



# CHARTERHOUSE

## Higher Education and Careers Presentation

### Skills for work

**Second Year Specialists and Parents**

**June 2020**

**Mrs B Sartori**





# Agenda

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1. Skills you need to make you more employable
2. What you need to do to show employers that you have these skills
3. How to increase your chances of success when making work experience and internship applications



# The Graduate Job Market



400,000 graduates leave UK universities each year



Top 100 firms recruit just under 32,000 graduates



76% of students get a First or a 2:1



Graduates who have had no work experience are unlikely to be successful during the selection process and have little or no chance of receiving a job offer.



# Essential skills

Employers are looking for the following skills:

Leadership	Emotional intelligence
Teamwork	Critical thinking
Communication skills	Motivation
Adaptability	Problem solving
Ability to work under pressure	Commercial awareness
Organisation	Creativity
Perseverance	Innovation



# Research

- Research different careers that you find interesting
- Keep up to date with what's in the press
- Start formulating opinions and ideas about business issues that interest you





# CV and Cover Letter

## CV

1 page only

Name, personal e-mail address, mobile number

Highlight skills not just a list of things you have done

Double check for typos

## Cover Letter

3 paragraphs:

1. Introduction to job. Why you want to work for that company
2. More detail about particular division / job. Why you want to work in that area
3. Sell yourself



# LinkedIn

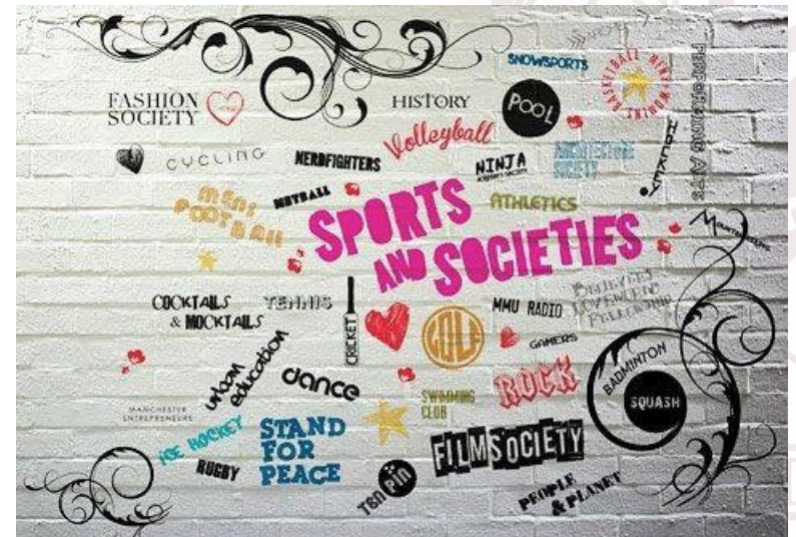
- Professional photo
- Start creating your own network
- Choose relevant interests
- This is not facebook!







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# Develop your Skills



- Online psychometric and situational judgement tests
- Improve your Excel and PowerPoint skills.
- Do an online Massive Open Online Course (MOOCs)
- Links on Greyhound



# Business and Current Affairs

Keep up to date – read newspapers and relevant business magazines

[FT Daily News briefing](#)

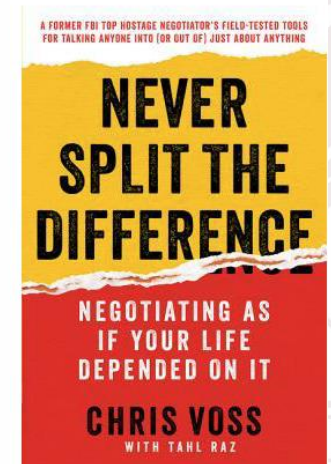
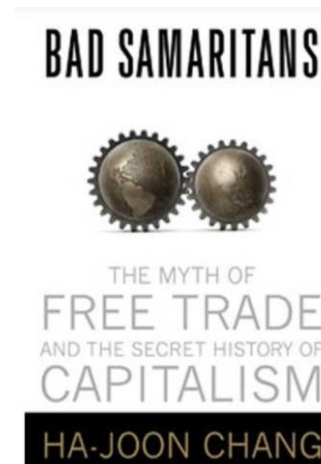
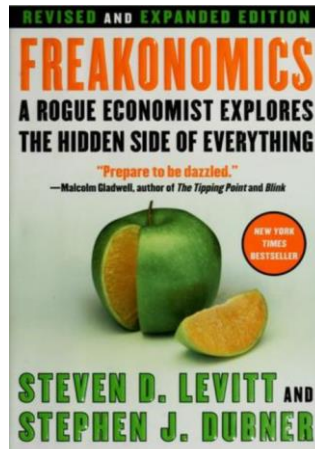
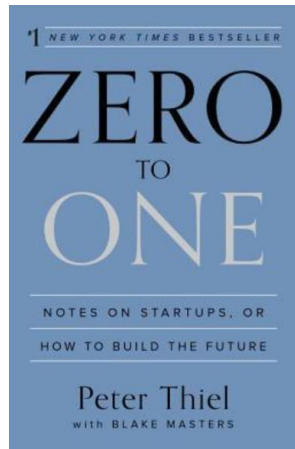
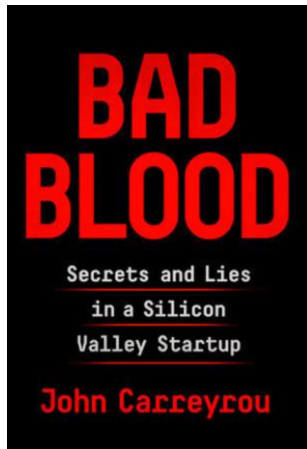
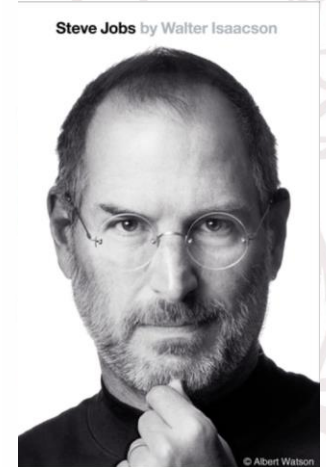
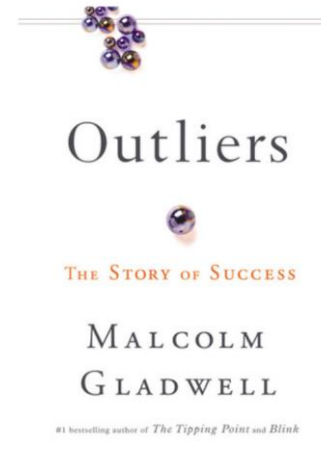
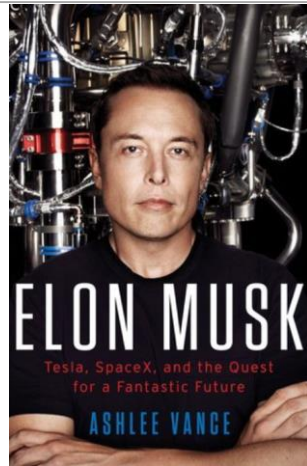
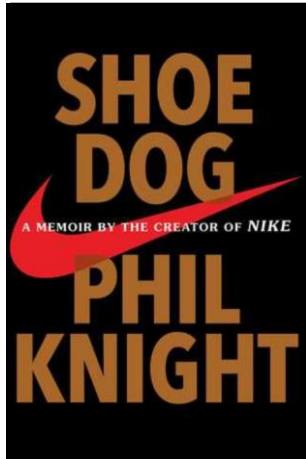
[Deloitte Monday Briefing](#)

[Finimize](#)





# Reading List





# Podcasts

A large, stylized icon of a podcast feed symbol (RSS) in orange and yellow, with a pair of headphones in grey and black. It is positioned behind the list of podcasts on the left.

**The Financial Times**  
**Planet Money**  
**Headspace**  
**How to Fail**  
**Meditopia**  
**The Journal**  
**How I Built This**  
**Business Wars**

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**The Economist**  
**University of Adversity**  
**Without Fail**  
**The Indicator**  
**Rise and Grind School of Greatness**  
**Tough Girl Podcasts**  
**Investors Chronicle**



# Sign up to useful websites

[The Student Ladder](#)

[The Student Room](#)

[The Bright Network](#)

**BRIGHT**  
NETWORK

**The  
Student  
Room**

 **student ladder**  
steps to success





# Charterhouse Connect

Welcome to  
Charterhouse  
Connect

GET STARTED

- On 26<sup>th</sup> June, you will become an Old Carthusian and a member of the OC Club
- Sign up to Charterhouse Connect
  - Access to a huge database of OCs who are willing to help
  - Useful contacts for career advice and work experience
  - Sign up after 26<sup>th</sup> June using your personal email
  - Foundation Team They support all OCs and have lots of contacts



# University careers office

- Register with your university careers office
  - Careers and work experience fairs
  - Employer talks and presentations
  - Job hunting workshops, clinics and skills sessions
  - Advertise work experience and internships







# Making a successful application

## Graduate Recruitment timeline

First Year – Spring or  
insight weeks

Second Year  
– Summer  
internship

Third Year –  
Apply for  
graduate role



# Selection Process

- Apply online
- Online assessment
- Interview in person or online
- Assessment day
- Pass the checks





# Preparing for Interviews

- Do your research
- Don't leave preparation until the night before
- Demonstrate an understanding of the company and its values
- Practise common interview questions



'Erm...I think I'll phone a friend'



# Support for Pupils

## **Drop in Follow up Zoom Sessions**

11am Tuesday 9<sup>th</sup> June  
2pm Friday 12<sup>th</sup> June

Join Zoom Meeting [here](#)

## **CQ2020**

### **HE/Careers@Home**

General Drop In Clinics -  
4.30pm Every week: Tuesday,  
Thursday and Friday

Join Zoom Meeting [here](#)



# Getting Ahead



- Begin thinking and researching your future career options now
- Get involved in plenty of extra-curricula activities
- Organise work experience with different employers while at university
- Develop as many professional and employability skills as you can
- **USE YOUR CAREERS SERVICE**



# Support for Pupils

## GREYHOUND@HOME

[Dashboard](#)[Resources ▾](#)[Planner](#)[Tasks](#)

### Explore Higher Education and Careers

[Higher Education and Careers](#)[UK University Applications](#)[USA Applications 2020](#)[Careers](#)

#### 2YS Pre University CQ20

[Free online courses](#)

#### ○ Preparing for Applications

[CVs and Cover Letters](#)[Online assessment tests](#)[Preparing for Interviews](#)[Reading and Podcast List](#)[Transition from School to University](#)[Useful Websites](#)[European University Applications](#)[Higher Education and Careers](#) > [2YS Pre University CQ20](#) > [Preparing for Applications](#)

## Preparing for Applications

### Applying for Work Experience and Internships

There are a number of things that you can do to increase your chances of getting work experience and internships. If you plan to apply for a **Spring or Insight Weeks**, it is worth being prepared before you start university, since many applications open before term actually starts.

A Spring or Insight Week is a placement undertaken during the Easter holidays of your first year at university. They have become more important in recent years as companies seek to identify high-potential candidates as early as possible. They are very competitive as they not only give you valuable work experience but can also fast track you onto summer Internships the following year. Many of the top graduate employers offer these programmes.





# Support for Parents

<https://www.charterhouse.org.uk/academic/higher-education-careers>

## HIGHER EDUCATION AND CAREERS

At Charterhouse we take great pride in preparing our pupils for the challenges of the next stage of their lives. The world they are moving into is undergoing rapid transformation and the graduate job market is increasingly competitive. We want every pupil to leave us with strong academic qualifications, but also the skills, qualities and values needed to have a successful career and contribute something positive to society.

Our regular Careers and Higher Education newsletter ensures that parents and pupils are kept fully informed of the wide range of events, speakers and workshops on offer to support and guide decisions on the future after Charterhouse.

Our **Higher Education Programme** gives information about the support and resources available to pupils, including information on applications to Oxford and Cambridge, Medicine, the USA, Europe and Overseas. Our **Careers Programme** ensures pupils learn valuable employment skills and enables them to research and explore potential career paths. **University Destinations** for Carthusians are listed [here](#).

We are available for individual consultations: please contact [careers@charterhouse.org.uk](mailto:careers@charterhouse.org.uk) or 01483 291606.

THE LATEST NEWS AND UPDATES ON HIGHER EDUCATION AND CAREERS IS BELOW.



### APPLYING TO THE USA

30/4/2020

[Read your guide to applying to the USA 2020](#)



### OXBRIDGE ADMISSIONS STATS (REVISED)

28/4/2020

[View the Oxbridge admission stats that have been revised to reflect 2020 Oxf...](#)



### HOW TO CHOOSE THE RIGHT UNIVERSITY AND COURSE

27/4/2020

[View your guide to picking the best university and course for you here](#)



### UK UNIVERSITY VIRTUAL AND PLANNED OPEN DAYS

27/4/2020

[View the UK University Open Day information here](#)





# HE AND CAREERS

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Thank you!

[careers@charterhouse.org.uk](mailto:careers@charterhouse.org.uk)

