

## FACT FILE OTHER PLACES TO SEARCH...

If you want to learn more about CVs, cover letters, interview techniques and much more then check out:

### CAREER NAVIGATOR

Access our comprehensive 24/7 online career resources including tips for job searching, job applications and interview success! You can also sign up for our careers e-newsletter by registering on Career Navigator. Log on and explore: <http://careernavigator.plymouth.ac.uk>

### CAREER HACKS – CVs and Cover Letters

Our comprehensive brochure giving you all of the essential information, advice and tips about different types of CVs, whatever your circumstances and experiences. Pick up a copy at the Careers & Employability Hub

### ACCELERATE

Our free, interactive, bite size skills development workshops tailored to building your employability skills whatever your stage. Explore at [www.bit.ly/plymaccelerate](http://www.bit.ly/plymaccelerate) and book a place at [www.bit.ly/plymevents](http://www.bit.ly/plymevents)

<https://targetjobs.co.uk/careers-advice/applications-and-cvs>

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters>

### Search more websites

[www.student-jobs.co.uk/](http://www.student-jobs.co.uk/)

[www.summerjobs.com/](http://www.summerjobs.com/)

[www.studentjob.co.uk](http://www.studentjob.co.uk)

[www.rec.uk.com](http://www.rec.uk.com)

[www.e4s.co.uk/](http://www.e4s.co.uk/)

[www.fish4jobs.co.uk](http://www.fish4jobs.co.uk)

[www.monster.co.uk](http://www.monster.co.uk)

[www.partimestudent.com](http://www.partimestudent.com)

[www.rec.uk.com](http://www.rec.uk.com)

[www.gov.uk/jobsearch](http://www.gov.uk/jobsearch)

[www.gov.uk/national-insurance](http://www.gov.uk/national-insurance)

[www.gov.uk/part-time-worker-rights](http://www.gov.uk/part-time-worker-rights)

<https://nationalcareersservice.direct.gov.uk>

**CAREERS &  
EMPLOYABILITY  
WITH  
PLYMOUTH  
UNIVERSITY**

Careers & Employability Hub  
Plymouth University  
Roland Levinsky Building  
Ground Floor  
Drake Circus, Plymouth, PL4 8AA  
t +44 (0)1752 587456  
e [employability@plymouth.ac.uk](mailto:employability@plymouth.ac.uk)  
[www.plymouth.ac.uk/employability](http://www.plymouth.ac.uk/employability)

## TOP TIPS ON APPLYING FOR A PART-TIME JOB:

The employer's job advert will tell you how to apply. The usual methods are by:

- submitting a CV and cover letter
- completing an application form
- having a telephone interview with the employer

Read the job description carefully so that you can tailor your application to the job, focussing on any of the specific requirements mentioned by the employer. Use your academic background, previous work experience, extracurricular activities or hobbies and interests to show how the skills and competences that you have are relevant to the job.

**CV:** A skills based CV is a good way to combine the skills that you have developed by undertaking different jobs or for those with little to no work experience. Other CV styles exist, so choose the one that suits you. An employer needs to read about your skills, ability and aptitude to carry out the tasks of the job. Check out our Career Hacks series of leaflets for more in depth advice about CVs and cover letters.

**COVER LETTER:** A cover letter helps to identify the role that you are applying for, the reasons why you are applying, why you think you are suitable and why you have an interest in that specific employer. We have an example of a covering letter on our Careers & Employability website

[www.plymouth.ac.uk/employability](http://www.plymouth.ac.uk/employability) or just drop into the Careers & Employability Hub and we can give you some feedback on your CV, cover letter or application form. Check out our Career Hacks series of leaflets for more in depth advice about CVs and cover letters.

# PART-TIME WORK

During your student journey with the University of Plymouth you may want to look for a part-time job to:

- earn money while you learn
- build your employability skills
- enhance your CV
- gain transferable skills
- build your network
- gain valuable experience of being in the work place
- get a work based reference for when you apply for a graduate level job

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[www.plymouth.ac.uk/employability](http://www.plymouth.ac.uk/employability)

# WHERE WILL YOUR JOURNEY TAKE YOU?

## USEFUL THINGS TO KNOW...

### INTERNATIONAL STUDENTS

If you are unsure about the number of hours you can work then visit International Student Advice on the ground floor of the Roland Levinsky Building

### PART-TIME HOURS PER WEEK

During term time we recommend that you only work up to 20hrs per week to create the right balance between your studies and part-time work.

### CAREERS & EMPLOYABILITY

If you want help and advice to find a part time job then visit the Careers & Employability Hub. You don't need an appointment, you can just drop in, or access more information at:

[www.plymouth.ac.uk/employability](http://www.plymouth.ac.uk/employability)

### NATIONAL WAGES

- 25yrs and over £7.50
- 21yrs to 24yrs £7.05
- 18yrs to 20yrs £5.60

Correct as of 1 April 2017  
access more information at

[www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates)

### WORKING IN AND AROUND PLYMOUTH

The most common part-time vacancies are usually in hospitality, retail, administration, care work, teaching support, events promotion, bar work and fundraising. These generally fit really well around your studies.

### FINDING WORK

Student Jobs is part of the Careers & Employability Service. They source and advertise part-time and vacation jobs, on campus and in the local Plymouth area. This can be a quicker and more direct route into a part-time job.

Student Jobs is located in the Careers & Employability Hub. You don't need an appointment, you can just drop in. Explore our advertised vacancies at [plymu.ni/studentjobsboard](http://plymu.ni/studentjobsboard)

or follow Student Jobs on

[@plymunijobs](https://twitter.com/plymunijobs) or

[PlymUniJobs](https://www.facebook.com/PlymUniJobs)

### WORKING ON CAMPUS:

Through Student Jobs the University employs many students in a wide range of campus roles, including:

- Student Ambassadors
- Administrative, clerical and data processing jobs
- Catering jobs
- Working in the coffee shops on campus
- Nursery jobs

Learn more about Plymouth University vacancies at [www.plymouth.ac.uk/jobs](http://www.plymouth.ac.uk/jobs)

### WORKING FOR UPSU

The Students' Union employs hundreds of students in part time employment every year in roles such as retail, hospitality and catering.

Find Student Union vacancies at [www.upsu.com/jobs](http://www.upsu.com/jobs) or follow UPSU jobs on twitter [@upsuJOBS](https://twitter.com/upsuJOBS) or Facebook [upsuJOBS](https://www.facebook.com/upsuJOBS)

### SPECULATIVE APPLICATIONS:

Lots of employers really like this proactive approach. If you do send your CV and cover letter, just make sure that it is centred around the type of role they might offer you.

### FRIENDS AND COLLEAGUES:

Ask your friends, family and colleagues if the companies that they work for need more staff. Your network is often a good source of opportunities.

### RECRUITMENT AGENCIES:

Some employers prefer to use recruitment agencies to recruit their staff. If you are going to use a recruitment agency then do your research and approach the ones that best suit your needs. **They should not charge you for their services.**

### LOCAL VACANCIES:

You can find local vacancies with:

- [www.gov.uk/jobsearch](http://www.gov.uk/jobsearch)
- [www.indeed.co.uk](http://www.indeed.co.uk)
- [www.jobsite.co.uk](http://www.jobsite.co.uk)
- [www.totaljobs.com](http://www.totaljobs.com)
- [www.jobs.plymouthherald.co.uk](http://www.jobs.plymouthherald.co.uk)

Drake Circus shopping centre  
[www.drakecircus.com/vacancies](http://www.drakecircus.com/vacancies)

You can find more job search engines at the back of this leaflet. Once you find a vacancy come along to the Careers & Employability Hub, Roland Levinsky Building and talk to us about your application. We can offer you advice and support on your CV and cover letter. No appointment is necessary. You can find out more about CVs and cover letters in our Career Hacks leaflet or on <http://careernavigator.plymouth.ac.uk>