# Career Essentials

# Interact, Watch, Explore

# Semester One 2024/25

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## How to use this guide

### What is Career Essentials?

Career Essentials is our full programme of events and workshops and a range of on-demand digital resources. Whether you are in first year or final year, focused or unsure, the resources and support available to you in this guide will help you take small steps and actions to develop your employability and explore your career options during your time at university.

**For dates and to book events, use the Semester schedule.**

Careers Essentials is organised using the different elements of the Careers Compass, a model which helps you to reflect on what you've done, explore what you could do, and chart your progress. These elements are “Understand yourself”, “Discover what’s out there”, “Build experience, “Become professional” and “Make it happen”. There are also digital toolkits to work through at your own pace - great if you like some structure to the process. e.g Become professional: confident communications

* [Careers Compass & Toolkits](https://careers.ed.ac.uk/students/undergraduates/careers-compass/compass-intro)
* [How the Careers Service toolkits can help](https://media.ed.ac.uk/media/Top+Tips+-+Why+Use+the+Careers+Service+Toolkits/1_91a5j3jk/39694071)

## Interact | Watch | Explore

No matter how busy you are, how you prefer to learn, or where you are in the world, we have options for you. Interact with our live events, watch our short videos and explore our online content.

## Careers Service Resources

We have high-quality resources and services available via three key platforms you’ll use throughout your time at university.

* The Careers Service website is always your first port of call and it too is based around the 5 key elements of the Careers Compass: [Careers Service website](https://www.ed.ac.uk/careers)
* Careers Service Plus holds premium content exclusively for our students: [Careers Service Plus](https://www.abintegro.com/u/zgl9s2wh)
* MyCareerHub is the platform for events, job search and appointment bookings: [MyCareerHub](https://mycareerhub.ed.ac.uk/)

Use your university log-in to navigate across all the platforms.

**“How the Careers Service can help you” video**

From exploring options to making job applications, we’ll show you how to access our subscription services, introduce our online resources, and how you can access personalised support.

[**How the Careers Service can help you**](https://media.ed.ac.uk/media/All%20students%20-%20Guide%20to%20using%20the%20Careers%20Service/1_ld2lki6v/101102631)

# Understand yourself: skills, values, strengths

If you want help to identify what’s important to you, what you enjoy and what you’re good at then this section is for you. These resources will help you find a more fulfilling career & make better applications.

### Interact

**Graduating this year and not sure what to do?**

At this online session you can discover tools and get practical tips for thinking about your skills and strengths, exploring your options and starting to plan for your career after university

[Graduating this year and not sure what to do?](https://www.hub.ed.ac.uk/s/mycareerhub/events) Search using “graduating”

**Understand yourself toolkit**

This toolkit helps you consider your skills, values and strengths – important for identifying what’s right for you and making effective applications

[Understand yourself toolkit](https://ed.careercentre.me/Resources/CustomPage/24328)

### Watch

**Career Essentials video: Getting started when you don’t know what you want to do**

[Getting started when you don’t know what you want to do](https://media.ed.ac.uk/playlist/dedicated/101102631/1_meb1bkh6/1_u09wieon)

**Developing self-awareness**

To succeed, it's vital that you understand yourself: the way you work, your strengths, values and preferences. Articles, videos and Career Assessments on Careers Service Plus can help you do just that.

* [Developing self-awareness](https://www.abintegro.com/u/r25mqaro)
* [Career assessments](https://ed.careercentre.me/resources/careerassessments/)

## Discover what’s out there: jobs, courses, sectors

Use these resources to explore different sectors and find out about different jobs, courses, and employers. Work out what’s a good fit for you, narrow down the options, and make decisions.

### Interact

**Finding a graduate job in the UK**

Explore what the term 'graduate job' really means in practice, identify vacancy sources, find the ‘hidden’ job opportunities, and hear our tips on how to navigate the current graduate job market.

[Finding a graduate job in the UK](https://www.hub.ed.ac.uk/s/mycareerhub/events) search using “finding a graduate job”

**Career Spotlight series #careerspotlight**

Attend our sessions on sectors including policy, international organisations, routes into law, accountancy and sustainability. Search MyCareerHub events using #careerspotlight

**Careers & Coffee**

Informal, face-to-face chats with employers on weekday lunchtimes – just drop by. **Search Careers & Coffee on MyCareerHub events** to find out who’ll be on campus, where and when.

### Explore

**Discover Careers**

Discover Careers is your opportunity to get started on all things jobs and employability. Drop in to the McEwan Hall to discover over 100 recruiters and meet friendly Careers Service staff.

[**Discover Careers**](https://careers.ed.ac.uk/flagship-events/discover-careers)

**Careers in....**

Look out for our sector themes this semester which include Careers in Law, Careers in Social Good, Careers in Sustainability and Careers in Engineering. These will include opportunities to network with professionals, and to gain insights into what it’s like to work in these sectors and routes in.

[Careers in...](https://careers.ed.ac.uk/students/undergraduates/discover-what-s-out-there/hear-from-employers/our-flagship-events)

## Build experience: participate, volunteer, intern

As well as part-time work and internships the resources here will help you explore other options for building valuable experience to develop skills and networks and will count in future applications.

### Interact

* **Finding part-time jobs**
* **Building experience - it's not all about internships**

Join our online sessions to learn more about part-time jobs & the range of experiences employers value

[Finding part-time jobs](https://www.hub.ed.ac.uk/s/mycareerhub/events) search using “part-time”

[Building experience; it's not all about internships](https://www.hub.ed.ac.uk/s/mycareerhub/events) search using “building experience”

### Watch

**Top tips: Building experience video**

Don’t know where to start? Use our handy video guide for ideas on how to find experience that suits your career goals, is valuable to employers, and fits around your studies.

[Careers Service Mediahopper Students channel](https://media.ed.ac.uk/channel/Careers%2BService%253A%2BStudents%2Bchannel%2B%2B%2B%2528protected%2Baccess%2529/101102631)

### Explore

**Employ.ed internships**

Gain paid work experience through the Employ.ed Internship Programmes and work on exciting projects to develop your skills in a supportive environment with support to plan your next steps when you finish. Internships are advertised on the University’s student jobs portal and on MyCareerHub.

[Employ.ed internships](https://www.ed.ac.uk/careers/students/undergraduates/discover-what-s-out-there/find-jobs-while-student)

**Edinburgh Award**

**E**nhance your employability, develop your self-awareness by reflecting on your progress, and learn how to articulate your experience to future employers. Find out what activities can be recognised using the Edinburgh Award hub, or if you’re working part-time job or doing an internship join the version run by the Careers Service: Edinburgh Award – Work Experience.

[Edinburgh Award Hub](https://www.ed.ac.uk/edinburgh-award/activities)

[Edinburgh Award Work Experience](https://www.ed.ac.uk/careers/students/undergraduates/build-experience/edinburgh-award)

**Career Service Plus: options for building experience**

<https://ed.careercentre.me/resources/elearning/hub.aspx?redirect=/e-learning/asset/gallery/path/415/23&redirectUrl=>Use these resources to understand different ways to gain experience that you can add to your CV, talk about at interviews, and which will help you discover what you enjoy

[Options for building experience](https://ed.careercentre.me/resources/elearning/hub.aspx?redirect=/e-learning/asset/gallery/path/415/23&redirectUrl=)

## Become professional: confident, adaptable, independent

Become more confident about email etiquette, building and extending networks, developing commercial awareness, and being aware of your digital presence - whatever your starting point.

### Interact

Use our resources to set up a LinkedIn profile and connect with Edinburgh alumni using LinkedIn alumni

[LinkedIn advice](https://careers.ed.ac.uk/students/undergraduates/discover-what-s-out-there/find-out-about-types-of-jobs-and-employers/using-social-media-find-out-stand-out)

[LinkedIn alumni](https://www.linkedin.com/school/university-of-edinburgh/people/)

Watch our student intern interviewing alumni about different aspects of workplace behaviour to get tips on business appropriate communication, relationship management and commercial awareness.

[Playlist: Become professional](https://media.ed.ac.uk/playlist/dedicated/39694071/1_ixer5csz/1_8t95jv26)

### Explore

Try the Become Professional Toolkit for students or the advice for graduates, good for finalists too

[Student Become Professional toolkit](https://ed.careercentre.me/Resources/CustomPage/24332)

[Graduate Advice](https://careers.ed.ac.uk/graduates/become-professional)

## Make it happen: plan, apply, succeed

This section includes tips for success in all aspects of recruitment and selection processes (also for further study) including CVs, cover letters, assessment centres, interviews and more.

### Interact

**CV Workshop**

An interactive class where you will be supported to create a draft of a professional CV

[**CV workshop**](https://www.hub.ed.ac.uk/s/mycareerhub/events)search using “CV workshop”

**Top Tips short online sessions and playlists**

You’ll gain insights into how to succeed at each stage of the recruitment and selection process e.g.:

* **CVs:** Learn how to structure your first CV, how to tailor to the job advert, and what to include.
* **Cover Letters:** Explore how to convince employers you’re the right candidate for the job, show your interest in them, and get tips on how to create a strong opening and positive conclusion.
* **Job Applications:** Learnhow to structure your answers for maximum impact
* **Psychometric Tests:** Understand why employers use these and access to resources to practise

[MyCareerHub events](https://www.hub.ed.ac.uk/s/mycareerhub/events)search using “Top Tips”

Our Top Tips sessions are also available as quick video guides.

[Careers Service Mediahopper Students channel](https://media.ed.ac.uk/channel/Careers%2BService%253A%2BStudents%2Bchannel%2B%2B%2B%2528protected%2Baccess%2529/101102631)

### Explore

**Careers Service Plus – answering interview questions**

Great resources here on how to do well at interviews, including using STAR approach

[Careers Service Plus – answering interview questions](https://ed.careercentre.me/e-learning/asset/gallery/path/198/25)

## Semester One Schedule

To view details and book your place search for the session in the events section of MyCareerHub

[Events booking](https://www.hub.ed.ac.uk/s/mycareerhub/events)

All our sessions run over lunchtime with a 13.10 start unless otherwise stated. Please check MyCareerHub for exact timings and location (online or in-person).

|  |  |
| --- | --- |
| **Session** | **Date** |
| Finding part time jobs | Wednesday 18 September |
| Finding an internship | Thursday 19 September |
| Finding a graduate job in the UK | Monday 23 September |
| Top tips: CVs | Tuesday 24 September |
| Building experience; it's not all about internships | Wednesday 25 September |
| Getting started when you don't know what to do | Monday 30 September |
| Discover Careers, McEwan Hall | 1 – 3 October |
| Top Tips: Cover letters | Friday 4 October |
| Legal networking | Monday 7 October |
| Working in the UK: Graduate jobs for international students | Tuesday 8 October |
| Graduating this year and not sure what to do? | Thursday 10th October |
| Careers in Law Fair | Thursday 10th October |
| Career Spotlight: Routes into law | Friday 11 October |
| Career Spotlight: Teaching in schools | Monday 14 October |
| Careers in Social Good | 14-18 October |
| CV Workshop | Tuesday 15 October |
| Career Spotlight: Policy | Wednesday 16 October |
| Career Spotlight: International organisations | Thursday 17 October |
| Thinking about postgraduate study? Focus on Masters or taught degrees | Tuesday 22 October |
| Top tips: Job applications | Wednesday 23 October |
| Top tips: Psychometric tests | Thursday 24 October |
| Top tips: interviews | Monday 28 October |
| Career Spotlight: Accountancy | Tuesday 29 October |
| Careers in Engineering Fair | Wednesday 30 October |
| Applications for postgraduate study: Personal statement workshop | Thursday 31 October |
| Careers in Sustainability | Throughout November |
| Thinking about postgraduate study? Focus on PhDs or research degrees | Monday 4 November |
| Career Spotlight: Sustainability | Wednesday 6 November |
| Career Spotlight: Institute of Chartered Accountants (ICAS) | Wednesday 6 November |
| Career Spotlight: Healthcare sciences within the NHS | Thursday 7 November |
| Top tips: Assessment centres | Wednesday 13 November |
| Bouncing Back: How to move forward when things don't go as planned | Friday 15 November |
| Building experience; it’s not all about internships | Monday 18 November |
| Personal branding: pitching your knowledge & experience to show your value | Tuesday 19 November |
| Changing Career: Make your experience count | Wednesday 20 November |
| CV Workshop | Thursday 21 November |

**Please note:** All events and dates are subject to change so please check MyCareerHub for up-to-date information.

## What’s on offer for postgraduate students?

In addition to accessing all of the support outlined so far, we provide specific opportunities for taught and research postgraduate students. Find out more on our website too.

[Information and advice for postgraduate students](https://www.ed.ac.uk/careers/students/postgraduates)

### Taught postgraduate students

Whether you’re moving into further study straight from your first degree, returning to study or looking to progress in your current career, our programme for new taught postgraduate students will help.

**Masters Careers 2024-25**

This programme covers a range of topics including:

* understanding UK graduate training schemes
* getting started with LinkedIn

[**Masters Careers 2024-25 programme**](https://careers.ed.ac.uk/students/postgraduates/pgts/making-most-masters-year)

Sessions are delivered early evening (UK time) and complemented by resources and clear action points to help you move forward, take action and realise your career ambitions. **Search for Masters Careers 2024-25 on MyCareerHub events to book your place**

[MyCareerHub events](https://www.hub.ed.ac.uk/s/mycareerhub/events)

### Watch

**Masters Careers Programme video playlist**

Each live session is supported by a short, on demand online video summarizing the action points, key resources, events and support available. Look out for these in our Masters Careers video playlist.

[Careers Service Mediahopper Students channel](https://media.ed.ac.uk/channel/Careers%2BService%253A%2BStudents%2Bchannel%2B%2B%2B%2528protected%2Baccess%2529/101102631)

Explore  
**Careers Service Plus**

Our premium resources include advice on developing & managing your career, how to approach people to talk to about your career, how to structure the conversation - key for professional development

* [Engaging in career conversations](https://www.abintegro.com/u/9zjgkjlu)
* [Understanding career management](https://ed.careercentre.me/resources/elearning/hub.aspx?redirect=/e-learning/asset/gallery/path/6/1&redirectUrl=)

## Postgraduate research students

Whether you are considering a career within or beyond academia, we provide support to help you to explore career options and navigate your career.

**PhD Careers programme**

Our live online and in person sessions cover all aspects of career planning. Come along to ask questions and share your experiences with other PhD students. Topics include: exploring career options, marketing yourself through CVs and interviews, and developing an academic career. **Search for PhD Careers on MyCareerHub events** to view and sign up for sessions

[**PhD Careers programme**](https://careers.ed.ac.uk/students/postgraduates/phd-students/phd-careers-programme)

### Watch

**Uncertain about what you could do at the end of a PhD?**

Listen to career stories of PhD graduates to get inspiration. Videos of our annual **PhD Horizons: Career insights for PhD students** event are available on our website. Hear from speakers working in policy, life sciences, government, creative industries, professional roles in higher education and much more.

[PhD Horizons information and recordings](https://www.ed.ac.uk/careers/students/postgraduates/phd-students/discover-what-s-out-there/phd-horizons)

### Explore

**Employ.ed for PhDs**

Gain experience, develop skills, extend your network beyond your department, and earn money. Employ.ed advertises short-term, part-time internships across the University open to PhD students only.

[Employ.ed for PhDs](https://www.ed.ac.uk/careers/students/postgraduates/phd-students/build-experience/employed-for-phds)

**Careers Service Plus**

Our premium resources include advice to help you reflect on your response to challenges, overcoming imposter syndrome, and managing workload; useful for working in a research environment and beyond.

[Coping with challenges and change](https://www.abintegro.com/u/82mtey44)

## Connecting with employers

We advertise many events where you can meet employers. Gain insights into their opportunities or recruitment practices and or find out what it’s like to work in different industry sectors.

As well as the **Discover Careers**, Careers Fairs and Careers & Coffee events, individual employers will be running their own events to connect with you. We add these to MyCareerhub throughout semester so browse our employer events regularly to see what interests you. Look out for our Careers Fairs where you’ll be able to connect with employers actively recruiting for roles starting in 2025.

[Employer events on MyCareerHub](https://www.hub.ed.ac.uk/s/mycareerhub/events)

## Graduating in 2025? Our support doesn’t stop when you leave the University

If you are graduating this year and are not sure what’s next, then now is the time to make use of the Careers Service. Our team are on hand to support you regardless of what stage you are at with your career thinking.

You can also continue to use all of our services as a recent graduate. We offer a comprehensive package of graduate support, including newsletters, toolkits, and Graduate Coaching appointments. Hear from previous graduates by tuning in to the Multi Story Edinburgh podcast.

[Graduates](https://careers.ed.ac.uk/graduates)

[Multi Story Edinburgh, the podcast](https://www.ed.ac.uk/alumni/new-graduates/multi-story-podcast)

## Connect with us

### Follow us

Keep up-to-date with the latest careers and recruitment news and information. Get insights from students, employers, alumni and staff. Follow us on social media.

[Careers Service LinkedIn](https://www.linkedin.com/company/uofedcareers/)

[Careers Service blog Informed](https://blogs.ed.ac.uk/careersinformed/)

### Speak to us

**Got a careers question?**

Start with our **Get help with…**tool. Instant answers 24/7 to your questions around CVs & cover letters, getting work experience, job sector information, finding jobs, interviews and so much more

[**Get help with….**](https://www.hub.ed.ac.uk/form.aspx?id=1078837)

Ask a question on MyCareerHub 24/7 and we’ll get back to you as soon as we can. Our student team are usually online between 10am-4pm (Mon – Fri) too

* [MyCareerHub](https://www.hub.ed.ac.uk/s/mycareerhub/questions/) Ask a question
* **[Ask a student](http://www.ed.ac.uk/careers)** [LiveChat](http://www.ed.ac.uk/careers)

**Want to talk things through?** Speak to one of our Careers Information Advisers at our drop in, on campus and online. Get help with a range of topics such as finding part-time work or internships, CV support or job search. No need to book – check our schedule.

Drop-in schedule

You can speak to a Careers Consultant, appointments are available online and on campus

[Book an appointment](https://www.hub.ed.ac.uk/s/mycareerhub/appointments/app/?workGroupIds=124&siteId=4)

### Find us

We have two locations on campus: Main Library Building, George Square and the Nucleus, King’s Buildings. Drop in during opening hours and we can direct you to the right support

[Location and opening hours](https://www.ed.ac.uk/careers/about-us/how-to-contact-us-and-where-to-find-us)