



JOBSHOP

TIPS FOR FINDING & SECURING PART-TIME WORK



Where Can You Find Jobs?

1

Our Jobs Fair in the SU Ground Floor - 19th October

2

Career Connect - Click [Here](#)

3

Jobshop Jobs Board in the SU - Click On Our Logo

4

Jobshop Website - Click [Here](#)

5

UoM Careers - Click [Here](#)

6

Physically Visiting Locations To Hand Out CV

7

Indeed.com - Click [Here](#)

Click On Our Logo To See Our Jobs Board!



JOBSHOP



C Checklist: What Do I Need Before Applying?

- 1 *Checking VISA restrictions/how much do I want to work?*
- 2 *National insurance number – [apply online here](#)*
- 3 *UK Bank Account*
- 4 *CV*
- 5 *Cover Letter*
- 6 *Uni Timetable - When am I free?*



What Makes A Good CV?

A well crafted CV (Curriculum Vite) is your first chance to make a strong impression on potential employers. It serves as a concise summary of your qualifications, experience and skills, showcasing why you're an ideal candidate. It's something that should be regularly updated.



- **Tailor it for the job.** One of the most critical aspects of a good CV is customisation. Emphasise how your qualifications align with the specific requirements of the position, showcasing your suitability for the role.
- **Clear and Concise Formatting.** A clean and well-organized format is essential for readability. Use a professional font, consistent headings, and bullet points to make your CV easy to scan.
- **Quantify Achievements:** To stand out, include specific achievements and quantifiable results in your work experience section. Instead of vague statements, use metrics, percentages, and numbers to demonstrate your impact.
- **Highlight your key skills and abilities prominently.** Divide them into sections, such as technical skills, soft skills, and language proficiencies, to make them easily accessible to employers.
- **Include Additional Sections Sparingly.** While it's valuable to include volunteer work and extra-curricular achievements, use them sparingly and ensure their relevance to the job you're applying for. An overwhelming number of sections can make your CV appear cluttered.

What Makes A Good Cover Letter?

A cover letter is a customised document providing a glimpse into your character, enthusiasm, and the specific reasons motivating your interest in the job.



- **Address it to the Right Person:** When possible, address your cover letter to a specific person, such as the hiring manager or recruiter. Avoid generic salutations like "To Whom It May Concern." This personal touch demonstrates your genuine interest in the position.
- **Customize for the Job:** Just like your CV, your cover letter should be tailored to the specific job you're applying for. Highlight how your skills, experiences, and values align with the company's mission and the requirements of the role.
- **Showcase Cultural Fit:** Highlight your alignment with the company's culture and values. Employers often seek candidates who not only have the right skills but also fit seamlessly into the organization's work environment.
- **Address Potential Concerns:** If you have any employment gaps or career transitions that may raise questions, briefly address them in your cover letter. Use this opportunity to provide context and reassure the employer about your qualifications and commitment to the role.
- **Provide Contact Information:** Ensure your contact information is readily accessible, including your email address and phone number. It's often put on the top right corner.

How To Prepare for Interviews

Research the Company

Familiarise yourself with the company's history, mission, values, products, services, and recent news. This knowledge will help you answer questions and show your genuine interest.

Study the Job Description

Understand the job requirements thoroughly. Identify the key skills, qualifications, and responsibilities that the employer is looking for.

Research types of questions

There are situational questions, behavioural and maybe even technical. Use the STAR method (Situation, Task, Action, Result) to structure your answers.

Arrive Early

Aim to arrive at least 10-15 minutes early. This gives you time to relax and collect your thoughts. This also shows you are eager for the job.

Keep Calm

Interview nerves are common. If you feel nervous, take deep breaths to calm your nerves. Slow, deliberate breaths can help reduce stress and anxiety. Replace negative thoughts with positive affirmations. Remind yourself of your qualifications and past achievements.

Mock Interviews

Conduct mock interviews with a friend or career coach to practice your responses and receive feedback. Did you know UoM Careers offers interview simulation and more resources on acing job applications?

Click [here](#) to find out more.

STAR Method For Applications & Interviews

The STAR method is a powerful framework used to effectively communicate your skills and experiences in job applications and interviews. It stands for Situation, Task, Action, and Result, and it helps you provide detailed and structured responses that demonstrate your abilities and accomplishments.

Situation

Start providing context for the scenario you're about to describe. Briefly describe the situation or problem you encountered in a professional context. Make sure to focus on the most important aspects of the situation to keep your response concise and relevant. This should be your smallest section.

Task

Here, clearly state the specific task or goal you needed to accomplish within the given situation. What were you responsible for, and what were the expectations or objectives? What was the time line? The people effected by your task?

Action

The core of your response, where you describe the actions you took to address the situation and accomplish the task. Focus on your individual contributions, highlighting the skills and competencies you applied. In an interview, explain in detail what you did to resolve the situation or achieve the task. Highlight your skills, problem-solving abilities, and any challenges you overcame during this process.

Result

Describe the outcomes of your actions. What were the positive results or achievements? Use quantifiable data whenever possible to demonstrate the impact of your actions. Clearly state what you achieved and the benefits it brought to your previous employer. Quantify the impact whenever possible to provide concrete evidence of your effectiveness.

How to create a standout LinkedIn profile

LinkedIn is the world's largest professional network on the internet. You can use LinkedIn to find the right job or internship, connect and strengthen professional relationships, and learn the skills you need to succeed in your career.

Basically, it's like a social media platform for your career! Just smashed a piece of coursework? Write a post on LinkedIn explaining what the project was, using hashtags to grab the attention of others in your field. Started a part-time job? Update your profile to let those around you know your success.

✔ Profile Photo

Pop your best 'business casual' clothes on and get your housemates or classmates to take a photo of you in natural daylight against a clean background. And most importantly, smile!

Check out [this guide](#) on taking the best LinkedIn profile photo.

✔ Snappy Headline

Your LinkedIn headline is like your own personal slogan, an advertisement to sell your qualities and expertise to employers.

It should captivate the reader and feature who you are, where you want to be with your career, your passions - whatever makes you stand out.

Find out more about writing a stand-out headline [here](#).

✔ Work Experience and Education

Focus on 5-10 key duties and responsibilities. If you haven't had a job before, don't worry! You can talk about volunteering experiences or experiences from school/college. Think clubs, societies, school council, captain of a football club, volunteering in your community. All skills are transferrable!

Look at other ways to highlight your experience [here](#).



Create your LinkedIn Profile

Stay in touch with JobShop

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We post new job opportunities, run competitions and post handy tips and tricks about finding part-time work whilst you study.

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Do you have a specific question for us?

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Email us

You'll receive notification of new job opportunities straight to your inbox as well as notifications for JobShop events and UoM Careers events.

You can sign up [here](#).

