

Timeframe	First Year Undergraduates	Intermediate Years	Finalists
Intro	It's never too early to start thinking about your future, and you'd be surprised by how much you can do in your first year to help you ultimately get the graduate job you want. For instance, even something as simple as temporary or part-time work, which you may do to earn extra cash, can actually help you develop the transferable skills and personal attributes that future employers will want to see on your CV.	Even if you know what you want to do when you leave University or you are following a vocational course, you still need to start planning in your penultimate year. If you haven't a clue what you want to do beyond University, you certainly aren't on your own, but you do need to do something about it this year. To stand the best chance, you need to gain useful work experience and learn how to tailor this for potential graduate employers. You also need to know about your options after graduation and be aware of any closing dates – some are very early in your final year	The months leading up to your final exams are a crucial time to fulfil your degree potential and secure your future career. Understandably, most students concentrate their time and efforts on their studies. However, you should try to spare some time to think about your future career, not only in terms of what you want to do after you graduate but also looking at what you can offer employers in addition to your degree. A degree is often not enough to beat the competition for graduate jobs – you need to be able to show employers that you can also offer a range of skills that make you more employable.
October	<p><b>Welcome</b> to the University of Sheffield and the Careers Service! The first few months of your first semester will be a very busy time for you but, as well as settling into University life, make sure you know how to access the Careers Service so that you don't miss out!</p> <p>Visit the <b>student pages</b> of our website: <a href="http://www.shef.ac.uk/careers/students">http://www.shef.ac.uk/careers/students</a></p> <p>In particular check out:</p> <p><b>Recruitment and information fairs</b> (<a href="http://www.sheffieldcareersfairs.ac.uk">www.sheffieldcareersfairs.ac.uk</a>) which are happening this year (including the <b>Part-time and Volunteering Fair</b>) along with talks and workshops run by Careers Service staff. See the <b>What's On Diary</b> for details: <a href="http://www.shef.ac.uk/careers/students/events">http://www.shef.ac.uk/careers/students/events</a></p> <p><b>Skills for Success</b> sessions are run by employers and offered to help you develop skills that employers want: <a href="http://www.shef.ac.uk/careers/students/advice/sfs.html">http://www.shef.ac.uk/careers/students/advice/sfs.html</a></p> <p>Visit the Careers Service at 388 Glossop Road and pick up Work Experience booklets such as</p>	<p><b>Welcome back!</b> The Careers Service offers a wide-ranging service to penultimate year students, starting early in Semester 1.</p> <p>Check out <b>myVacancies</b>, the online Careers Vacancy Service advertising vacancies for <b>placements, summer internships, voluntary opportunities and for part-time jobs in Sheffield</b></p> <p>Download the <b>Work Experience Briefing Sheets:</b> <a href="http://www.shef.ac.uk/careers/students/jobs/tips.html">http://www.shef.ac.uk/careers/students/jobs/tips.html</a></p> <p>Make the most of your work experience by maintaining your <b>work experience portfolio:</b> <a href="http://www.shef.ac.uk/careers/students/advice/wep.html">http://www.shef.ac.uk/careers/students/advice/wep.html</a></p> <p>Watch out for early closing dates for <b>summer internships</b> and <b>longer placements</b> – some are as early as October! If you are planning to undertake a year out placement between your second and third year, you should start looking for opportunities from now onwards. Check out <b>Degrees with Employment Experience</b></p>	<p>If you don't feel as though you have enough work experience, try to fit some in early on in your final year – voluntary work, unpaid project work and work shadowing are all valuable additions to your CV, even if you only do this for a short period of time. Christmas vacation work can also provide you with valuable transferable skills. Use <b>myVacancies</b> and look out for the <b>Part-time Jobs &amp; Volunteering Fair</b> in October to find suitable opportunities.</p> <p>Look back at your previous experience of work (paid and unpaid) and think about how you can use it to impress future employers. The <b>Work Experience Portfolio</b> web pages can help you with this: <a href="http://www.shef.ac.uk/careers/students/advice/wep.html">http://www.shef.ac.uk/careers/students/advice/wep.html</a></p> <p>Look out for the <b>Skills for Work Certificate</b> (available all year round – but we recommend that you do this in semester 1 when you may have more time) – an ideal way to make the most of any work experience you are doing whilst studying, to enhance your CV:</p>

<p><b>TARGETjobs Work Experience</b> and <b>Prospects Work Experience &amp; Internships</b> which contain a wealth of practical information and advice for anyone looking for work experience. You can also find other useful resources such as the <b>Careers Service Briefing Sheets</b>, e.g. <i>First Year Students - Getting Involved</i>, <i>Where do I Start?</i> and <i>How the Careers Service Can Help</i>.</p> <p><b>Short appointments</b> are also available with <b>Careers Advisers</b> to discuss your work experience queries, CVs and applications or to help you make a start on planning your future career (NB: demand is high during the first few weeks of the Semester). Call into the <b>Student Jobshop</b> in the Students' Union or use <b>myVacancies</b> via MUSE to find part-time jobs, voluntary opportunities and vacation work:  <a href="http://www.shef.ac.uk/careers/students/jobs">http://www.shef.ac.uk/careers/students/jobs</a>  Discover what work experience you can do by visiting:  <a href="http://www.shef.ac.uk/careers/students/advice/work.html">http://www.shef.ac.uk/careers/students/advice/work.html</a></p> <p>Download the Work Experience Briefing Sheets at:  <a href="http://www.shef.ac.uk/careers/students/jobs/tips.html">http://www.shef.ac.uk/careers/students/jobs/tips.html</a></p> <p>Keep a record of your work experience in a portfolio to help when writing your CV or completing application forms:  <a href="http://www.shef.ac.uk/careers/students/advice/wep.html">http://www.shef.ac.uk/careers/students/advice/wep.html</a></p> <p>Look out for the <b>Skills for Work Certificate</b> – an ideal way to make the most of your part time jobs or Christmas vacation work and enhance your CV:  <a href="http://www.shef.ac.uk/careers/students/advice/sfwc.html">http://www.shef.ac.uk/careers/students/advice/sfwc.html</a> The sooner you start thinking about this the better – don't put it off!</p> <p>If you are an international student looking for a part-time job, look out for details of the <b>National Insurance Number (NINO) Registrations</b> taking place on campus throughout the semester and for sessions focussed on issues of interest to international students – pick up a copy of our</p>	<p><a href="http://www.shef.ac.uk/placements">http://www.shef.ac.uk/placements</a> and the briefing sheet <b>Work Experience 3: Year-out Placement</b> for more information .</p> <p>Take a look at the <b>What's On Diary</b> for information on talks, workshops and <b>Skills for Success</b> sessions offered by the Careers Service and employers:  <a href="http://www.shef.ac.uk/careers/students/events">http://www.shef.ac.uk/careers/students/events</a></p> <p>Check out <b>Recruitment and information fairs</b> (<a href="http://www.sheffieldcareersfairs.ac.uk">www.sheffieldcareersfairs.ac.uk</a>) which are happening this year (including the <b>Part-time and Volunteering Fair</b> and the <b>online Careers that Make a Difference fair</b> in the autumn) along with talks and workshops run by Careers Service staff. See the <b>What's On Diary</b> for details:  <a href="http://www.shef.ac.uk/careers/students/events">http://www.shef.ac.uk/careers/students/events</a></p> <p>Look out for the <b>Skills for Work Certificate</b> (available all year round) – an ideal way to make the most of your part-time jobs and Christmas vacation work to enhance your CV:  <a href="http://www.shef.ac.uk/careers/students/advice/sfwc.html">http://www.shef.ac.uk/careers/students/advice/sfwc.html</a> The sooner you start thinking about this the better – don't put it off!</p> <p>If you are an international student looking for a part-time job, look out for details of the <b>National Insurance Number (NINO) Registrations</b> taking place on campus throughout the semester and for sessions focussed on issues of interest to international students – pick up a copy of our <b>Maximise</b> leaflet</p> <p><b>Short appointments</b> are available with <b>Careers Advisers</b> to discuss your work experience queries, CVs and applications or any other careers matters – ask at the Careers Service.</p> <p>Pick up your copy of the Careers Service Briefing sheets such as <b>Intermediate Years – Thinking</b></p>	<p><a href="http://www.shef.ac.uk/careers/students/advice/sfwc.html">http://www.shef.ac.uk/careers/students/advice/sfwc.html</a></p> <p>Now is also the time to start thinking about, and preparing applications for graduate jobs:  <a href="http://www.shef.ac.uk/careers/students/gettingajob">http://www.shef.ac.uk/careers/students/gettingajob</a>  and/or further study:  <a href="http://www.shef.ac.uk/careers/students/study/">http://www.shef.ac.uk/careers/students/study/</a></p> <p>Use <b>myVacancies</b> to search for graduate jobs, browse the employer directory and request email notification of new vacancies, both now and after you have left University. If you are keen to remain in Yorkshire, visit <b>Graduates Yorkshire</b> for vacancies in this region:  <a href="http://www.graduatesyorkshire.co.uk">http://www.graduatesyorkshire.co.uk</a></p> <p>If you need help to decide between different career options or to generate ideas for roles which would use your skills, the Careers Service can help you get started:  <a href="http://www.shef.ac.uk/careers/students/worktypes/options">http://www.shef.ac.uk/careers/students/worktypes/options</a> or make an appointment to meet with a <b>Careers Adviser</b>.</p> <p>Pick up your copy of the Careers Service Briefing sheets such as <b>'Final Year Students – Moving On'</b> from the Careers Service.</p> <p>Want a Career with a Difference? Look out for the <b>online Careers that Make a Difference fair</b>:  <a href="http://www.sheffieldcareersfairs.ac.uk">www.sheffieldcareersfairs.ac.uk</a></p>
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	<b>Maximise</b> leaflet	<b>Ahead'</b> from the Careers Service.	
November/ December/ January	<p>Continue to check the online Careers Vacancy Service and take advantage of the services available at the Careers Service particularly 15 minute appointment sessions, CV reviewing and events on the <b>What's On Diary</b>: <a href="http://www.shef.ac.uk/careers/students/events">http://www.shef.ac.uk/careers/students/events</a></p> <p>Find out more about the <b>Sheffield Graduate Award</b> which recognises valuable skills and experience gained at University outside your degree course: <a href="http://www.shef.ac.uk/thesheffieldgraduateaward/">http://www.shef.ac.uk/thesheffieldgraduateaward/</a></p> <p>Collect your copy of the <b>Careers Service Guide</b> available from the Careers Service or the Student Jobshop in the Students' Union.</p>	<p>Check out what recruitment and information fairs are happening this year: <a href="http://www.shef.ac.uk/careers/students/events">http://www.shef.ac.uk/careers/students/events</a> Don't miss the <b>Yorkshire Autumn Graduate Recruitment Fair</b> and the <b>Legal Fair</b> (for law and non-law students). Keep checking <b>myVacancies</b>, which is updated daily and watch out for closing dates for summer internships and placement applications- some close very early in the semester.</p> <p>Make applications for your year out placement if you have decided to take a Degree with Employment Experience: <a href="http://www.shef.ac.uk/placements/students">http://www.shef.ac.uk/placements/students</a></p> <p>Make speculative applications for internships. See the <b>Work Experience Briefing Sheet 6: Create Your Own Opportunity</b>: <a href="http://www.shef.ac.uk/careers/students/jobs/tips.html">http://www.shef.ac.uk/careers/students/jobs/tips.html</a></p> <p>If you have just started to think about work experience and want to get something 'relevant' to your future career, you need to decide what possible future careers interest you. Visit: <a href="http://www.sheffield.ac.uk/careers/students/worktypes/options.html">http://www.sheffield.ac.uk/careers/students/worktypes/options.html</a> or pick up a copy of the Careers Service Briefing Sheet <b>Researching Types of Work</b>.</p> <p>Take the initiative and organise some work shadowing to check out which careers are for you. See the <b>Work Experience Briefing Sheet 4: Work Shadowing</b> available at: <a href="http://www.shef.ac.uk/careers/students/jobs/tips.html">http://www.shef.ac.uk/careers/students/jobs/tips.html</a></p> <p>Consider undertaking the <b>Sheffield Graduate Award</b> and gain recognition for any activities you</p>	<p>Check out what recruitment and information fairs are happening this year: <a href="http://www.shef.ac.uk/careers/events">http://www.shef.ac.uk/careers/events</a>. Don't miss the <b>Yorkshire Autumn Graduate Recruitment Fair</b> and the <b>Legal Fair</b> (for law and non-law students). Keep checking the <b>What's On Diary</b> and attend relevant talks, workshops and <b>Skills for Success</b> sessions: <a href="http://www.shef.ac.uk/careers/students/events">http://www.shef.ac.uk/careers/students/events</a></p> <p>Check out the Careers Service web pages that offer practical advice with applications, CVs and covering letters: <a href="http://www.shef.ac.uk/careers/students/gettingajob">http://www.shef.ac.uk/careers/students/gettingajob</a></p> <p>Make speculative approaches to small employers not normally openly recruiting for graduate positions. You may wish to enquire about work experience opportunities too: <a href="http://www.shef.ac.uk/careers/students/jobs/tips.html">http://www.shef.ac.uk/careers/students/jobs/tips.html</a></p> <p>Want a Career with a Difference? Look out for the <b>online Careers that Make a Difference fair</b>: <a href="http://www.sheffieldcareersfairs.ac.uk">www.sheffieldcareersfairs.ac.uk</a></p> <p>If you are undertaking the <b>Sheffield Graduate Award</b> make sure that you will complete all your activities so you are ready to submit your portfolio during your final year: <a href="http://www.shef.ac.uk/thesheffieldgraduateaward">http://www.shef.ac.uk/thesheffieldgraduateaward</a></p>

		undertake alongside your academic studies: <a href="http://www.shef.ac.uk/thesheffieldgraduateaward/">http://www.shef.ac.uk/thesheffieldgraduateaward/</a>	
Semester 2			
February	<p>Take a look at Semester 2's <b>What's On Diary</b> for information about talks and workshops offered by the Careers Service, and <b>Skills for Success</b> sessions and presentations run by employers: <a href="http://www.shef.ac.uk/careers/students/events">http://www.shef.ac.uk/careers/students/events</a> If you have a part-time job, look out for details of the <b>Student Employee of the Year Awards</b> – ask your employer to nominate you and you can nominate them as <b>Student Employer of the Year</b>. The Jobshop can provide more information.</p> <p>Start to investigate possibilities for summer vacation work, by visiting the Student Jobshop or <b>myVacancies</b>, the online vacancy service via MUSE: <a href="http://www.shef.ac.uk/careers/students/jobs">http://www.shef.ac.uk/careers/students/jobs</a></p> <p>If you want to get some 'relevant' work experience, you need to decide what possible future careers are of interest to you. To help you begin your career planning and job search visit: <a href="http://www.shef.ac.uk/careers/students/worktypes">http://www.shef.ac.uk/careers/students/worktypes</a> and look out for details of the online <b>Summer Experience Fair</b> which runs from January to May: <a href="http://www.sheffieldcareersfairs.ac.uk/recruitment-fairs/2011_sef/visitors/">http://www.sheffieldcareersfairs.ac.uk/recruitment-fairs/2011_sef/visitors/</a></p> <p>Don't forget <b>short appointments</b> are always available with <b>Careers Advisers</b> to discuss your vacation work or term-time work queries, or other careers matters or to review your CV – book an appointment at the Careers Service by calling in at 388 Glossop Road or by telephoning: 0114 222 0910</p> <p>Consider undertaking the Sheffield Graduate Award and gain recognition for any activities you undertake alongside your academic studies: <a href="http://www.shef.ac.uk/thesheffieldgraduateaward/">http://www.shef.ac.uk/thesheffieldgraduateaward/</a></p>	<p>Take a look at Semester 2's What's On Diary for information on talks and workshops offered by the Careers Service, relating to work experience and wider careers issues and <b>Skills for Success</b> sessions run by employers: <a href="http://www.shef.ac.uk/careers/students/events">http://www.shef.ac.uk/careers/students/events</a></p> <p>Continue searching for placements, internships and summer vacation work using <b>myVacancies</b> and consider making speculative applications . Plus check out the Shell STEP programme - a UK-wide programme offering 2nd and penultimate year undergraduates project based work within small to medium sized businesses <a href="http://www.step.org.uk">http://www.step.org.uk</a></p> <p>Use the online <b>Summer Experience Fair</b> to find part-time jobs in Sheffield, summer internships in the UK and voluntary opportunities around the world: <a href="http://www.sheffieldcareersfairs.ac.uk">http://www.sheffieldcareersfairs.ac.uk</a></p> <p>If you have a part-time job, look out for details of the <b>Student Employee of the Year Awards</b> – ask your employer to nominate you and you can nominate them as <b>Student Employer of the Year</b>. The Jobshop can provide more information.</p> <p>Short appointments are available with Careers Advisers to discuss your work experience queries, CVs and applications or to help you make a start on planning your future career – ask at the Careers Service. Look out for the <b>Skills for Work Certificate</b> (available all year round) – an ideal way to make the most of your part time jobs and vacation work to enhance your CV: <a href="http://www.shef.ac.uk/careers/students/advice/sfwc.html">http://www.shef.ac.uk/careers/students/advice/sfwc.html</a></p> <p>Consider undertaking the <b>Sheffield Graduate</b></p>	<p>There may still be time to arrange a brief period of work experience, if you feel that your applications need enhancing. Call into the <b>Student Jobshop</b> or use <b>myVacancies</b> to look for suitable opportunities</p> <p>Book an appointment with a Careers Adviser if you have any careers or work experience queries.</p> <p>Take a look at Semester 2's <b>What's On Diary</b> for information on talks and workshops offered by the Careers Service, relating both to work experience and graduate careers and find out more about the <b>Skills for Success</b> sessions at: <a href="http://www.shef.ac.uk/careers/students/events">http://www.shef.ac.uk/careers/students/events</a></p> <p>If you have a part-time job, look out for details of the <b>Student Employee of the Year Awards</b> – ask your employer to nominate you and you can nominate them as <b>Student Employer of the Year</b></p> <p>First interviews for graduate jobs usually begin at this time. Prepare well for interviews, including reviewing your skills gained from work experience and how to use these to impress future employers. Look back through your work experience portfolio. The Careers Service can provide plenty of help on interviews: <a href="http://www.shef.ac.uk/careers/students/gettingajob/interviews.html">http://www.shef.ac.uk/careers/students/gettingajob/interviews.html</a></p> <p>If you are undertaking the <b>Sheffield Graduate Award</b> make sure that you will complete all your activities so you are ready to submit your portfolio during your final year: <a href="http://www.shef.ac.uk/thesheffieldgraduateaward/">http://www.shef.ac.uk/thesheffieldgraduateaward/</a></p>

	<p>If you haven't already done so, register for the <b>Skills for Work Certificate</b> and get recognition for any summer vacation work you undertake.</p>	<p><b>Award</b> and gain recognition for any activities you undertake alongside your academic studies:  <a href="http://www.shef.ac.uk/theshffieldgraduateaward/">http://www.shef.ac.uk/theshffieldgraduateaward/</a></p>	
March/April	<p>Keep checking <b>myVacancies</b> via MUSE which is updated daily, for published vacancies:</p> <p>Increase your chances of obtaining vacation work by making speculative applications as well as applying in response to advertised opportunities. Download the Work Experience Briefing sheet- Work Experience 6 – Create your Own Opportunity:  <a href="http://www.shef.ac.uk/careers/students/jobs/tips.html">http://www.shef.ac.uk/careers/students/jobs/tips.html</a></p> <p>Look out for the <b>Skills for Work Certificate</b> – an ideal way to make the most of your part time jobs and vacation work:  <a href="http://www.shef.ac.uk/careers/students/advice/sfwc.html">http://www.shef.ac.uk/careers/students/advice/sfwc.html</a></p> <p>Keep checking the <b>What's On Diary</b> as the programme continues through March and after Easter:  <a href="http://www.shef.ac.uk/careers/students/events">http://www.shef.ac.uk/careers/students/events</a> and look out for details of the online <b>Summer Experience Fair</b> which continues until May:  <a href="http://www.sheffieldcareersfairs.ac.uk/recruitment-fairs/2011_sef/visitors/">http://www.sheffieldcareersfairs.ac.uk/recruitment-fairs/2011_sef/visitors/</a></p> <p>Short appointments are available with <b>Careers Advisers</b> to discuss any matters relating to your current or future career plans.</p> <p>Research options for summer internships after your 2nd year of study. You'll need to make an early start because some internships have closing dates in October / November for internships which don't actually start until the following summer. A visit to the <b>Spring into Jobs Fair</b> in March may give you some useful hints and</p>	<p>Keep checking <b>myVacancies</b> via MUSE which is updated daily, for published vacancies:</p> <p>Check closing dates for <b>summer internships</b> and <b>placements</b> – find out which companies are still accepting applications.</p> <p>Continue making speculative applications for placements, summer internships and other vacation work. Don't forget to include smaller companies as well as the larger ones – SMEs can offer fantastic experience:  <a href="http://www.shef.ac.uk/careers/students/jobs/tips.html">http://www.shef.ac.uk/careers/students/jobs/tips.html</a></p> <p>The <b>What's On diary</b> and <b>Skills for Success</b> sessions continue through March and after Easter:  <a href="http://www.sheffield.ac.uk/careers/students/events">http://www.sheffield.ac.uk/careers/students/events</a></p> <p>Thinking ahead to your graduate job-hunt, check out:  <a href="http://www.shef.ac.uk/careers/students/gettingajob">http://www.shef.ac.uk/careers/students/gettingajob</a></p> <p>If you're considering further study or taking a year out, see '<b>Further Study</b>'  <a href="http://www.shef.ac.uk/careers/students/study/">http://www.shef.ac.uk/careers/students/study/</a> or '<b>Taking Time Out</b>'  <a href="http://www.shef.ac.uk/careers/students/timeout">http://www.shef.ac.uk/careers/students/timeout</a></p> <p>Short appointments are available with <b>Careers Advisers</b> to discuss your options.</p> <p>Look out for the <b>Skills for Work Certificate</b> (available all year round) – an ideal way to make the most of your part time jobs and Christmas vacation work to enhance your CV:</p>	<p>Talks, workshops and <b>Skills for Success</b> sessions continue through March and after Easter:  <a href="http://www.shef.ac.uk/careers/students/events">http://www.shef.ac.uk/careers/students/events</a></p> <p>Employers usually hold second interviews and Assessment Centres around this time. Extensive preparation is recommended - assessment centre talks and workshops to practise aptitude and personality tests are available. See the What's On diary for details:  <a href="http://www.shef.ac.uk/careers/students/events">http://www.shef.ac.uk/careers/students/events</a></p> <p>The Careers Service also has reference books, briefing sheets and videos to help you prepare and give you confidence.</p> <p>Interviews for further study usually take place at this time. If you accept a place you may require funding, visit:  <a href="http://www.shef.ac.uk/careers/students/study/funding.html">http://www.shef.ac.uk/careers/students/study/funding.html</a></p> <p>Short appointments are available with <b>Careers Advisers</b> to discuss any aspect of your career choice and planning - from where to start to help with applications, interviews and assessment centres – book an appointment at the Careers Service.</p> <p>Thinking of taking a year out after your exams to develop your skills and gain more experience? The online <b>Summer Experience Fair</b> runs until May - find out more about opportunities around the world and visit the <b>Spring into Jobs Fair</b> to meet employers looking for new graduate recruits.  <a href="http://www.sheffieldcareersfairs.ac.uk">http://www.sheffieldcareersfairs.ac.uk</a></p>

	<p>tips for applying next year. Visit <b>myVacancies</b> and ask in your department.</p> <p>If you think you may like to undertake a year out placement between your second and third year, you should start looking at your options now (again, closing dates can be as early). Check out <b>Degrees with Employment Experience</b> <a href="http://www.shef.ac.uk/placements">http://www.shef.ac.uk/placements</a> to find out how a year spent in employment can help you apply the knowledge, understanding and skills that you have developed during the earlier stages of your degree programme within an industrial or commercial environment.</p>	<p><a href="http://www.shef.ac.uk/careers/students/advice/sf/wc.html">http://www.shef.ac.uk/careers/students/advice/sf/wc.html</a></p> <p>Use the online <b>Summer Experience Fair</b> and the <b>Spring into Jobs Fair</b> to find part-time jobs in Sheffield, summer internships in the UK and voluntary opportunities around the world. <a href="http://www.sheffieldcareersfairs.ac.uk">http://www.sheffieldcareersfairs.ac.uk</a></p>	<p>Don't miss <b>8 April</b> - the final submission date for your <b>Sheffield Graduate Award</b> portfolio</p> <p>Now is your last chance to register for the <b>Skills for Work Certificate</b> and get recognition for any summer vacation work you undertake.</p> <p>Good luck in your finals!</p>
May/June	<p>Don't give up searching for vacation work:</p> <p>Check out last minute vacancies: <a href="http://www.shef.ac.uk/careers/students/jobs">http://www.shef.ac.uk/careers/students/jobs</a> and continue speculative enquiries.</p> <p>Get help with your CV / application form: <a href="http://www.shef.ac.uk/careers/students/gettingajob/applications.html">http://www.shef.ac.uk/careers/students/gettingajob/applications.html</a> and/or make an appointment to get your CV reviewed by a <b>Careers Adviser</b></p>	<p>Don't give up your search for vacation work - check out last minute vacancies on <b>myVacancies</b></p> <p>Get help with your CV / application form by visiting: <a href="http://www.shef.ac.uk/careers/students/gettingajob/applications.html">http://www.shef.ac.uk/careers/students/gettingajob/applications.html</a> or pick up a copy of the Briefing Sheet '<b>Applications</b>'. Remember you can have your CV reviewed by a <b>Careers Adviser</b></p>	<p>Look out for <b>careers talks for finalists</b> (e.g. CVs, applications, interviews, assessment centres, finding jobs after finals): <a href="http://www.shef.ac.uk/careers/students/events">http://www.shef.ac.uk/careers/students/events</a></p> <p>Find out about <b>National Graduate Recruitment Fairs</b> throughout June and into the Summer: <a href="http://www.prospects.ac.uk">http://www.prospects.ac.uk</a></p>
Summer	<p>Don't forget to think about the skills and knowledge you're developing during your vacation work (including part-time, temporary jobs and voluntary work) - record learning in your <b>Work Experience Portfolio</b> for future reference when applying for work experience in your second year or for graduate jobs in your final year:</p> <p>The Careers Service and the Student Jobshop are open during the summer, but check opening hours via the website: <a href="http://www.shef.ac.uk/careers/">http://www.shef.ac.uk/careers/</a></p>	<p>Don't forget to think about the skills and knowledge you're developing during your vacation work (including part-time or temporary jobs) - record learning in your <b>Work Experience Portfolio</b> for future reference when applying for work experience in your second year or graduate jobs in your final year:</p> <p>The Careers Service and the Student Jobshop are open during the summer, but check opening hours via the website: <a href="http://www.shef.ac.uk/careers/">http://www.shef.ac.uk/careers/</a></p>	<p>Visit our web pages for Graduates: <a href="http://www.shef.ac.uk/careers/students/recession/">http://www.shef.ac.uk/careers/students/recession/</a></p> <p>Graduates of the University of Sheffield can use the Careers Service, including myVacancies for up to three years after graduation – if you are not in Sheffield you can use our <b>Email Enquiry Service</b>.</p> <p>The Careers Service and the Student Jobshop are open during the summer, but check opening hours via the website: <a href="http://www.shef.ac.uk/careers/">http://www.shef.ac.uk/careers/</a></p>

