Explore potential career paths
- Expand professional networks with online Meet the Professionals
- Get 1 – 5 days of flexible work experience

What Can You Expect?

- 1-2-1 support from a dedicated Project Officer
- In-person and online experience and support
- Travel expenses and related costs covered up to £200 per person

careers@uwtsd.ac.uk



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MyCareer

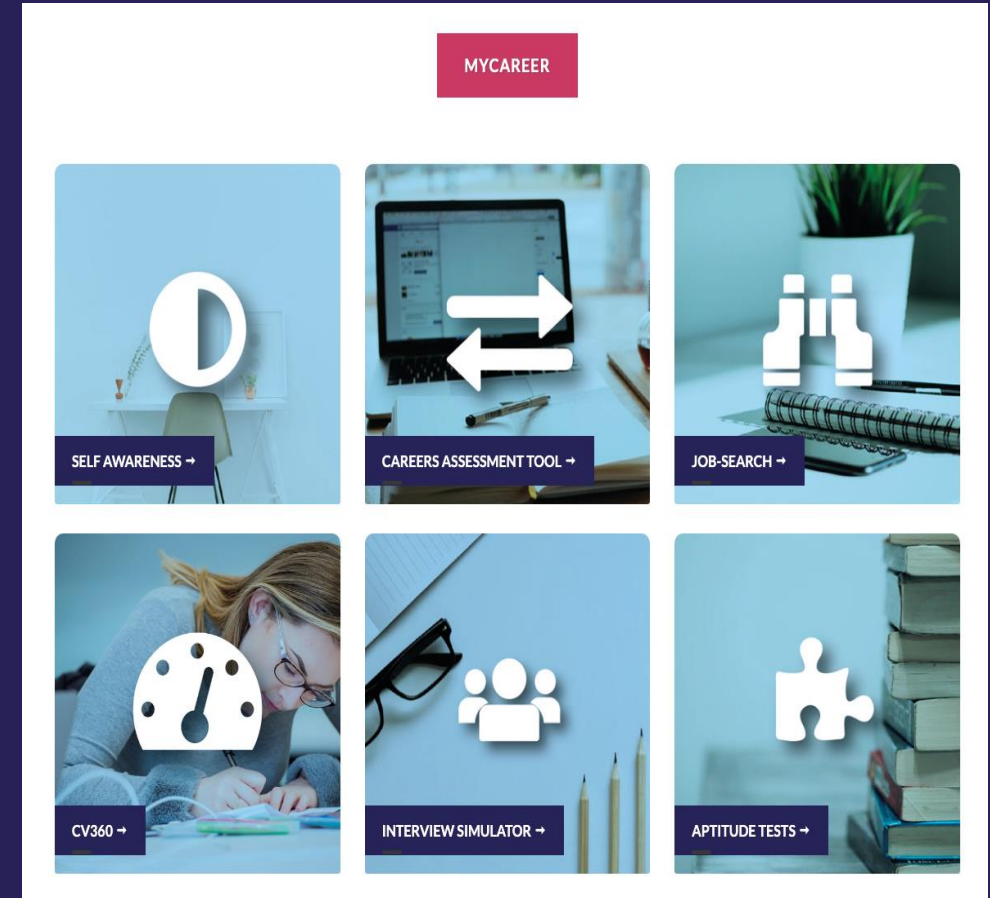


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As a UWTSD Student you have 24/7 access to our online Careers Service platform, MyCareer. Through this platform you can access Careers information, Career planners, self assessments, CV360 checker and MUCH more. You can continue to use this platform for up to three years after graduation.



HOW TO ACCESS MYCAREER....



Contact Careers Team →



MyCareer →



Book an Appointment →

- GO TO THE CAREERS PAGE OF THE WEBSITE
- SCROLL DOWN AND CLICK '*MYCAREER*'
- CLICK STUDENT/STAFF
- LOG IN WITH YOUR UNIVERISTY EMAIL AND PASSWORD

How to make an appointment...



Contact Careers Team →



MyCareer →



Book an Appointment →

Careers and Employability Service – Booking Online

Name *

First

Last

Are you a UWTSD *

- ☐ Student
☐ Graduate

Student ID Number

Email *

Phone *

Your main campus *

Course Title *

Graduation Year *

Must be a number between 1924 and 2030

Would you prefer... *

How can we help? Please be as descriptive as possible. *

Please let us know your availability below, including the days and times that work best for you. If you have any specific requests, fill in the boxes, and we will do our best to accommodate you. *

	AM	PM	Not available
Monday	☐	☐	☐
Tuesday	☐	☐	☐
Wednesday	☐	☐	☐
Thursday	☐	☐	☐
Friday	☐	☐	☐
Saturday (Birmingham & London only)	☐	☐	☐

Specific times (we can't guarantee availability at your preferred time, but we will do our best to accommodate you)

Maximum of 300 words allowed. Currently Entered: 0 words.

Our Careers Team will be in touch with you as soon as possible. Please keep an eye on your email and reply as soon as you can so we can schedule your appointment. Thank you.

By submitting this form you are consenting to your data being held by UWTSD. Your data will be used for the purposes of dealing with your enquiry and sending you relevant information about UWTSD. We will not pass your details on to any third party. If you wish to remove yourself from our database or have any further questions, please contact careers@uwtsd.ac.uk.

Submit



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DEVELOPING EMPLOYABILITY

The Key Ingredients of Employability

Skills - Communication, teamwork, problem-solving, digital literacy

Knowledge - Understanding of your field and awareness of opportunities

Attitudes - Motivation, resilience, curiosity, adaptability

Experience - Volunteering, part-time work, placements, extracurriculars

The employability skills employers value

Employers often look for graduates who can:

- Communicate clearly
- Work well with others
- Think critically and solve problems
- Show initiative and reliability
- Manage time and priorities
- Keep learning and adapting



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CV OVERVIEW

NAME NAME NAME

LOCATION LOCATION LOCATION

MOBILE | EMAIL ADDRESS

Career Profile: This section serves as the opening statement for your CV. It is a brief introduction that tells the hiring manager who you are, your key skills and strengths, and your professional experience. This section highlights some of your major achievements and outlines your career goals. It should feature your top skills and be tailored for each job you apply for.

EDUCATION

YEAR-YEAR COURSE TITLE - GRADE (most recent first)

INSTITUTION

Here, you should provide a brief overview of the modules you covered and the knowledge you gained from them. You may also want to include details about any projects you worked on, placements you undertook, and the subjects of your dissertation or other relevant activities.

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WORK HISTORY

YEAR-YEAR JOB TITLE - COMPANY NAME (most recent first)

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SKILLS

This section should include various additional skills and qualifications that might be relevant to the job. Consider including:

- **Languages Spoken:** List all the languages you speak fluently or conversationally.
- **IT Proficiency:** Mention any software programs or IT systems you are proficient in, such as Microsoft Office, Adobe Suite, or any industry-specific software.
- **Driving Capability:** Indicate whether you have a valid driver's license and any other relevant driving certifications.
- **Additional Courses:** Include any courses you have completed, such as First Aid, Health & Safety, CPR, or other relevant training, even if the certifications have expired.
- **Relevant Qualifications:** List any other qualifications that support your application, such as vocational training, professional certifications, or technical skills.

This section helps to provide a comprehensive overview of your abilities beyond your primary job roles and responsibilities.

Here are a few important things to remember:

- **CV Summary or Career Profile:** This is a brief statement at the top of your resume. If you are looking to change direction or have many years of experience, create a powerful summary to highlight your accomplishments and skills. Show the employer, at a glance, why you're qualified for the job, what you're interested in, and where you want to go. Avoid repeating details that will be covered later; focus on the highlights.
- **Keep It Concise:** Your CV should be a maximum of two pages. Anything longer may not be read.
- **Job Descriptions:** Instead of listing all the tasks you performed in each job, write short, impactful paragraphs. This approach helps reduce page length and improves readability.
- **References:** Do not include referees' contact details on your CV. Employers will ask for this information if needed. Please be mindful of sharing personal data.
- **Skills and Qualifications:** Highlight relevant qualifications and experience. Avoid including hobbies and passions unless they are directly relevant to the role or requested by the employer. Descriptive words like "ambitious," "conscientious," and "hardworking" should be demonstrated through your achievements and responsibilities rather than explicitly stated.
- **Master CV:** Maintain a 'master' CV that you update throughout your career. This comprehensive document serves as a source of information for your current CV, which should be tailored for each job application to ensure relevance.
- **Modify Your CV:** Customise your CV for every job you apply for to align it with the specific role and employer's needs.

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Additional Tips to Strengthen Your CV

Professional Development: Include any extra learning such as online courses, workshops, or training sessions you've completed.

Design: Use simple fonts (like Arial or Calibri), avoid tables or graphics, and use clear headings so your CV works well with online application systems. You can make a CV look snazzy, but the content is the most important thing.

Read through: Check spelling/grammar before submitting. Always give it a good read through to make sure it makes sense. Always write in British English.

Cover Letters Matter: Always include a tailored cover letter – it helps introduce you and explain why you're right for the role.



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EMAIL INTRODUCTIONS



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Learning outcomes

- Understand what employers expect from first contact emails
- Identify common email etiquette mistakes
- Structure a professional email requesting law related work experience
- Draft and refine their own placement enquiry email



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Prompt questions:

- If you were a recruiter receiving 50 emails a day, what would you want it to say?
- What would immediately put you off?
- How formal do you think an email to a law firm should be?

You can then highlight that:

- Email is often the first impression
- Written communication reflects attention to detail/effort
- Poor emails can be rejected without further consideration



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Researching the employer

- Do you know what type of organisation this is?
- Do they offer placements or work experience?
- Have you referred to the correct area of law or work?
- Is the organisation name spelt correctly?

Are you applying for the right thing?

- Is this a placement, work experience, mini pupillage or internship?
- Are your dates realistic and clear?
- Are you contacting the right person or team?

Your CV

- Is your CV attached and mentioned in the email?
- Is it relevant to law and this organisation?
- Is it complete, up to date and clearly laid out?
- Is the file name professional?



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Before you send your email, check the following

Spelling and grammar

- Have you checked spelling, punctuation and capital letters?
- Have you read it aloud to spot mistakes?
- Would this standard be acceptable in a legal document?

Use of AI

- If you used AI, is the email fully edited and personalised?
- Does it sound like you, not a template?
- Have you checked for inaccuracies or inappropriate tone?
- Remember, you are responsible for what you send...don't let the effort of applying go to waste.



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Email etiquette

Subject lines

- Clear and specific
- Avoid vague subjects like “Enquiry” or “Hello”
- Examples:
 - Law student seeking work experience placement*
 - Request for legal work experience, June 2026*

Email address

- Professional format only
- No nicknames or novelty addresses

Greeting

- Ideally addressed to a named person
- If unknown: “Dear Sir or Madam” or “Dear Recruitment Team”



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Email etiquette

Tone

- Professional and polite
- Not overly casual
- Not overly long or academic

Structure

- Short introduction
- Clear request
- Brief explanation of interest
- Polite close

Attachments

- Clearly named CV
- Mention attachments in the body
- PDF preferred

Proofreading

- Spelling and grammar are non negotiable in legal settings
- Read aloud before sending



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EXAMPLE 1



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Subject: *Work experience enquiry*

hi there,

My name is Sam and I am studying law. I am just emailing to ask if you have any work experience opportunities coming up soon as I need to do some for my course and I am trying to email lots of firms to see who might be able to help

i am interested in all areas of law and I am very hardworking and motivated. I would be happy to come in whenever really, even for just a few days, so please let me know if this is something you offer. I have always wanted to work in law and I think this would be really good experience for me.

I have attached my CV. Please let me know as soon as possible as I am contacting other firms as well.

Thanks

Sam



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EXAMPLE 2



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Subject; *Law student seeking work experience placement*

Dear Ms Patel,

I hope you are well. My name is Sam Jones and I am a second year LLB Law student at the University of Wales Trinity Saint David in Swansea.

I am writing to enquire about the possibility of completing a short period of work experience with Patel & Co Solicitors. I am particularly interested in your work in family law and I am keen to gain practical insight into the work of a high street legal practice.

I would be available to undertake a placement during June or July 2026, but I would be grateful for the opportunity to discuss any arrangements that may suit your firm.

I have attached my CV for your consideration. Thank you very much for taking the time to read this email and I look forward to hearing from you.

Yours sincerely,
Sam Jones
UWTSD



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ACTIVITY

Useful Resources

- University Careers Service website
- MyCareer platform
- Prospects - www.prospects.ac.uk
- TargetJobs
- LinkedIn Learning



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QUESTIONS?



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DIOLCH!
THANK YOU