



University of
CUMBRIA

CLASS OF 2021 GRADUATE SUCCESS GUIDE

This resource is designed to help you navigate the transition from university to life as a graduate.

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WELCOME CLASS OF 2021 TO THE GRADUATE SUCCESS GUIDE!

Your final year can be a busy, high pressure time with final placements, projects, exhibitions/shows or dissertations to nail.

So the Careers Team have produced the GSG to help take the strain out of making career choices and preparing for life beyond uni.

We've gathered together information, links and advice in an online magazine – so it's all at your fingertips.

Look out for:

- Hints and tips for planning your career – help finding your way around the job market.
- Exclusive interviews – industry professionals and alumni tell you what it's really like.
- Agony aunt letters – questions and answers about some of the most pressing careers queries.
- Workplace etiquette – a quick guide to the expectations in a new job.
- Jargon buster – your go-to dictionary of employment jargon.

We've enjoyed creating this for you and we hope you enjoy the read!

Joanne
Careers Team Manager

MEET THE TEAM



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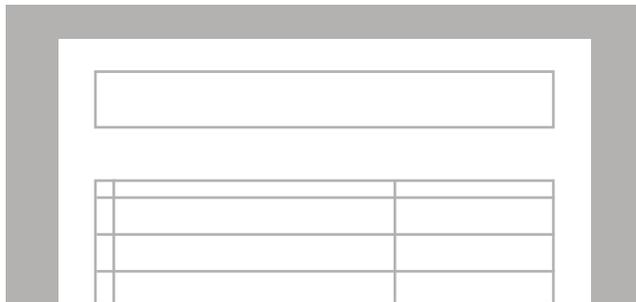


Carolyn Benson

Careers and
Employability
Coordinator

PLANNING YOUR CAREER

Planning your career can seem like big ask, particularly if you're not positive which route you want to take. There are lots of options open to you, no matter what degree you've studied. It's just about knowing where to look and what tools you can use.



Make an action plan! Sometimes, simply putting your strengths and skills down on paper, and using this to think about next steps can really help you work towards your goals. It doesn't take long. Use our action plan. [Click here to download.](#)



There a lots of useful resources to be found on the Careers and Employability [My.Cumbria page](#). These are specifically focused on helping you plan those key next steps, from options with your degree to having a back-up plan.



Please remember that if you are ever struggling with your career direction and need some guidance, the Careers and Employability service is here for up to three years after you graduate. You can book an appointment with us on the careers hub, [My Career Enriched](#).

NAVIGATING THE GRADUATE RECRUITMENT MARKET

When you graduate it's easy to think you only have a couple of options. In reality, there are so many careers your degree can lead to. Using recent data, the publication, **What Do Graduates Do?** can give you a good idea of the range of careers recent graduates from your course have gone into in the past year.

There are some other ways you can keep yourself 'in the loop' when it comes to the graduate job market. Here's three top tips to get you started:



Know your industry

Keep yourself up to date with any news or changes in the sector you're interested in. This will always give you an advantage with employers as well as boosting your knowledge for your own benefit.



Know the process

Make sure to spend some time looking into how a particular industry chooses to recruit its employees. Knowing this ahead of time means you stand a better chance of being ready when the job you want comes up.



Know the facts

The graduate market is always changing, and external factors can impact on the recruitment process, e.g. Brexit. If you're keen to be ahead of the curve, be aware of current events and how these can influence the market. This is the kind of thing that can give you a clearer picture to work with.

WELCOME TO THE WORKING WORLD: WHAT TO EXPECT ON YOUR FIRST DAY

So here you are. You've graduated.

It's your proudest moment so far! It also means that the job you've only looked at from afar until now is actually a lot closer than you think. This might be scary but it's also an opportunity to put your stamp on the world and to finally put into action everything you've learnt. One way to combat first day nerves is by knowing exactly what to expect, and this is where we come in.

Being prepared is a crucial part of making sure you're ready and geared up for your first day. Doing this can be as easy as getting a good night's sleep, making sure you've planned out your travel, that you know where you're going and what time to be there.

Your first impression is something you know to be important when starting any new job. Easy ways to make sure you make a good one is by knowing how you'll be expected to dress at work and what your working hours are.

Confidence goes a long way when starting a new job.

Confidence goes a long way when starting a new job. You'll be expected to show interest and ask questions so try to not to shy away from doing this.

No employer expects you to know everything on your first day in a new job so try to relax and seek guidance when you need it.

Don't put lots of pressure on yourself to remember everyone or what they do

Meeting new people is a huge part and benefit to starting any new job. On your first day you'll most likely receive a tour of your working environment and be introduced to your new colleagues and your line manager. Don't put lots of pressure on yourself to remember everyone or what they do, this will come in time!

Induction is a term you may hear thrown about when you first start your new job. This is all about getting you settled in and trained to do the job. This also means no-body expects you to know how everything works on your first day, your employer will often give you a clear plan of induction to get you going.

The main thing to remember is that you're coming fresh from university. You're a new face with skills and knowledge that can offer so much to an employer. Remember to stay professional but remain true to yourself. Don't get scared by the unknown, this is your job and your time to show just how much you have to offer. Manage your expectations for your first day, but remember to enjoy it!

Rebekah Powell

UoC English Graduate 2013



A QUICK GUIDE TO WORKPLACE ETIQUETTE



Punctuality is paramount

It should go without saying that being on time to work is non-negotiable, especially when it comes to a new job and making that good first impression.

Research says...

"Most employers are prepared to be flexible and each environment has its own rules on time-keeping. Find out what these are and stick to them!"

(Hays.net. 2018)



The Facebooking faux pas

The question of social media at work may seem like it has an obvious answer, but so many employees are unsure of if and when you can use this in the workplace.

Research says...

"Get to know the company policy... As an employee, it is vital that you read up on this...so you can avoid any potential issues from the get-go!"

(The Guardian, 2017)



Keep on connecting

It's so important to build as many working relationships as you can. Try to connect with colleagues in and outside of your immediate team, keep your network growing and you'll find you will develop strong working relationships that are both lasting and invaluable.

Research says...

"It is all too easy to become comfortable with office neighbours. But once you know them, it's time to branch out and meet other people..."

(The Independent, 2018)



Casual versus conventional

Knowing what to wear for work can be tricky depending on the job and the ethos of a company.

Research says...

“When in doubt, take the conservative approach in how you dress and what you say and do. Be as professional as you were in the interview process.”

(The Independent, 2018)

Positive vibes all day, every day

Your attitude at work goes a long way to making a lasting impression of you in the eyes of your colleagues. Everyone has harder days, but it’s so important to reflect on frustrations in a healthy way and to always try to keep your enthusiasm and composure.

Research says...

“Whether things are going well or badly, always maintain a balanced viewpoint and resist the urge to complain to co-workers about your boss or your job.”

(Hays.net, 2018)

Don’t be the go-to for gossip

Sometimes it’s easy to get caught up in the moment, whether you’re trying to be light-hearted or trying to bond with fellow colleagues. The reality is that it’s just as easy to say something you shouldn’t and end up disrespecting someone else, which can land you in a lot of trouble.

Research says...

“Office gossip is always dangerous territory...no matter how you voice it – it’ll never look good!”

(Reed.co.uk, 2018)

KNOW YOUR EMPLOYMENT RIGHTS

There are many rights you have as an employee that your employer must uphold, such as the minimum wage, working hours and your health at work. Make sure you know what these are ahead of time.

Here are some handy breakdowns of your employment rights:

- [Gov.uk](#) - Employment Status and Rights
- [My World of Work](#) - Your Rights in Work
- [Citizen's Advice](#) - Rights at Work
- [Careers and work for disabled people](#) – Disability Rights UK



DO YOU HAVE A DISABILITY? FIND OUT ABOUT SUPPORT

Getting support at work

Get help at work if you have a disability, to find out more about Access to Work [click here](#).

Disability Confident Employer scheme

Employers who sign up for this scheme recognise the value that disabled people bring to their role and ensure they have open and fair recruitment policies. Find out more [here](#).

Further study

If you had Disabled Students Allowance as an undergraduate, then this will continue for most types of postgraduate study. You will need to complete a new application form with your funding body, but you generally do not need to supply new evidence or have a new assessment of needs.

Please check with the providers of your previous assessment of need as to whether your assessment needs updating.

Useful links:

- [Dyspraxia in the Workplace](#)
- [Getting a graduate job if you have Dyslexia](#)
- [Should you tell your boss if you have ADHD?](#)
- [How to disclose a disability in a covering letter](#)

CARE LEAVERS

The National Network for the Education of Care Leavers (NNECL) offers advice for Care Leavers wanting to build successful careers:

nnecl.org

learningandwork.org.uk

For current students, more support is available on the [My.Cumbria pages](#).





"YOU ARE STRONGER THAN YOU THINK YOU ARE. I'VE DOUBTED MYSELF MY ENTIRE LIFE AND NOW I AM IN A JOB WHICH I LOVE AND FURTHER IN MY CAREER THAN I THOUGHT I'D BE. YOU ARE CAPABLE OF ANYTHING, AND I GENUINELY THINK THAT YOU CAN DO ANYTHING YOU SET YOUR MIND TO. THE PANDEMIC WILL END AND YOUR FUTURE IS JUST BEGINNING!"

Lydia Carrie, Forensic Science, class of 2017



INTERNATIONAL GRADUATES

If you're an international student, you will need to check your visa if you wish to stay on in the UK beyond your last study date.

- If you plan to return to your home country, check out the **UKCISA** advice on preparing to go home.
- Alternatively, if you plan to continue study in the UK, see **UKCISA** advice on applying for a Tier 4 visa from within the UK.
- For further support and advice for working in the UK post-graduation visit **Gov.uk** to find out more about settling in the UK.



POSTGRADUATE STUDY

Do you need further qualifications to get into the career you want?

Are you passionate about a particular field and want to explore this further as a postgraduate?

Whether you want to undertake a vocational course or you prefer to study a degree in a subject you love, here are some useful links to get you thinking about where to study, what you need to know about different courses and how you can fund these as a Postgrad:

- **Prospects – postgraduate study**
- **Masters advice**
- **Funding for postgrad study**

UoC also offers a range of Postgraduate courses, from Social Work to Fine Art.

Remember you can get an Alumni discount of up to 20% off selected taught Postgraduate taught courses and 10% off research degrees!

Click here to find out more about postgrad study with us.

There are also **PGCE scholarships** available to help fund teacher training.



WORKING ABROAD

If you're interested in travel and gaining new experiences, working abroad might be the route for you.

There are lots of volunteering opportunities, paid jobs and internships you can pursue in many different countries, here are some useful links to get you started:

- **Target Jobs – working abroad**
- **Prospects – work experience abroad**
- **Volunteer and intern abroad**
- **Volunteering, interning and gap years – responsible travel**

INDUSTRY INSIGHTS

Read interviews conducted by our Careers and Employability colleagues with a selection of working professionals as they talk about what their profession looks for in an ideal candidate.

From the skills you will need to the experience they want you to have, find out what to expect.

Monica Stott - Travel Hack





FRANCESCA GREENHALGH

**Assistant head teacher,
head of early years and
key stage 1**

**Graduated from UoC,
class of 2014.**

1. What key skills does a professional in your industry need?

- Professionalism
- Adaptability
- Motivation
- Organisation
- Subject knowledge
- Resilience
- Emotional intelligence

2. What experience would you say graduates need to enter into an industry/job like yours?

Graduates would need experience of working with children and relevant qualifications within the education field; BA Hons with QTS or a PGCE. They would need to have the experience and appropriate qualifications within their specialism or particular subject (e.g. a degree in their subject if teaching secondary school, or if teaching primary, a C or above in all core subjects).

3. What can graduates expect when working in an industry/job such as yours?

To never be bored!

Every day, when working with children, is different. Teaching is a challenging, rewarding and fulfilling career where every day is spent guiding the children in your care to reach their potential.

4. What advice would you give to new graduates?

- Be flexible
- Embrace challenge, new opportunities and initiatives
- Establish a work/life balance

1. What keys skills does a professional in your industry need?

Interpersonal and communication skills I would say are the most important skills to have when working within the nursing field or with the general public. Being able to show empathy, care and compassion to your patients and their families at a difficult time produces a positive patient experience whether you are dealing with a minor injury or a life threatening condition. In addition to this, clinical skills will be learnt throughout your career with specialist skills being gained within your area of work. As medicine is rapidly changing with the development of new treatments, you have to be adaptable and open to change to keep up to date with relevant practice and training.

2. What experience would you say graduates need to enter into an industry/job like yours?

Before starting university I had experience of working within the St John Ambulance to gain an insight into first aid giving me a basic understanding of what to expect when I started my nursing training. As I wanted to go into the Children's Nursing field, I often volunteered at local primary schools and helped coach children's sports teams to show my ability to work with children giving me experience of communicating with different age groups and dealing with parents. Once at university I made the most of my placements within the different healthcare settings to gain a broad understanding of life as a Children's Nurse. As this covered several different career opportunities, I was able to decide what aspects I liked and didn't like when thinking about applying for post-registration jobs. However, as there were fundamental aspects of all of the areas which underpinned nursing I felt confident to try something different once qualifying and moved to a specialist ward at Manchester Children's Hospital.

CATHERINE BOONE

**Staff nurse, Royal
Manchester
Children's Hospital.**

**Graduated from
UoC, class of 2016.**



3. What can graduates expect when working in an industry/job such as yours?

Nursing lives up to its reputation of working within a pressured environment however the rewards you get from working within a supportive team and the appreciation from your patients and their families can often outweigh the stresses.

It is an incredibly rewarding job especially when you have started caring for a patient when they have been very poorly and have continued to care for them throughout their time in hospital and

supported them through milestones in their recovery before they are finally discharge home. The therapeutic relationships that you build with your patients which allows them to put their trust in you makes you feel proud of the job you do.

4. What advice would you give to new graduates?

Don't be afraid to try something new. As with any career, you will face difficult situations along the way so make sure you have a good support network around you and still make time to do the

things you enjoy. When I started my first nursing job two years ago, I was worried about the amount of support I would get as a newly qualified nurse but each hospital trust will enrol you on a preceptorship plan to guide you through your first 12 months. In this time I gained more confidence in myself and developed so many new skills while being supported by a lovely team. Two years into my career and I am still learning something new every day and have enjoyed every minute of my journey.

MONICA STOTT

Travel
blogger

**The Travel Hack:
The Stylish Adventure Blog**

1. What keys skills does a professional in your industry need?

People skills. People often forget that blogging is about making personal connections with people and telling real stories to real people so it's essential to be able to get along with people and be likeable.

Writing skills, photography, videography and advanced computer skills are all necessary too. Computer skills can all be learned provided you have some passion for it.

2. What experience would you say graduates need to enter into an industry/job like yours? Mostly experience of reading other blogs

to know what styles you like and don't like. So many people say they want to be bloggers but haven't actually spent much time reading and researching many blogs. Read, write and photograph as much as you possibly can.

3. What can graduates expect when working in an industry/job such as yours?

Excitement! Everyday is different and it's so much fun. One week I could be flying across the world to review a new hotel and the next week I could be in London doing radio and TV interviews. The next week I might be at home all week while writing and editing photos and then I'll be jetting off again to somewhere new. This isn't a regular, steady 9-5 so bloggers need to be happy with irregular working hours.

4. What advice would you give to new graduates?

Stick with it. The majority of bloggers fail because they give up too soon. There's no such thing as an overnight success so remember all the 'top bloggers' have been doing it for years before they've made it a profitable career. Focus on creating quality content and don't give up.

It's also very important to network. Like any industry, it's not always what you know, it's who you know so give yourself a leg up by getting to know as many people as possible.



REBECCA CLARK

**Assistant Store
Manager with TJX
Companies.**

1. What keys skills does a professional in your industry need?

The key skills required to work in retail management like TJX Europe all fall under the umbrella of leadership skills. You require the ability to train, observe and validate individuals.

Our key skills are; act with integrity and be trustworthy, drive to deliver results, develop talent and effective teams, lead with vision and strategy, take risks and be resilient, use paradoxical and agile thinking, build effective networks and deep listen and enquiry. Working in management requires adapting positively to change as each day holds its own challenges.

You need to be a 'people person' as you will work with many different individuals across the workplace environment; within and outside your four walls. You must be open and approachable; your associates need to trust and respect you. You must be presentable, punctual, reliable, self-motivated, communicate efficiently and have an eye for detail. You are also expected to respect the cultures of the business including corporate responsibilities such as our charities.

2. What experience would you say graduates need to enter into an industry/job like yours?

There are two ways to join working in a retail organisation such as TJX. You could work in stores and go into retail management or you could apply for the TJX graduate schemes; finance, buying and merchandising. To work in stores the experience required would be being able to demonstrate when you have worked in a team and within that team taking a leadership role. Working with different people with different requirements of communication. To start in a higher role such as a team leader or assistant manager; past retail experience would be required.



3. What can graduates expect when working in an industry/job such as yours?

They can expect to meet many different people and have the chance to part take in many different events. The people you meet will hold difference in opinions and these must be respected. You may be expected to work in a few different stores to be able to develop yourself as a manager. You can expect to find every day to be different and to be rewarded in different ways. There are a variety of avenues of responsibilities when being manager in retail; customers may be the key to sales but your team allow for them sales to happen in the most profitable way.

4. What advice would you give to new graduates?

Be true to yourself; continue to only be you, never what someone tells you to be or what you may think you should be. The only way to being happy in the role you choose to take in any job is to be you.

PETE JONES

Nature Reserves Officer
Cumbria Wildlife Trust

1. What keys skills does a professional in your industry need?

- Good people skills
- A thorough understanding of conservation theory and practice
- Wildlife identification skills are always beneficial
- Practical skills, such as licences in machinery, etc. are good to have

2. What experience would you say graduates need to enter into an industry/job like yours?

As much experience as possible. Volunteering is vital. There are always plenty of volunteering opportunities available and usually plenty of longer term intern/ placement posts that can give the experience needed. Conservation is a competitive field to get into and volunteering work is always looked for when recruiting.

3. What can graduates expect when working in an industry/job such as yours?

Job satisfaction – people do this job and work in this sector because they love it and they believe in the conservation cause. Working in an organisation where everyone believes in what they do is a very special thing. You'll often work with a group of likeminded people. However, people in this sector almost always work for charities, so they have to expect that the pay will not be great (certainly not on a par with the private sector), and the hours can be long and sometimes unsociable but working in a job you really believe in eclipses all of these problems.

4. What advice would you give to new graduates?

If you don't already have much volunteering experience, get volunteering. Find out the organisations that do volunteering in your area and contact them to find opportunities.

Be prepared that you will probably need to do some form of longer term volunteering and be aware that there may be little or no payment for this. Understand that the way most people get their first paid work in this field is with seasonal, short-term contracts. You will probably do a few of these before something more permanent comes up, and while you are doing these contracts you may have to move about the country as opportunities come up.

However, these contracts may be the best work you ever do. I've spent summers being paid to effectively bird watch in the past.

Getting paid to do what you love is a special thing.





YOUR ALUMNI ASSOCIATION

As soon as you graduate you become a member of the alumni association. A global network of more than 45,000 graduates.

There is no joining fee and membership is automatic upon graduation.



WHO ARE OUR ALUMNI?

Your fellow alumni include Hollywood actors, Turner-Prize winning artists, Oscar winners, Paralympic gold medal winning athletes, hardworking teachers, nurses and other healthcare professionals... and YOU!

We are incredibly proud of every single one of our alumni.

What does alumni mean anyway?

Alumni (plural)

Graduates or students of a school, college or university

Alumnus - Singular

You are part of UoC for life!

Your graduation certificate is not a receipt it's a membership card!

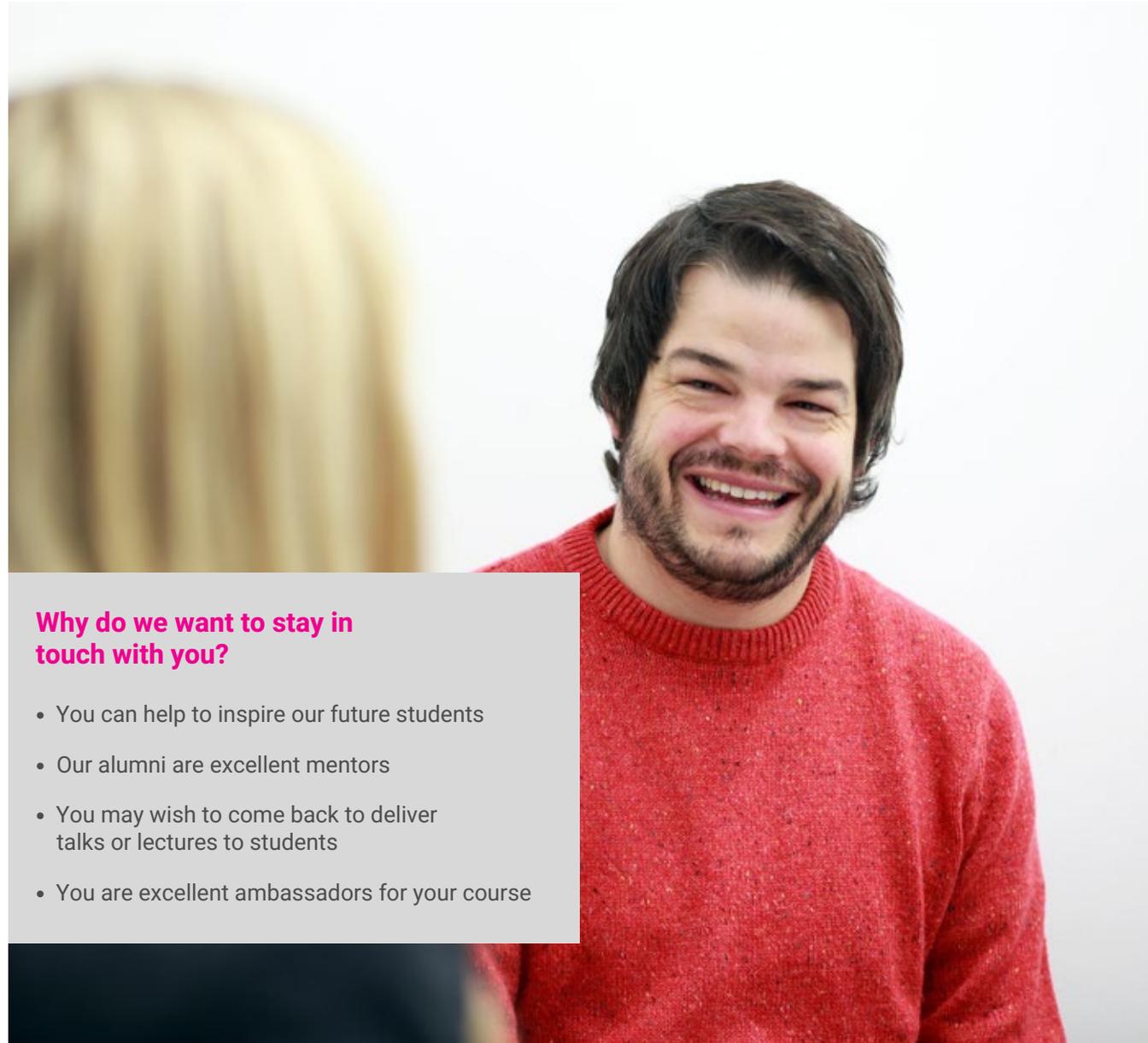
WHAT'S IN IT FOR ME?

Helping your career or further study:

- Three years careers support
- Use of library facilities
- Career mentoring
- Creative networking/CPD/event invites
- Further study discounts
- Alumni of the year award nominations

Exclusive benefits and services:

- Sports discounts
- Newsletters
- Reunion



Why do we want to stay in touch with you?

- You can help to inspire our future students
- Our alumni are excellent mentors
- You may wish to come back to deliver talks or lectures to students
- You are excellent ambassadors for your course

OUR TOP TIPS TO PREPARE FOR GRADUATION

- After you graduate you no longer have access to Student Hub or all your course folders. Before you leave us, get yourself a really large USB stick and SAVE all your course documentation and useful resources.
- Your student email address stops working after you graduate. Ensure you check through it before you leave campus on your last day and forward any really important emails to your personal email address.
- Ensure that your contact details are up to date before you leave that way we can keep in touch and keep you updated with all the new alumni association benefits and services.
- If there is anything you need from UoC or any queries you have after graduation, don't worry, the alumni association is your first point of contact and we can try our best to help with any queries.



Contact us and access support:

✉ alumni@cumbria.ac.uk

🌐 cumbria.ac.uk/alumni

☎ 01228 616391

📘 [uocalumni](https://www.facebook.com/uocalumni)

You also have access as an Alumnus to the careers hub, My Career Enriched.

'BE YOURSELF; EVERYONE ELSE IS ALREADY TAKEN'. - OSCAR WILDE

A story from a UoC alumnus: Harry Powell, drama graduate, class of 2013.

Hi. I'm Harry Powell and I'm 26 1/2 years young, and I now write down 'Actor' as my job on official documents. I studied BA Hons Drama at the university back in 2010-13. Since those years I've moved down to the big smoke, and set up life in London with the drive of pursuing theatre, and in particular, musical theatre. I sort of fell into MT from being very active in the Amateur Dramatic scene around Lancaster for many years.

After a couple more years in Lancaster, I realised that my 2 year work anniversary was looming and that scared me more than anything! So, I did what any good millennial would do - I impulsively gave in my notice and within 2 weeks I had packed up a single suitcase and moved down to London. I interviewed for a couple of theatres, and gained a place working at The Queens Theatre where a little, humble show about a French revolution had been running for... a good number of years. It was at that theatre where I realised that I wanted to pursue Musical Theatre professionally and I started to audition for Masters Degrees at some of the top conservatories in London.

I was accepted onto the musical theatre course at GSA (Guildford School of Acting) and from there my year of training began. It was a tough but rewarding year! I learnt so much about myself as a performer, the realities of this career, and how being honest with yourself about the strengths and weaknesses you possess will only help you in the long run. In the words of the late, great Oscar Wilde — 'Be yourself; everyone else is already taken.'

**...being honest with yourself
about the strengths and weaknesses you
possess will only help you
in the long run**

The right role will come along, and you just have to be prepared for it. I've been lucky with some of the opportunities that have come my way since school; with one being directly from school itself. We as a class created a short musical during our time at GSA, which we had a week's workshop at The Other Palace Theatre, including a performance for industry professionals! I have also performed in a reworking of the famous opera Carmen at The Union Theatre,



directed by Phil Willmott, which was my first professional, off-west end debut. It was really fun creating a new role, and adapting such a beloved piece of art into a new revised musical theatre version.

Staying focused and positive during trying times is very hard however it very much is a choice

However, there is such a huge amount of talent in London and not enough jobs at one time so you're constantly competing with others to gain roles. Since Carmen 1808, I've been working front of house at Hamilton whilst auditioning in the day. It's a hard, tiring job but it's great to be around actors and theatre every day. It really does keep you hungry and determined for more. I do believe moving to London to pursue this career was the best thing for me, however it does come with its ups and downs. Staying focused and positive during trying times is very hard however it very much is a choice.

You have to be so certain that you're doing this career for the right reasons and go for it without compromise. Always stay clear of comparing yourself with others around you. Everyone is on their own journey so focus on your own path.

A few bits of advice to fellow performers from my time in and out of school:

- Always be prepared. This one sounds obvious but it really is true. The hardest thing is to be spontaneous and relaxed in an audition room when you're unsure of the text/song. Work hard and it will show in the room. Even if you weren't right for that role, the panel/casting director will remember your work, and will bring you back for other things!
The business is small so make sure you're being your best in every situation.
- The business is small! Your reputation will proceed you, and the more you get involved in charity events, or workshops, or masterclasses, the more you name is being seen and remembered. There are countless actors out there that I recognise from bits and bobs, even without meeting them myself.
- Know yourself and the business. Make sure your monologues/songs are things that actually show you off, and are something that you could realistically play. No director will trust you as an artist if you're delusional about yourself. There is an incredible amount of repertoire out there so just get to work and get researching new and exciting pieces...no one wants to hear On My Own from Les Mis anymore!
- My final piece of advice is to have coping mechanisms when things go wrong. This business is hard so you'll get rejection over and over and over. You need to make sure you can get out from all the negativity, brush it off and carry on. Maybe it's with junk food, or ice cream, maybe with a ranting sessions with friends, or maybe it's with a good book. Find your mechanisms and remember - being positive is a choice.



MONEY ADVICE

Bank Accounts

Whilst some student bank accounts will transfer into graduate accounts automatically, some don't and this could leave you with some hefty charges.

Contact your bank to check what will happen. Find more information [here](#).

Student Housing and Utilities

Before moving out of your student house, make sure everything is clean and all appliances work, so you can be sure your landlord will pay your deposit back.

Tell utility providers you are moving out and when, so you avoid any unnecessary payments.



Student Loan Repayments

You do not need to repay your student loan until you're earning over £26,575. The repayments will be taken directly from your earnings.

You can find more information here:

www.studentloanrepayment.co.uk

Debt

Are you worried about debt repayments (excluding student loan repayments)?

You can seek free advice here:

www.moneyadviceservice.org.uk

Benefits

If you do not have a job lined up for when you graduate, you could be entitled to claim benefits while you look for one.

Check here to find out if you are entitled: www.moneyadviceservice.org.uk



HOUSING AFTER UNIVERSITY

If you're looking for a new place to rent, it's worthwhile knowing where to look for properties, what you need to know as a tenant, such as paying council tax, and what your expectations of this process should be.

Here are some handy places to start...

www.citizensadvice.org.uk

- Finding a place to live
- Housing and renting a home
- Tenancy agreements

www.gov.uk

- Owning and renting a property
- How to rent: the checklist
- Private renting

MESSAGES TO THE CAREERS SERVICE

Dear Careers Team

I've just graduated, but think I would like to take some time out and go travelling. My parents say this won't look good on my CV. What do you think?

Jo BA (Hons) Sport Coaching and Development

Hello Jo

It's certainly a good idea to think about your CV in terms of the experience, knowledge and skills you can present to a potential employer, but it's important too to have a career plan that motivates you. Sometimes it takes time to decide which direction you want to go in, so a gap year, if you can afford it financially, may give you space and time to contemplate. Travelling can be a great way to gain useful life experience and gain an understanding of different cultures and traditions. To keep your CV looking impressive, consider combining travelling with working or volunteering abroad.

Regards
Careers

Dear Careers Team

I've had quite a few interviews since graduating, but no job offers. I'm not really sure why, as I'm confident that my CV and covering letter is really good. Has my degree been a waste of time? I'm starting to think it might be!

Regards
Jack BA (Hons) Outdoor Education

Hello Jack

It sounds like you might need some help developing your interview skills. Getting to the interview stage shows that 'on paper' the employer thinks you could be a suitable candidate, so well done! Careers offer mock interviews which can help you practice your interview before the real thing. If you register with our careers hub, My Career Enriched, you can book an appointment or a mock interview. There are also great online resources. The two we recommend are **Prospects** and **Targetjobs**.

It's also worth asking the employer for feedback if you've been unsuccessful. It may just be one small thing that needs improving.

Regards
Careers

Dear Careers Team

I'm in two minds about whether or not to do a Masters. I'm not sure I can face more studying, and I'm worried about having even more debt, but everyone says that having one makes you more employable. Please can you advise?

Sabbir BA (Hons) Performing Arts

Dear Sabbir

You are right to think very carefully before committing to postgraduate study. You do need to be committed and interested in your subject, and be certain that the investment is going to add value to your chosen career path. For many careers, it is a necessary next step, but for others, there are options such as graduate scheme or internships, which may be more appropriate. Given your uncertainty and the fact you are not sure you can face more studying, maybe spend some time in the workplace or take a gap year off whilst you decide on your career goals? For more advice on the pros and cons have a look at **Prospect's** section on postgraduate study.

Regards
Careers

Dear Careers Team

I'm a mature student and I've had lots of different jobs over the years. Consequently, my CV is now 4 pages long but it looks as if I keep changing direction, which I know might put off a potential employer. Can I leave stuff out? I know it's important to be truthful.

Best wishes

Lesley BSc (Hons) Criminology and Social Sciences

Dear Lesley

You don't need to cover everything in your CV. Just focus on the last ten years, stick to two pages, and avoid using a generic CV for every job application. Prioritise qualifications, experiences, achievements that are specifically relevant to the job or sector you want to get into. Summarise or leave out anything that is irrelevant.

You probably have lots of great employability experience, and as such, you will have gained a number of transferable skills. Make this your unique selling point. For more advice on writing a strong CV, you can use all our resources available on **My.Cumbria**, or you can send in your CV to us using **My Career Enriched**.

Regards
Careers

Dear Careers Team

My degree result was lower than I hoped and everyone says that employers aren't keen on taking anyone on with anything less than a 2:1. Is this true? What are my chances of getting a graduate job?

From
Sam BA (Hons) Physical Education

Dear Sam

Did you know that JK Rowling, Hugh Laurie, Bear Grylls and Carol Vorderman got a 2.2 too! Employers are generally more interested in your overall skills, life experience and potential than grades. In fact, many major companies offering graduate schemes don't specify a degree requirement at all. There are some exceptions though; for example, careers in academia or some of the big law firms may ask for a 2.1 or higher.

For some more advice on applying for jobs with a 2.2, have a look at this useful article on **Targetjobs**.

Regards
Careers

Dear Careers

At what stage should I mention to a potential employer that I have a disability? I'm concerned that if I mention it too soon, it might go against me.

Please can you advise?
Kind regards

Alex BA (Hons) Working with Children and Families

Dear Alex

Whilst it can be hard to explain your needs as a potential employee, one positive reason to tell the employer as soon as possible is so you can get the right support. There is some great information about Disability Rights **here**, and some useful advice on how to explain your disability in the application process.

Regards
Careers

LOOKING AFTER YOURSELF — YOUR WELLBEING

Moving on from university life, can be quite daunting for some graduates. Having to leave behind friends, moving on from the structure and focus of your studies and becoming a professional can be challenging and may even cause anxiety or depression.

There is help available to you:

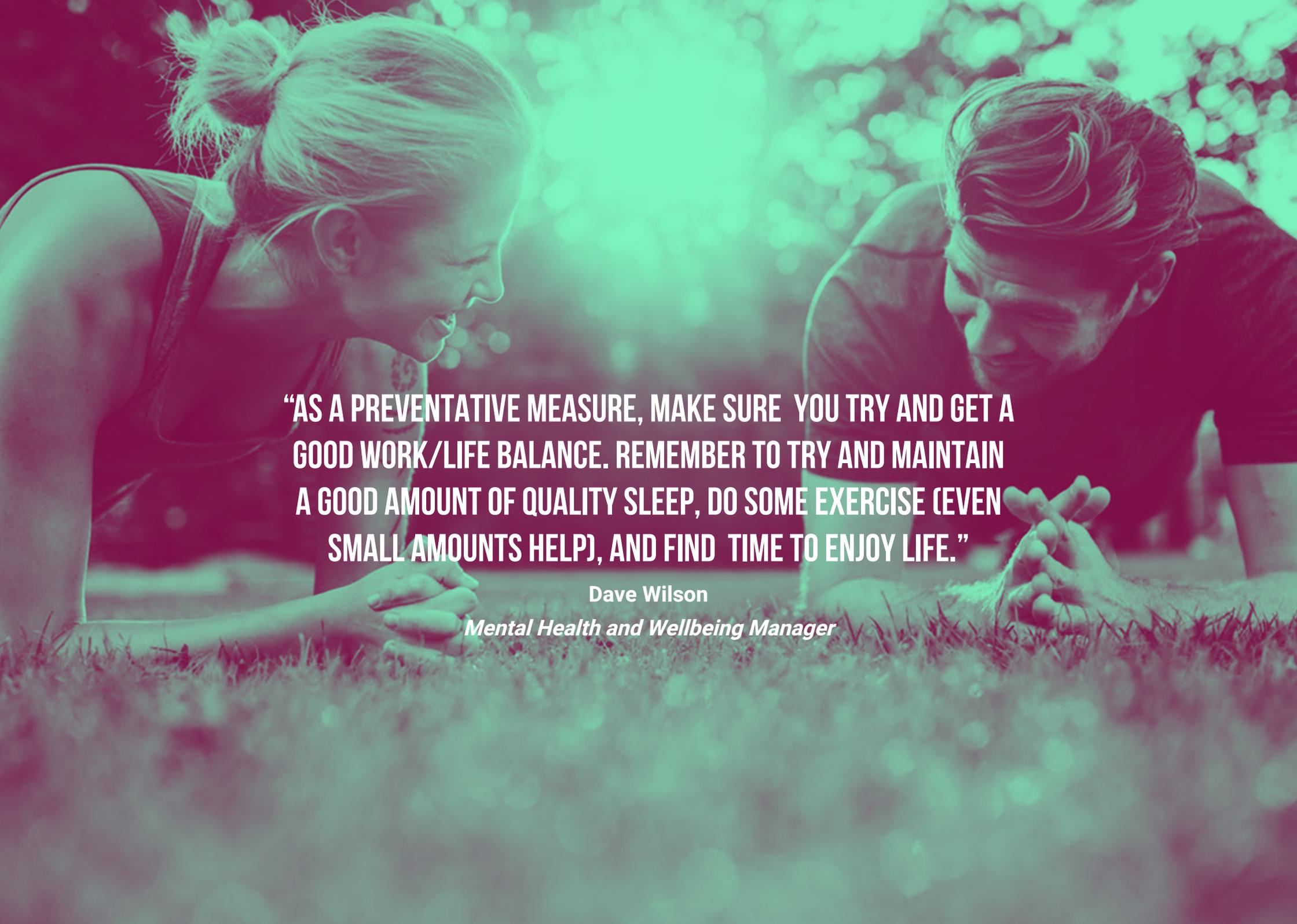
- **Many employers offer support for new employees, such as mentoring and coaching schemes. Even in small organisations there will be informal peer support through your colleagues, or line manager.**
- **If you go onto further study, most universities also have a student counselling service, usually based in student services.**

Whatever you do once you graduate, if you feel low or anxious for a sustained period of time, contact your GP who can refer you on to relevant services. www.mind.org.uk has a wide range of information that can help.

For current students, more support is available on the [My.Cumbria pages](#).

Useful links:

- **[Life after university](#)**
- **[Mental Health helplines](#)**

A man and a woman in athletic wear, both with their hands clasped and heads bowed in prayer or meditation on a grassy field. The image is overlaid with a semi-transparent teal filter.

“AS A PREVENTATIVE MEASURE, MAKE SURE YOU TRY AND GET A GOOD WORK/LIFE BALANCE. REMEMBER TO TRY AND MAINTAIN A GOOD AMOUNT OF QUALITY SLEEP, DO SOME EXERCISE (EVEN SMALL AMOUNTS HELP), AND FIND TIME TO ENJOY LIFE.”

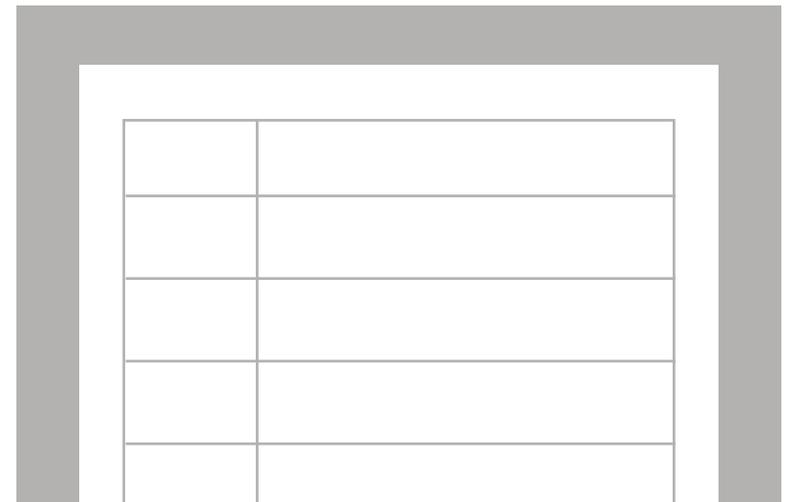
Dave Wilson

Mental Health and Wellbeing Manager

DO YOU KNOW YOUR P45 FROM YOUR P60; YOUR NATIONAL LIVING WAGE FROM YOUR MINIMUM WAGE?

There can be a lot of terms that get thrown about when you start a new job and knowing this employment jargon ahead of time can really help increase your confidence and leave you with a bit of prior knowledge!

Check out our [dictionary of jargon for the working world now](#).



MY CAREER ENRICHED

Your career hub

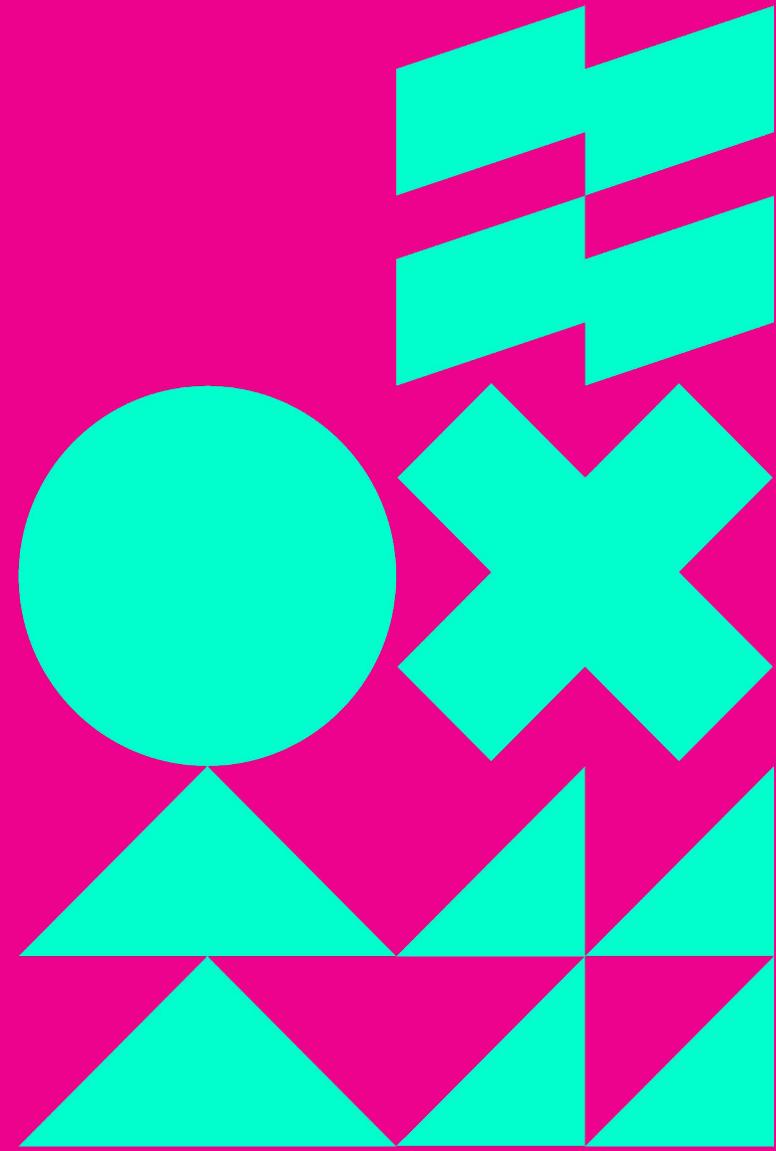
Job vacancies

CV review service

Careers appointments Careers

Events

mycareerenriched.cumbria.ac.uk





A FINAL NOTE

- The Careers and Employability Service is here to support you during study and for up to three years after you graduate.
- You can access us in person, by email, telephone or through our new careers hub – **My Career Enriched**.
- We also have many useful resources you can access, whether you're keen to hone your job search skills or need help preparing for an interview. Everything you need can be found on the Careers and Employability pages on **My.Cumbria**.

Don't forget...

The Graduate Outcomes Survey gathers information on what all UK graduates are doing 15 months after graduation. One of the aims of this process is to offer informed insights into potential career destinations for current and future students and graduates.

Look out for the email when it's your turn to complete the survey – it won't come from the University of Cumbria but from another party undertaking the survey.

Please complete the survey – you never know how the information you give might help others!



HAVE YOUR SAY...

Is there anything else you would like to see in the Graduate Success Guide?

We would really value any feedback or suggestions.

Please send comments to careers@cumbria.ac.uk