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STUDENT OPPORTUNITY

University is exciting. It’s a new stage in your life and an experience you can make your own. Every opportunity you take at Warwick, and how you use these to shape your future, are individual to you.

At Warwick, the Student Opportunity team can guide you through the huge variety of opportunities and experiences available to help enhance your personal development and future employability. Alongside studying for your degree, Student Opportunity will support you to take advantage of volunteering opportunities, arrange work experience, study abroad, develop new skills and reflect on the benefits of involvement in one of the many student societies.

You don’t need to have developed a plan for your future to speak to us. We can help you do that, and it’s never too early or late to start!

Support
Make an appointment with a careers consultant or head to our daily careers drop-in to discuss job-search advice, careers guidance and academic skills advice.

Workshops and programmes
Skills development: Check out our workshops for undergraduate, taught postgraduate and research students, and expand your academic, personal and professional skills.

Career workshops: Take part in career skills and application workshops and practice interview techniques with a careers consultant.

Sprint programme: Personal and professional development programme designed to build confidence and address gender pay gap inequalities for female students.

Employer events
Meet employers on campus at careers fairs, employer presentations and sector-specific events covering the full range from media, arts, sciences and international commercial organisations.

Work experience and volunteering
You can take part in Warwick Volunteer activities in the local community and search for internships and work experience opportunities via our website.

myAdvantage
myadvantage.warwick.ac.uk is your one-stop shop for careers and skills news, events, workshops and appointments, job vacancies and employer information.

Find us online
- warwick.ac.uk/studentopportunity
- careersblog.warwick.ac.uk
- myadvantage.warwick.ac.uk
- facebook.com/warwickcareerscentre
- twitter.com/warwickcareers
- youtube.com/careersandskills
DEVELOP YOUR SKILLS

We offer an extensive programme of free workshops, events and activities. Our programmes support undergraduate, taught postgraduate and research postgraduates in different ways, and are specifically designed to develop your academic, personal and professional skills. We encourage you to reflect and plan using a range of online tools including MyPortfolio and SkillsForge for PhD students.

Our programmes

Our Undergraduate and Master’s Skills Programmes enable you to:

- Develop your academic, personal and professional skills
- Increase your confidence and self-awareness
- Meet students from all over the world
- Tell your unique story to employers

If you are a research student, the Research Student Skills Programme enables you to access training that suits your needs, whatever your stage of career or development. Our programme will enable you to:

- Identify and develop further skills required for the research process
- Meet fellow members of the wider research community
- Think about how you can transfer your skill set and research experience to the job market

Succeed in your studies

Our skills programmes are designed to help you maximise your academic potential and develop effective learning and study strategies. This will enable you to get the most out of your learning opportunities, and to develop good academic habits that will stay with you for the rest of your life.

Our Academic Writing Programme offers group sessions, one-to-one consultations, and advice sessions appropriate to your level of study.

warwick.ac.uk/academicwriting

Develop your personal and professional skills

Our workshops support your wider personal and professional development, helping you to become more self-aware, learn how to manage yourself and your time more effectively, and develop your communication, team-working and leadership skills. These interpersonal skills are highly valued by employers.

“I feel I have learned and achieved a lot, both during and following the workshops I attended, because they gave me the tools to develop skills that will be incredibly useful in the future.”

Many students find that attending our workshops gives them added confidence to participate more fully in all aspects of life at Warwick, whether contributing in seminars, working effectively in groups or playing an active part in societies or voluntary activities.
**Sprint**
Female students may also benefit from Sprint, our personal development programme for women.

“...I’ll be forever grateful to Sprint, it really helped me taking the next step in my university life.”

🔗 warwick.ac.uk/sprint

**Warwick Skills Portfolio Award**
If you would like to work on your development in a more structured way, the Warwick Skills Portfolio Award (WSPA), provides a university endorsed certificate. The WSPA recognises your sustained commitment to skills development.

“I have greatly enjoyed completing the Warwick Skills Portfolio Award and feel that it will not only assist me through the rest of my degree, but will also continue to help me through later life, in further education or in jobs.”

🔗 warwick.ac.uk/wspa

**Undergraduate Research Support Scheme**
If you are interested in research the Undergraduate Research Support Scheme (URSS) provides a bursary and skills development training to support undergraduate students who wish to carry out a summer research project as an addition to a degree course.

🔗 warwick.ac.uk/urss

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**It’s never too early or late to start!**
We would encourage you to explore what’s on offer as soon as you get to Warwick. The earlier you start, the more you will benefit at different stages of your time here.

All our sessions and events can be booked online.

🔗 warwick.ac.uk/skills
MAKE WORK EXPERIENCE WORK

Having some experience of work before you leave university has many benefits. Not only can it help you gain genuine examples and evidence to support future applications and interviews, it can also help you make important decisions about what career you want to pursue.

There are many opportunities to get experience on campus such as working at one of the many SU retailers, Warwick Welcome Service, Warwick Arts Centre or volunteering at Warwick Volunteers. You could also be a Course or Careers Representative or even teach children in Africa or India, all of which provides great experience and a range of transferrable skills to support your employability.

You’ll also find thousands of jobs and work experience vacancies on myAdvantage, or try unitemps.com – the University’s own employment agency. And every summer we aim to offer funded positions for undergraduate students with small and medium-sized firms, charities and University departments.

SME experience

Small-to-medium sized enterprises (SMEs) are a great option when it comes to hidden opportunities. Two thirds of the companies who work directly with us have fewer than 250 employees. Unlike big companies they generally rely on word of mouth and speculative applications. And social media is a great way to keep up to date with what companies are doing and, in some cases, connect directly with employers.

Make your own experience

You may have prior experience and skills and your own idea for a product or service. So you might consider setting up your own business (visa restrictions may apply) to earn money and develop skills. Students with advanced technical, practical and vocational skills have developed niche businesses to support their university studies in areas as diverse as IT support, tutoring, photography, and wedding planning.

The Careers Blog

“If you think you’ve found your dream company or employer, why wait until they have a vacancy?”

careersblog.warwick.ac.uk
Make the most of it

A valuable element of getting experience is the opportunity to test whether something is a good ‘fit’ for you. We’d recommend trying a range of different experiences and opportunities to see what works best for you.

Work placements

Head to the careers drop-in service for help and advice sourcing placements, or shorter vacation and graduate internships. Some of our degrees offer workplace or industrial experience as part of the course (check with individual departments) and eligible students have the option to apply for a voluntary year out for a work placement.

warwick.ac.uk/placements
warwick.ac.uk/workexperience

Working with charities, community groups and schools, Warwick Volunteers provides opportunities to get active in the local community. There’s a wide variety of projects available each year and you can even create your own. It’s a great way to develop your skills, meet new friends, improve your wellbeing and do something worthwhile. What’s more, it’s free to join and take part.

Emily Muir BSc Biomedical Sciences graduate
Currently working at the Care Quality Commission.

“I loved being with Warwick Volunteers and, by my third year, I had become President of the Executive Committee…

I also learnt about teamwork, communication and problem-solving, competencies that employers look for in graduates... Although having a good degree from somewhere with Warwick’s reputation gets you interviews, when it came to the interviews themselves, I’d predominantly talk about the skills and experiences gained from volunteering.”

warwick.ac.uk/emilymuir
warwick.ac.uk/volunteers

WARWICK.AC.UK/STUDENTOPPORTUNITY
GET INVOLVED

From the moment you arrive on campus you’ll have access to a range of events and opportunities that will help support your professional and personal development. We’d encourage you to engage in as many of these as possible to explore where your strengths lie and what you enjoy the most. Here’s a glimpse of just some of what’s on offer throughout your time at Warwick. It’s never too early or too late to get involved and start preparing yourself for life after Warwick.

October
► Visit both the Volunteering and Autumn Careers Fair at the beginning of term to find out more about the opportunities open to you.
► Get involved with societies and activities that interest you or consider visiting Warwick Volunteers to start building some experience.

November
► Attend a sector event & find out from alumni what it’s like to work in sectors such as the arts, legal, engineering, healthcare and many more.

December
► You don’t have to have any firm ideas to engage with your career planning. Speak to one of the careers team for impartial, professional advice.

► Why not consider work experience? There are many opportunities to gain work experience on and off campus.
► Practice your interview technique by visiting a member of our team.
January
➤ Take steps to develop your academic study skills through our skills workshops.
➤ Interested in paid undergraduate research opportunities with your department? Consider applying to the Undergraduate Research Support Scheme.
➤ Some small businesses, not for profits and sectors such as the arts recruit much later so keep an eye out for events and opportunities here.

February
➤ Want a summer internship but not yet applied? Some formal schemes will be advertised, but if you are looking for work in other sectors, you may need to be more proactive. Contact us for advice.

March
➤ Perfect your assessment centre technique by getting real experience at one of our workshops.
➤ Leaving Warwick this year but still not sure what you’re doing? It’s never too late to speak to our advisers.

May
➤ Check out the Summer Careers Fair. You can grow your network and find out more about graduate schemes, internships and other summer opportunities.
➤ Opportunities for graduate roles and internships with smaller organisations may still be open. Work with us to perfect your application.

June
➤ The careers team are around all over the summer. If you need support with any aspect of your career over the vacation get in touch with us whether you are a current Warwick student or graduate.
➤ Focus on your personal and professional development at our summer skills workshops and events.

July
➤ Take steps to develop your academic study skills through our skills workshops.

WARWICK.AC.UK/STUDENTOPPORTUNITY
WRITING GOOD COVER LETTERS

Your cover letter is like a sales pitch – a chance to tell the employer why you want to work for them and focus their attention on your key skills and how they match the employer’s selection criteria.

Take time to draft letters that are tailored to each opportunity and reflect who you are as an individual, so that you stand out from the crowd.

So where do you start?

- Research the employer, the sector and the role so the employer can understand why you want to apply. Show that you have looked beyond the front page of the organisation’s website for aspects of the firm that appeal directly to you. Check news feeds, think back to conversations you may have had at employer events and build up a working knowledge using industry information and publications.

- Reflect on what inspired you to want to work for that particular employer so you can write clearly and genuinely about your motivations. Try to be concise, avoid long rambling sentences and ‘lecturing’ the employer about their business. They already know about themselves. They want to find out about you!

You also need to show that you have some of the key skills the employer is looking for.

- Read through the job description and person specification carefully, identifying the most important skills and qualities the employer is looking for.

- Then think about activities that prove you have some (not all) of these. Write about your key experiences which demonstrate to the employer that you have the skills they are looking for. Avoid simply writing a vague list of skills gained.

www.warwick.ac.uk/coverletters

You can bring draft covering letters, CVs and applications for feedback at any of our career drop-in sessions, during term time, or by booking a job search advice appointment.

Check myAdvantage for available times.

“When reading a cover letter I need to see evidence that you understand our business. Cut out the extraneous detail and let us know how you can help us achieve our goals as an organisation.”

Jimmy Buckland, Director of Strategy, UTV Media plc
Dear Ms Porteous,

I am a final year Chemistry student at the University of Warwick and would like to apply for the publishing internship within your Children's Books division as advertised on myAdvantage.

Having volunteered for the past two years as a reading mentor with primary aged students, I have become very interested in children's publishing and especially with the readings schemes currently being developed. Although I've used several different schemes with local schools, I have found Mallard Books' reading scheme 'Read With Tom' to be the most engaging for the children I have worked with as well as still being fun for the adults supporting them. I would be really interested in gaining a fuller insight into the development of this scheme from working with the authors and commissioning editors through to how the scheme is published and marketed to schools. I would also be interested in getting involved in other aspects of the division and learning from experienced staff regarding children's publishing as a whole.

Having read the 'Watson Prize for Children's Fiction' shortlist with some of the children I work with, I was excited to see that your author, Kay Boffin, won the overall prize for her novel, 'The Adventures of Jonathan Panda' as I felt it was a book of great depth and intrigue for the pre-teen audience. I would be excited to learn more about the process of publishing children's fiction and support the work being done by your current and upcoming authors.

I feel that I have the skills and experience to take on this internship and make a positive impact during my time with Mallard Books. I am able to work in teams of many different sizes and have enjoyed working within small groups during my laboratory research as well as working with much larger teams of students and staff during university open days. I feel that I am able to integrate into teams very quickly and enjoy working with new people. I have developed strong communication skills through my work as both a tour guide for prospective students and their families at the university as well as my summer work in a front of house role for a classical music festival. In both of these roles, I am able to adapt how I communicate depending on the person I am speaking to and am able to make effective judgements as to the most successful way to engage different people, whether just in conversation or when giving out information. Through my high academic workload as well as my work volunteering in local schools, I have developed a strong ability to manage my time very effectively and prioritise what I am doing to enable me to perform to the best of my ability.

I am very excited by this opportunity and hope that you will consider me to be a good candidate for the internship position.

Yours sincerely,

Arjun Patel
WRITING YOUR CV

A CV, or Curriculum Vitae, is a relevant summary of your education, skills and experience and is used by employers to assess your suitability for the role. Do your research about the company/role BEFORE you write your CV so you are clear what skills and experience they require. There is no definitive way to write a CV but the following example shows how we have tailored a CV to this example job description.

Job Vacancy Advert

Social Media and Marketing Assistant

BBM Limited, Birmingham (UK)

Job description: Social media and marketing assistant

Manage social media accounts - Instagram, LinkedIn, Facebook and YouTube through interaction with other users and accounts, creating posts for multiple platforms and providing feedback on content produced by the media team.

Help build an online presence and digital approach for the brand. Use analytics to measure the brand’s statistics and web presence. Conduct competitor research to ensure we stay on top of industry trends.

Use innovative techniques to increase the brand’s visibility and find potential avenues for new marketing brand strategies.

Person specification:

Currently studying at degree level, interested in communications and looking to gain experience within the marketing/social media industry.

- Able to research and analyse competitors
- Able to use a variety of social media platforms
- Able to use analytics software and evaluate the brand’s statistics
- Works well within a team but is motivated to work independently
- Excellent written and oral communication skills
Alexis Millerchip
57 Winchester Road, Whitstable, Kent, CT5 4CZ, 012 34 567890 uk.linkedin.com/yourprofile
a.millerchip@warwick.ac.uk

Education
University of Warwick, Bachelor of Arts (Hons), History – Predicted 2:1
2015-2019
• Second-year project explored social standing of Venetian artisans during the height of the Venetian ‘Empire’. This involved methodical research to locate and analyse primary sources and rare manuscripts.

Dunnington Comprehensive, Lancaster
2010-2015
• A/(AS) Level: History A, Ancient History A, English B, (Geography A)
• 11 GCSE’s: 4A*’s, 5As, 2Bs

Relevant Experience
Communications and Information Manager, AIESEC Warwick
2017-Present
• Manage communications for the Warwick committee of this multicultural student-run society
• Design a social media communications strategy, including Instagram, LinkedIn, Facebook and YouTube, from scratch in collaboration with other team members
• Brief members of the society on key aspects of the strategy and delegated tasks such as implementing social media engagement processes
• Measured and evaluated social media engagement using analytical software
• New strategy resulted in 15% increase in participation in two Autumn term events

Social Section Intern, EU Delegation to the Pacific (based in Suva, Fiji)
July-August 2017
• Researched and authored a paper on Fijian, Samoan & Tongan social policies using archival, online and interview research methods. Followed brief to ensure relevance of paper to delegation requirements.
• Delivered a speech at an oration competition and produced a concise written report of the event which was forwarded to the Delegation.
• Contributed suggestions as a member of a committee organising an inter-university debating tournament
• Wrote a blog using WordPress, gathering 730 views during the first month of the post.

Other Experience
Student Representative, History Student Staff Liaison Committee, University of Warwick
2016-2018
• Gathered feedback from fellow students on course content and teaching methods to be discussed in staff/student meetings
• Negotiated introduction of field research into a particular module with a lecturer on the committee

Medical Records Clerk, Royal Hampshire County Hospital, Winchester
April-September 2015
• Filed medical records accurately and methodically in high pressure environment

Additional skills
• Italian – intermediate written and spoken
• Created short cookery blogs, which have increased my social media following to over 500 followers on both Twitter and Instagram.
• IT skills – proficient with all Microsoft Office packages and quick to learn bespoke databases and software

Interests
Travel: Travelled through Australia and New Zealand during a gap year and have developed a particular interest in Asia-Pacific issues, explored via various news feeds and in The Economist.
Sports: Play 2nd team rugby at University and coach at a local school.

References available upon request
YOUR GLOBAL CAREER

Everything you need to know about finding work globally.

International experience is an essential part of many graduates’ career development. Working overseas for at least part of your career can broaden your horizons and develop your intercultural skills, as well as provide you with an enriching experience.

Where to search for international jobs

You’ll find useful information about working abroad at warwick.ac.uk/internationalcareers, including links to international jobsites and country-specific resources, plus information on international workshops, career events and how to book one-to-one guidance interviews.

How do I gain international experience?

► Our Intercultural Training Programme can help you navigate and prepare for a global career.
► Improve your language skills – check out the Language Centre, and both the Library and World@Warwick society offer informal peer-to-peer language support.
► If English is not your first language you can also register for in-sessional English classes at the start of the academic year.
► Conduct research in a cross-cultural environment via the International Conference of Undergraduate Research (ICUR).
► Explore study abroad and exchange opportunities with our partner institutions.

Finding the right international career

► Check myAdvantage for all international employers’ latest vacancy information.
► goingglobal.com offers country guides and lists of job websites, recruitment agencies and professional organisations for each country.
► Our Moodle course titled Worldwide Careers has a range of resources for every step of the process.
► Facebook groups – search Warwick ASEAN Careers, Warwick China Careers, Warwick European Careers, Warwick Hong Kong Careers for news, events and vacancies.

Find out more

Language Centre  warwick.ac.uk/languagecentre
International Office  warwick.ac.uk/international
International Careers  warwick.ac.uk/internationalcareers
World at Warwick  warwick.ac.uk/worldatwarwick
Developing Global Skills  warwick.ac.uk/globalskills
POSTGRADUATE STUDY

Postgraduate study can be an enriching and rewarding experience, encouraging you to question your ideas and to stretch yourself academically.

For some roles a postgraduate qualification can be essential, but there are many in which it will make little, if any, difference, and other factors such as relevant work experience will be more important.

Is it right for me?

Postgraduate study may be for you if:

- You would like to develop your knowledge further.
- You need to obtain a professional qualification (e.g. law, teaching and librarianship, among others).
- You want to ‘convert’ to a new area and need a taught Master’s or postgraduate diploma to do so.
- You’re thinking about a career in research or in academia and require a PhD.

How do I get started?

Whilst there are no formal application deadlines for most courses, we recommend that you start making enquiries in your penultimate year. In most cases you apply directly to the institution but there are clearing houses - and specific closing dates - for some vocational courses (e.g. social work, teaching, graduate entry to medicine and law).

What are the funding options?

Further study will come at a cost, but there are loans, bursaries and scholarships available:

- The UK government’s Postgraduate Loans Scheme.
- Individual university’s own scholarships and bursaries.
- Some banks offer professional career development loans.
- Research councils and industry (primarily for PhD-level).
- Some employers may sponsor further study.

Find out more

Finding courses

- targetpostgrad.com
- prospects.ac.uk
- findamasters.com
- findaphd.com
- jobs.ac.uk

Funding

- postgraduatesstudentships.co.uk
- ukri.org (links to Research Councils)
- gov.uk/funding-for-postgraduate-study
WHERE ARE OUR GRADUATES NOW?

Jonathan Scott
(Economics & Policy Associate, PwC)

- Philosophy, Politics & Economics (PPE), 2015

I am fortunate enough to be able to use PPE on a daily basis at work, where I evaluate ongoing international development projects. My PPE skill set means I can engage in hypothesis-driven approaches to thinking and writing: meaning that I can design research, collect data, implement statistical and qualitative analysis and draw conclusions based on what I find. Politics has also taught me the importance of identifying key change makers to have conversations with to make these evaluations useful and impactful in changing public policy both in the UK and abroad. Despite not pursuing an explicitly academic career pathway, writing a dissertation in my final year means I still have the skills to research and present confidently at international conferences.

Sophie Thompson
(Senior Account Executive, Aurora Healthcare Communications)

- MChem, 2015

My degree at Warwick helped me to develop skills and experience in writing, organisation, presentation, communication and working with different groups of people. This not only helped me during my role as President of ‘Warwick ChemSoc’, but has also proven vital in my role at a healthcare communications agency. My current responsibilities range from conducting desk based research and drafting client documents to media relations and liaising with clients. In particular, being able to communicate effectively both with my clients and with the public has been of the upmost importance. These are skills that my degree helped me develop throughout my time at Warwick.

Georgia Bloyce
(Software Engineer, Metaswitch Networks)

- BSc Mathematics, 2016

The flexibility of the course allows you to cover a wide variety of fields, or to dive into any area which catches your interest. You are encouraged to take modules from outside the department, for me this included Philosophy, Programming and Statistics. I was engaged in activities and societies all across campus, the Warwick Maths Society is one of best departmental societies for providing support throughout your degree. The course nurtures a variety of skills which make graduates very sought after, particularly our ability to think logically and solve the most complex of problems open up a world of possibilities for future careers.
Ojinika Efobi  
(Health and Social Care Policy and Programme Manager on the NGDP)  
- LLB Law, 2018

I think it is really important to recognise that there are an abundance of careers and jobs that could meet your interests. Your degree should enhance your opportunities rather than limit them. myAdvantage was my go to when looking for opportunities and learning more about myself. It allowed me to build a profile of the type of career I could see myself doing. I often reflected these findings with my personal tutor and careers adviser who were very helpful. They provided advice on next steps to develop my ideas which included taking up work experience, internships, volunteering roles and summer jobs. All of these experiences create a holistic picture of who you are and what you would like to do whilst also creating important connections. I think the key is in being proactive and open to opportunities!

Ella Hattey  
(Graduate Management Trainee, Ambitious Futures)  
- BA Sociology with Intercalated Year, 2017 and MA Sociology, 2018

Ambitious Futures has enabled me to experience a broad range of higher education professional services. My first placement was within International Strategy and Relations at Warwick, and involved me coordinating a €5 million bid for funding from the European Commission. I was involved in the establishment of student consultations, which took place in Brussels.

I saw the direct impact of my work on the network, when recommendations were adopted into their strategic vision. My second placement was with the Enterprise Team at SOAS University of London, working on a project to embed knowledge exchange at every point of the research lifecycle. In particular, I have worked directly with early career researchers on strategies to involve them in consultancy and public engagement. The scheme has been excellent for my professional development and has exposed me to a wide range of areas across Higher Education.

Jamie Lee Jenkins  
(Blog Editor, Gymshark)  
- BA History, 2018

I never expected a degree in history would lead me into magazine journalism, but I have secured myself internships at Women’s Health, Men’s Health and Cosmopolitan. Upon graduation I started a month placement working on Cosmopolitan’s Beauty Desk in their London office. The confidence and ability to articulate my ideas confidently, as well as being accepting of different approaches, has been integral in my internships as they have all required communication, pitching and teamwork. Studying history opened up so many different doors for me and the flexibility of module choices at Warwick allowed me to tailor my degree to what interested me and what was going to be relevant in my future career.
YOUR ONLINE PROFILE

Social media has become a vital part of information gathering, job searching and extending your personal and professional network. Start building your online profile and learn how to use these channels to your advantage.

Digital footprint
It’s important to consider the impression you leave behind online. Social media profiles appear high in search results, so this may be a recruiter’s first encounter. Google yourself, and make sure it’s a positive one.

LinkedIn
LinkedIn is the world’s biggest professional network, and students and recent graduates are its fastest growing demographic. Think of your profile as your digital CV - include your educational history, skills and experience.

- Browse company pages to find out more about their size, culture and potential job openings.
- Explore the career trajectory of company employees to see how they’ve got into their roles.
- Join groups to keep up to date with news, information and job opportunities.
- Taking part in relevant discussions to show you’re interested, informed and motivated.
- Expand your network - try to find a mutual connection (second-degree link) to introduce you.

Twitter
Twitter is a great way to keep up-to-date with sector trends, news and job opportunities from employers and organisations. In some sectors, it can be an excellent self-promotional tool.

- Your profile should reflect your aspirations, interests and personality.
- Follow recruiters and organisations to hear about job postings, news and initiatives.
- Use a platform such as tweetdeck or hootsuite to help organise your job search.
- Join the conversation, but try and strike a balance between professional and personal.

Facebook
Facebook has acquired a more professional element in recent years with many employers and recruiters promoting their activities and generating discussion.

- ‘Like’ the pages of recruiters, companies and organisations to get the latest updates.
- Join relevant groups to connect with like-minded people and grow your network.

Don’t forget to read the Warwick Careers Blog for updates on social media and the job market: careersblog.warwick.ac.uk.