

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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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.

CAREERS SERVICE

DISABILITY SUPPORT

FAITH & SPIRITUALITY

LEARNING SUPPORT

LIBRARY & LEARNING RESOURCES

MONEY SUPPORT

REPORTING TO THE UNIVERSITY

STUDENT AMBASSADORS

STUDENT HWB

STUDENTS UNION

WELLBEING



Switch language

Cymraeg

Current Students

Staff



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Study

Open Days

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Research

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About

Events

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🔍 Careers Service



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Choose Your Story

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

as a: Undergraduate



Search courses



Switch language

Cymraeg

Current Students

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Careers Service

Ready to hit the ground running with your goals firmly in sight? Whether you've got your heart set on further study, a high-flying career or even starting your own business we'll support you as you chase your dreams.

And if you're not sure what you want to do yet, our experienced and friendly Careers Advisers will give you the



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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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**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

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@uwtسد.ac.uk.

Submit



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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 two years after graduation.

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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



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CV OVERVIEW



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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

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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.

We hope you find this information helpful. If you need further assistance or would like to speak with a member of the Careers Service, please contact us at careers@uwtsd.ac.uk



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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.

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



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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.



LinkedIn Learning



digitalskills.uwtsd.ac.uk/students/

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

Ideas for developing employability..

Examples might include

- Volunteering or work experience
- Joining societies or clubs
- Attending careers workshops
- Building networks
- Working overseas
- Part time work
- Developing transferable skills
- Reflecting on strengths and growth areas

Developing your employability at university

You're already building employability through:

- Your coursework (research, presentation, analysis)
- Part-time jobs or volunteering
- Societies and clubs
- Placements and internships
- Networking and mentoring opportunities

What are transferable skills?

Transferable skills are abilities you can apply across different jobs and industries. They're developed through study, work, volunteering, and everyday experiences.

Examples include:

- Communication - expressing ideas clearly in writing and speech
- Teamwork - collaborating effectively with others
- Problem-solving - finding solutions and thinking creatively
- Organisation - managing time and priorities
- Leadership - motivating and guiding others
- Adaptability - being flexible and open to change

Building and showcasing transferable skills

You can develop transferable skills by:

- Taking on new responsibilities in work or volunteering
- Getting involved in societies, clubs or group projects
- Reflecting on feedback from tutors or managers
- Trying new challenges that take you out of your comfort zone

To showcase them:

- Use clear examples in applications and interviews (use STAR technique)
- Highlight them in your CV profile and cover letter
- Demonstrate them through confident communication and self-awareness

Useful Resources

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



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JOB APPLICATIONS

Application top tips!

- Every application is unique - read through it carefully
- Personalise your CV for each role (*make it relevant*)
- Save your applications/cover letters - you can recycle content later
- Avoid '*quick apply*' options - apply via company website if possible
- Use AI with caution
- Check company websites regularly for new roles
- Answer questions thoughtfully
- Read your applications out loud

Before applying

- Don't rush - careful applications stand out
- Highlight key responsibilities & required skills - are you a good match?
- Distinguish essential vs desirable criteria
- Research the employer
- Circle keywords to reflect in your CV / cover letter / application

Make your CV relevant

- Update 'summary' to reflect interest
- Use keywords from the job description
- Be descriptive
- Follow the template previously shown

How to read a person specification

- Most follow a similar style
- You need to meet all *essential* criteria
- Desirable criteria can give extra '*points*'

SOUTH WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

DEPARTMENT	Finance & Procurement
POST TITLE	Financial Accountant
POST NO	NU124
GRADE	13
LOCATION	FSHQ

Essential criteria marked in bold with an asterisk* will be used for short-listing purposes. Please ensure you address these requirements in your application form (under the Experience and Other Information section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria' you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	A fully qualified member of one of the Consultative Committee Accountancy Bodies (CCAB)	Essential*	Application
Knowledge/ Experience	Detailed knowledge of Local Authority Accounting Practices and associated legislative requirements	Essential*	Application/ Selection
	Experience of working in a Local Authority accounting role to include practical experience of the closure of accounts process	Desirable	Selection
	Experience of developing, implementing and administering integrated financial ledger systems	Essential*	Application/ Selection
	Experience of staff management responsibilities.	Essential*	Application/ Selection
	In-depth knowledge of the regulations relevant to V.A.T.	Essential	Selection
	In-depth knowledge of the budgetary process and practical experience of preparing, monitoring and controlling budgets (revenue & capital) and supporting non financial managers in managing devolved budgets	Essential*	Application/ Selection

Date Created: October 2012

Author: Geraint Thomas – Head of Finance and Procurement

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Structure your answers with STAR

(PERSON SPEC)

S: *Situation* - set the scene

T: *Task* - what was required

A: *Action* - what you did

R: *Result* - outcome / impact

Example: Essential: Must speak Welsh

S: I am a fluent Welsh speaker, went to Welsh school, etc..

T: Learnt whole life, use it every day, can read/write...

A: Use in work to communicate, can teach etc..

R: Love to speak Welsh, can help people in work, proud of heritage etc..

In applications, **STAR** is used to prove you meet the criteria clearly and concisely.

How to use it:

- Write in short, focused paragraphs
- Be explicit about your role and actions
- Link directly to the person specification
- Use clear outcomes and evidence

Structure your answers with STAR

(INTERVIEW)

S: *Situation* - set the scene

T: *Task* - what was required

A: *Action* - what you did

R: *Result* -outcome / impact

Example: Tell us about a time you worked in a team

S: Group project at university

T: Complete research and presentation

A: Delegated tasks, coordinated team meetings

R: Received top grade for project

In interviews, **STAR** is used to tell a convincing story and demonstrate how you think and behave.

How to use it:

- Speak more naturally and conversationally
- Focus on reflection and learning
- Expand on your decision-making
- Be ready for follow-up questions



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QUESTIONS?



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THANK YOU