# Career Essentials

# Interact, Watch, Explore

# Semester Two 2024/25

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* A selection of some of our sessions, workshops, events, videos and digital resources
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## **How to use this Career Essentials 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.**

## 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 Compass**

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)

## **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: [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.

**Instant Advice: “Get help with…”**

Our **Get help with…**tool gives instant responses 24/7 to your needs around getting work experience, job sector information, finding jobs, CVs & cover letters, interviews and more

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

# **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/media/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.

### Interact

**Career Spotlight series #careerspotlight**

Attend our sessions on Tech & Data, Banking & Investment, Management Consultancy, Nuclear Medicine, Architecture & Design, Patent & Intellectual Property (IP) Law

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

**Careers in Tech & Data 29 Jan:** Meet around 40 organisations recruiting for a variety of tech & data opportunities including**insight experiences, internships and graduate roles,** many open to all disciplines. Search #EdTechDataCareerson MyCareerHub and socials

**Meet Employers in Life Sciences 25 Feb:** for students from all science disciplines & year groups

**Creative and Cultural Careers Festival 3 – 14 March:** Get insight and inspiration on working in the creative & cultural sector by attending our fantastic range of events, to help you discover more about a variety of creative & cultural career paths. Search #EdCreativeCareers on socials and MyCareerHub. These events include opportunities to network with professionals, and gain insights into what it’s like to work in these sectors and routes in.

[Meet employers at our events](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 webinar**
* **Building experience - it's not all about internships webinar**

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

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

[Building experience video](https://media.ed.ac.uk/media/1_a7wfbqj9)

### 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**

Enhance 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**

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 graduates using LinkedIn alumni

[Getting started with LinkedIn](https://media.ed.ac.uk/media/t/1_kpis2hqc)

[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 Workshops**

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

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

**Top Tips short online sessions and video playlists**

Gain insights into how to succeed at each stage of the recruitment and selection process e.g.:

CVs, Cover Letters, Job Applications, Psychometric Tests, Assessment Centres and more

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

[Top Tips playlist](https://media.ed.ac.uk/playlist/dedicated/101102631/1_6c1sbzd1/1_5lif5f5m)

### Explore

**Careers Service Plus – answering interview questions (**including using STAR approach)

[Careers Service Plus – resources on answering interview questions](https://ed.careercentre.me/resources/elearning/Hub.aspx)

## **Semester Two 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** |
| Top Tips: CVs | Tues 14 Jan |
| Finding part-time jobs | Wed 15 Jan |
| Graduating this year and not sure what to do? | Friday 17 Jan |
| Top Tips: Psychometric tests | Tues 21 Jan |
| CV Workshop | Wed 22 Jan |
| Top Tips: Cover letters | Thurs 23 Jan |
| Prepare for fair: thinking about a career in Tech and Data | Mon 27 Jan |
| CV Workshop | Tues 28 Jan |
| Careers in Tech and Data Fair #EdTechDataCareers | Wed 29 Jan |
| Changing career: Make your experience count | Thurs 30 Jan |
| Career Spotlight: Finance - Focus on banking and investment | Tues 4 Feb |
| Building experience: more than internships | Wed 5 Feb |
| Top Tips: Assessment Centres | Thurs 6 Feb |
| Career Spotlight: Management Consultancy | Tues 11 Feb |
| Meet Employers in Life Sciences | Tues 25 Feb |
| Graduating this year and not sure what to do? | Tues 25 Feb |
| Creative and Cultural Careers Festival (CCCF) #EdCreativeCareers | Mon 3 March to Fri 14 March |
| Finding work as an employee in the Creative Industries | Wed 5 March |
| Career Spotlight: Nuclear Medicine Technologist | Thurs 6 March |
| Career Spotlight: Architecture & Design | Mon 10 March |
| Careers in Culture and Heritage Q&A | Tues 11 March |
| Career Spotlight: Patent and Intellectual Property (IP) Law | Tues 11 March |
| Graduate entry to medicine | Wed 12 March |
| Bouncing Back: How to move forward when things don’t go as planned | Thurs 13 March |
| Focus on Creative CVs | Fri 14 March |
| Finding graduate jobs | Tuesday 27 May |
| Top Tips: Job applications | Wednesday 28 May |
| Top Tips: CVs and Cover Letters | Thurday 29 May |
| Top tips: Interviews | Tuesday 3 June |
| Building experience: how to make the most of your summer | Thursday 5 June |
| Why wasn’t my application successful? | Monday 2 June |
| Graduate Jobs Fair | Wednesday 4 June |

**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?**

We also provide specific opportunities for taught and research postgraduate students. Find out more on our website.

[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 taught postgraduate students will help.

**Masters Careers Programme 2024-25**

In addition to our Career Essentials programme, the Master Careers programme covers a range of topics targeted at Masters students including:

* Career planning for career changers
* Applying for senior positions

[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.

[MyCareerHub events](https://www.hub.ed.ac.uk/s/mycareerhub/events) Search for Masters Careers 2024-25 on MyCareerHub events to book your place

### 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.

[Masters Careers Programme video playlist](https://media.ed.ac.uk/media/1_3ryotwmz)

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 MyCareerHubevents 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.

[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 Careers Fairs and Careers & Coffee events, individual employers will be running their own events to connect with you. Look out for opportunities to connect with employers:

Employer events on MyCareerHub

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

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/)

### **Need additional help?**

Start with our **Get help with…**tool. Instant responses to your needs 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 asap or ask a student on Livechat (Mon-Fri, 10-4)

* [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

[Information and advice drop-in](https://www.hub.ed.ac.uk/s/mycareerhub/infopages/detail/64)

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 (3rd floor), George Square and the Nucleus (1st floor), 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)