## Start planning your career now

### A guide to making the most of your time at City to get the job you want

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>FINAL YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCT • NOV • DEC • JAN • FEB • MAR • APR • MAY • JUN • JUL • AUG</td>
<td>SEP • OCT • NOV • DEC • JAN • FEB • MAR • APR • MAY • JUN • JUL • AUG</td>
<td>SEP • OCT • NOV • DEC • JAN • FEB • MAR • APR • MAY • JUN • JUL • AUG</td>
</tr>
</tbody>
</table>

### Build your cv

- Work out what types of jobs you like and what skills you need to do these
- Create your cv
- Review and enhance your cv
- Attend workshops run by Careers Consultants & Employers to discover which skills are most valued by recruiters

### Do your research

- Research on the graduate markets
- Research specific sectors of interest
- Target specific employers
- Attend career events to gain first-hand company information, network with employers and access the hidden job market

### Gain great experience

- Expand and develop new skills by joining clubs, societies through the Students’ Union and volunteering opportunities
- Search for jobs on and off campus by logging onto the Careers website
- Find part-time work through Unitemps
- Apply for taster/insight programmes
- Apply for placements/internships

### Kick start your career

- Apply for graduate jobs
- Invited for interviews/assessment centres
- See Careers Consultants for guidance, practice interviews, assessment centre exercises and receive constructive feedback
- Get the job and start your career!

### Postgraduate students

If you think you have missed out on some of these opportunities during your previous studies, you still have time to get on track. Please book an appointment to see a Careers Consultant to create a career action plan.

---

Use our service throughout your studies

Find the interactive version of this guide, including useful links and resources at: [www.city.ac.uk/careers-planner](http://www.city.ac.uk/careers-planner)