

ML Employability Gala Follow-Up Guide

What Next?

Thank you for attending the ML Employability Gala.

We hope that you found it as useful as we did!

Following on from the alumni panel, this guide will provide you with some further advice on the “Next Steps” that you can take to ensure that you continue on the path to becoming a successfully employable person!

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Who are we?

Mission Employable, who made this event possible, is a Humanities student-led initiative that was developed **by students, for students** last summer 2014.

The initiative aims to make students' professional development a priority so that we graduate not only with a degree, but also with the ability to go on to **career success after university**.

Mission Employable wants to restructure the Faculty's employability activity and make it a fundamental aspect of students' development throughout their degree course.

Need Mentoring?

University of Southampton Careers Mentors

<http://www.southampton.ac.uk/careers/students/mentoring/>

Sign up for a mentor who will be in the career sector or profession that you would like to eventually work in.

A career mentor can give advice on how to increase employability skills, gain work experience, and where to go for help with developing your career.



Need some one-on-one advice?

Go along to a **Drop-In session** at **Careers Destinations**.
No booking required!

9.30-11.30am:
Mon, Wed-Fri

2.30-4.30pm:
Mon-Thurs

For more info, follow this link:

[http://
www.southampton.ac.uk/
careers/students/support/
appointments/](http://www.southampton.ac.uk/careers/students/support/appointments/)



To stay updated on opportunities:

Follow the Mission Employable team on twitter:  [@HumsEmployable](https://twitter.com/HumsEmployable)

Follow our team blog containing regular updates from all members of the team:  <http://blog.soton.ac.uk/missionemployable>



Alumni Profiles

Following on from the ML Employability Gala, here are the profiles of the five alumni involved in the event. They are all happy for you to add them on LinkedIn.

You can find them all in the [ML Career Connections](#) LinkedIn group.

Here's a fun fact to remind you that all is not lost:

96% of Modern Languages graduates from Southampton were in either employment or further study within six months of graduation

Lisa Mendonca

Lisa graduated in 2010 with a degree in Contemporary European Studies with Languages. Her YA was spent in Marburg, Germany.

She secured a job at Wessex Lift Co. Ltd, a SME (Small/Medium-sized Enterprise) in 2013 via a Southampton recruitment agency. Her job in European Customer Care means that she manages relationships with their distributors in Europe and is responsible for growing their European markets.

*"I would never have thought about working for an **SME** but now I feel the skills and experiences I gained during University have been **fully exhausted in my current role.**"*



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Alumni Profiles

Ellie Austin-Williams

Ellie is currently studying a *Graduate Diploma of Law* at the University of Law, Warwick and has secured a Training Contract at a Global commercial law firm from the beginning of 2016.

She studied BA Modern Languages and Contemporary European Studies (French and Spanish) at Southampton University. Her year abroad was spent studying in Sciences Po Lille, France.

*“A legal career has always interested me, as there are many skills which relate to both languages and law such as **analysis and attention to detail.**”*

Zara Shad

Zara graduated from Southampton Uni in 2012 with a degree in French and Politics. She also spent her YA studying at Sciences Po, Lille. She then went on to do a Masters in *International Relations of the Middle East with Arabic* at Edinburgh University (2014).

Since then, Zara has become the Educational Programming Coordinator at the NGO Free The Children.

*“Free The Children works internationally to provide long-term sustainability in **eight regions across the world.** “*

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Alumni Profiles



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Lucy Richardson

Lucy graduated from her degree in German in 2008, shortly after which she joined PwC (PricewaterhouseCoopers), a MNC (Multinational Corporation). She is now a senior associate, responsible for managing existing client relationships and sourcing new ones.

*“Key aspects of the Southampton University experience are put to use on a daily basis, from writing emails and reports —particularly vital as **English is not a first language for many of my overseas colleagues** — to presentations and working within a team.”*

Florence Broderick

Flo graduated from her degree in Languages and Contemporary European Studies (French and Spanish) in 2013 and has since then been doing **an international graduate scheme in Madrid** with the international company *Telefonica*. Her year abroad was spent doing a Digital Marketing Internship in Madrid.

“The great thing about the graduate programme is that everyone is a different nationality. Quite often I’ll be out at dinner with people from Venezuela, Portugal, Spain, France-everywhere! And I really love that international environment since the year abroad. I’m not using English at all.”

Check out her video profile:

<https://www.youtube.com/watch?v=TVdRIHHlomk&feature=youtu.be>



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Why Network?

Building and sustaining mutual relationships with contacts can help you to acquire career information, advice and referrals.

Prepare for Networking Events

- Know your (networking) goal
- Review the delegate list for events
 - How can these contacts be useful to you specifically?
 - Anticipate relevant questions you can ask
- Be prepared – bring a pen/notepad, contact details, and CVs.

Networking principles

- Ask for information about job posts.
- Ask open questions.
- If useful, consider how you might follow-up: on the phone or by e-mail.



LinkedIn

Increase your visibility
Form or professional
networking
Explore career
opportunities
Acts as an online CV
Join the [ML Career Connections](#) LinkedIn
group for ML contacts.

Monitor your Facebook!

Remember that if your
profile is set to public, a
potential employer will
be able to access any...
compromising photos!



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How to create a great CV!

Purpose of a CV

- To demonstrate your skills, attributes and experience
- To get an interview

Uses

- In lieu of an application form
- Careers fairs
- Speculative applications

Common CV mistakes employers complain about

- Underselling or Overselling
- All about what you're going to get not what you can give
- "Uncommercial" = you don't understand what businesses want
- Insufficient evidence of:
 - Ability – vague, sweeping statements without clear example
 - Focus on process (list of duties) not results
 - Motivation
 - No research or attempt to tailor



What the employers want

What you can offer



What employers want

A CV should answer the following key questions in order to convince them:

Ability - Can you do the job?

- Personal qualities
- Relevant qualifications & Education
- Previous or relevant experience
- Technical Knowledge
- Transferable or soft skills

Motivation - Do you really want the job?

- Tailoring your CV
- Researching the organisation
- Doing something out of the ordinary

Culture/team fit - What are you like to work with?

- Personality fit
- Are your values/goals in tune?
- Does the company culture suit?



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How to create a great CV!

CAR – CHALLENGE, ACTION AND RESULT

How to sharpen your description of each accomplishment by being more specific:



C – THE CHALLENGE

- Problem or issue faced that required special or exceptional performance

A – THE ACTIONS

- Or approach that you took to meet the challenge, solve the problem, seize the opportunity

R- THE RESULTS

- Expressed in quantifiable terms e.g. deadlines met
- Or use quality terms, such as quality standards met/ teams developed/customers satisfied



An example of CAR

C = Team of 6 marketing staff on a research project with a tight deadline finding difficulty in coping with the high volume of data analysis and interpretation

A = Developed a work management strategy focused on the required outcomes. Discussed and negotiated with other team members. Agreed on a solution and implemented it

R = Team developed and motivated. Project delivered on time. Client effectively advised on how best to use research findings. Client satisfied and commissioned further work



Ensure your CV is:

Prioritized: Put the most important information as early as possible.

Straightforward: Easy for the reader to pick out key information quickly using clear structure and formatting, use of bold and bullet points

Want Proof reading?

Go along to a **Drop-In Session with Careers Destinations**



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Career Opportunities

Excel Placements

70 new 2015 summer placements will be released on Tuesday, 5th May.

Deadline: 24th May

James Tribe, Mission Employable Intern:
'I feel that my Excel Placement was just what I needed and is an opportunity I would highly recommend! I not only really enjoyed working at the heart of my own Faculty, but also learned just how well the skills I had already developed throughout my degree transfer to the working world. I have since secured a great graduate job, something that I feel would genuinely not have been possible without the knowledge and experience gained on my 12 week internship!'

To check out placements for this summer and beyond, follow this link:

<https://www.southampton.ac.uk/careers/students/experience/placements/excel.html>

Continuing students: Experience and Cash!

If you'd like to get an opportunity to do some term-time experience that will look brilliant on your CV, check out **Student Consultancy** at:

<https://www.southampton.ac.uk/careers/students/experience/placements/studentconsultancy.htm>

- £250 to work on 8-week projects for Southampton City Council, University Projects, Small Medium Enterprises and Charities.
- Develop your employability skills and CV
- Applications for the Academic Year 2015/2016 **now open**



All French speaking students:

If you are interested in applying for jobs in France, check out the following link:

<http://www.pole-emploi.org/actualites/les-moocs-pour-l-emploi-%40/409/view-article-103430.html>

'**Pôle-emploi**' is a French government agency which gives advice to unemployed people and supervises them in looking for jobs.

How it can help **you** is with its job database, which you can access by:

- Clicking the 'Carrières' button (on the left-hand side)
- then clicking on 'Pôle Emploi en Région'. Here you can search (and apply to) jobs according to various categories.

May be of some use to Francophiles!

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Graduate Opportunity: Alumni Network

This network provides both current students, staff, and alumni with networking opportunities to share employment experiences and establish valuable professional contacts.

Membership

- We will recruit 20-25 alumni from the department of Modern Languages.
- Members will be approached to record or write a short profile on their career and experience at the University.
- You may also be invited to give talks and/or presentations to students or to attend networking events with employers and other alumni.

For example, very recent graduates (1 – 3 years post-graduation) might be invited to talk to our first-year students, offering insight into skills development and the transferability of those skills into the world of work.

This can be done through either social media channels or in person as part of our first-year Employability Module:

https://www.southampton.ac.uk/humanities/undergraduate/modules/huma1036_employability_module_year_one.page?



Our offer to the Mission Employable Alumni Network includes:

- invitations to on-campus activities such as seminar series, talks, lectures and networking session
- Involvement with on-campus employability activities run by current students
- An invitation to a reception with the Dean of Faculty at the end of each academic year
- Reimbursement of travel costs for campus-based activity.
- Engage through social media channels

Points of contact

The Director of Employability for the Faculty of Humanities,
Dr Eleanor Quince.

The Humanities Employability Coordinator,
Charlotte Medland.

Contact The Alumni Network:

Twitter: @HumsEmployable

Facebook: <https://www.facebook.com/missionemployable>

LinkedIn: *Modern Languages Career Connections*

https://www.linkedin.com/groups?home=&gid=7418296&trk=anet Ug_hm



Online Resource

Following the ML Employability Gala, an online resource will be available **from 2nd May 2015**.

This blog will provide current students with the opportunity to browse through a variety of soton alumni profiles, from those who attended the Gala as well as others, gaining an insight into the different possibilities post-graduation.

They will be more than happy to get in touch via LinkedIn.

This resource will also be a platform to provide information on employment opportunities.

To view this online resource (from 1st May), follow this link:

<https://blog.soton.ac.uk/mlemployabilityonlineresource/>



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Important Dates for your Diary

To book your place, and check out other events:

<http://www.student.careers.soton.ac.uk/eventcalendar/>

Graduate Recruitment Fair (5th MAY)

Nab a job for this year/next year. Network. CV clinics.

Who: attendees

- **second year students** who are looking to get ahead for the **2015/16** recruitment cycle
- **recent graduates** looking for roles commencing in **autumn 2015**.

A '**must attend**' for all student seriously seeking a **graduate position**, 12 month placements or summer internships.

Who: employers

- Large global organisations and local small and medium enterprises (SMEs)
- From a mix of business sectors, whose recruitment cycles will open in autumn 2015 or who are still recruiting.

What can I gain?

- Talk directly to representatives about the variety of graduate opportunities on offer
- Gain expert advice from the Career Destinations' stand.
- information on Career Destinations' placements programmes.

For more info:

<http://www.southampton.ac.uk/.../student.../events/fairs/grf.html>

Prepare for the Fair (1st MAY)

- Make sure you maximise your time with exhibiting organisations
- Ensure you are clear of the opportunities being offered.

CV Workshop

06/05/15

20/05/15

Applications Workshop

18/05/15

Important Dates for your Diary

To book your place, and check out other events:
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Facilitated Sessions:

MAY: Tuesdays and Thursdays

What?

Small groups

Work on CV/cover letter/application or personal statement with the support of a career advisor.

Who?

Students who have learned the basics, but are finding it challenging to work on their document(s) independently.

How?

Do a Drop-In sessions where a career advisor will identify if this is the best option for you.

Please bring a printed copy of your document.

Please note that a waiting list may apply.

Grad Job Hunting: Workshop 15/05/15

Who?

Unsure where or how to look for graduate jobs, then come along!

What?

- Discover your job hunting preferences
- Structure your research
- Begin an effective job search action plan

CV Workshop

06/05/15

20/05/15

Applications Workshop

18/05/15