

# Winning a job in sustainability.

Lindsay McDonald – Careers Adviser from UWS



Today this session will cover the following:

- Getting started.
- Where to look for a job
- Creating a CV
- Covering letters
- Interviews
- Resources to help – the Careers Service

# Getting started.



## Research

# TERMINOLOGY

Sustainability

Environmental

Conservation

Waste/Recycling

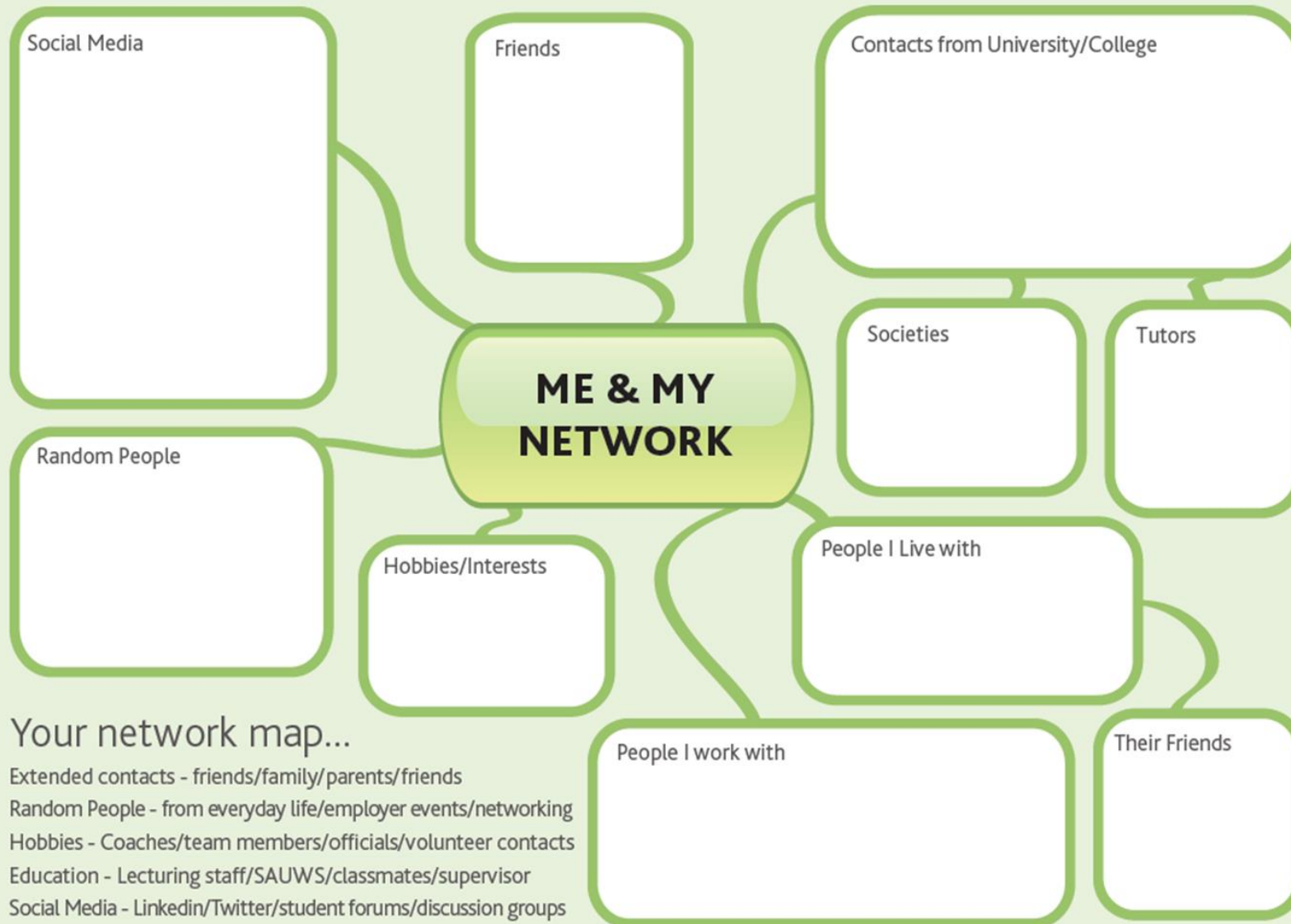
Human rights

Aid/development work

Social responsibility

Project management/development

# Where to look for a job



## 1. My Network

Who do you know that could help you find a job?

Friends  
Family  
Fellow students  
Work colleagues (part time job)  
Professionals  
Lecturers  
Hobbies  
Voluntary work  
Placements

## 2. Social Media

Linked ™



### 3. key websites

**GreenJobs**  
The Job Board for Green Experts



**ENDS** *jobsearch*

environment**job**.co.uk

**renewable energy jobs**

 **CIWM** | jobs.co.uk

**NewScientist** | Jobs

**JWM**   
JobsinWasteManagement.co.uk

 **ConservationJobs**  
CONNECTING CONSERVATION

# The Application process: top 5 tips

1. READ the job advert - employers created this for a reason.
2. Focus and target your CV to job advert
3. Small changes required each time you apply for a job
4. Time
5. SAVE advert and keep copies of CV, letter or application form



# Creating a Graduate CV.

## CV essentials

Personal Details

Personal Profile

Education

Employment

Skills/Strengths

Additional information

Hobbies/interests

Volunteering

References

- **Focus towards the sector/job**
- **No more than 2 pages in length**
- **Structure v Content**
- **Professional language**
- **Showcases all the relevant information**

## **Covering letters**

A covering letter allows you to personalise an application and highlight and expand on key areas of your CV.

## **How do I write a cover letter?**

- Keep the letter brief = 1 page
- Make sure it emphasises your suitability for the job.
- Motivation for applying for the role.
- Provide evidence to the job description.

## Other sections to include:

How does your education fit with the job

What practical experience/placements have you had that will fit with the job.

Positive summing up paragraph

# Interviews

Preparation is key.

1. Research the job
2. Research the company/organisation
3. Research yourself
4. Interview yourself

Be prepared to talk

Show your enthusiasm and interest

Smile and relax



## Possible interview format

Opening questions

Questions about YOU

Questions about the Company

Questions about the role

Questions about key competencies or strengths.

Questions about your future, goals and motivators

Questions at the end!

## Resources to help

Graduate focused websites have lots of information on the whole application process as well as access to students forums. The list is endless here are few to get you started.



Each university and college will have its own **Careers Service** which will offer a range of resources and staff to help with your career plans and all aspects of the graduate application process. Please check your institution's website or on site to access these excellent resources.



This can include advice on preparing a graduate CV, mock interviews, tips for assessment centres, employer on-campus events, careers fairs, on-line careers materials.

## Summary:

1. Research the sector and choose key websites.
2. Create a focused CV
3. Covering letter for each job
4. Prepare for interviews
5. Be confident.
6. Start applying 😊

