



University of
Strathclyde
Glasgow

The Graduate Guide

This guide is produced
for University of
Strathclyde graduates,
providing essential
insights and resources
to support their
professional
development and
career success.



Contents

Introduction 3

Career Exploration: Overview of Choosing your career 4

Job Search: Where jobs are advertised and what to do when they are not

External job search resources 5,6

Making Applications 7

Interview preparation: Tips on how to prepare 8

Networking: Importance of Networking and how to build connections 9

Post Graduate Study: What it is and how to find out about courses 10

Your Wellness: Maintaining mental wellbeing while job hunting 11

Introduction



Congratulations on reaching this significant milestone in your academic journey! As a recent or soon-to-be graduate, you might feel both excited and a little uncertain about the road ahead. This booklet is designed to help you navigate the transition from campus life to the professional world.

Inside, you'll find guidance on identifying career paths, crafting compelling job applications, preparing for interviews, and successfully adapting to life in the workplace.

Whether you're seeking local opportunities or exploring international prospects, this guide will equip you with practical strategies and confidence as you embark on this next chapter.

Career Exploration:

Overview of choosing your career

At some stage, we all make choices about career paths that we might want to follow. It's never too early to start thinking about your future career. We are here to help you navigate these decisions - at whatever stage you've reached in your thinking.

Unsure about career paths?

Are you not sure what you want to do yet? That's okay! The number of career paths available can feel very overwhelming - but it's actually a good thing. Careers are rarely linear and a variety of roles means more opportunities to find what truly fits you. [Choosing my career](#) is our interactive online course which helps you make a conscious and thoughtful decision on a career path which suits your personality, skills and strengths.

What can I do with my degree?

Your degree is a great starting tool, but it doesn't have to define your career path forever. Some graduates choose jobs directly related to their degree, while some choose to discover new paths that are completely different from their field of study. The good news is that most degrees provide transferrable skills that are valued by employers across many industries.

Use [Prospects: What can I do with my degree?](#) to explore career options based on your degree and see the wide range of possibilities available to you.

You know where you want to work!

If you already have an idea of what path you want to take, great!

["I Want to Work in..."](#) resources can help. These guides provide insights into different sectors, key roles, entry requirements, and what to expect in various industries. Whether you're aiming to go into finance, healthcare, tech, creative industries, or beyond, these resources will give you a clearer picture of the opportunities available and how to get there.



Job Search:

Where jobs are advertised and what to do when they are not

Knowing where to search for opportunities is essential for a successful job hunt. While many employers advertise their vacancies, there are also alternative ways to uncover job opportunities. Here is some key advice we can provide:

Lots of employers advertise their vacancies but there are many other ways to find a job. Using a variety of methods gives you the best chance to secure the job you want. Learn more about the [different types of graduate job](#). Find out more about [your rights at work](#). If you're an autistic student or graduate, there's a [short employability course](#) made with and for autistic people. It has been developed by a team of experts, including autistic graduates, autistic workplace mentors, non-autistic university careers consultants, and non-autistic researchers.

Our Tools:

[MyCareerHub](#) is the Careers Service online vacancy portal for University of Strathclyde students and graduates, offering opportunities for internships, graduate jobs, placements, and other career-related events.

- How to access: Log in using your DS username and password
- Vacancy Portal: Updated job vacancies, including internships, grad jobs and placements
- Employer Directory: You can also search through the directory of employers who have registered with career hub



External job search resources:

Sources of advertised vacancies:

- [UK Vacancies](#)
- [Inclusive Employers and Opportunities](#)
- [Looking for a job](#)
- If you are looking for an experienced hire position [discuss resources with a Careers Consultant](#)

Unadvertised opportunities:

- [Networking](#)
- [Making speculative applications](#)
- [Use social media in your job search, there are opportunities to network, engage and find opportunities](#)

International Job search:

Sources for international vacancies are included on the [International Jobs](#) page along with hints and tips for working abroad.

If you are looking for an experienced hire position [discuss resources with a Careers Consultant](#).

Student Circus:

[Student Circus](#) is a job search portal for international students in the UK. All roles advertised on the platform are guaranteed visa sponsorship through the employers.

Recruitment Agencies:

Find out about [Recruitment Agencies](#) and how to use them in your job search.

Remote Jobs:

If you want to work remotely this [list of job sites](#) will help you to identify opportunities.

Graduate Labour Market:

Find out more about the [Graduate Labour Market](#) to determine which sectors and employers are currently offering graduate jobs.

Scottish Graduate Fair:

The Scottish Graduate Fair is Scotland's largest graduate & postgraduate recruitment event in Scotland.

This fair is held every year in September or October. Visit the [Scottish Graduate Fair event page](#) for further details.

Employer Events:

- [Employer presentations](#)
- Login to the [Careers Events Calendar](#)
- [Prospects - UK-wide Careers Events](#)
- [targetjobs: How to make the most of virtual careers fairs](#)

Tips on Job Hunting:

- targetjobs: [Information on finding a job](#)
- targetjobs: [Getting work experience after graduation](#)
- [Great Grad Job Hunt](#) (YouTube project from the University of London)

Self-employment:

Check out our pages that have more information on [starting your own business](#).

Making Applications:

Job applications often provide your first introduction to a prospective employer. They're your opportunity to highlight your relevant skills, experiences, and motivations. By tailoring your application materials like CVs or cover letter to the specific role and company, you can stand out and secure the next step in the hiring process.

CVs and Cover Letters

The first step in making any application is your CV and cover letter. Your CV should be a concise snapshot of your core skills, expertise and experience while your cover letter offers more in depth explanations of your motivation for this particular position. CV formats vary by industry or sectors, so make sure you know what style targets your field.

Try our CV and cover letter resources to make a CV work for you:

- [CV and Cover Letter booklet](#)

The Careers Service also provides resources to help you with your CV:

- [CV360](#) checks spelling and grammar
- or [Book a CV/application check appointment](#)

If you are applying for a Masters or PhD here are some tools to help:

- [writing a personal statement for postgraduate study](#)
- [examples of personal statements](#)
- [writing a PhD cover letter](#)

Application forms

Application forms often mark the beginning of the hiring process. Completing them thoroughly and accurately can determine whether you move on to the next stage of recruitment. [Application forms \(graduate\)](#).

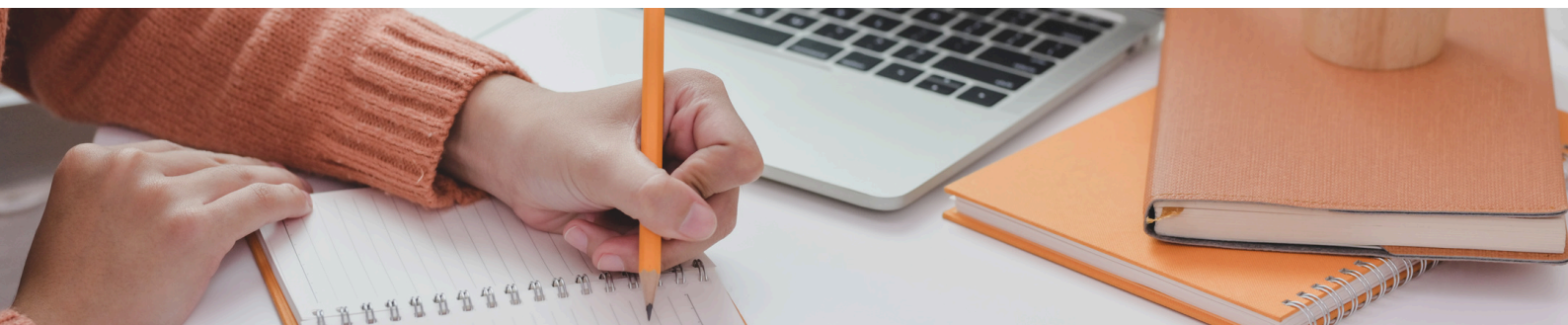
LinkedIn

Whether you are new to LinkedIn or you have a profile set up, use [Get Started with LinkedIn](#) short programme. This will teach you how to make the most of your online presence, identify job opportunities, connect with recruiters, and build your professional brand.

If you have an account on [LinkedIn](#), you can use the jobs tab to match your skills and preferences to potential roles. You can let recruiters know that you are open to an approach without this appearing in your current network.

Another useful LinkedIn resource:

- [Develop your LinkedIn profile from jobs.ac.uk](#)



Interview Preparation:

Tips to help you prepare

An interview is your chance to demonstrate why you're the ideal candidate for the role. Therefore, preparation is crucial: research the organisation thoroughly, understand the job description, and plan examples to show how you meet the required competencies.

Interviews can consist of multiple stages and take various forms, whether through video, strength-based assessments, telephone calls or presentations.

How to prepare:

- Take a moment to centre yourself interviews can be intimidating, but remember to breathe.
- Do your research, read up on the company's mission, values, products, and culture. Study the job description and match your experiences and skills to the role's requirements.
- Anticipate key questions and also prepare a few insightful questions of your own to ask the interviewer.
- Rehearse your answers to likely interview questions, ideally out loud or in a mock interview setting. This practice will build your confidence and help you deliver clear, concise responses.
- Remember to thank your interviewer!



The STAR method:

A good way to structure your answers during an interview is by adopting **STAR** (situations, task, action and result).

- **Practice using STAR** to answer application and interview questions.

Useful Resources:

- **Graduates Interview Short Course** and
- **Graduates Interview Simulator** are tools that can help you practice interviews

Networking:

Importance of networking and how to build connections

Networking simply put is reaching out to existing contacts, or contacts of people you know and asking for help or advice. This section provides information on how to boost your confidence in networking.

Contacts

Making contacts can assist you in various ways, such as offering insights into job roles, facilitating work shadowing opportunities, reviewing CVs and providing information about job openings within their organisations.

How to build contacts:

- Start with people you already know- family, friends, academic institutions, clubs and previous workplaces
- Networking requires setting clear objectives about what you want to gain from someone or a organisation, always approach professionally, initially seeking advice rather than directly asking for a job
- After interactions, follow up with thank you messages and keep records of your communication
- LinkedIn is also a great way to start networking
- [Reframing networking](#): This short video is a great introduction to the benefits of networking.

Safety when networking

Networking involves meeting with people that you know something about. That should mean personal safety is not an issue. But you should try to get a personal introduction to each new contact you make. If you are meeting with a stranger then to protect yourself you should:

- Meet in a public place
- Tell someone where you are going and with whom
- Avoid getting into a car
- Walk away from any situation that makes you uncomfortable

Post Graduate Study:

What it is and how to find out about courses

Exploring a postgraduate degree can open doors to specialised fields, provide deeper expertise, and help you refine your professional goals. It's a chance to build on the foundation of your undergraduate studies, network with experts in your chosen field, and potentially stand out in a competitive job market.

Applying for postgraduate study:

[Applying for courses](#) requires thought and preparation. Think about what you hope to gain from further study, and the time and cost implications. This will help you decide whether it is right for you. Researching the options available to you will help you make an informed choice.

Things to consider:

- Competition for postgraduate courses can be high and so it is important that your application stands out. You must show your motivation and commitment to further study and detail your relevant experience.
- Many courses don't state specific closing dates but it is important to apply early to avoid disappointment particularly if you are also applying for funding
- Details of how and when to apply vary between universities so make sure to research



Where to look:

At Strathclyde we offer over 200 postgraduate programmes which you can search here ([find courses](#)) however there are a plethora of Universities which also offer post grads.

How to choose:

- Know your goals
- Research courses
- Think about location and format
- Check costs and funding
- Talk to people
- Look at career options

Your Wellness:

Maintaining mental wellbeing while job hunting

Looking for a job after graduation can be both exciting and overwhelming. With the pressure to start a career, financial worries and competition in the job market, it's natural to feel stressed and discouraged at times. Prioritising your mental health during this transition is just as important.

Top tips:

1. Set Realistic Goals

Break down job hunting in manageable steps, you can do this by aiming to apply for a few tailored applications each week.

2. Create a Routine

Structure your days to avoid burnout. Treat job searching like a part-time job so that you don't overdo it. Make time for meals, movement, rest and socialising.

3. Stay Connected

Talk to family, friends or other graduates about your experience. Sharing frustrations and successes can ease feelings of isolation.

4. Take Breaks and Practice Self-Care

Don't feel guilty about taking time off. Regular breaks, hobbies and relaxation are essential to staying motivated. Avoid comparing yourself to others around you, there's not one right way of doing things.

Final Thoughts

Remember, your worth isn't defined by your job status. Be kind to yourself and trust that your efforts will pay off. This is just the beginning of your journey!

Don't forget that the Careers Service at Strathclyde is here to support you up until 5 years after you graduate!

Good Luck and ConGRADulations!

This guide is student-led and was created by a final year undergraduate JMC student as part of a placement.



University of
Strathclyde
Glasgow