THE OXFORD GUIDE TO CAREERS 2017

INCLUDES:
Alumni advice
Top job tips
CV & interview guide
Sector investigation
and much more
Welcome to our annual Careers Guide, written for everyone at Oxford and designed to help you scan the horizon, begin to explore your options, and make better decisions about what you choose to do next. I think once you’ve read it, you’ll realise why this is the most read university Careers Guide. Don’t just take our word for it; the independent survey company HighFlies confirms that over 60% of students at Oxford refer to the Guide, about 20% points more than the next most popular guide.

The Careers team has a wealth of experience and is ready to support you in the coming weeks, months, and years, whether you are:

- Making a start and breaking the inertia.
- Exploring your many interests to find clues to careers you might love.
- Seeking alternatives to the well-trodden paths and accessible routes.
- Or, hitting your target and making a successful transition.

Our services extend well beyond the impartial and confidential advice offered to you by meeting a Careers Adviser for a 1:1 meeting.

You can also:

- Meet alumni and employers at over fifteen Careers Fairs
- Gain really useful and valuable knowledge, skills, and experience with The Student Consultancy, a Micro-internship, or our Insight programmes for Teaching/Medicine/Business/Academia, as well as our rolling programme of workshops.
- Meet the Internship Office to explore our popular and successful internship and Micro-internship programmes
- Find thousands of jobs and internships on our Opportunities board in CareerConnect

Whether you already know what you want to do or have barely started thinking about that, your Careers Service can help you address key questions and work round apparent obstacles for greater clarity and options better suited to your unique perspective. From considering options for further study to careers options across all sectors, from the arts to engineering, public sector or private business, or staying in Oxford to working overseas, we can help you draw your own map and plot your own course.

Enjoy your time at Oxford and we look forward to meeting you at our fairs and events; in your college, department or faculty; or at the Careers Service at 56 Banbury Road – both while you are here and for the rest of your career.

While I was studying, I found navigating intern and career applications daunting. Oxford graduates are some of the world’s best, but sometimes it hard to see past the traditional law and finance routes into the City. If that is your plan, you’ll find everything you need right here, but remember there are also so many other options available– from the charity sector to design, from journalism to science – you’ll find it all in this guide!

I work at OUSU, representing Oxford students, campaigning on key issues, and improving the student experience at our University. I’m learning so much and working on a really diverse range of projects. Working for students is such a rewarding job, and being an officer of OUSU is an amazing opportunity to give back to the student and local community. Don’t forget you have the opportunity to involved in our elections in Hilary Term and play your part in improving life for students here at Oxford.

Enjoy and make use of this guide – it’s a brilliant resource. If you’re still feelings lost don’t forget you can always ask The Careers Service for more advice throughout your degree, and even after you leave – alumni are welcome to get in touch at any point in their career. So get stuck in, but, most importantly, don’t worry if you’re not sure what you want to do – most of us are in the same position!
THE YEAR AHEAD

An overview of the recruitment year at Oxford University and the range of support available at The Careers Service.

4 YOUR CAREERS SERVICE
6 WHAT’S NEXT? WHAT’S FIRST?
8 CAREERS TERM BY TERM

DEVELOPING YOUR CAREER IDEAS

Careers information and advice for everyone - including how to develop and explore ideas for what to do next, from further study to how to find graduate jobs.

12 DEVELOPING YOUR CAREER IDEAS
18 TALKING WITH CONTACTS AND NETWORKING
21 BUILDING YOUR OCCUPATIONAL AWARENESS
24 ROUTES INTO GRADUATE EMPLOYMENT
26 FURTHER STUDY
27 WORKING IN DIFFERENT COUNTRIES
29 VISA OPTIONS FOR WORKING IN THE UK

CONTRIBUTORS

Content: The Careers Service and OUSU.
Design & layout: Simon Collins, Isaac Goodwin
Sales: Kershia Paris

Proofreader: Tim Collins
Project lead: Hugh Nicholson-Lailey
Alumni profiles gathered by: Hugh Nicholson-Lailey

With thanks to: Careers Service staff and all alumni contributors.
Images: Alumni photographs are the subjects’ own.
Printed by: OxUniPrint

2 www.careers.ox.ac.uk
GAINING EXPERIENCE + DEVELOPING SKILLS
Core employability skills: what they are, and ideas on how to develop them.

30 GAINING EXPERIENCE + DEVELOPING SKILLS
31 CORE SKILLS
33 EMPLOYABILITY PROGRAMMES
35 IDEAS ON GAINING EXPERIENCE
39 THE INTERNSHIP OFFICE

APPLICATION ESSENTIALS
Advice, guidance and tactics for being your best at all stages of the application process.

40 APPLICATION ESSENTIALS
42 EQUALITY AND DIVERSITY IN THE APPLICATION PROCESS
43 CVs
46 COVER LETTERS
49 APPLICATION FORMS FOR EMPLOYMENT AND FURTHER STUDY
50 PSYCHOMETRIC TESTS
51 ASSESSMENT CENTRES
53 CONFIDENT INTERVIEWS

INDUSTRY SECTOR BRIEFINGS
An introduction to a wide variety of different industries, including real-world insights and advice from Oxford alumni.

56 ACADEMIA + HIGHER EDUCATION
58 ACCOUNTANCY + FINANCIAL SERVICES
63 ADVERTISING, MARKETING + PR
66 ARTS + HERITAGE
69 BANKING + INVESTMENT
79 CHARITY + SOCIAL ENTERPRISE
89 COMPUTING + IT
98 CONSULTANCY
113 EDUCATION
119 ENERGY + ENVIRONMENT
123 ENGINEERING
126 FAST MOVING CONSUMER GOODS
130 HEALTH + SOCIAL CARE
133 INTERNATIONAL POLICY + DEVELOPMENT
136 LAW
149 MEDIA + JOURNALISM
152 NATIONAL POLICY + GOVERNMENT
154 PUBLISHING
157 RETAIL + SALES
159 SCIENCE
162 OTHER CAREERS
166 WORKING FOR YOURSELF

www.careers.ox.ac.uk
THE YEAR AHEAD

YOUR CAREERS SERVICE

The Careers Service provides free information and impartial advice on any careers-related topic – from choosing a course of further study to making successful job applications, and from deciding what career would suit you to finding opportunities to develop your skills.

This Guide is an introduction to all the services and advice that we offer you. Use it to make a start and for ideas, and then dig deeper with our online resources and detailed guidance and access our dedicated services through our password protected CareerConnect portal.

MORE INFORMATION

www.careers.ox.ac.uk/careerconnect

DAILY

Advice appointments. A confidential one-to-one meeting with one of our Careers Advisers. These take place at The Careers Service (56 Banbury Road), with extra sessions hosted in departments and colleges. Book in advance on CareerConnect (see below).

WHERE TO FIND US:

www.careers.ox.ac.uk

▸ Address: 56 Banbury Road, Oxford, OX2 6PA
▸ Telephone: +44 (0) 1865 27 46 46
▸ Email: reception@careers.ox.ac.uk
▸ Twitter: www.twitter.com/oxfordcareers
▸ Facebook: www.facebook.com/oxfordcareers
▸ Linkedin: www.linkedin.com/oxfordcareers
▸ Opening hours: Monday to Friday: 09.00-17.00, except Thursdays: 10.00-17.00 (19.00 in Michaelmas)

WEEKLY

Talks and workshops. We regularly run seminars on specific career options and workshops to improve your application skills, frequently with invited external speakers. Most are open to all students, with some events specifically tailored to Masters students, DPhil students or Research Staff.

CAREERCONNECT:

www.careers.ox.ac.uk/careerconnect

Accessed with your Oxford Single Sign-on, CareerConnect is the password-protected area of The Careers Service website where you can:

▸ Book appointments.
▸ Browse our calendar of upcoming careers Events.
▸ Search our extensive database of job vacancies and internships.
▸ Access special resources that we subscribe to on your behalf, like Wetfeet guides and practice online tests.
▸ ... and much more!

NATASHA DAVIE

Senior Associate,
The Boston Consulting Group (BCG)

“The Careers Service was invaluable during my job-hunting. Through their experience and specialist knowledge, I was able to demonstrate my full potential at interview, and ultimately obtain my ideal job.”

www.careers.ox.ac.uk
E-newsletter. Sent weekly in term-time to your inbox. Read it to keep up to date with the latest events and careers opportunities.

TERMLY

The Student Consultancy. Help local organisations solve real business problems. You’ll get consultancy training, and work in teams, developing employability skills. See page 33.

Micro-Internships. Spend two to five days with a host organisation working on a voluntary full-time work placement. Micro-internships run in 9th week each term.

ANNUALLY

The Internship Programme. Hundreds of work experience opportunities around the world, sourced exclusively for Oxford students, and available in many different sectors. See page 39.

Careers Fairs. We run 15 major events where you can meet employers and explore some of the options available to you. Detail of Fairs planned for this year are on pages 8-10.

Oxford Guide to Careers. This guide is revised each year and given to 10,000 students at the start of the academic year.

PLUS...

Insight Into…. The Careers Service has developed a range of insight programmes to help you develop your knowledge and understanding about some sectors, including Teaching, Medicine, Business and Academia. See page 34.

The Springboard Programme. Holistic development workshops for female students, created with the founders of an award-winning programme for professionals. See page 33.

Recruiter in Residence and Mock Interviews. Opportunities to meet with visiting employers one-on-one. Find out about their sector or organisation, get advice on your CV and applications or have a practice interview with a HR professional. Times and topics are advertised on the Events listing on CareerConnect.

Career Lounges. Group discussions on a specific issue, led by a Careers Adviser. Times and topics are advertised on the Events listing on CareerConnect.

Business Mentoring. Support if you’re interested in starting your own business or social enterprise – or simply want to develop better commercial skills and insight. See page 34.

NATASHA DAVIE
Wadham College,
DPhil in Medical Sciences, 2016
Senior Associate, The Boston Consulting Group (BCG)

Starting out I was attracted to the idea of management consultancy, but I didn’t know that much about it and wanted to consider all my options. I had a lot of uncertainty about job hunting and I used The Careers Service in three main ways:

► FINDING OUT ABOUT CONSULTING: Consulting was completely new to me. I went to the Consulting Careers Fair to learn more, and was able to speak to actual consultants about their day-to-day life, find out how that differs for large and small firms, and crucially, which companies I wanted to work for. The fair was a brilliant way to get a genuine insight into the differences between companies (this comes in very useful at interview!). I prepared a list of questions beforehand, both general and company specific, which was really helpful, and I also asked for email addresses so I could follow up with further questions.

► CONSIDERING OTHER OPTIONS: This was really important as it cemented my decision that consulting was right for me. During Michaelmas Term, through Fairs, company presentations and society led events, I explored careers in academia, met representatives from banking, law, and technology firms, as well as major retail brands like M&S and Sainsbury’s. There are so many events going on, it’s a fantastic chance to get a genuine insight into life after Oxford.

► PREPARING FOR INTERVIEWS: When I went to my first case workshop I was shocked. I was intimidated by the questions and began to realise how challenging and competitive it would be. But I knew I wanted to do this, so:
  - I went to as many workshops and company events as I could.
  - I met with a Careers Adviser to discuss my CV.
  - I used the resources in the careers library to work with different styles of cases.
  - I even formed a group of other DPhils to practice cases with, which really developed my skills.

As I got more confident and started enjoying the case part of the interview, I also began developing the personality or ‘fit’ part of the interview. Applying the STAR method (see p.53) for answers and practicing with real companies that The Careers Service brought in house. Beyond the interview, I also developed my business knowledge, including attending the Insights into Business programme (see p.34).
WHAT’S NEXT? WHAT’S FIRST?

There’s lots of help and support available to you through your Careers Service, no matter what your career questions might be. Take a breath, find your bearings and think about what would help you most to move forwards.

The Careers Service gives a copy of this Guide to all finalists, Masters candidates, and penultimate year undergraduates as Michaelmas Term begins. It is written for everyone who has not yet confirmed what they will do on completion of their time at Oxford. It’s a summary of our core advice and guidance and points you towards the world of resources and opportunities available to you as you consider what to do after completing your current degree – and how to make that happen.

Where and how do I start?

It is never too late to start thinking about your career. If you haven’t really got started yet, you are not alone - but do bear in mind how Alice’s conversation with the Cheshire Cat’s continues.

Alice talking to the Cheshire Cat, from Lewis Carroll’s Alice in Wonderland.

The Cat’s reply is not helpful, but it is hard to argue against. See the next chapter, Developing Your Career Ideas (pp.12-29), for advice and tools to get started. Book a meeting with a Careers Adviser to talk through your thoughts.
I HAVE IDEAS BUT I'M NOT SURE WHAT’S RIGHT FOR ME?

Every Oxford student has the potential to succeed in many different fields. You will want to research and understand more about them, although you might feel there are too many options to explore.

Clearly the web provides masses of information, but to learn what sets the industries, roles and organisations apart it is most helpful to talk to people. Take advantage of the seminars and workshops we offer, and come to our career fairs to meet people working in different fields – but take note that the peak time for this is in early Michaelmas Term, and especially in weeks 2, 3 and 4.

An even more powerful way to find out if you enjoy something is to try it – perhaps through our employability programmes (p.33) or the many options to gain experience, from volunteering to paid internships as outlined on pp.35-39. As with finding full-time jobs, it helps to start making plans early in the academic year if you don’t want to miss some great opportunities.

As you explore different options, think about your core interests and motivations and use these to start to make decisions and narrow your options to a manageable number. Finding some focus should help you manage your time and energy, and improve your chances of success, whilst the options you decide not to follow don’t disappear.

I HAVE A CLEAR FOCUS THAT I AM WORKING TOWARDS

It’s great to have a goal, but do stop and think about what you are basing this on, particularly if you have not had a chance to try out the kind of work or environment that you might be entering. Even if your ideas reflect a long standing personal objective, test whether they are in line with your core drivers and motivations and consider whether there are other good alternatives.

Think about what your Plan B – and Plan C – might be to add to your main focus.

If you have a hunch that although you are focused, you may not have really considered a wide range of different options, it can pay to explore some alternatives. Broaden your ideas and build your long list (pp.14-16). Use our Career Fairs and company led events to seek advice from alumni and others working in the different fields, and look for ways to gain relevant experience in different fields through our employability programmes, internships and work experience (pp.33-39).

Sometimes recruitment season at Oxford can make it seem as though everybody talks about only a few industries, which run high profile recruitment campaigns and offer high-kudos careers with salaries to match. By all means explore these options, but step back to consider what’s right for you.

If you have doubts or questions, consider seeing a Careers Adviser for an unbiased conversation.

I AM WELL ORGANISED AND CLEAR ABOUT MY NEXT STEPS

Even if you are on-track with applications or in the thick of interviewing, do still seek support, especially if you struggled the previous year or your early applications don’t seem to be working. Attend key workshops or chat with a Careers Adviser to see if you can find a new angle or hone your approach, and consider what your Plan B and Pan C could be.

JANE CHANA
 Careers Team Leader

“We’re here to help with any career related query - big or small. Whether you are wondering how to start thinking about life beyond Oxford, weighing up the pros and cons of further study or seeking advice on an industry, a specific job or any aspect of the application process from writing your CV to the etiquette of juggling different offers, please come and talk to one of the team.”
MICHAELMAS

CAREERS TERM BY TERM

Graduate recruitment runs year-round and there are always new positions being advertised. However, many of the biggest recruiters link their cycles to the academic year, with full-time positions for finalists advertised from late summer for entry the following year.

Every year, literally hundreds of organisations visit Oxford specifically to meet with you - to start a conversation. However, our academic terms are NOT created equal. As clearly shown in the graph above, over 75% of all the company presentations and company visits coordinated by The Careers Service in 2015-2016 were in Michaelmas.

HILARY

TRINITY

MICHAELMAS TERM

Michaelmas term is the time to talk to people who are working in the firms that interest you, in the kind of roles that you may be considering. In fact, we will run nine of our annual Career Fairs in weeks 2 to 4 of Michaelmas Term.

Use the Events listing on CareerConnect to find Company presentations and to book places on relevant workshops and skills sessions offered through the Careers Service.

At our Career Fairs and Company Presentations you can meet:

- Recent alumni working in areas you might be interested in learning more about – and who were in your shoes not so long ago.
- Recruiters who can tell you more about the firm, graduate roles and training, and the recruitment process.
- Senior managers and business leaders (many will also be Oxford alumni) who can provide a wider perspective on the organisation and graduate career trajectories.
THE YEAR AHEAD

FINALISTS AND MASTERS STUDENTS:
Full-time Jobs and Graduate Schemes:
Applications will already have opened during the summer at most large graduate recruiters. If you have not already started, finalists and 1-year Masters students should move quickly to:
► Understand the application processes for different firms and be sure to note and hit any deadlines.
► Beware! Some sectors close at the end of October (notably Banking & Investment and Management Consultancy).

Other firms will open applications during this term and into Hilary. For your target companies, monitor careers sites, set email alerts and follow them on social media to make sure you hear first about new opportunities.

Plan enough time to make high quality applications: CVs, cover letter and application forms take time to complete well and should be tailored for every application. See pp.40-50.

Be ready for the recruitment process to move quickly once you have applied. Online testing, interviews and assessment centres can all follow within a few weeks, and offers may be made before Christmas.

Consider booking a 1-to-1 discussion with a Careers Adviser and find relevant workshops and skill sessions advertised on our Events listings on CareerConnect.

Considering Further Study?
Research possibilities now to understand application processes and the options for funding.
► Popular course can fill quickly, so consider applying early.
► Research deadlines to apply for grants and bursaries too.
For fuller advice, see pp.26-27.

MORE THAN 1 YEAR TO COMPLETION:
Internships, Springweeks and Insights Days
Organisations with substantial graduate recruitment programmes are increasingly interested in meeting penultimate year students, freshers and 2nd years on a 4-year course. Use career fairs to ask about internship and ‘taster programmes’ that you can apply to, and when applications will be opening. Also, be sure to attend our Internship Fair in 4th Week of Michaelmas Term.

Some companies will open applications for internships and insight days towards the end of Michaelmas, with many more opening in the New Year. The recruitment processes often mirror those for full-time positions because success in the internship can lead to an offer for a full-time position the following year.

First years and 2nd years on a 4-year programme should note that places for taster days and Springweeks are limited and can fill in less than a week. Be sure to sign up for alerts if you intend to apply; the prize not only includes firsthand experience of the organisation but quite often a fast-track to paid internships the following year.

www.careers.ox.ac.uk
A FEW THOUGHTS:

**HILARY TERM**

Finalists and graduating Masters students who have made good applications should expect January and February to be busy with interviews. Continue to target new graduate programmes and seek advertised positions – you may also find attractive internships options you can apply for. Similarly, those targeting further study should continue to make applications to courses and funding bodies.

If you’ve been applying with little success, review what you are doing and seek advice to understand what you can change. It may be time to start pursuing your back up plans as well. A meeting with a Careers Adviser can often help to identify difficulties and generate new ideas.

*It’s never too late to start thinking about your career. Make a commitment to start and give yourself the best chance of success. See Developing Your Career Ideas (pp.12-17) and make plans to talk to a Careers Adviser.*

*If you already have clear goals, or even fuzzy ideas, research online and meet employers at fairs and company presentations. See the Events calendar on CareerConnect for dates and to book your place.*

*Research options of Further Study and apply early to popular programmes.*

**MAKE APPLICATIONS AND PREPARE FOR INTERVIEWS.**

*Understand your motivations and strengths, and be ready to support applications with evidence: see Successful Applications (pp. 42-55).*

*Polish your application tools and seek a second opinion from a Careers Adviser on CVs and cover letters etc.*

*Submit applications in parallel for your plans A and B (and C …).*

*Be ready for online tests and interviews within two or three weeks of applying.*

**TRINITY TERM**

Everyone, be sure to keep on track academically and invest enough time to do yourself justice in finals or any exams that you have.

*The big ‘graduate schemes’ form only a small proportion of the graduate employment market and the number of vacancies offered every month through CareerConnect remains fairly constant through the year, so there are always new opportunities. Keep an eye open, however, for graduate schemes that may re-open this term to fill places that remain unfilled, or apply to firms that have year-round rolling recruitment.*

*Similarly, you can still secure an internship for summer this term. Keep looking and applying, and approach organisations speculatively to uncover extra, hidden, opportunities.*

*The Careers Service continues to offer workshops and Careers Advisers continue with confidential 1-to-1 discussions during Trinity and the long vacation. Throughout the summer we provide both e-Guidance and are happy to run telephone and Skype appointments.*

**IT’S NOT TOO LATE TO DEVELOP YOUR SKILLS AND EXPERIENCE**

*Continue to be involved fully in student life through societies, volunteering and extra-curricular activities.*

*Consider participating in The Student Consultancy and our Insight programmes if you haven’t already done these (pp.33-34).*

*Apply to The Oxford University Internship Programme (OUIP) from January onwards (p.39) – you can still take an internship if you’ve completed your studies!*

**NETWORK AND BUILD YOUR VISIBILITY**

*Meet contacts and alumni at events and reach out to them.*

*Use the Oxford Careers Network, LinkedIn and social media as a research tool, to follow your targets and make yourself easier to find (pp.18-20).*

*For some sectors – such as creative careers, journalism, publishing, charities – networking and speculative approaches can be important to uncover opportunities: thinking 6 months ahead is key.*
PENULTIMATE YEAR:
START TO FOCUS ON WHAT YOU MIGHT DO ON COMPLETION;
▶ Review your career preferences and interests – or start your self-assessment – see Developing Your Career Ideas (pp.12-17). Follow the advice to finalists above – the same rules apply!
▶ Plan, research and develop your CV – attend relevant workshops.
▶ Attend the relevant Careers Fairs, including the Internship Fair on 2nd November. Get into your job-market research and look for application deadlines - be aware of deadlines as early as November.
▶ Apply for summer internships, including those advertised from January onwards in the Oxford University Internship Programme (OUIP) – see p.39.

TALK TO PEOPLE AND NETWORK
▶ Find out about people’s jobs, their companies and the sector at Careers Fairs and company presentations.
▶ Use the Oxford Careers Network and LinkedIn to contact alumni whose interests you.
▶ Get advice and tips from final-year students. Ask about their summer internships, and perhaps seek an introduction to their colleagues?
▶ Plan how to make the most of the Long Vac, and make speculative applications to find work experience with organisations of interest that don’t offer formal internships.

CONSIDERING FURTHER STUDY
▶ Talk with tutors, supervisors and research students in your field.
▶ Ask about working as a Research Assistant during vacations.

BUILD YOUR SKILLS AND EXPERIENCE
▶ Get elected to a position in a society, common room or club and make a difference by organising an event, running the show or starting something new – all will develop your skills and add value to your applications.
▶ Sign up for workshops and skills sessions at The Careers Service or join one of our employability programmes (pp.33-34)
▶ Try out different ideas, perhaps via our micro-internships, work-shadowing or work experience. Volunteer with local charities or through OxHub.

MORE THAN 2 YEARS FROM COMPLETION
GET INVOLVED AND ENJOY OXFORD
▶ Join and get involved in societies, clubs and social life alongside your academics.

START THINKING
▶ It’s never too soon to start thinking about your post university plans. Build awareness of your career related preferences and interests with some self-assessment exercises. See Developing Your Career Ideas (pp.12-17).
▶ Visit The Careers Service’s website, or use our Resource Centre at 56 Banbury Road to start researching what you could do and check out your options.
▶ Talk to a Careers Adviser if you need help with your plans or ideas for how to get started.

START TO DEVELOP YOUR SKILLS
▶ Refresh your old CV and review the skills you can evidence already. Consider where and how you can use these more, and which new skills you might develop.
▶ Review the ideas for Gaining Experience and Developing Skills (pp.30-39).
▶ Support your College or Department with their outreach programmes or a telethon fundraiser.
▶ Get involved with an OUSU campaign or a charity fundraising event.
▶ Volunteer with OxHub and local charities in term and holidays - a great way to gain skills, meet people and make a difference (p.35).
▶ Participate in staff/student liaison committees within your college or department.

GAIN SOME EXPERIENCE
▶ Look for, and apply to, Insight Days, Spring Weeks and Work Shadowing opportunities in different sectors for inspiration (pp.36-37). Places are limited and application windows can close within days, so register for notifications and be ready to apply from November to February.
▶ Apply for vacation/temporary work to earn money and gain experience and skills. Every opportunity can provide meaningful experience: for example, bar and retail work can enhance your customer focus, team-work skills and offer insights into what makes a successful business tick.
▶ Use the vacancy database on CareerConnect to look for part-time and vacation opportunities.
▶ Apply for a summer placement on The Oxford University Internship Programme (OUIP) from January for overseas internships, and from mid-February for internships in the UK (p.39)
▶ Start to build your network and to learn about sectors and organisations.

www.careers.ox.ac.uk
DEVELOPING YOUR CAREER IDEAS

With hundreds of possible directions many students find it hard to decide what they want to do after graduating and may even find the process quite daunting. This chapter can help you make a start and get you thinking about how to identify careers that might appeal to you and how to choose between them.

FIVE STEPS FOR BETTER CAREER PLANNING:

People often find greatest career satisfaction when their work reflects their core values and motivations, and allows them to use their skills and strengths in a field that interests them. Investing time to understand your personal drivers is, therefore, an important first step. However, this self-awareness needs to be linked to occupational awareness – insights into different industries and the range of functional roles available – as a basis for making decisions and taking steps towards securing work that you find engaging and rewarding.

1: WHAT YOU DO AND WHAT YOU LIKE BEST…

Knowing what interests and motivates you most is key to finding long-lasting satisfaction within your work and beyond.

Look for clues in the choices that you have already made. Consider what you are good at and what you really enjoy doing, both in your studies and beyond. For example:

- Reflect on past experiences that have given you a sense of joy, achievement or real satisfaction to understand what aspects of those experiences are most important to you.
- Re-examine what determined your choice of subject and which elements of your current studies engage you most fully.

INTEREST AND MOTIVATION

Do not underestimate the importance of what you choose to do beyond studying as a source of valuable insights into what truly motivates you, the kind of people you like to spend time with and the environments, activities and results that you value most highly. Examine your extracurricular activities for insights by asking yourself:

- What appealed to you when you chose a specific activity?
- What has given you most satisfaction?
- What have you learned or gained from your extracurricular activities?
- What are your reasons for continuing with it? Or, perhaps, for stopping?

Link these personal insights to the suggested Career Interests and Values and Motivations in the following tables to begin to understand better your unique pattern. As a start you might select 3 to 5 from each of these lists as your main drivers, or you can create your own list.

<table>
<thead>
<tr>
<th>CAREER INTERESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of work and working environment</td>
</tr>
<tr>
<td>Analytical: researching and investigating; numerical work</td>
</tr>
<tr>
<td>Collaborative style of working</td>
</tr>
<tr>
<td>Creativity and generating ideas</td>
</tr>
<tr>
<td>Enterprise &amp; business</td>
</tr>
<tr>
<td>Managing and leading people</td>
</tr>
<tr>
<td>Social &amp; caring roles</td>
</tr>
<tr>
<td>Solving problems</td>
</tr>
<tr>
<td>Supporting and advising people</td>
</tr>
<tr>
<td>Theoretical and conceptual: working with ideas</td>
</tr>
<tr>
<td>Working with defined processes</td>
</tr>
<tr>
<td>Working with technology</td>
</tr>
</tbody>
</table>
DEVELOPING YOUR CAREER IDEAS

VALUES AND MOTIVATIONS

Affiliation (a sense of pride or belonging)
Altruism/Social good
Autonomy
Capacity to influence others
Challenge
Financial Gain
Fun
Learning and growth
Personal recognition
Positioning (for next career move)
Prestige
Progression
Security
Structure
Variety

CORE EMPLOYABILITY SKILLS

Commercial awareness
Communication- face to face
Communication- in writing
Initiative
IT skills
Languages
Leadership
Organisation and planning
Problem solving and initiative
Self-management
Teamwork

SKILLS

The skills you have are also important, but you can both develop existing skills further and learn new ones.

Organisations often select graduates based on long-term potential. They understand that skills can be learnt and developed given the right opportunity and support, and that success ultimately depends on the individual's level of commitment: their interest, motivation and drive.

Many of the strengths and skills that you already display reflect your deeper interests and drivers, which is why recruiters can consider past behaviour to be a reasonable predictor for future success. It is therefore important that you appreciate your range of skills, where you have developed and used them, and how and why you like to apply them.

Start by considering what you are good at and what you really enjoy doing. Refer to the list of core employability skills opposite: these ‘transferable skills’ are developed and applied in many contexts, so look at the skills you use both in your studies and extra-curricular activities. For more information, see pp.30-32.

Skills from your studies

Through your degree you have developed many core skills. For example, during your coursework you have:

► Worked independently to manage your time and organise your work.
► Demonstrated drive and perseverance to deliver high quality work on time.
► Honed your communication skills.
► Used research skills to find, organise and analyse large volumes of information or data.

The example below shows some of the skills that can be developed and evidenced through a degree in Humanities.

Skills developed outside your study

Whatever you do requires you to apply your skills, and successes and failures offer the chance to develop, learn, adapt and improve. So everything you choose to do can be of value: participating in events run by a student society or sports team; fundraising and volunteering; acting in or staging a play;

TRANSFERABLE SKILLS DEVELOPED AND DEMONSTRATED THROUGH A DEGREE IN HUMANITIES

<table>
<thead>
<tr>
<th>Skills</th>
<th>Examples for a CV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written communication (volume of work)</td>
<td>Wrote twelve 3,000 word essays each term</td>
</tr>
<tr>
<td>Verbal communication</td>
<td>Defended essays in weekly discussions with leading academics and peers</td>
</tr>
<tr>
<td>Organising and Planning / Information synthesis and analysis</td>
<td>Conducted independent research and delivered 10,000 word thesis ... praised by tutors as ...</td>
</tr>
<tr>
<td>Self management and motivation - Resilience and tenacity</td>
<td>Delivered 108 essays to strict deadlines during degree ... Worked under pressure and to strict deadlines</td>
</tr>
<tr>
<td>Problem Solving/Creative Thinking</td>
<td>Created original thesis/project, and produced original argument for ‘...’</td>
</tr>
<tr>
<td>Independent work/initiative/curiosity</td>
<td>Researched and analysed 12 new academic areas each term</td>
</tr>
<tr>
<td>Accuracy and attention to detail</td>
<td>Maintained accurate and detailed records during research, referencing 24 articles referred to in thesis ...</td>
</tr>
</tbody>
</table>
DEVELOPING YOUR CAREER IDEAS

running the College Ball or speaking at the Union. Consider each activity, and reflect on:

- What roles do you take on?
- What kind of skills do you use?
- Do they involve other people and, if so, how do you work with them?
- What does success look like?
- Which results show your contribution?

WHAT IS YOUR PERSONAL PATTERN?

Build up an understanding of your unique personal pattern of Career Interests, Motivations and Skills. Consider using the lists in this section as a starting point. Use the following additional tools and ideas to help you develop your thinking further. See:

- Our guidance online: www.careers.ox.ac.uk/generating-career-ideas
- Psychometric tools based on short questionnaires, including:
  - TargetJobs Career Planner: www.targetjobs.co.uk/careers-advice/career-planning
  - Prospects Career Planner: www.prospects.ac.uk/planner
- Creative guides to help you explore your preferences, including:
  - Reference books at The Careers Service, including Build your own Rainbow and What Color is Your Parachute?

Book an appointment with a Careers Advisers (see p.4) to discuss any questions you have or for advice on how to interpret and apply the insights gained from the above.

2: EXPLORING POSSIBLE OCCUPATIONS AND CREATING YOUR ‘LONG LIST’

As an Oxford graduate, from any discipline, it is possible to work in many industries - as a quick scan of the alumni profiles in this guide will confirm. In the UK the majority of graduate roles do not require a specific degree and many organisations seek to attract a diverse pool of candidates. This opens a world of possibilities and creates choices for you - and also means you will need to make decisions (see Step 5, p.17).

Start to build your ‘long list’ of possibilities, considering both the industry sector(s) and the kinds of roles you might be interested in: remember, similar roles can often be found across all sectors, whether it’s design work, financial management, planning, managing or communicating, ...

You might want to use the knowledge gained from your degree directly, or find a related role where you can still draw on that knowledge. Alternatively, you may choose to apply the transferable skills that you have in a totally new area. The example opposite illustrates some of the options for a student studying a science subject.

As you research, build up your ‘long list’. Whether you are starting with some ideas, or none, consider broadening your horizons initially. Ideas and tactics to build your ‘long list’ include:

- Reviewing roles suggested by an on-line career planning tool.
- Exploring what others with your degree have chosen to do:
  - See the Oxford leavers’ destination data at www.careers.ox.ac.uk/dlhe
  - www.prospects.ac.uk has pages on “What can I do with my degree?”
  - Examine the careers of over 170,000 Oxford alumni via the University of Oxford page on LinkedIn.
- Browsing online jobs boards – including CareerConnect – what catches your eye?
- Thinking about careers related to your interests and extra-curricular activities.
- Dreaming a little and envisioning your future in an ideal world ....
  - What are you doing – what skills are you using?
  - What happens – what results do you deliver?
  - Where are you working – an office/outside/at home?
  - Who are you working with, and how?
  - What does an ideal working day/week look like?

Each time you find an idea of interest to you, consider the specific skills and attributes typically required for that role and how strongly these match your preferences. Also, look for related fields to expand the range of options you are considering.
SOME CAREER ALTERNATIVES FOR SCIENCE STUDENTS

For many scientists, a fundamental career decision concerns how (if at all) you want to use your science in the future.

USING YOUR SCIENCE DIRECTLY IN A ‘HANDS-ON’ WAY

Many organisations offer science roles in research, development and analysis for new graduates. However, the first step for many scientists wanting a ‘hands-on’ career in science is a PhD (DPhil in Oxford), with more than a third of Oxford science graduates going straight on to higher degrees.

APPLYING YOUR SCIENCE IN SOME WAY

There are many opportunities outside the laboratory that will allow you to use some of the scientific knowledge you have gained. Here are just a few ideas:

- Science communication or publishing.
- Science policy or administration.
- Technology transfer.
- Intellectual property and patent work.
- Roles in manufacturing.
- Technical sales and marketing.
- Science consulting and market research.

MOVING AWAY FROM YOUR SCIENCE

Your science degree may well have given you opportunities to develop skills that are in great demand from employers, including: numeracy, logical thinking and analytical skills; problem-solving skills; and IT skills.

3: RESEARCHING YOUR OPTIONS

Time invested in researching industries, individual organisations and roles is time well spent. Firstly, it helps you make better choices. Secondly, good research lays the foundation for successful applications (pp.42-55) because it helps you:

- …to be clear that you’d be happy doing the job!
- …to signal why you are motivated to do the job with that specific organisation.
- …to impress recruiters with good questions and an awareness of issues or trends that may affect their market.

RESEARCH: GET FIRST-HAND EXPERIENCE

First-hand experience allows you to explore whether you have the ability and interest to perform well in a role. You also learn more about the organisation, its people and working culture which helps you evaluate whether you are likely to enjoy working there.

The next chapter, ‘Gaining Experience and Developing Skills’ (pp.30-39), provides a fuller overview of the options available, which include not only internships and work experience but also a variety of shorter opportunities to visit organisations to learn about their work: work shadowing schemes; ‘insight days’ and ‘Spring Weeks’; future leader programmes. These programmes can help you:

- Learn about an industry and a role, and the organisation and its culture.
- Develop transferable skills and a track record that provides evidence of your ability and motivation.
- Secure an offer to the next stage:
  - Insight programmes may provide a fast-track into an organisation’s internship programme.
  - Leading employers report that nearly a third of their graduate intake will have undertaken work experience with them before they are hired, and this rises to more than two thirds in some sectors.

However, even to get onto an ‘insight’ or ‘internship’ programme you will need to make an application, which means you need to do your homework on your target organisation.

RESEARCH: GO ONLINE

Read widely to research the industries and organisations you are targeting. Start with the following ideas:

- Our industry sector introductions in this Guide (pp.56-168).
- Over 40 in-depth sector briefings on our website: www.careers.ox.ac.uk/sectors-occupations - dig deeper using the resources listed in these.
- Read companies’ own websites and particularly their career pages – these provide lots of information, including:
  - Profiles form recent graduates.
  - Information about their graduate programmes.
  - Tips and practice materials for the recruitment processes.
- Review the websites of professional bodies.

OLLIE TOMLINS

St Peter’s College, Modern Languages, 2012
Online Development Project Manager, Sainsbury’s

“My programme recruited on the basis of leadership potential, so I needed to demonstrate that I had previous employment in a leadership role and taken on responsibility for people and organisation. The assessments were much more focused on potential rather than relevant work experience however, and as such, internships are not a passport to entry.”
RESEARCHING EMPLOYERS’ EQUALITY AND DIVERSITY POLICIES

Many employers are proud to have strong equality and diversity policies, and proactively seek to recruit individuals from diverse backgrounds. If you are interested in particular recruiters, look at their equality and diversity policies, or talk anonymously with their representatives at careers fairs.

Indicators of the strength of their commitment to recruiting from diverse backgrounds can include:

- The ‘two ticks’ Disability Symbol on job advertisements. This means the employer has made some commitment to employing disabled people.
- They are accredited as a ‘Mindful Employer’, indicating they are extremely supportive of employees with mental health issues.
- They offer a ‘Guaranteed Interview Scheme’ to disabled applicants who meet minimum criteria for employment on their application form.
- They partner with and provide internships for people from under-represented backgrounds through organisations such as SEO (Sponsors for Educational Opportunity), EmployAbility, The Windsor Fellowship and Rare Recruitment.
- They score highly on indicators such as the Stonewall Workplace Equality Index due to their work ethos and practices.

There is more advice on Equality and Diversity in the application process on pages 34, 36, 42 and 50, and you can see a recruiter’s view on page 42.
4: NARROWING DOWN YOUR OPTIONS

For many people, career planning is an on-going process, revisited and revised as they gain experience, learn and grow. It can take time and experience to find your niche and the choices you make now are just the first steps on a journey. They do not tie you to a specific career, however, and changing career direction in the years after graduation is in fact quite common.

If you have considered your unique pattern of personal preferences, motivations and skills you have a toolkit for evaluating options in your long list. Analyse your options and listen to your intuitions with the aim of identifying which roles best match up with your key criteria and to weigh up the ‘pros and cons’ of different choices.

One option is to build a ‘decision making grid’, where you weight the relative importance of your key criteria and score each career option independently. In the worked example below, it seems that Option B is least attractive - and could be discarded - but it might be worth pursuing both options A and C as attractive choices. To distinguish between options A and C more fully, it may be necessary to do further research or add additional factors to the grid.

The Careers Service advice on How to Make a Career Decision provides further details on the ‘decision making grid’ and three other decision making strategies: the D.E.C.I.D.E.S. model; Force-field Analysis; and Visualisation. See: www.careers.ox.ac.uk/how-to-make-a-careers-decision.

Lastly, seek advice from others:
- Share your ideas with friends and family – ask for their feedback.
- Book a meeting with a Careers Adviser via CareerConnect (p.4), who can help you examine your options and offer impartial advice on next steps.

At this stage, you do not need to narrow your choice to a single option. For every option you follow, make sure you undertake sufficient research and allow yourself enough time to make high quality applications. However, ensuring you have a ‘Plan B’ is a good idea in case your first choice does not work out.

5: MOVING FORWARD FROM YOUR DECISIONS

Once you have set priorities and decided on which roles you are targeting, it’s time to start your job search and set the groundwork for successful applications. Allow plenty of time for this and in particular:
- Identify events you want to attend – use The Careers Service Events listing on CareerConnect (see p.4) to find:
  - Careers Fairs.
  - Company presentations.
  - Skills workshops and training sessions.
- Ensure you receive the Careers Service’s weekly newsletter.
- Save searches on CareerConnect to receive job alerts.
- Check application deadlines for your top choices and begin to plan your applications.
- Continue your research into your target organisations and roles.
- Check your own online presence, particularly your visibility and privacy settings on social media.
- Bookmark target firms’ careers pages, set up email alerts for vacancy notices, and follow them on Twitter and Facebook.

Also, assess your chances of success and consider how you can improve these. Think of positive steps you can take to remove barriers or address any weaknesses. Focus on what you can control and influence, like learning new skills and gaining relevant experience, and planning how best to present the experience you do have. Even if the position you are interested in seems out of reach, do not screen yourself out too easily - do not underestimate the persuasive power of demonstrating genuine passion, motivation and personal commitment during the application process.

### EXAMPLE OF A DECISION MAKING GRID

<table>
<thead>
<tr>
<th>Decision factor</th>
<th>Weighting</th>
<th>Option A</th>
<th>Option B</th>
<th>Option C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staying in Oxford</td>
<td>2</td>
<td>2×2 = 4</td>
<td>2×2 = 4</td>
<td>2×1 = 2</td>
</tr>
<tr>
<td>Creative job</td>
<td>3</td>
<td>3×1 = 3</td>
<td>3×0 = 0</td>
<td>3×1 = 3</td>
</tr>
<tr>
<td>Learning: quality of training</td>
<td>3</td>
<td>3×1 = 3</td>
<td>3×1 = 3</td>
<td>3×2 = 6</td>
</tr>
<tr>
<td>Total</td>
<td>10</td>
<td>7</td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>

**Weighting of criterion:**
- 3 – important, 2 – quite important, 1 – less important.

**Criterion satisfied in this occupation/role:**
- 2 – almost ideal, 1 – quite good, 0 – not met at all.
MENTION ‘NETWORKING’ AND MANY PEOPLE WOULD RATHER AVOID THE TOPIC. HOWEVER, NETWORKING CAN BE A REALLY POWERFUL WAY TO LEARN ABOUT INDUSTRIES, MEET FASCINATING PEOPLE, UNCOVER HIDDEN OPPORTUNITIES - INCLUDING JOBS AND INTERNSHIPS - AND DEVELOP YOUR OWN SKILLS. IT’S SOMETHING EVERYONE CAN AND, WE WOULD ARGUE, SHOULD DO.

Networking is about making and maintaining contact with people, and building relationships that potentially help all involved. Just as your network of friends can lead to social opportunities, so a network of professional contacts can lead to work opportunities. In the same way that talking with someone studying at Oxford might have helped inform your decision to apply, talking with someone active in the professional sphere can be a good way of informing your career choices. You can learn more about a particular field or organisation, a particular job and whether that kind of work might suit you.

It’s also estimated that a majority of jobs – and a higher proportion of work experience opportunities – are not formally advertised. This makes sense. Think about what you might do if you needed help at short notice in your JCR/MCR or student society - and you know someone who could do it - you might just ask them if they are interested rather than advertising it more widely. It’s the same in the world of work.

**NETWORKING NEVER STOPS**

It would be a mistake to think that networking is an ‘event’ or something you do for a few weeks in order to get an internship or a place on a grad scheme and then you’re done. Networking needs to become just a normal part of life, but not in a manipulative or mercenary way: see it as just making lots of friends and not making any enemies.

WHO COULD I NETWORK WITH?

It makes sense to start with people that you can reach: family and friends; tutors and lecturers; people that you have worked with or that you meet at events or socially. Be curious about what they do and who they know, and – crucially – let them know about you, your skills and interests to see where this may lead. Ask your contacts whether they know anyone who they would recommend you talk to, and ask for an introduction.

- **Oxford alumni:**
  - Your tutors and your college alumni office may be able to give tips on who to contact.
  - Use LinkedIn and the Oxford Alumni Community: [www.oxfordalumnicomunity.org](http://www.oxfordalumnicomunity.org).
  - Mentors in the Oxford Careers Network (see opposite) – a networking tool available through CareerConnect: [www.careers.ox.ac.uk/ocn](http://www.careers.ox.ac.uk/ocn).

- **Contacts of people you know** (ask friends/relatives/tutors for introductions).

- **People you’ve worked with**, or contacted on behalf of a society/committee.

- **People you research online** and then approach speculatively.

- **Fellow students, in College and at the Department**, will know people and have experience that might tie into your goals.

Networking is a two way street though, so think about who you already know and be ready to help when others ask for advice. Perhaps you interned last summer at a firm? Whether you are pursuing alternative options or it went really well and you’re holding an offer, your friends might be really interested to hear more about your experiences and to get a personal introduction to your colleagues.

**HOW AND WHEN DO I NETWORK?**

Networking can happen anywhere, at any time. It does not have to be a formal Networking Event - you can make professional contacts and have interesting conversations when at college, careers or student society events in Oxford and elsewhere. Or you might start networking online through a conversation with someone on Twitter, being introduced to ‘a friend of a friend’ on Facebook, or connecting directly through LinkedIn.

The medium doesn’t matter: online or face-to-face, networking is all about being respectful and genuine. People are generally willing – even flattered - to share their experience with those who are genuinely interested, and often enjoy giving advice and insider tips. If you meet someone doing something you think sounds like a really ‘great job’ and wonder how they ‘got so lucky’ – try asking them! Or if the ‘dream’ seems out of reach, ask for advice on what experience, roles or further study might provide a stepping stone to move you closer to your ultimate goal.

In fact, when networking you may find that you have something to offer in return and both parties feel like they’ve benefited from the interaction. Perhaps you gain knowledge and insights, while they find satisfaction in helping you; you learn about a great industry website, and they hear about an Oxford event relevant to their line of work.

**MIKE DAVIDSON**

VP Design @ Twitter

“IT’S ALL ABOUT PEOPLE. IT’S ABOUT NETWORKING AND BEING NICE TO PEOPLE AND NOT BURNING ANY BRIDGES. YOUR BOOK IS GOING TO IMPRESS, BUT IN THE END IT IS PEOPLE THAT ARE GOING TO HIRE YOU.”
FINDING OTHER LEADS

Social media is of course alive with opportunities, not least because many organisations now use Facebook and Twitter as key communication tools to promote themselves. Social media are increasingly used to advertise competitions, presentations and events, open days and even posting full-time and internship opportunities. Connect online – but remember to set your privacy settings carefully and have a profile picture and an email address that doesn’t alarm potential employers.

**TWITTER**: Use the search facility to find people who mention their employment or university in their profile and send a short, publicly visible, question to someone asking for their tips or advice. See who prominent individuals or organisations ‘follow’ to give you other ideas about who to contact.

**FACEBOOK**: Post a message to your personal contacts letting them know what you are most interested in and asking for recommendations for people to contact. As with LinkedIn, you might also find relevant groups to join. Increasingly, you can also follow recruiters’ pages to find out about events and competitions, vacancies and deadlines and follow current employees. Some employers (e.g., the Fast Stream Civil Service) have used Facebook to invite questions from prospective applicants.

**INDUSTRY WEBSITES**: Many employer websites include ‘about us’ or ‘staff team’ pages where you can learn more about who works there (sometimes there is also an email address). You might be able to contact people directly to ask for advice, but if their email address isn’t published, you could email the generic address you find with ‘FAO’ (For Attention Of) and the name of the person you’ve researched at the top – or consider looking them up on LinkedIn and approaching them that way.

---

**WHAT RESOURCES COULD I USE?**

The Careers Service brings scores of companies and hundreds of representatives to Oxford specifically to talk with you about who they are, what they do, and the application process. Many of the professionals you can meet will be recent Oxford graduates who were in your shoes only a few years - or months – earlier and will understand your perspective and concerns.

Use our Events calendar on CareerConnect (p.4) to find the Careers Fairs, company presentations and events offered in the fields you are most interested in.

**OXFORD CAREERS NETWORK** The Oxford Careers Network provides career profiles of hundreds of volunteer alumni across dozens of industries. This searchable database enables you to find out more about careers in a sector, a type of job, or a specific organisation. Many alumni are also happy for students to email them through the OCN system or to provide mentoring to current students: information on how to contact an alumnius is included in each profile. Use your Oxford Single Sign On to access the OCN at www.careers.ox.ac.uk/ocn.

In fact, you can generate potential leads from all sorts of sources. As you get into your sector and company specific research, check who was quoted in the article that caught your attention in that industry journal. Who wrote it? Who were the speakers at that conference you heard about? …

**LINKEDIN** The biggest professional social network, with powerful search tools. With a free account, try:

- Seeking out the University of Oxford page to search the careers of Oxford alumni (over 170,000 and rising) - find and connect to alumni in the industries, organisations and roles you are most interested in.
- Build an extended CV on the site by adding:
  - Your University, (work) experiences, a list of skills, languages.
  - An introductory Summary to introduce yourself and your goals.
  - Links to your blog, publications, events that you have been involved with.
- Adding professional contacts you know (anyone you’d be happy to introduce to a future colleague if they asked).
- Joining groups for sectors of interest – to browse job discussions, or to post a question. Join the Oxford Careers Service and Oxford Alumni groups!
- Asking for introductions where you have a shared connection with someone it would be useful to contact.

You might also want to try alternative sites like:

- Academia.Edu: a platform for academics to share research papers.
- ResearchGate: a social networking site for scientists and researchers to share papers, ask and answer questions, and find collaborators.
- Hiive: a growing community.

---

“The door is open, so gather your courage and your questions and join the conversation.”
WHAT DO I SAY?
EMAIL/SOCIAL NETWORK MESSAGE

Dear [Name],

I’m a [second year/finalist] at [college] here in Oxford and I’m interested in working in/ as [sector/job function].

I’ve been developing my ideas [briefly reference relevant courses/websites/societies/reading ...] and John Caruthers suggested that you might be willing to share your experience in the field. I would truly appreciate a few minutes of your time to discuss your insights into [the work or role/their company/ how best to prepare ...]. Perhaps we can meet for a 10 minute chat/arrange a time to speak by phone/skype ...

I know that you might be busy and if it will not be possible to [meet/speak] I fully understand. Thank you for considering my request however, and if there is anyone else you’d recommend I contact to learn about the sector, I would greatly appreciate an introduction.

With best wishes

Signed ......

---

1 If you don’t have a direct email address, try an organisation’s generic email address marked ‘FAO [name of contact]’, politely asking for it to be forwarded
2 Make a connection so your contact understands who you are and how you found them.
3 Build your credibility and show you are serious by briefly outlining relevant research, and explaining where you identified them as a potential contact. Perhaps the College alumni office, their entry to the Oxford Careers Network or LinkedIn ...
4 A reference from someone they know can be a powerful incentive to respond, but check first with your source that they are happy for you to use their name.
5 Asking for advice or information is useful – it’s free to give and people are usually happy to share what they know. It also covers many possibilities, including where to find information, insider views on careers, tips for getting in, other potential contacts and even unadvertised jobs.
6 Explain what you are most interested in. Try to be specific so they understand what you hope for and can judge whether they can help you – if you ask a vague question, you will get a vague answer, or none at all.
7 Suggest a way forward, and be specific about what you are expecting: 10-15 minutes is realistic for a first chat or call.
8 Show respect for their time, keep it polite and positive and keep the door open to future contact.
DEVELOPING YOUR CAREER IDEAS

BUILDING YOUR OCCUPATIONAL AWARENESS

It can be useful to examine what Oxford students do after completing their degrees to gain an initial overview of the breadth of choices open to you.

POSSIBLE CAREER DIRECTIONS

Completing a degree at Oxford opens up many possibilities no matter what you are studying. This section provides a quick introduction to our leavers’ first destinations 6 months after leaving Oxford.

To go beyond the outline provided here, use the Careers Service’s webpages on ‘What alumni have done’ to examine the early career destinations for over 14,500 Oxford graduates from all courses over three years (2012 to 2014) by industry sector, the roles they take on and average salaries too.

FURTHER STUDY

A large proportion of Oxford leavers go on to further study – in fact, a significantly higher proportion than for other major UK universities, with nearly 1 in 3 leavers choosing further study. The Careers Service provides support and advice on further study – from finding courses to assisting with application forms and advising on potential funding sources or studying abroad.

Consider carefully what benefits you hope to gain from undertaking another degree against the time and costs required. Although further study is a prerequisite for some careers, and highly desirable for others, for many careers it is unnecessary and may make no difference to either your entry point or starting salary.

Turn to pages 26-27 for more information on the options and planning for further study.

MORE INFORMATION

www.careers.ox.ac.uk/further-study

OCCUPATIONAL SECTORS

Careers are often labelled according to their industry sector, and the second half of this Guide (pp.56-168) provides short industry introductions and company listings covering over 20 major industry sectors that our leavers enter. There are many more - nearly 50 - detailed briefings on our website, covering all the sectors in this guide and more. Briefings usually include five sections plus suggestions for additional resources:

► About this Sector.
► Entry Points.
► Skills Needed.
► Gaining Experience.
► Getting a Job.
► Our Resources.
► External Resources

MORE INFORMATION

www.careers.ox.ac.uk/sectors-occupations

USING OUR ‘DESTINATIONS OF LEAVERS FROM HIGHER EDUCATION’ (DLHE) DATA:

Our annual DLHE survey collects information from students six months after leaving Oxford. The Careers Service’s website contains a full, interactive set of anonymous destination data from the past four years for you to explore: www.careers.ox.ac.uk/dlhe.

Use these data to find information about destination trends by sector, as well as by role within sectors. You can explore the data using different criteria, including:

► Department and course of study.
► Job titles.
► Salary information.
► Location of employment.
► Differences by gender.

www.careers.ox.ac.uk
For the 61% of Oxford leavers entering work, the piechart above shows the percentages entering different industry sectors. A quick glance at the graph reveals that:

- Oxford leavers enter a hugely diverse range of fields, spanning the full spectrum of graduate careers.
- By far the most popular sectors entered by Oxford leavers are ‘Academia & Higher Education’ (mainly as researchers) and ‘Education’ (mainly as teachers), followed by Health & Social Care.
- As many leavers enter third sector roles (Charities, Development & not-for-profit) as go into Banking & Investment.
- Government & Policy and Computing & IT attract similar numbers as both Consultancy and Law.

These data help to dispel the myth that the four ‘City’ sectors (Accountancy & Financial Services; Banking & Investment; Consultancy; Law) are the main destinations for Oxford’s graduating students. Despite being the most visible companies on the Oxford recruiting scene, these ‘City’ sectors account for only 1 in 8 of all Oxford leavers’ destinations – or roughly 1 in 5 of the first career destinations for the 61% of leavers who enter work.

**FUNCTIONAL ROLES**

The industry or sector that someone works in is only one aspect of their career. Equally important is the role or function that the graduate takes on. Many larger companies offer graduate entry programmes where the first two years involve rotation through a number of different functional areas to provide a broad grounding in the company and its business. Graduates also have time to assess their strengths and preferences for later specialization.

**JULIET TOMLINSON**
Careers Advisor

“Delve beneath the surface of the rotational ‘grad schemes’ offered by many large graduate recruiters to discover the wealth and variety of career opportunities they open up. The retail sector is a great illustration where you may quickly progress to managing a huge business, become a specialist in buying, merchandising or logistics or enter a core business function such as finance, HR, marketing or IT.”
It's important to consider which functional roles you might be most interested in. For some people, the function becomes their primary goal, and so remember that the same functional role can frequently be found in many diverse industries: Charities need IT specialists, marketers and HR managers as well as front line volunteers, fundraisers and policy makers. In the HR and recruiting industries, more graduates will take on account management, training or web-developer roles than become HR managers. Data analysts are needed as much in the advertising and retail sectors as in academic research, social policy work or either finance and consultancy firms.

Take time to think broadly about where you might find opportunities which you’d be interested in taking on. If you do not limit yourself by exclusively targeting industries that seem to have the right label, you may be surprised at the possibilities you find, both as a first career destination or a few years later. For example:

- Would be journalists can learn valuable skills in a PR role in any sector, and by blogging.
- Considering a career in IT? IT roles now existing in virtually every field in all but the smallest organisations, and 40% of IT professional work outside the computing and IT sector.
- Consider local government alongside the civil service (Fast Stream).

Read the alumni profiles included in the industry sections of this Guide (pp.56-168) to see the reality that shifts in career direction are quite common, and that even a radical change of direction is possible.

The Careers Service only tracks leavers’ initial career directions with any accuracy. However, we have surveyed alumni ten years after leaving and this revealed that:

- On average alumni had worked for three employers since leaving Oxford.
- The sector that alumni worked in after ten years could be very different from the sector they initially entered.

In recognition of the fact that careers are not fixed, the Careers Service provides access for alumni to the majority of our events and services for life. We also have a Careers Adviser specifically working with alumni who can advise on decisions and strategies for managing career change.

**CHANGES IN DIRECTION**

It is also true that careers develop over time. Whatever direction you start out in does not tie you to that industry or function for life. It is quite natural for your ideas to develop and change as you gain experience and find new interests, or as new opportunities present themselves.

A change of career doesn’t mean wasted time: most of your skills will be transferable to other careers. Some graduates choose to gain specialist expertise through a graduate scheme in general management say, or marketing or accountancy, and use this as a stepping stone into an industry where graduate opportunities can be harder to find – such as the arts and heritage, charities, or creative industries. These first career steps therefore provide both professional qualifications and experience that is highly valued but which tends to be hard to come by as a new graduate entering directly into the alternative sector.

---

**WHY DO SOME SECTORS SEEM SO VISIBLE AT OXFORD?**

Whether it's the advertised listings in this Guide, company presentations on our termly Events calendar or sector specific careers fairs, you will probably notice recruiting firms within the four ‘City’ sectors are highly visible in Oxford. So why do Accountancy, Banking & Investment, Consultancy and Law firms stand out so much if they each account for only 3% to 5% of all the destinations of leavers?

There are a few reasons for this apparent imbalance.

- In some sectors, such as Media, Retail, FMCG, and Energy, a few big organisations dominate – and many are already household names - think BBC; Google; John Lewis; Shell and Unilever. These companies don’t need to advertise their names to become known, and students find their graduate opportunities unaided. In contrast, large City firms can have significant graduate programmes but aren’t well known outside their field, so need to promote themselves more.
- Smaller organisations – which account for perhaps 85% of all graduates level jobs - generally have less predictable recruitment needs, smaller recruitment budgets, and may not have a ‘graduate programme’ to promote. Instead they will hire into specific graduate-level positions, advertising these individual jobs as and when positions arise.
- In some sectors – for example, Advertising, Arts & Heritage, Charities, International Development, Marketing & PR and Media & Journalism – only a limited number of ‘graduate schemes’ exist. A lot of recruitment is done from the network of people known to the company, often from people seeking relevant experience and visibility through volunteering (Charities), or being runners (TV) or field workers (Development). Paid and unpaid internships tend to be very important in these industries sectors and both direct approaches and speculative applications are often expected.

---

**SAM STOLL**

Balliol College, BA Mathematics and Philosophy, 2013

Software Engineer, Ensoft

"Look for companies that are happy to invest heavily in your training and long-term career. It's a fast moving industry with new tools and technologies coming out all the time, so it's important to keep spending time experimenting and learning."
These pages introduce some of the most common recruitment pathways into graduate employment. Whatever direction you choose, The Careers Service can offer support and impartial advice, and we will not push you in any particular direction. We are able to advise you on all the different ways to find work, and link that advice to the sectors and size of organisation you're interested in.

Take time to understand what kinds of opportunities are available to you. Although organisations within a sector frequently run similar recruitment processes, individual organisations will all manage applications and vacancies in their own way: understand both the pattern and the exceptions for the roles you are targeting, and be clear about timescales and deadlines from the start!

Also, understand the overall pattern of the graduate recruitment year at Oxford. The eight weeks of Michaelmas Term dominate, with three times as many companies involved in our MT career events as in the rest of the year! Plan your time well:

► See pages 6-11 for an introduction to the graduate recruitment year at Oxford.
► Use the 'Events' listings on CareerConnect to find dates, times and locations.
► Keep up to date via employers’ websites and follow them on Facebook and Twitter for the latest news.

The second half of this Guide (pp.56-168) provides a short introduction to some 20 industry sectors that students enter on leaving Oxford. Each briefing includes advice on recruitment processes in the sector and outlines ideas on how to develop relevant skills. There are also personal stories and advice from Oxford alumni working in that sector too, and listings from some of the major employers.

**GRADUATE TRAINING PROGRAMMES**

Large organisations that recruit a number of graduates each year often have structured training schemes. These often last from one to two years and combine ‘rotations’ - a succession of roles in different parts of the organisation – with formal training, allowing you to gain both a broad introduction to the firm and its industry, and a range of experience and specific skills.

Applications are normally accepted during the so called ‘Milkround’ recruitment season, during Michaelmas Term, for start dates the following July to September. An increasing number open applications before the start of Michaelmas Term, even as early as July – check the relevant industry sector briefings for further information.

Your Careers Service runs 10 Career Fairs in October and November that support this recruitment cycle, and other Fairs in Hilary and Trinity Terms. These are an excellent opportunity to meet a wide range of recruiters, managers and alumni face to face, to find out more about their work and explore possibilities. If you are well prepared it’s a chance to make a first impression too and impress them with your interest in their organisation.

Many employers also hold individual company presentations and recruitment events in Oxford to outline their graduate schemes in more detail and allow you to ask questions and meet key people from the firm.

**INDIVIDUAL GRADUATE ROLES**

The major graduate programmes are only a small part of the total graduate employment market. Most graduates are recruited to specific positions rather than onto formal graduate schemes, with roles generally advertised one to three months before a job commences. These opportunities can be found in all types of organisations, including with big employers that also run graduate schemes.

Graduate jobs can be advertised widely, including The Careers Service's vacancy database on CareerConnect (p.4) as well as national graduate sites like Prospects, TARGETjobs and Milkround. Also, leading news outlets (such as Guardian Jobs) are often used to advertise entry-level positions, and there are professional bodies, specialist media channels and recruitment boards in the majority of industry sectors. Nearly all organisations will also advertise current vacancies on their own websites and, increasingly, on social media.
UNADVERTISED ROLES
A significant number of job vacancies are not advertised; instead, employers recruit people they know or who have approached them directly.

In certain sectors, networking (pp.18-20) is almost part of the application process. It can help you understand the industry you are interested in, find the appropriate people to contact next and help you research and uncover possible opportunities. There are many places you can start, but one idea is to search the archive of jobs previously posted on CareerConnect to identify companies that have sought to recruit Oxford graduates in the past.

Speculative applications can get results for full-time jobs and work experience. They work best when they are well researched and tailored to the specific needs of an employer - multiple mailings of a stock CV are unlikely to work.

RECRUITMENT AGENCIES
Recruitment agencies help organisations recruit staff for a fee (charged to the company, not the applicant). They often specialise in placing people in specific sectors and can be an extremely effective way of finding work, particularly if you have relevant experience. However, because many organisations advertise vacancies both on their own websites and through an agency, the hiring firm has a financial incentive to take candidates who apply direct rather than candidates of equal calibre sourced by an agency. So, if you are working with an agency, it is important to remain actively involved in your own job search and to continue to check employers’ website and other sources for vacancies.

FINDING WORK IN SPECIFIC UK LOCATIONS
Recruitment at Oxford may appear London-centric, and indeed geography and reputation mean that many London-based recruiters target Oxford students. However, major organisations have regional offices around the UK, and you often have a choice of location with graduate schemes. Thousands of Small and Medium-sized Enterprises (SMEs) offer graduate jobs too, and the websites of professional bodies usually list the location of SMEs in their particular industry.

Some sectors – such as Education, and Health & Social Care – provide opportunities across the country, while others are clustered in certain areas. Manchester is increasingly known as a creative hub, and Cambridge has a reputation as ‘Silicon Fen’ for science and computing start-ups. Oxford is also particularly good for science, health and publishing jobs, and has a vibrant and growing tech sector: ‘Silicon Spires’ perhaps? Each year The Careers Service’s ‘OX POSTCODE FAIR’ provides a platform for students and researchers to meet some of these dynamic and rapidly expanding companies.

Inevitably, most jobs advertised in the UK are for UK positions. However, many job platforms allow you to search by region – including our own vacancies on CareerConnect. You can also search specifically for jobs in:

- Scotland at www.s1jobs.com
- Wales at www.gowales.co.uk
- Northern Ireland at www.gradireland.com

Advice on working in different countries and UK Visas follows (pp. 27-29), or arrange to see a Careers Adviser for advice if you’re considering working abroad.

FINDING INTERNSHIPS & WORK EXPERIENCE
Work experience generally, and summer internships specifically, are increasingly important for securing a full-time offer. Many of the companies that offer Graduate Training Programmes also offer internship opportunities, sometimes specifically targeted at penultimate year students. A High Fliers 2015 survey confirmed that across the top 100 graduate employers, nearly one in three positions was taken by a graduate who had already worked for the organisation: our experience suggests that in some sectors more than two in three positions are filled from a company’s intern programme.

Myriad other companies - large and small - will also offer internships. Look for positions on companies’ own websites as well as CareerConnect and graduate recruitment sites. Many firms may even create an opportunity when approached directly, so speculative approaches can be important.

Specific opportunities for Oxford students include:

- OUIP: THE OXFORD UNIVERSITY INTERNSHIP PROGRAMME (p.39), run by your Careers Service, which sources hundreds of internships in locations around the world exclusively open to Oxford students
- THE OXFORD HUB offers an Ethical Internship scheme – go to www.oxfordhub.org or email hello@oxfordhub.org.
- Internship Career Fairs: MICHAELMAS INTERNSHIP FAIR (at the Town Hall, 2nd November 2016) and TRINITY TERM’S GRADUATE JOB AND INTERNSHIP FAIR.

For more ideas on the many different ways to gain relevant work experience, and potential routes for arranging shorter term engagements, turn to our advice on:

- Gaining Experience and Developing Skills (pp.30-39).
- Application Essentials (pp.40-55).
- Networking (pp.18-20).
TYPES OF FURTHER STUDY

- **Taught courses** may be academic or vocational, and range from taught Masters programmes (e.g. MSc, MA) to certificates and diplomas leading to specific careers (e.g. PGCE for teaching, GDLP for law).

- **Research degrees** allow you to investigate your chosen subject in depth, leading to a dissertation or thesis. Research Masters degrees (e.g. MRes) last one or two years; doctoral degrees (e.g. PhD, DPhil) take three or four years, and can take much longer in some countries.

- **Masters in Business Administration** (MBAs) combine management theory with practical experience, and are generally appropriate for those who already have some experience in the workplace.

- **Second undergraduate degrees** may be useful in some circumstances, but bear in mind that most careers do not require a specific degree subject, and funding for courses at a similar level may be hard to find.

FEES AND FUNDING

UK tuition fees vary enormously, from around £5,000 to many times that amount. International students pay significantly higher fees. The cost of living varies too, but a general guide would be £8,000 to £13,000 a year.

- **Self-funding** is the reality for many graduate students: using savings, family support or loans is commonplace.

- **Postgraduate Loans** of up to £10,000 are available for Masters degrees in all subjects, including taught and research programmes, in the UK (www.gov.uk/postgraduate-loan). PhD loans of up to £25,000 will be introduced in 2018.

- **Research Councils** (www.rcuk.ac.uk) fund some UK PhDs by allocating funds to Doctoral Training Centres (DTCs) or departments to distribute to eligible candidates.

- **Scholarships** are listed on the graduate admission pages of university websites. Check eligibility carefully, and note that some may require a separate application with a different closing date.

- **Graduate assistantships**, and other opportunities to teach or conduct research in your department or college, may provide additional income. In the US they are a common way to fund study. Discuss opportunities with departments of interest.

- **Sponsorship or employer support** is relatively rare, but not unheard of in scientific and engineering disciplines (e.g., Industrial CASE awards – via Research Councils – and Knowledge Transfer Partnerships at www.ktponline.org.uk).

STUDYING ABROAD

Higher education is an international marketplace. You might be tempted by lower fees charged in certain countries, by the opportunity to improve your language skills, by a particular resource, or by a centre of academic excellence in your subject. Many universities in Europe offer courses taught in English, so there may still be options for you even you are not bilingual.

CAREERS ADVISER ABBY EVANS ANSWERS YOUR FURTHER STUDY FAQS

**DO I HAVE TO DO A MASTERS DEGREE BEFORE A PHD?**

Not always: it is possible to go straight on to a PhD programme from a first degree course. This is common in science and engineering in the UK, and some PhDs have a Masters year of taught courses built in. However, in many continental European countries a Masters degree is required to begin a PhD. Even in the UK, most arts, humanities and social science students complete a Masters degree before embarking on their PhD.

**WILL I NEED TO HAVE A FIRST?**

Most courses ask for at least a 2:1 class degree or equivalent, and many graduates with 2:1s successfully apply for further study. However, a first class degree might increase your chances when applying for popular courses, and may help you secure funding.

**HOW CAN THE CAREERS SERVICE HELP?**

In addition to extensive information on Further Study online, we also offer seminars on a range of aspects of further study including Postgraduate Study in the USA, Writing Personal Statements and Applying to Oxford. You are welcome to book an appointment with a Careers Adviser to discuss your options, strategies for choosing courses or securing funding, or to get feedback on your application materials.
Developing your career ideas

Education systems vary enormously from country to country, including the timing of the academic year. Therefore, application schedules will vary, so research the differences carefully. There are useful country-by-country overviews at www.prospects.ac.uk and on GoinGlobal via CareerConnect.

The Careers Service also publishes its own information sheets on postgraduate study outside the UK, including separate advice on options for study in the USA, available through our Further Study pages online.

MORE INFORMATION

www.careers.ox.ac.uk/further-study

Working in different countries

You may decide to work outside your home country as part of a career with international postings, as time out after your studies, or as a planned long-term emigration. Opportunities are numerous and many Oxford graduates eventually work internationally.

Consider your motivations carefully, and research your options thoroughly to understand what opportunities are available. You will need to be aware of requirements in terms of languages and qualifications and to investigate any work restrictions: visa options for working in the UK are outlined on page 29.

Jobs with international opportunities

Multinational companies, multilateral organisations, international development agencies and diplomatic services may all offer secondments or transfers to their international offices after a period of time, or as part of graduate training. Talk to organisations of interest to assess your chances of gaining an international posting if you work for them. If you have wanderlust, there are a number of organisations that have graduate programmes that are explicitly intended to give international experience. Often these require fluency in more than one language, and/or extreme flexibility regarding job location. Examples of such recruiters can be found in many different sectors, and include WPP (marketing), Heineken, RWE (energy), TUI Travel, Swire House (logistics) the InterContinental Hotels Group, and the Overseas Development Institute (ODI).

If you are seeking short-term work in another country, and an opportunity to experience international environments, apply to The Internship Programme run by The Careers Service (p.39), which provides opportunities for current Oxford students in a wide range of different countries.

Time out after your studies

You might be thinking of taking some time out to travel after graduating – which can often be funded by working simultaneously. Depending on your nationality, there are a number of visa schemes to help you gain short-term employment outside your country of citizenship. Check with the embassy of your destination to find out more, and see the website Anywork Anywhere for many examples and further resources: www.anyworkanywhere.com

People fluent in English are in demand as teachers all around the world, and Teaching English as a Foreign Language (TEFL) is a popular option for experiencing life in another culture. It can also become a longer-term international career. Schemes such as the Japan Exchange and Teaching Programme (JET) will both train you and provide employment.

Other options exist for volunteering/work experience where you receive bed & board: eg, British Council teaching positions, VSO; WWOOF; Work Away. See the advice on Gaining Experience and Developing Skills: Volunteering (p.35) for details.
EMPLOYERS AT OXFORD, AND BEYOND
The Careers Service’s International Careers Day takes place in Hilary Term, and brings together a range of organisations with international opportunities, while many multinational firms visit Oxford’s UK-centred fairs in Michaelmas Term. If you are interested in working for one of their global offices, ask their UK representatives how you can apply to work for the firm in your home or a different country. There are also a number of international employers who visit Oxford to give recruitment presentations (and who sometimes conduct interviews here), so check CareerConnect’s online events calendar regularly for details.
There are also many other fairs that take place throughout the world organised by international recruitment organisations. Some take place in London, and others are ‘virtual’ and held online. Look out for details of these on The Careers Service’s blog and e-newsletter.

INTERNATIONAL NETWORKING
Take opportunities while you are in Oxford to develop your language skills and intercultural awareness by joining relevant international student societies. Employers may contact international student societies to advertise in-country roles. Alumni from Oxford live all over the world, and are often happy to give advice to current students. Use the Oxford Careers Network, your college alumni office, or LinkedIn to connect with them, or contact international alumni branches via their websites or Facebook groups. See pages 18-20 for further information on effective networking.
If you are an international student looking to work at home, maintain links with your home country. For example, keep in contact with friends at university there and join your national student society at Oxford for networking opportunities. Use the resources and tips described above to research your options and stay in touch with relevant opportunities and developments in your home country and remember that the recruitment cycle and processes may be different to those in the UK.

ONLINE RESOURCES
Online databases provide a vast array of resources to aid job-seeking in most countries. Many are referenced on The Careers Service’s website. Some examples you can search for include:
► The Careers Service’s vacancy database on CareerConnect frequently holds job postings placed by international recruiters (p.4).
► Going Global – includes detailed profiles of 38 countries. Access this external resource for free via The Careers Service website with your Oxford Single Sign On. You can also access a directory of employers, and search for international vacancies and internships.
► VENTURE – a website which covers a wide range of topics related to living, working and studying abroad.
► GradLink – advice and job boards for graduates looking to return to China, Malaysia, India, Africa and Canada.
► Graduate Jobs in Europe – a website showing graduate employer league tables by country (voted by home students) and live economic data.
► The Careers Group: JobOnline – a source of graduate jobs, schemes and internships with an international section.
► If you know your destination, search for ‘expat’ websites which often provide great advice, personal stories, and opportunities to meet others who have made the same transition.

MORE INFORMATION
www.careers.ox.ac.uk/goinglobal
www.venture-uk.co.uk
www.gradlinkuk.com
www.graduatejobsineurope.com
www.jobsonline.thecareersgroup.co.uk
DEVELOPING YOUR CAREER IDEAS

VISA OPTIONS FOR WORKING IN THE UK

To stay in the UK to work after your studies, overseas students will need permission in the form of an immigration visa, unless you are an EEA or Swiss national. The rules about working in the UK are complex and change frequently, so be sure to check for full and up-to-date information.

The University's Visa and Immigration Advisers give regular talks at the Careers Service on the current work visa options and can also cover individual queries. Check our event calendar on CareerConnect for details. Regrettably, The Careers Service's staff cannot advise on visas.

Up to date information on all your visa options is available through the webpages of:

- Oxford University: www.ox.ac.uk/students/visa/work
- UK Government: www.gov.uk/browse/visas-immigration/work-visas
- UKCISA: the UK Council for International Student Affairs: www.ukcisa.org.uk/information--advice/working/working-after-studies

TIER 2 VISAS
Under Tier 2, licensed employers can sponsor applicants for a specific graduate-level job. There are special arrangements for applying in the UK for a Tier 2 visa for recent graduates and DPhil students who have completed at least a year of their course. To qualify under this scheme you must have a suitable job offer from a licensed sponsor, have a valid Certificate of Sponsorship, and meet financial and language requirements. You will need to discuss with a prospective employer whether they are willing and able to sponsor you. The salary offered must be both at the appropriate level for the job and a minimum of £20,800. If you apply under the special arrangements for students, your employer is exempt from undertaking a Resident Labour Market Test. It is also possible to apply under Tier 2 later from outside the UK, but this is more restrictive for both you and the employer.

UKCISA provides useful information about applying under Tier 2 (see link above), and you can check the Home Office’s register to see whether an employer is a Tier 2 licensed sponsor. See: www.gov.uk/government/publications/register-of-licensed-sponsors-workers

TIER 4 - DOCTORATE EXTENSION SCHEME
Tier 4 (Doctorate Extension Scheme) allows DPhil students nearing the end of their studies to stay in the UK for one year to seek and take work, or to be self-employed. You must be sponsored by the University and apply in the UK before you officially complete your studies.

TIER 1 - GRADUATE ENTREPRENEUR
Tier 1 (Graduate Entrepreneur) is for graduates who have a genuine and credible business idea for development in the UK. Oxford University can endorse applicants each year and applications are made via The Careers Service. We advertise details of the application process via The Careers Service's blog and in our newsletters. Students considering a Tier 1 application may want to discuss their business idea with our Entrepreneur in Residence: see Business Mentoring (p.34).

OTHER OPTIONS
Nationals from some countries may have other access to other routes for working in the UK, including a scheme for Commonwealth citizens with a grandparent born in the UK, and the Tier 5 visa (Youth Mobility Scheme), both of which you must apply for from your home country.
Alongside your studies it can be invaluable to accumulate experience in a variety of different settings. You will not only learn what you enjoy doing and are good at, but also you will develop important ‘transferrable skills’ that organisations will be looking for.

Graduate employers expect you to have both a solid (predicted) degree class and strong employability skills that you have developed at university.

Nine core employability skills are listed on the next two pages with some suggestions of how to build and improve expertise while studying at Oxford. Additional job specific skills can be expected for many roles as well, such as strong numerical and analytical skills or specific technical knowledge or expertise.

Recruiters tell us that they are generally impressed with the ability of Oxford students to display these skills compared to other graduates. However, they stress the importance for Oxford students to develop and demonstrate skills that are not necessarily developed through their academic work - especially commercial awareness and team-work.

To support you, The Careers Service and OUSU run a number of programmes to enhance your experience and work-relevant skills, including insight schemes, internships and personal development programmes. These are outlined on pages 33-39.

Julie Mabberley
Chairman, Community Voice on Planning (CoVoP)

Community Voice on Planning is a charity that seeks to support sustainable development. It does so by informing Government policy development and supporting local communities with planning issues.

A Student Consultancy team helped them with the strategic challenge: how to engage with younger people to increase their understanding of planning and ways of influencing development in the future?

Julie Mabberley, Chairman of CoVoP, was looking for real value from her consultancy team:

“Although there was no charge for the service, we invested time to brief the project and support the group as it progressed. It was important to get something really useful back and we did.”

“We were impressed by the commitment of the students and their grasp of our challenge, as well as the way they applied their critical thinking skills to our project. We could also see that they worked pretty well together as a team.”
CORE SKILLS

SELF-MANAGEMENT
Recruiters will want evidence that you can manage your own time, are flexible, resilient, and can improve yourself based on feedback. You can demonstrate this by:

- Doing any extra-curricular activities or part-time work in addition to your degree. This will signal to employers that you can balance various responsibilities and workloads.
- Up-skilling yourself. Why not take a course at the Oxford Language Centre, or a free computing course at IT services during term?
- Setting yourself personal goals that require training to complete, such as running a half marathon.
- Participating in an organised charity challenge, such as the RAG jailbreak or ‘Three Peaks Challenge’.

COMMUNICATION
Employers want to see that you have good interpersonal skills, and can communicate verbally and in writing – to explain, analyse and persuade. You can display these skills by:

- Persuading guest speakers to attend a society event you are helping to organise.
- Securing corporate sponsorship for a club or encouraging alumni to donate as part of a college telethon campaign.
- Representing an external organisation as their Oxford brand ambassador.
- Work experience in a customer service role.
- Writing a regular blog on something that interests you.
- Contributing articles or reviews to student publications or contributing to Oxide Radio.
- Creating publicity materials for a charity.
- Debating at the Oxford Union or the Oxford International Debating Society.
- Volunteering to tutor local school children.
- Creating YouTube presentations or doing your own podcasts on something of interest to you.
- Volunteering to help with outreach and access events: assisting at Oxford open days, or visiting schools to encourage students to apply to Oxford.

TEAM WORK
Organisations want to know that you can work in a group to achieve something tangible. There are many ways to develop team work skills, including:

- Joining a sports team. There are dozens of student-run sports clubs, and many more for individual colleges. See www.sport.ox.ac.uk for inspiration.
- Getting involved in a choir, orchestra or band – or helping to produce a play.
- Contributing to the decision-making of your Common Room committee, or a student society.
- Choosing to do group project work, if the option is offered on your course.
- Joining The Student Consultancy, or student led initiatives for consultancy work in a group, like OxAid or the Microfinance Initiative.
- Completing a Duke of Edinburgh award.
- Campaigning with OUSU. Campaigns promote many good causes, from mental health to racial equality.
- Becoming part of the student team that runs Oxford Hub.

DAISY BLAND
Lincoln College, Medieval and Modern Languages, 2008
Charityworks Programme Manager, Vanilla
“Workplace skills are different to ‘getting-a-degree-from Oxford ‘skills. You’re bright, sure, but you also need to be professional, practical, independent, positive, approachable and have common sense.”
(See Daisy’s career profile on p.80)

ORGANISATION & PLANNING
Employers will want to see evidence that you can organize people and resources to achieve objectives and work to a deadline. Outside managing your studies, ideas of how you can develop this include:

- Organising a ball, bop, conference or campaign.
- Co-ordinating your Common Room’s annual elections.
- Organising a group or event to raise money for charity.
- Organising an away-day for a society, or an inter-university match for a sports club.
- Editing a student publication, such as a newspaper, website or yearbook.

www.careers.ox.ac.uk
GAINING EXPERIENCE + DEVELOPING SKILLS

CORE SKILLS

INITIATIVE & PROBLEM-SOLVING
Recruiters want you to be able to analyse facts and situations, and generate creative solutions on your own. Ideas to help you develop this include:

- Organising a unique fundraising event for a charity.
- Helping to increase participation or membership for an event or society.
- Setting up an Oxford student arm of a professional organisation or a charity.
- Joining The Student Consultancy or building a business plan within the Business Mentoring programme.
- Developing your own website, or building one for a student society.
- Starting your own society, social enterprise or small business.

COMMERCIAL AWARENESS
All organisations – including not-for-profits – will want you to understand the key factors behind successful businesses. You can develop commercial awareness by:

- Organising an event that has to turn a profit, such as a concert, Ball or a college bop.
- Joining The Student Consultancy to get an insight into a local business.
- Suggesting ways to improve efficiency at work, resulting in time or cost savings.
- Attending the Careers Service’s Insight into Business programme.
- Negotiating with a local business to give a discount to members of a student society you belong to.
- Taking part in a business case studies workshop run by The Careers Service.
- Joining relevant student societies, such as Oxford Entrepreneurs, or the Oxford Guild or Oxford Student Foundation.
- Joining the Business Mentoring programme, and producing a business plan for feedback – or for launch.
- Taking part in virtual investment competitions online.

LANGUAGES
You could improve your linguistic skills by:

- Organising a language exchange – weekly chats over coffee – with another student to mutually improve your language skills.
- Seeking an international internship where you can also use the language.
- Learning a new language completely, with a course at the Oxford Language Centre.

COMPUTING & IT
You could boost your IT ability by:

- Enrolling in a free course and learning something new:
  - Oxford’s IT Services offer a wide range of free courses during term.
  - Free coding workshops are run by CompSoc and CodeFirst: Girls.
  - Self-directed video based learning: use your SSO for free access to www.lynda.com via the Oxford IT Services website.
  - Downloading professional software, such as Adobe Creative Suite, and seeing how proficient you can become during the free trial.
  - Familiarising yourself with another operating system.
  - Taking online courses to develop greater skill with Excel or other aspects of Microsoft Office.

And if you are already quite skilled, you could try:

- Designing an app.
- Making a website for a student society.
- Volunteering to help out your college IT officer.
- Joining CompSoc, attending Oxford Geek Nights, or a Oxfordhack to meet and learn from developers and designers.

LEADERSHIP
Employers will want you to have the ability to motivate, influence and organise others. You can develop this by:

- Taking a position of responsibility in your Common Room or with OUSU.
- Producing or directing a play, or organising an event, such as a Ball.
- Joining the Oxford University Officers’ Training Corps, for their leadership development training programme.
- Volunteering with youth organisations, such as the Girl Guides, Scouts, or even a cycling proficiency group!
- Offering to help train new staff in a part-time job.
- Captaining a sports team, or running a student society.
- Leading a team on The Student Consultancy.
- Encouraging students to apply to Oxford.

SAM STOLL
Balliol College, BA Mathematics and Philosophy, 2013
Software Engineer, Ensoft

"Take an online coding course, or build a small project. It’ll give you a better idea of what software engineering is like, plus it demonstrates an interest in the field and gives you something to talk about in interviews."

www.careers.ox.ac.uk
EMPLOYABILITY PROGRAMMES

The Careers Service and Oxford University Student Union run several programmes to help students develop and practise key employability skills.

THE STUDENT CONSULTANCY

The Careers Service runs The Student Consultancy (TSC) every term. It is designed to help Oxford University students develop core employability skills, with selections in 0th week and consultancy training in 1st week. Students then work in a team through the rest of term on a strategic issue or business problem for a client organisation, with project completion targeted for 8th week.

The TSC is a rich learning experience relevant to everyone, not just those interested in a consulting career. No matter what your career aspirations, you can benefit from the programme, not least because TSC will provide a valuable source of experiences for you to provide evidence of your skills and impact in applications and interviews (see pp.53-55).

To date, more than 1,500 students have benefitted from joining TSC. Students from all degrees and years are welcome to participate, and TSC projects this year are likely to span:

- Work on projects across many functions, including market research, promotion and publicity, website design and international expansion.
- Work for clients drawn from a broad range of sectors, including Arts & Heritage, Charities & Social Enterprise, Retail & Sales, and Computing.
- Offering advice to organisations of all sizes (large, small and medium-sized enterprises) as this sample of firms from previous years shows: the Bodleian Library, Centrica, IBM, Modern Art Oxford, Oxfam, Oxford City Council, OxFizz, the Playhouse Theatre ... and many, many more.

MORE INFORMATION

www.careers.ox.ac.uk/tsc

THE SPRINGBOARD PROGRAMME

Springboard is based on an award-winning programme for female professionals, which was adapted for Oxford students by The Careers Service and the Springboard Consultancy.

“Made me feel incredibly positive about getting a job, my studies and the future in general, especially in areas which I previously felt anxious about”

Undergraduate, Michaelmas Term 2015

Run in 9th week of Michaelmas and Hilary Terms, the programme consists of workshops that help women take more control over their own lives. You’ll be helped to identify the clear, practical and realistic steps that you want to take – in an extraordinarily wide range of situations – and develop the skills and confidence to take them. Evidence suggests that women are less likely than men to take this structured approach.

“I think the best thing about Springboard is the way in which it is entirely unexpected – you enter with a vague preconception of what you expect it to be, or hope you will gain, and you leave with so much more than you realised.”

Masters student, Michaelmas Term 2015

The format is tried and tested and has an impeccable track record. Springboard is sponsored by Blackstone, Improbable, Oliver Wyman, RBS Group, and Shell.

“Springboard has made me realise the importance of ME and how much I had overlooked my personal wellbeing. Thank you Springboard for opening my eyes.”

Masters student, Michaelmas Term 2015

MORE INFORMATION

www.careers.ox.ac.uk/springboard

SHIRLEY HALSE

Lincoln College, English Language and Literature, 2014
Marketing and Events Manager, Brainlabs Digital

“I applied to the Springboard program in my final year at Oxford, mostly because I was panicking about my seemingly career-less future. It was a great decision even though I was anxious not to have a ‘corporate’ career in finance or management consultancy. At the time it helped me to think about what exactly it might be that I would enjoy doing. Plus I met some fantastic women whose different experiences gave me plenty of new ideas about what I could do with my life - as well as what I could do about current relationships.

Thanks to the program, I’ve continued to have more confidence in myself and been aware of the ways I might be holding myself back in the workplace. Women are less likely to speak up, or put themselves up for promotion for example. Plus I keep coming across these fab women in my cohort. Two have just been hired at Brainlabs - where I currently work - which I think speaks volumes about the pro-activeness of those who choose to participate in the program.”
THE WOMEN’S LEADERSHIP DEVELOPMENT PROGRAMME

OUSU’s Women’s Leadership Development Programme runs throughout Hilary Term, and provides women with the skills and the confidence to become leaders, and to thrive in a variety of different environments. Confidence is key because women disproportionately do not put themselves forward for leadership positions, whether this is in their professional life, in activism and student politics, or even in classes and seminars. The programme also offers the opportunity for women in diverse fields to make connections and talk frankly about the challenges that face women in positions of leadership. This year the programme is sponsored by Morgan Stanley. Applications for the OUSU Women’s Leadership Development Programme open in 6th Week of Michaelmas Term. Contact Orla White, OUSU Vice-President (Women) at vpwomen@ousu.ox.ac.uk.

MORE INFORMATION
www.ousu.org/get-involved//women-in-oxford

“Participating increased my confidence and competency in leading campaigns and I am now representing 22,000 students on a university level. I have also gained a valuable network of inspirational women across Oxford.”

BUSINESS MENTORING

Do you have a great idea for a new business, social enterprise or charity? Want to learn more about being entrepreneurial in the workplace?

Our Entrepreneur in Residence will help you explore if you are ready, willing and able to start something new. You will review the skills and knowledge you will need to succeed, and we can help you to prepare a business plan that is clear and compelling. Business Mentoring will also enable you to develop transferable skills, such as strategic planning and problem solving, and boost your commercial awareness.

MORE INFORMATION
www.careers.ox.ac.uk/business-mentoring

INSIGHT INTO...PROGRAMMES

The Careers Service has established a series of Insight into … programmes to accelerate students’ learning and provide direct experience of the work place and style of work in different sectors.

Last year, we offered four programmes: Insight into Education; Medicine; Business; and Academia. For more information on these programme, including how to apply, see our webpages on Employability Programmes, and monitor our blog posts and Events calendar on CareerConnect to hear about new programmes.

INSIGHT INTO BUSINESS

Our Insight into Business programme is designed to demystify business and increase understanding of professional life to help students become ready for employment.

At the end of the programme you will be able to demonstrate to prospective employers a broader understanding of business, strategy and finance principles. You will also learn about matching your personal profile to prospective employers to help with career choices and how to apply the learning to cases and interviews. Insight into Business runs over three sessions and is open to undergraduate, postgraduate students and recent alumni.

INSIGHT INTO TEACHING

Whether you are considering a career in teaching or are just weighing up your options, experience in school can be very valuable. This programme allows you to spend three days in a school, observing lessons, shadowing teachers, and perhaps planning and teaching a lesson. Placements are available in a wide variety of subjects: in primary and secondary schools; sixth-forms; across the state maintained and independent sector, and in Oxford and other locations nationally. Placements take place during 9th week of Hilary and Trinity terms.

“Participating increased my confidence and competency in leading campaigns and I am now representing 22,000 students on a university level. I have also gained a valuable network of inspirational women across Oxford.”

MORE INFORMATION
www.careers.ox.ac.uk/business-mentoring

INSIGHT INTO MEDICINE

If you are thinking about a career in medicine, spending time shadowing a doctor is extremely important. It can help you decide whether a medical career is right for you, and will enhance your UCAS application to medical school. If you have difficulty arranging your own medical workshadowing, this programme enables you to spend a day with a hospital consultant in Oxford. First offered in 2014, this programme runs in 9th week of Michaelmas and Hilary Terms.

"Participating increased my confidence and competency in leading campaigns and I am now representing 22,000 students on a university level. I have also gained a valuable network of inspirational women across Oxford.”

MORE INFORMATION
www.careers.ox.ac.uk/business-mentoring

(DIS)ABILITY WORKS

(Dis)Ability Works is a series of events run by The Careers Services designed specifically for disabled students. Events will be publicised through the Events listings in CareerConnect and session are likely to include:

- The If, When and How of Disclosure.
- Careers Bootcamp for Disabled Students – Get That Job Hunting with a Disability.
- Presenting Yourself with Confidence.

MORE INFORMATION
www.careers.ox.ac.uk/our-skills-programmes
GAINING EXPERIENCE + DEVELOPING SKILLS

IDEAS ON GAINING EXPERIENCE

Work experience can be many things, and is essentially an opportunity to make good things happen! There’s no ‘one way’ to do work experience, so think carefully about what you want to get out of the experience.

Work experience can be:

- Enjoyable!
- A way to develop valuable skills and accomplish something noteworthy.
- A chance to try out possible career directions.
- An opportunity to make contacts in fields that interest you.
- A chance to earn some money.

Work experience provides a valuable opportunity to develop awareness and understanding of yourself: what really interests you, how you like to work, and what you find most fulfilling.

It also has a very important role in enhancing your employability. In a study of major graduate employers (HighFliers 2015), recruiters reported that around a third of graduate roles are expected to be filled by those who have previous experience with the employer.

Moreover, half the recruiters surveyed warned that graduates with no work experience were unlikely to be successful in applying for graduate level jobs in their organisations. This is because work experience both:

- Enables you to enhance and apply your skills (see pp.30-32 for more on Core Employability Skills).
- Provides evidence of your skills and achievements that you can highlight in your applications and talk about in interviews (see pp.40-55 on Application Essentials).

There’s lots of work experience that you can find yourself doing without ever having formally applied for it: student committee roles, volunteering, summer jobs and individual projects. What you’ve chosen to do already can be a useful clue as to what other forms of work experience and ultimately, Developing Your Career Ideas (pp.12-14).

There are plenty of different, equally valid ways to get work experience …

DO AN INTERNSHIP

These might be advertised opportunities requiring an application, or arranged with an organisation after contacting them speculatively. They can take place at any time of year, but most advertised opportunities take place in vacations, particularly the summer. Some organisations offer internships purely to provide interested students with some first-hand experience and do not expect to hire interns at the end of the period. Others use internships as a core part of their recruitment process, particularly major graduate recruiters, which often advertise summer internships for penultimate year students in Michaelmas Term.

The Careers Service also runs its own unique schemes exclusively available to Oxford students:

- The Oxford University Internship Programme (OUIP), which provides 4-12 week summer work experience across the globe.
- The Micro-Internship Programme, which provides short, convenient work placements in Week 9 of each term based in organisations across Oxfordshire and London.

VOLUNTEER

Volunteering is a great way to develop employability skills and help others at the same time. As a volunteer you can work on projects or tasks which still use and develop your skills, but also benefit your community.

Here are a few suggestions for finding volunteering experience while at Oxford:

- OUSU – organises diverse fundraising activities you can get involved in, including the annual RAG campaign. OUSU also wants volunteers for Target Schools and other programmes. See www.ousu.org.
- Oxford Hub – a student-run organisation that acts as a focal point for charitable activity in Oxford. They coordinate a variety of volunteering projects in many sectors. You can visit their offices in Turl Street, or at www.oxfordhub.org.
- OCVA – Oxford Community and Voluntary Action is our local city volunteering hub, with lots of opportunities available: www.ocva.org.uk.
- UN Volunteers (Online) – international volunteering opportunities with a development focus, that you can do on your laptop. See www.onlinevolunteering.org.
- Consider getting in touch directly with local organisations or causes you care about to discover if there’s something you could help with, or to suggest a project, both in Oxford or near your home.

“An internship is a short fixed period of paid work experience in an organisation, usually working on a graduate-level, structured project or a defined set of tasks, which is designed for someone hoping to enter the profession.”

www.careers.ox.ac.uk
VACATION AND SEASONAL WORK

Seasonal jobs can provide money, an insight into an industry and demonstrate your adaptability and skills. They are often advertised in the few months preceding a vacation. You might also be interested in organisations which offer seasonal work abroad (such as Work Away or WWOOF), some of which run on an accommodation-for-work (work exchange) basis.

PERSONAL PROJECT

Depending on your goals, you might want to generate your own experience. It could be:

- Managing a ‘fantasy fund’ to demonstrate your passion for financial markets.
- Creating a piece of work to add to your artistic portfolio.
- Starting an entrepreneurial or charitable endeavour.
- Using your technological skills to code a new website/app/game.

See if there are any local organisations that might be interested in using your project to help their work, or giving it publicity. Working with other organisations will give you new contacts and might lead toward referrals as well as increasing the scope for your project. These could all be added to your CV under ‘Relevant Experience’ or ‘Projects’.

INSIGHT DAYS / OPEN DAYS

Some organisations advertise Insight Days, giving students talks and tours at their place of work. These are often offered to help students who are interested in the industry make a more informed application, but are not offered in all sectors. In a similar vein, many major graduate recruiters will run company presentations and host socials in Oxford (particularly in Michaelmas Term), where you can learn about the organisation, their recruitment processes and meet their staff – very often recent Oxford alumni – who can offer valuable insights from their experiences.

WORK SHADOWING

Shadowing is a short period of time spent observing in a work place. It can help you assess at first-hand whether a possible career might suit you, yet you don’t have to have the skills needed to actively participate in the work. For this reason, formal shadowing programmes are often offered in fields where further training is required in order to actively participate, such as health professions or teaching.

It’s actually not difficult to set up shadowing yourself in any industry. Contact the organisation or individual you’d like to observe, and ask! If they aren’t able to help, you could ask whether anyone might be willing to meet with you over coffee to help you learn more about the work they do (see Networking pp.18-20).

SPRING WEEKS / SPRING INSIGHT PROGRAMMES

In an increasing range of sectors, organisations with larger graduate intakes now run one- or two-week insight programmes targeted for first years and for second years on a four-year course. These discovery programmes often happen around Easter and usually have their own application process. In addition to offering participants industry insights and the chance to meet recent graduate recruits, they frequently include some skills development, advice on applications and may lead directly to offers for summer internships in your penultimate year of study. Some accept applications in Michaelmas, so start looking early!

HOW RECRUITERS SUPPORT EQUALITY AND DIVERSITY

Recruiters are very keen to raise their profile with applicants from all backgrounds and to dispel perceptions that may deter applications (see page 16 and page 42). The best way to assess whether their projected image is ‘reality or myth’ is to speak with current employees. A useful starting point can be the ‘buddy and mentor’ groups or forums (eg, LGBT and BAME forums) which many organisations now promote.

An increasing variety of organisations are also establishing internship programmes, Insight Days and networking events and mentoring opportunities to encourage a greater diversity of applications. These will be focused on groups that an organisation feels is under-represented in their employee profile, so check what is available in the industries that you are most interested in. There may be opportunities for those from lower socio-economic backgrounds or focused around gender, ethnicity or sexuality.

You could also explore specialist organisations that support candidates from under-represented groups such as Creative Access, SEO London or Rare or look for programmes run by a specific employers, such as the Civil Service Fast Stream’s Summer Diversity Internship Programme.
**Creative Access**

**Email:** recruit@creativeaccess.org.uk

**Main locations:** Our office is based on the South Bank in London. While the majority of our internships are based in London, at least 20% are based across England in cities including Manchester, Bristol and Birmingham.

**About us:** Creative Access provides paid internship opportunities in the creative industries for graduates from under-represented black, Asian and other non-white minority ethnic backgrounds (BAME). 80% of our interns go on to find full time work in the creative industries at the end of their internships.

**Opportunities available:** 6 to 12 months paid internships in the following sectors - Advertising, Book Publishing, Film, Magazine Publishing, Marketing, Museums & Galleries, Music, Newspapers, PR, Radio, Talent, Television & Theatre.

**Graduates sought:** We welcome graduates from all degree disciplines. Creative companies are looking for interns who have studied a variety of subjects, not just creative degrees or the humanities.

**Graduate salary:** All interns receive a bursary during their internship. This will be a minimum of £15,000 pa and varies from role to role.

**Annual vacancies:** We place a minimum of 200 interns each year.

**Application advice:** New opportunities become available every day. We recommend that graduates register with us here: http://creativeaccess.org.uk/register

Follow us on Facebook: www.facebook.com/CreativeAccessUK and Twitter: @CreativeAccess to keep up to date with the latest opportunities.

---

**Rare**

**Main location:** London

**About us:** Rare is a diversity firm specialising in helping students from under-represented ethnic minority and socioeconomic groups gain jobs with top firms. Rare has won Race for Opportunity, Black Solicitors’ Network, and Law Society awards in the last two years.

**Opportunities available:** We offer our candidates one-on-one tailored support with applications to our clients, which include law firms, investment banks, public sector bodies and technology firms. We also offer a number of intensive development programmes, such as the award-winning Articles programme, which is sponsored by ten City law firms, and Codestar, a development programme for coders in partnership with Google.

**Students sought:** Students from ethnic minority and lower socioeconomic groups are encouraged to apply. We welcome students studying all subjects and in all years of study.

**Application advice:** Students should apply using the application form on our website.

---

**SEO London**

**Main locations:** Our offices are located in London and the majority of offers for internship and full-time graduate positions gained by our candidates are based in London or other UK regions.

**About us:** Sponsors for Educational Opportunity (SEO) is an alumni-driven, diversity-focused charity that helps students from under-represented backgrounds achieve their full career potential. In the last 15 years we have trained and mentored more than 5,000 talented undergraduates, from under-exposed communities, to help them secure highly competitive internships and full time graduate positions, across a range of prestigious industries, with more than 60 of the UK’s leading employers that partner with SEO.

**Opportunities available:** We provide world-class insight, training and mentoring opportunities, across a range of industries, on our programmes which include: Investment Banking (includes Hedge Funds/Asset Management/Private Equity), Corporate Law, Consulting, Engineering, Technology, Creatives and Leading Corporates (now including Civil Service).

**Graduates sought:** Cross-year, all degree disciplines, from ethnic and socio-economic backgrounds meeting our eligibility criteria, for internship and graduate opportunities with our partner firms. Cross-year, all degree disciplines for vacation internship opportunities at SEO London.

**Application advice:** Applications are screened on a rolling basis so apply early by creating a profile and submitting an application on our SEO Careers website:

www.seolondon-careers.com/apply-now
When you come to the University of Oxford, you automatically become a member of Oxford University Students' Union (OUSU), existing to make your journey as an Oxford student the best it can be. By offering a diverse range of help, advice, support, events, activities and campaigns your students' union ensures you get the very best from your university experience.

Your students' union, here for the journey

Campaigns
Become a changemaker
Your students’ union has 12 active campaigns created by students (just like you) to make changes happen at your university.

Our campaigns cover everything from minority representation to lobbying for issues that matter to you: whatever the cause we have something for everyone to get involved in.

Clubs and Societies
Enjoy the stuff you love
With over 70 clubs and societies, with training provided by your students union, everyone has the chance to get involved with the things they love the most and best of all learn new skills along the way.

Community
End a helping hand
We provide you with a number of ways to get stuck into our volunteering initiatives, from lending a hand in our vegetable patch to giving back some time as one of our Community Wardens.

Programme Reps
Represent your class
Being a Programme Rep ensures you have a voice about all things relating to your academic life at Oxford. Whether it’s outstanding lecturers, or changes you want to make, we empower you to be the change.

Raise and Give
Raise some money for charity
We raise money for one of our four elected charities (yes, chosen by you of course) in pretty exciting ways. We put on a range of events from the glamorous RAG Ball to the exciting Jailbreak all in aid of causes that are close to your heart.

Advice and Support
We've got your back
If the cracks start to appear, we’re here to support you. We can offer you academic advice and support and representation on confidential issues that matter to you.
Drop us an email at: advice@ousu.ox.ac.uk

Student Media
Let’s get creative
Your students’ union makes it possible for you to learn more about the media industry by allowing you to get involved with our student radio station or our weekly newspaper.

Oxford Student Newspaper
www.oxfordstudent.com

Oxide Radio
www.oxideradio.co.uk

Elections
Run your Union
We are run by 6 elected officers, who are here to represent you. You can run for any position, and get training to represent students just like you.

Keep up-to-date with the latest at www.ousu.org
GAINING EXPERIENCE + DEVELOPING SKILLS

THE INTERNSHIP OFFICE

Working as part of The Careers Service, The Internship Office runs a series of unique schemes which combine to provide Oxford students with a range of work experience opportunities with organisations based across the UK and around the world.

THE INTERNSHIP PROGRAMME

The Internship Office’s flagship programme sources hundreds of summer internship opportunities in locations across the globe, all exclusively available to current, matriculated Oxford University students. They’re offered in a wide variety of sectors, and often come with generous support or travel scholarships. There are opportunities suitable for students of all levels of experience and of all years of study, from first year undergrads to final year DPhils. The internships are advertised from January each year, with application deadlines from February onwards.

Possible funded opportunities include:

- Internships with world-leading international development organisations, such as the UN Development Programme as well as development charities in Africa, Asia and Latin America.
- Professional placements from multinational organisations like Sony in Japan and boutique finance companies around the world.
- Scientific research internships with universities and institutes in India, Brazil, Russia, Germany, China and more.
- Teaching positions in schools around the world.
- A wide range of arts and heritage internships, from the Hermitage in St. Petersburg to Washington’s Naval History Museum.

The Internship Programme also offers access to placements in the UK, beyond the undergraduate internship schemes of the major graduate employers. Many Oxford-based opportunities frequently feature among these placements, with an increasing number of placements available within Oxford University itself, including colleges, departments, the Bodleian and the University museums.

The Internship Office strives to ensure that every placement, UK or international, comes with either a stipend or assistance with travel or accommodation, with additional funding also available for some internships. UK internships advertised through the programme are paid at National Minimum Wage or above if the work is offered by a company in the for-profit sector.

THE DOCTORAL INTERNSHIP PROGRAMME

Eligible DPhil students in a Doctoral Training Centre/Partnership can apply to this programme for funding and dedicated support to undertake a three-month internship. Internships can take place at any time during your studies and in any sector. The Internship Office provides access to a database of internship providers to assist your search, and can liaise between you and employers to find an option that corresponds to your interests.

MORITZ-HEYMAN INTERNSHIPS

If you are a Moritz-Heyman scholar, additional funding is available to you specifically for undertaking internships. You can apply for this at any point during your undergraduate studies. The Internship Office will also be happy to assist you in finding an appropriate internship placement.

MICRO INTERNSHIPS

The Micro-Internship Programme offers convenient, short-term work placements with organisations based across Oxfordshire and in Greater London. Placements last 2-5 days, and take place in 9th week. They are available every term, and open to all matriculated students.

Micro-internships are an excellent way to fit valuable work experience around your studies. Each placement offers the chance to gain useful insight into a particular sector while tackling a challenging work project that will make a significant difference to the internship host. Host organisations provide interns with travel and lunch expenses.

MORE INFORMATION

See the Our Internship Office section of our website: www.careers.ox.ac.uk

“Internships are a great way of dipping your toe into the water of an organisation or sector while making useful contacts along the way. They build your confidence, and they look great on your CV.”

Fiona Whitehouse,
Internship Office Manager
APPLICATION ESSENTIALS

Good advice on applications applies to every aspect of the process, from preparing your CV and cover letters through to interviewing and assessment centres. And it is relevant for any application, whether it’s for Further Study, a small charity, a graduate position or an internship with a leading multinational.

SUCCESSFUL APPLICATIONS
Throughout the application process:

► Demonstrate that you have the
  • Desire to do the job.
  • Right mix of skills.
  • Potential to grow and learn.

► Explain clearly:
  • Why you want to join their organisation.
  • How you fit both the role and the culture.

Successful applications therefore grow from enthusiasm for an organisation and knowing you would be happy doing the job. Invest time in identifying your preferences, motivations and skills. Research industry sectors to target your efforts better; try to understand the culture and style of different organisations. For more detailed advice on Developing Your Career Ideas, see pages 12-28.

"Past behaviour is often considered the best indicator of future performance."

DEMONSTRATING COMMERCIAL AWARENESS:

Good candidates are able to demonstrate an understanding of an organisation’s core activities, products and services; the marketplace – including competitors; and how political and technological change might affect their sector in future.

► Learn about the sectors you are targeting:
  • Attend company events and career fairs, talk to alumni, join relevant student societies.
  • Read journals and websites dedicated to the sector.
  • Find and follow professional bodies and opinion leaders as well as firms.
  • Be ready to discuss industry trends and how current issues might affect a firm’s markets or strategy – and/or their clients.
  • Read the (financial) news and follow one or two major current affairs over time.
  • Consider how organisations in the sector compete with one another.

► Become comfortable with business terminology and financial measures relevant to the sector and role.

Gain first-hand experience and insight through our Employability Programmes and work experience: for advice on Gaining Experience see (pp.33-39).
IDENTIFY AND EVIDENCE THE REQUIRED SKILLS...

Identifying the skills and competencies required for a role can be straightforward because these are often listed in the job description and personal specification. Application forms often ask you to give examples of the specific skills being sought. Even where these are not clear, or when making a speculative approach, you should try to identify which core employability skills (see pp.30-32) are likely to be most important for the organisation.

By talking to people who work in the sector you can also gain a sense of which personal qualities are most important and begin to understand the contrasting styles and cultures of different organisations.

Effective applications are supported throughout by evidence – it builds credibility. Simply asserting that you have a skill does not work, not least because anybody can make that assertion! Consider the following example and weigh the value of the additional 14 words.

ASSERTION OR EVIDENCE?

► I will make a strong contribution at [Company's name] because I am a good team player and natural leader.
► Last Spring, my leadership enabled our student consultancy team to make robust recommendations to our client, a local charity, on how to increase volunteering amongst 6th Formers based on over 100 survey responses.

The examples you use in written applications and interviews can be drawn from a variety of activities as transferrable skills are developed in many situations – through your studies, extra-curricular activities and work experience. Choose examples that:

► Relate to what you actually did, rather than what you might do in a hypothetical situation.
► Show your personal contribution, even within a team effort.
► Had positive outcomes.
► Are relevant to the employer - signpost this by mirroring the language used in the job description.
► Are fairly recent (preferably in the last 2 to 3 years).
► Allow scope for you to expand on if asked for more detail in an interview.

From building your CV to answering competency based questions in interviews, you can add structure to your evidence by using the CAR or STAR mnemonics (p.53).

REMEMBER

Lastly, remember that recruiters are not mind readers, and frequently work to tight deadlines. Never expect recruiters to infer how you fit their criteria. Instead, make it easy for them to find the evidence they are looking for:

► Be direct and state how you meet the criteria clearly, with lots of evidence to back up your claims.
► Mirror the language used in their recruitment literature to:
  • align your style to theirs.
  • enable software used to scan applications to match your evidence to the key competencies and skills required.
► Highlight relevant aspects of your background, knowledge and experience for each organization and role.
► Reflect how your aspirations and longer term goals align to the opportunity.

For example, you might explain why a role is a natural progression from your studies, or highlight how insights from an internship confirmed your interest in a particular field or demonstrated a good fit with the organization.

LAURIANE ANDERSON MAIR
Marketing Product Manager, L’Oréal

Think strategically. Throughout the application process, step into the shoes of a brand’s general manager and think about what skills you would need to make business decisions requiring significant investment: Is it the right tone for my brand? Will it increase my market share? Will it be profitable?

Is it realistic in the time frames? Is it good for the long-term strategy of the business?

Demonstrate that you are not just focussed on the day-to-day and that you have the potential to become a future business leader.

(See Lauriane’s profile on p.127)
EQUALITY AND DIVERSITY IN THE APPLICATION PROCESS

Many individuals worry about how recruiters will view their application owing to preconceptions about race, disability, ethnicity, gender, sexual orientation, mental health conditions, social class or age. The reality is that recruiters want the ‘best individual for the role/scheme’ and are keen to recruit employees from diverse backgrounds.

Many employers are proud to have strong equality and diversity policies - look for details when researching organisations (p.p.15-16). These organisations recognise and value the unique skills, experience and attitudes that individuals bring owing to their personal circumstances. They also understand that students with a disability, health condition or those who have had to ‘suspend studies’ are often concerned that they may be at a disadvantage in the recruitment process – that it will not be fair.

To create a ‘level playing field’, they recognise that the recruitment process will benefit from adjustments in some circumstances. For example, they may provide additional time for verbal reasoning tests so as not to disadvantage an individual with dyslexia or dyspraxia.

Applicants also have protection in law. The UK Equality Act 2010 protects you - at all stages - from discrimination due to disability, age, gender, race, religion and beliefs and sexual orientation. It may be worth familiarising yourself with the law - see www.gov.uk/equality-act-2010-guidance.

Whilst you may fear that your circumstances will be viewed negatively, for the recruiter they are often seen as an asset - for example, your problem solving skills developed through having a disability may be much higher than others. Ultimately, what matters is how you evidence your skills, motivation and competencies throughout the application process - you are your best advocate!

Depending on your situation, you may find it an advantage to ‘disclose’ so that the recruiter can put in place processes (eg, selection material put into an accessible format dependent on your disability) and resources that enable you to meet the demands of the selection process and job function without disadvantage.

It is your personal decision whether or not to inform a recruiter of your circumstances. And, if you do choose to disclose this information, you must also decide at what point in the recruitment process (application, interview, job offer or in the job) to do so.

Everyone’s circumstances are different and understanding your situation in this context can be difficult. Try not to pre-judge how recruiters might view you from what you have read or heard in the media and from others - instead, seek advice and more information to help you make your best decision.

➤ The Careers Service has advisers who specialise in disability and diversity issues and can help you to decide how to present your situation and potential needs effectively.

➤ Approach the organisation’s recruitment team for advice – this is an important part of their role, as outlined in the employer’s point of view below.

THE RECRUITER’S VIEW

Cherelle Williams,
Disability Focal Point, HR,
Shell International Ltd.

For people with disabilities and long-term health conditions, it can be daunting to share relevant details about their conditions such as how they are impacted and what adjustments they will need. Individual’s reason for this will vary, but can include fear of discrimination, worry over who will know and not wanting to be treated differently.

At Shell, we believe in creating an inclusive culture where you can thrive. An inclusive work environment is key to innovating, developing and retaining top talent. Recognising this, Shell provides platforms for all employees, and ultimately the organisation, to reach their full potential. To enable an applicant or an employee to be their best, we provide support and adjustments during our recruitment process, in the workplace and within our policies.

To maximise the support we can provide to you, a relationship of trust needs to be developed between you and Shell as the potential employer. This relationship can only be developed through two-way communication about the affect your disability and/or long-term health condition may have on your ability to apply for and later, to perform in your role. For us to support you, we need you to be open and honest about what’s needed. You are the expert; but if you are unsure and have questions just ask, and work with us to build the best support possible for you.

Our job application process allows you to confirm whether you require any adjustments to be made to the facilities and/or recruitment process as well as providing information on what the adjustments may be and mitigating circumstances. You can also email us with this information. With the information you provide to us, our Disability Focal Point will proactively contact you to discuss your specific adjustment needs on a one-to-one basis, enabling you to perform to your best ability during the recruitment process. It allows us to remove barriers to your performance and assess your talents and abilities fairly.

In the workplace, you will be supported by your Line Manager, our internal Occupational Health team and also be able to speak with our internal disability network, enABLE. Workplace adjustments mean you are able to fulfill the duties associated with your role and set you up for future success. Example adjustments include extra time, modifications to documentation (formats, colours, fonts) workstation assessments, standing desks and allowing for breaks within assessments or within your role.

Remember: we have the best of intentions to support you in your recruitment journey and as a Shell employee, and sometimes we may need your help to do that. Providing you with adjustments is not about making things ‘easier’; it’s about ensuring you can perform to your highest potential and be who you are!
CVs

The goal of a CV and its cover letter is to get you to an interview: for a speculative application, it is to encourage the reader to respond positively.

Remember, recruiters usually review CVs very quickly – perhaps only 10-20 seconds – and so CVs have a certain style all of their own. The primary challenge is to make it easy for the recruiter to find exactly what they are looking for. Focus on their core requirements and adjust or adapt your CV for each specific application.

There are four key characteristics of CVs that work well:

**RELEVANCE:**
- Content is relevant to the position applied for – this is not a list of everything that you’ve done.
- Content highlights your personal contribution.

**CLARITY:**
- A well laid out CV is inviting to read and easy to scan quickly.
- Use simple language – avoid jargon, acronyms and technical details which may not be understood or provide too much detail.
- A standard reverse chronological format helps recruiters as they know where to find what they are looking for.

**EVIDENCE BASED:**
- Provide evidence of your contribution and impact.
- Focus on ‘actions taken’ rather than ‘responsibilities’ to showcase your skills.
- Use numbers, percentages and values to quantify your impact and give a sense of scale to your actions.
- Avoid unsupported assertions or opinions.

**BREVITY:**
- Avoid paragraphs, as these are slow to read.
- Use bullet points to package information succinctly.
- Avoid too much context, excessive detail or unfocused material that will dilute the impact of your most relevant messages.

“Recruiters will usually review your CV very quickly [...] and so you need relevant skills and experience to stand out immediately.”

**GETTING READY TO CREATE YOUR CV:**
- Select your most relevant experiences to demonstrate the skills and competencies required.
- Create your long list of all your experience, achievements and key dates. Transferable skills are developed and demonstrated in diverse situations, so include:
  - Educational achievements, prizes, awards.
  - Voluntary, paid and unpaid work experience.
  - Involvement in societies, sports and clubs.
  - Additional interests and skills (e.g. languages; IT skills; music).
- For each application, identify the skills and competencies required.
- Select your format – for most graduate positions, a standard reverse chronological format is recommended (see Sian Magellan’s CV overleaf).
- Consider which headings are most useful to present your experience most effectively:
  - EDUCATION will normally be at the top.
  - EXPERIENCE rather than ‘Employment’.
  - Headings such as ‘POSITIONS OF RESPONSIBILITY’ or ‘AWARDS’ can signal other important information.
  - INTERESTS or OTHER INTERESTS AND SKILLS should be included to indicate extra-curricular activities and diverse talents. This section might include sub-headings such as Languages; IT Skills; Sports; and Music.
EDUCATION

2014 – 2017 BA Hons English, Balliol College, University of Oxford
- First year exam results: 2.1 (65 average)
- Researched and delivered on time twelve 3,000 word essays on new topics in each eight week term for discussion with peers and leading academics

2007 – 2014 St John's School, Milton Keynes
A levels: French A*, English A*, Chemistry A, Geography A
GCSEs: 5 A*, 3 A, 1 B including A* in English and Maths

EXPERIENCE

2016 WWOOF, Organic Farm in Haute Vienne, France, Volunteer (summer)
- Independently planned and organised two months’ work in France
- Improved to near-fluent French, while learning food production chain process
- Developed good working relationships with 22 colleagues from 12 countries

2015 Oxford University, The Student Consultancy, Team Leader, (8 weeks)
- Led a team of five students to develop marketing strategy for local start-up
- Designed and executed paper and phone surveys, engaging 250 participants
- Presented recommendations to client; all implemented within 3 months and delivering 20% increase in sales within 6 months

2015 EGM Analysis, Market Research Assistant (1 month internship)
- Produced eight accurate data tables to summarise previous field activities using SPSS
- Presented daily key data summary to managers with a colleague
- Developed knowledge and interest in marketing and consumer goods

2014 Red Lion Hotel, Newport Pagnell, Waitress (part-time summer work)
- Provided professional, courteous dinner service in busy gastro-pub with 80 covers
- Maintained positivity and good working relationships in high-pressure service environment

2011-14 Milton Keynes Hospital, Data Entry Clerk (part-time holiday work)
- Developed administrative skills, and understanding of organisational processes
- Ensured accurate classification of records and meticulous proof reading
- Liaised with six hospital departments to compile datasets to tight deadlines

OTHER SKILLS AND INTERESTS

Languages: English – native; French – near-fluent; German – conversational
IT: Proficient in Excel and SPSS, WordPress, InDesign and MS Office
Music: Lead clarinettist in Milton Keynes Youth Band; member of National Youth Orchestra Marketing Officer for Balliol College wind ensemble. Promoted concerts and managed ticket sales, increasing audience numbers by 30% in the first year
Sport: Balliol College women’s football team; training twice a week
Captain of St John’s School women’s football team (under 18s)
Travel: Extensive travel throughout Europe, including organising work placement in France
OTHER FORMS OF CV

Some roles may allow for, or invite, a different form of CV.

CREATIVE CVs:
If you are applying for a ‘creative’ role, in advertising or design for example, they may look favourably upon an infographic or otherwise visually unusual CV. This allows you to project something of your style and personality and can demonstrate your ability and skill communicating information clearly in a creative and striking way.

ACADEMIC CVs:
There is no upper limit on the number of pages expected in a CV for an academic post. If applying for a postdoc, fellowship, lectureship or research assistant post, make sure your CV has:

► Sections for professional memberships, publications, and conference presentations/posters.
► A focus on areas specific to academia, such as research experience, teaching experience and any university/college administration or committee work.
► Details of successful bids for awards, grants and collaborations.
► Referee details – usually three - ideally academics who both know you and are recognised in your field.

It can take a number of revisions before you are happy with your CV, and getting a second opinion can be very helpful. It might all make perfect sense to you, but you could be surprised by the things that others may question or not understand. Ask a friend to check it or meet a Careers Adviser for feedback (p.4).

Once you think your CV is ready, we recommend a few final checks:
FIRST, ensure that you are putting forward your best case – that everything included is relevant.
SECOND, always check carefully for errors and typos – many typo in the CV, cover letter or application form! 
FINALLY:
► Hold your CV at arms-length – does it look easy to read?
► Fold it vertically and scan the left side in 10 seconds: 
  y Will the reader get the gist of your application?
  y Are your strongest skills immediately visible?
► Check for jargon and acronyms, and over-long bullets - edit vigorously.
► Is it the right length?
  y Some employers (eg, investment banks) expect just one page.
  y Aim for a maximum of two pages, except for an academic CV.

Save your CV as a PDF to ensure it keeps it beautiful formatting when you send it.

FINALLY, FINALLY, take a good break and then proofread - yes, again! - double checking for errors and typos.

MORE INFORMATION AND EXAMPLES:

www.careers.ox.ac.uk/cvs

APPLICATIONS OUTSIDE THE UK:

Expectations and conventions for what is acceptable in a CV varies between countries: eg, a photograph is never included in a resume for the USA, but is expected on a German CV. If applying outside the UK, research country-specific current practice, starting with:
► Our advice on Working in Different Countries (pp.27-29)
► Going Global country reports, free to use via www.careers.ox.ac.uk/goingglobal.
The cover letter gives you scope to:

▶ Showcase what interests and drives you, your enthusiasm for an organisation and the role.
▶ Align yourself with the organisation’s strengths, values and culture.
▶ Highlight your knowledge and strongest, most relevant skills for the position.

Try to sound professional yet conversational, rather than wordy or too stiff and formal. Write in clear, concise English – take care not to drown your reader with detail, and avoid jargon they may not understand. Search online for advice from The Plain English Campaign which offers simple, clear guidance on improving your writing style.

Whilst this may sound simple, your early cover letters may go through 3 or 4 drafts (even more!) before you are happy with them.

When you feel your cover letter is finished, put it down overnight (or at least for a couple of hours) before reading it through – aloud.

As you read, listen to yourself:

▶ Does it say clearly what you want it to say?
▶ Does it have your ‘voice’? Do you sound confident? Enthusiastic about to the company? Excited about the role?
▶ If you insert a competitor company’s name, does the letter still read the same? If so, try to differentiate each letter more!
▶ Are there any sections that are hard to read or follow? If yes, try simplifying your language, using shorter sentences or try taking that section out completely.

This advice also applies if you are writing a speculative letter or application, perhaps asking an organisation if they can offer you work experience. State clearly why you are writing in your opening paragraph, and go on to outline two or three organisation’s needs. Close with an indication of what you would like to happen next.

MORE INFORMATION:

www.careers.ox.ac.uk/cover-letters

“Show your enthusiasm for the organisation and the role, and demonstrate ‘fit’ by aligning yourself to their culture and values.”

TOP TIPS FOR COVER LETTERS

The outline letter opposite provides ideas about content and structure to enhance your letters.

▶ Keep it short – a concise letter demonstrates focus and strong communication skills.
▶ Project confidence – write with the assumption that they will interview you.
▶ Keep the tone and content professional – attempts at humour are best avoided.

▶ Include specific relevant details that show your research and how you consider they differ from their competitors – do not cut and paste content.
▶ As for CVs, double check for errors and typos: using a spell checker is not enough.
▶ Ask for feedback from a friend or a Careers Adviser.
OPENING PARAGRAPH: Simply state what you are applying for and where you found out about it. This tells the recruiter why they are reading the letter, and helps them know which promotional tools work. Briefly introduce yourself: what you are studying, where, and which year you are in or when you will finish.

Explain **why you are interested in the position and/or the organisation**. Differentiate yourself. Genuine enthusiasm and specific knowledge of the organisation will set you apart from those sending generic letters. Draw on your research to demonstrate understanding of the business and the way they work which goes beyond the corporate website. Reflect what you learnt from speaking with their staff: be specific about why you want to join the organisation or why the position is particularly attractive for you: back this up with evidence from your past, or link this to your broader career plans and aspirations.

Help the person reading your letter to understand **how you meet ‘essential’ requirements** for the role. State explicitly how you match their criteria, supported by evidence from you CV. Focus on your accomplishments and the most relevant transferable skills you have for the role. If you have good evidence for any ‘desirable’ traits in the job description, include this too. Even if you think the position is out of reach, you may convince the recruiter you are qualified enough and able to do the job – particularly if you demonstrate strong motivation elsewhere.

Support your claims with **examples from your CV**. You may build a stronger, more credible case by linking different experiences to highlight different aspects of competencies or development of a skill. Consider these examples:

- **having run [named event] at school, I further developed my organisational skills when raising [£££] through a College fundraiser in my first year and, more recently, by leading [a major event] for the [named Society] attended by [number] of people.**

- **the [role applied for] would allow me use my passion for helping others, which underpins both my work as College Welfare Officer and the real sense of achievement I get from tutoring disadvantaged children through Oxford’s Schools Plus programme.**

CLOSING PARAGRAPH: Keep it simple and clear. Thank the employer for their interest in your application and reiterate your desire to join the organisation. If known, refer to the next step: eg, ‘I look forward to interviewing with [Company name] in 2 weeks’ or ‘discussing the position with you soon’.

Yours faithfully, (If you started ‘Dear Sir or Madam’)

or

Yours sincerely, (If you addressed the letter to a specific person)

**Signature**
HOW TO REFLECT THE SAME EXPERIENCE IN A CV, COVER LETTER AND APPLICATION FORM

For any application, you should lead with your best, most relevant experience for the role. It is likely, therefore, that you will want to refer to some experiences more than once in different elements of the process.

The paragraphs below illustrate how this might look for Sian Magellan’s TSC leadership experience.

**COVER LETTER**

Whilst participating in The Student Consultancy, I developed my leadership skills by leading a team of five students to design and implement a marketing strategy to increase sales for our local start-up client. I organised our meeting schedule, allocated roles to each team member, coordinated with the client, implemented our surveys and ensured that we delivered our recommendations on time. As a result of my team’s recommendations, six months later our client’s sales have increased by 20% and I received excellent feedback both from the client and other members of my team.

**EMPLOYER APPLICATION FORM (EAF)**

Describe a time when you demonstrated leadership skills (250 words)

Last January I led a 5 member team on The Student Consultancy, an 8 week programme run by Oxford University Careers Service to build commercial awareness and team skills. Within this timeframe, my goal as team leader was to deliver a series of recommendations to our team’s local start-up client to increase their sales. First I organised a series of meetings across the 8 weeks when all or most of us could get together to work on the project. Secondly I asked each team member to share their skills and insights into how they could contribute to developing an effective marketing strategy. Thirdly, and based on the combined skillset of my team, I allocated roles to each member, covering research, survey design and implementation, budgeting and reporting. Having established a way forward, we then agreed a timeframe for each aspect of the project. As team leader, as well as being responsible for survey implementation, I remained the focal point of contact with our client, keeping them up to date with all our project implementation, key findings and asking for any clarifications when required. I also kept in touch regularly with each team member in between our team meetings so that I could deal with any unexpected delays or findings and keep our project on track. We delivered our recommendations on time to our client, who welcomed and implemented them all. Six months later, the client’s sales have increased by 20% and our suggestions are still being followed. (247 words).

**CV**

**EXPERIENCE**

2015 Oxford University, The Student Consultancy, Team Leader, (8 weeks)

- Led a team of five students to develop marketing strategy for local start-up
- Designed and executed paper and phone surveys, engaging 250 participants
- Presented recommendations to client; all implemented within 3 months and delivering 20% increase in sales within 6 months
APPLICATION FORMS FOR EMPLOYMENT AND FURTHER STUDY

Many applications, both for employment and further study, now require an application form. In the same way that a cover letter should be both persuasive and tailored to the position, you are more likely to be successful if you send off targeted applications, rather than sending off a mass of near-identical forms.

Application forms usually include questions that prompt similar content to a good cover letter and/or competency based interview questions (see pp.53-54), eg:

► Why are you interested in this role/organisation/career?
► What are your three strongest skills for this role?
► Provide an example of a time when … you have taken a leadership role.
► Outside your course, what extra-curricular activities are you involved in?
► Which relevant transferable skills can you demonstrate?

If the application form is online, we advise that you create your answers in a Word document first, so you can:

► Bring your answers and job description to review with a Career Adviser at The Careers Service.
► Thoroughly check for typos in Word.
► Ensure you don’t lose your answers if the server ‘times out’.
► Create a bank of material to help you answer similar questions asked by different companies - but always take time to tailor responses and do not be tempted to copy and paste directly from one application to another.
► Save your answers, to review before interview.

Always follow the instructions given. For example, if you are asked to write to a word count be sure to stick to that: consider using bullet points, concise sentences and active verbs – as you would on a CV. But never take a shortcut by simply including your CV - if a recruiter wants your CV, they will ask for it.

Personal statements are often required if an organisation has listed the skills and experience needed for the role in detail. Aim to show how you meet each item on the list. Be guided by their sub-headings and consider using these to organise your own statement if feasible – making it even easier for recruiters to find the evidence they are looking for!

See the feature overleaf which illustrates how to approach the personal statement in the context of an application for further study.

MORE INFORMATION AND EXAMPLES:

www.careers.ox.ac.uk/application-forms
PERSONAL STATEMENTS FOR FURTHER STUDY

Your personal statement needs to be tailored to the institution to which you are applying. In general, you need to convey:

YOUR INTERESTS
Why you want to study this topic or field. Is it a natural extension of your current interests? How did you become interested in this area? What have you done within your degree or outside of your study to fuel this interest?

WHY US?
Why you have chosen this specific course and institution? Are there particular options or modules of interest? Is there particular expertise in that department? Has access to specific resources such as museum collections, libraries or laboratory equipment been a factor? Has the reputation of the course inspired you? Are you attracted by opportunities for collaboration or work placements? Have you attended any Open Days or made other visits?

WHAT YOU BRING
How your experience equips you for the course; consider the subjects you studied at undergraduate level, your relevant skills (technical, language, computing, research methods), independent study or research, prior (relevant) experience, academic awards and other achievements.

YOUR ASPIRATIONS
Where the course might lead you and how it will help you move towards your goals. You don’t need a detailed career plan, but you do need to show how this course fits in with your general aspirations. Do you have a broad interest in contributing to a particular issue or field? Or do you have a more specific goal in mind? Summarise your application in your closing paragraph, return to any themes you introduced at the beginning, and restate your enthusiasm for the course.

MORE INFORMATION AND EXAMPLES:
www.careers.ox.ac.uk/personal-statements-for-further-study

PSYCHOMETRIC TESTS

Many graduate schemes use online tests in the initial application stage and, if successful, you’ll probably be asked to take similar tests as part of an Assessment Centres. These tests typically include numerical, verbal and abstract reasoning tests – and occasionally ‘personality’ tests, or in-tray/e-tray exercises as well (see page 52).

Psychometric tests are normally multiple choice questions, and both speed and accuracy are important. It is therefore important to familiarise yourself with the structure and style of the tests in advance and develop your technique. This will allow you to focus your time and energy in the actual test on the questions asked, not on wondering how you should answer them.

The recruiter’s website will normally provide both advice and practice questions, and you should always complete these practice tests. In addition, the Careers Service offers free access to practice tests through the subscriptions pages on CareerConnect (p.4) – as well as our online guidance and the practice materials and books in our Resource Centre.

VERBAL REASONING SKILLS
These typically test your ability to make logical inferences, and to extract the details and main points from different passages of information. They are more difficult to prepare for than numerical tests, though reading manuals, technical reports or academic and business journals may help. If English isn’t your first language, practise by reading outside your own course subject, to ensure you are comfortable with different styles.

Less frequently, you may also encounter PERSONALITY TESTS; SITUATIONAL JUDGEMENT TESTS; or INDUCTIVE/ABSTRACT/DIAGRAMATIC REASONING TESTS. Look online for more information on these or speak to a Careers Adviser if you want some guidance.

NUMERICAL REASONING TESTS
On these, you’ll likely be asked to do addition, subtraction, division, multiplication and calculations of percentages and ratios. The ability to extract information from charts and graphs can be as important as actual calculations. Remember that, unless a job requires a high level of numeracy, numerical tests are not likely to be pitched higher than GCSE-level Maths or equivalent. To prepare, read financial reports and study different types of charts (eg, in quality newspapers or the financial press). In addition to the resources listed in our guidance and held in our Resource Centre, The Careers Service holds numeracy refresher sessions: these are advertised in our Events calendar on CareerConnect.

EQUALITY & DIVERSITY: DISCLOSURE?
If you feel that you might be at a disadvantage to others sitting the test, owing to a disability or dyslexia and dyspraxia then do contact the recruiter beforehand, to discuss if adjustments could be made for you, eg, extra time in the timed tests. Your experiences of adjustments that are made for you at University are a good guideline as to what you can ask for, or advise a recruiter to put in place.
“assessment centres are considered a better predictor of future performance in the workplace than just a final interview.”

To perform at your best in these tests:

- Choose a time and place where you can focus and not be distracted.
- Follow the instructions exactly.
- Work as quickly and accurately as you can, reading both questions and answer choices carefully.
- A good strategy is to eliminate as many wrong answers as possible. For example, with numerical tests a quick estimate may help you discard several of the options without working out every alternative.
- Keep an eye on the clock.
- Don’t spend too long on any one question – if you are stuck on a question, leave it and move on rather than wasting time.

**ASSESSMENT CENTRES**

Larger organisations often use assessment centres to assess candidates’ performance against a range of competencies in more than one situation. By the time you attend an assessment centre, you should have developed a clear understanding of the organization, its core values and preferred competencies: even so, it’s well worth revisiting your research and your application materials.

**WHAT TO EXPECT**

Assessment centres will usually last from half a day to two days and will consist of a range of selection methods such as aptitude tests, personality questionnaires, case studies, group discussions, spoken presentations, one-to-one interviews, socialising (which is still observed!) and meeting current trainees.

Because of this overall breadth of assessment, assessment centres are often considered a better predictor of future performance in the workplace than just a final interview. They are also considered fairer for candidates as a strong performance in one task can compensate for a less impressive performance elsewhere.

A typical one day assessment centre may consist of:

- Introduction and company presentation.
- Psychometric testing (see above).
- In-tray exercise.
- A presentation.
- Buffet lunch, socialising informally.
- Group exercise, solving a work-related problem.
- Competency-based interviews (see pp.53-55).

The employer will have a checklist of ‘competencies’ (abilities, skills and behaviours) based on the organisation’s core values to use as the selection criteria. These competencies are likely to include key transferable employability skills (pages 30-32) as well as company specific competencies and/or technical skills for some roles. Typically, competencies cover areas like: Creative problem solving; Effective communication skills; Team-work; Business/commercial awareness; Ability to influence/persuade; Initiative and flexibility.

The assessors will keep notes of how each candidate performs during every exercise and interview, and they will score the candidate’s performance against the relevant competencies.

Try to stay focused throughout the day, and don’t allow yourself to lose confidence if you feel you have underperformed in an exercise because the assessors are looking at your overall performance.
IN-TRAY EXERCISES

In-tray or ‘e-tray’ exercises are a test of your ability to deal with a real work scenario. You may be given a simulated inbox full of emails, reports and other correspondence. Employers are usually looking for you to prioritise your workload, draft replies, delegate tasks and recommend actions.

Keep focused – time is often short, so work quickly and avoid getting too absorbed in any single aspect of this task.

Take care to:

- Read the instructions carefully and thoroughly.
- Prioritise what is most important or urgent by scanning the information.
- Identify which items you need to complete during the exercise, handling tasks that are both ‘urgent & important’ as a priority.
- Select which items could be delegated/referred to someone else and those that can be noted for completion ‘later’.
- Highlight any resource constraints, conflicts between tasks, or implications for the organization.
- If asked to draft a written response to any item, identify the main points of your response quickly and expand concisely on them.

GROUP EXERCISES

This really is not about winning or losing! Group exercises are about how you contribute in helping the groups deliver against the given brief. Assessors can only judge you on what the contributions they see, however, so make sure you get involved and contribute: e.g. leading, facilitating, generating ideas, encouraging, monitoring progress, questioning, or analysing.

Remember, good team-work involves listening to, acknowledging and following through on the ideas of others in the group as much as making your contribution and being heard: it’s about building on one another’s strengths and contributions, not necessarily about getting your ideas taken forward.

Take care to:

- Get a good grasp of any information you are given, but don’t waste time on minute details.
- In the light of the information given, help the group decide on your objectives and priorities, make a plan, and follow it.
- Be assertive and persuasive, but also diplomatic.
- Listen to what everyone else has to say, and try to get the best contribution from each person.
- Don’t assume that shy or quiet members have nothing to contribute – ask for their thoughts.
- Find the balance between taking your ideas forward and helping the group to complete the task.
- Keep an eye on the time and overall objective of the exercise, and help ensure that the group keeps on track and delivers against the brief.

PRESENTATIONS AND WRITTEN REPORTS

You may be asked to prepare some materials in advance of the assessment centre, or be given some time to prepare on the day based on a case study. You will present to the assessors, and possibly other candidates. When preparing your presentation:

- Make sure that you understand what is required and the time you have.
- Consider your audience – this will influence the content, level and tone of your presentation.
- Timing is important as you will be stopped when your time is up.
- Keep the structure simple:
  - (A) tell them who you are and what you are going to tell them;
  - (B) tell them;
  - (C) tell them what you have told them.

Because time will be short, it is best to start with the key issue and your main conclusion or key recommendation. The rest of the presentation should support that conclusion.
- Structure your arguments and limit complexity: restrict yourself to three to six main messages;
- Support your ideas and themes with (brief) anecdotes, examples, statistics and facts – but keep it moving to reach the end of your presentation.

Consider whether an interactive element would be appropriate given the context – in a teaching or training type role play, this could certainly work. And consider pausing for or inviting questions at the end if this feels appropriate.
CONFIDENT INTERVIEWS

If you’ve been invited to interview, you’ve convinced the employer that you are suitable for the role on paper. An interview is your opportunity to confirm this impression, and demonstrate that you are what the hiring manager is looking for.

HOW TO PREPARE

Repeat the preparation detailed in this chapter, but in more depth. Re-read the job description and candidate specification and ensure you understand the job and the competencies required. And be clear about the points you absolutely want to make, and practise building them into different answers

- As a starting point, prepare some answers to typical questions, and practise answering them out loud. Articulating your answers is harder than thinking them over in your head, and saying them out loud will help you to sound more convincing and fluent on the day.
- Be clear on your motivations for why you want to work for the organisation.
- Be ready to show commercial awareness (p.40):
  - Consider how recent global events, current affairs and the economy may affect the organisation.
  - Think about how the organisation competes in its market, and how it compares with its competitors
  - Read a quality broadsheet and be ready to offer an informed opinion on business and current affairs.
- Prepare some questions - note them down - to ask at the interview.

SUPPORT AT THE CAREERS SERVICE

- Sessions for improving your interview skills are held each term, and dates and times are advertised in the weekly newsletter and on CareerConnect (p.4).
- Mock interviews, led by employers, are offered every term. The recruiter will give you feedback to improve your technique, and you can make a recording to review later.
- You can also use a short discussion with a Careers Adviser to discuss interview technique or tackle some general interview questions.
- The Careers Service’s Resource Centre holds a number of DVDs, books and handouts that can help you prepare for interviews.
- The Interview Feedback Database on CareerConnect contains helpful tips from past students’ interview experiences – which you can filter by sector.

COMPETENCY BASED RECRUITING

Many companies use competency frameworks to identify and group related skills, knowledge, attitudes and abilities that are needed to be effective within their organization and the range of situations typical for a particular role.

In interviews, competency based questions are common and tend to follow the structure:

“Can you tell me about a time when.........................?”

[insert competency here]

Using a simple framework to provide structure to your answer helps you to:

- Tell your story clearly and makes it easier for an interviewer to follow that story.
- Include all the most relevant and important points.

STRUCTURE YOUR RESPONSES WITH THESE MNEMONICS:

- SITUATION
- TASK
- ACTION
- RESULT

For example, use the STAR outline to:

FIRST – Briefly describe the specific SITUATION you were in.

SECOND – Describe the TASK you needed to accomplish. Give only enough detail for the recruiter to appreciate your contribution.

THIRD – Describe the ACTION(s) you took. Keep the focus on what you did rather than the efforts of the team, even for a group project.

LASTLY – Describe the RESULT. Based on relevant measures of success, outline what happened and what you accomplished.

When appropriate, probably within an interview, you can extend this structure by including ‘E’ for EVALUATION (STARE/CARE):

- Highlight what you learned from the experience, or what you would change if went through the process/experience again.
- Explain how this experience might be relevant in the role applied for.
ON THE DAY

- Plan your route and arrive promptly – 15 minutes is early enough to settle down and relax. Think how you will cope if there is an unexpected delay and take a contact number.
- Consider what you’re going to wear. Be clean, neat and tidy, and dress appropriately to the environment you would be working in.
- First impressions are important. Be ready to say hello with a confident handshake and steady eye contact.
- Remember - you are on show from the minute you arrive to the point that you leave.
- Be polite - you are on show from the minute you arrive to the point that you leave.
- Think how you will cope if there is an unexpected delay and take a contact number.
- Consider what you're going to wear. Be clean, neat and tidy, and dress appropriately to the environment you would be working in.
- First impressions are important. Be ready to say hello with a confident handshake and steady eye contact.
- Remember - you are on show from the minute you arrive to the point that you leave.
- Be polite - you are on show from the minute you arrive to the point that you leave.
- Take our ‘Tips for Successful Interviews’ with you by detaching the rear cover flap.

IN THE INTERVIEW(S):

- Don’t be afraid of silence:
  - Take time to think before answering.
  - Make sure you answer the question you have been asked.
  - Structure your answer so it is easy to understand.
  - If you have finished - and the interviewer remains silent - don’t keep talking to fill the gap.
- Be positive in everything you say.
  - Don’t make negative comments about previous employers or tutors.
  - If asked about something that went wrong, outline what learned from the experience and how you would handle it differently next time.
- Aim to speak for only about 50% of the time and keep answers reasonably short-asking the interviewer if they would like more detail or further examples is better than rambling.
- Don’t let a friendly, informal interview style lull you into a false sense of security. Keep your answers professional – focused and relevant.
- Be aware of body language and try to maintain eye contact. This is particularly important in a panel interview, where eye contact can help you to engage all the panel members.

TOP TIPS FOR ANSWERS

Try to use examples from different experiences, such as your studies, work experience, extracurricular activities and volunteering.

- Try to be precise – many of us tend to ramble when we’re nervous, but try to make your answers as clear as possible.
- Feel free to use examples already mentioned on your written application: the interviewer will not have memorised all of them. Be ready to go into more detail.
- Think about the structure of your answer to ensure you get the relevant points across clearly. For competency based questions use the STAR/CAR mnemonic to ensure you highlight the transferable actions from your example (see previous page).
- For key questions such as “What are your strengths?” it may be useful to structure your answer and signpost this in your answer e.g. “I have three major strengths relevant to this role, the first is...”. But do not use this for every question as you may start to sound robotic and over-prepared.
- A good interview is a dialogue, and you should take an active role in the conversation.
- If you are not sure you understand the question – ask for clarification; similarly if you are wondering whether you have answered a question fully – ask whether the interviewer would like more information.

PREPARE FOR THE MOST TYPICAL QUESTIONS

Some questions are asked by many employers because all want to understand what your interests are, what you enjoy doing and and how these relate to the position. They will also seek to understand what motivates you, and how much insight you have into yourself, their company and the role – so be sure to prepare well and practice aloud for these FAQs.

- “What attracted you to this company?”
- “Why do you want this position?”
- “What will you bring to this role?”
- “Tell me about a time you led a team/completed a project/communicated with a difficult client...”
- “What would you do differently if faced with that (difficult) situation again?”
- “Where do you see yourself in five years’ time?”
- “What do you consider your greatest strengths?” “...weakness?”
- “What has been your greatest achievement?”
- “Tell me about yourself.”
TELEPHONE, SKYPE & PRE-RECORDED INTERVIEWS

Some larger employers use virtual interviews as a first stage of sifting applicants. Prepare for this type of interview as if for a face-to-face interview - don’t treat it any less formally.

If you’re asked to do a pre-recorded interview, you’ll be sent a video link and will complete the interview via web-cam. You’ll be asked a question and to record your answer. You can usually pause between questions but not after the question has been asked.

When preparing for the interview:

► Ensure that you have privacy for the interview, away from noise and distractions. Ask friends not to disturb you – put a sign on your door!
► Ensure your phone/laptop has charge and check the signal/internet access and/or that Skype is working properly.
► Have your CV or application form available as a prompt, as well as some paper and a pen for making notes.

HANDLING OFFERS OR REJECTIONS

If you’re offered a job and are still hoping to hear back from other recruiters, look up the advice on handling offers on the ‘Application Process’ pages of The Careers Service’s website. If you are still unsure, discuss your situation with a Careers Adviser (see p.4).

If you are not offered the job, reflect on this to learn from the experience and try not to lose confidence. Ask the recruiter for feedback: it is not always given – or it can be rather bland – but sometimes it can be really helpful.

MORE INFORMATION AND EXAMPLES:

www.careers.ox.ac.uk/interviewing

NATASHA DAVIE
Senior Associate, The Boston Consulting Group (BCG)

“As I got more confident and started enjoying the case part of the interview, I also began developing the personality or ‘fit’ part of the interview. Applying the STAR method (see p.53) for answers and practicing with real companies that The Careers Service brought in house.”

(See Natasha’s profile on p.5)

The main difference with telephone interviews from standard interviews is the lack of visual cues, but your body language is still very important as it affects your confidence and performance.

► Sit up straight or stand, as it will help you to project your voice effectively.
► Dress smartly. Don’t just sit in your pyjamas – even for a telephone interview – as this will affect your overall attitude and confidence.
► Smile! By smiling, you will sound friendlier and more confident.
► Use gestures as you would in a normal conversations. This will tend to make your voice sound livelier – and try to avoid monotones.
► If there are any long silences after your answer and you are not sure whether to continue, you can always ask “Would you like me to expand further on that?”

AFTER THE INTERVIEW

As soon as possible after the interview, jot down notes of what was discussed, what you feel went well (and what didn’t go well). Consider how you might respond differently and what you can add to strengthen your answer. This could help if you are asked similar questions in future, including final round interviews should an organisation decide to drill deeper into areas already assessed.

Consider sharing your experiences and insights with others through the Interview Feedback Database on CareerConnect.
Higher education is a major sector of employment for university graduates. Indeed, the largest single employer of Oxford graduates is Oxford University. Although Academia will be the focus of this page, there is a wide variety of other professional roles in the University sector, such as in student services, finance, IT and fundraising. Search the professional, managerial and support roles advertised on www.jobs.ac.uk for inspiration. Despite there being only a few graduate schemes, most professional support functions are filled by university graduates.

Academia itself can be a stimulating career option, offering the potential for significant autonomy and flexibility in your working life. On the downside, there is a high degree of competition for roles and insecurity after the doctorate, in the short term, while many try to find a permanent position. It is near essential to have a DPhil/PhD in order to gain a permanent academic position in the UK and many other countries. Following a DPhil/PhD, you might find a postdoctoral position or a fixed-term teaching contract as a tutor or lecturer. Alternatively, you might apply for an independent fellowship, where you receive a grant to develop your own research. Postdocs and fellowships can last from six months to several years. These are traditionally more common in science disciplines, so Humanities and Social Science researchers looking to develop their career after the doctorate may have to take on teaching or a variety of other roles as a stepping stone to a permanent position, or towards a ‘portfolio career’ in which academic work is one of several strands such as consultancy, editorial or advisory work. Permanent lectureship positions combine research and teaching with administration duties, such as organising seminar series and sitting on committees. There are very few teaching only or research-only permanent academic roles.

Career paths vary depending on discipline, type of institution, and location. There are opportunities for travel and working abroad, and aspiring academics will find more opportunities if they are flexible about location. The sector is expanding, for instance, in South America, Asia and the Middle East.

### GETTING IN AND ENTRY POINTS

**FOR UNDERGRADUATES/MASTERS STUDENTS:**
Depending on your subject, you may need a Masters before you undertake a DPhil/PhD. Most application deadlines for postgraduate study and funding in the UK are between December and February in the academic year prior to starting, but make plenty of time to talk to your tutors, The Careers Service, and research institutions so that you can find the best place for your studies.

**FOR DPHIL STUDENTS:**
Networking throughout your DPhil will mean you hear of posts through contacts, and will know people to advise you on applications. Postdoc positions are advertised all year round, but fellowship deadlines can be up to one year before they start. Junior Research Fellowships – offered at Oxford, Cambridge and a few other UK institutions – are highly competitive, vary in salary, and are advertised from September onwards. Most are advertised between February and April. Lectureships are advertised year round for the UK, and from September to December for North America.

---

**EXTRA-CURRICULAR IDEAS**

- If you are not yet doing a DPhil, try to gain some summer research experience by speaking to tutors/academics in your field, or get tutoring or lecturing experience, even with school children.
- If you are doing a DPhil, get university teaching experience or get involved in The Brilliant Club – giving tutorials to outstanding school pupils from disadvantaged backgrounds.
- Start building a network around your area of interest. Join societies related to your subject, and attend talks at The Careers Service on developing a professional network for insight into reciprocity in academia, and using LinkedIn and other relevant social media.
- Submit articles for publication.
- Speak at conferences, or organise one yourself.
- Apply for internships with non-UK universities and/or industry to gain international and practical experience, e.g. those offered by The Careers Service.

---

**MORE INFORMATION:**

[www.careers.ox.ac.uk/academia](http://www.careers.ox.ac.uk/academia)
backgrounds. Navigating the politics that come with these groups is part and parcel of the job. It also means periods of intense work to meet grant deadlines, submit drafts of papers to colleagues or deliver student marks.

CAREER PATH: I began in biology and was inspired by a course in the mathematical modelling of epidemics that I did during my time at Oxford. This led me into a Masters in medical statistics at Berkeley, and a PhD in mathematical modelling at UCL. Looking back I can see how these paved the way to my current role but it wasn’t always clear to me at the time.

TOP TIPS: Do what you love to do and be strategic. If you have identified an area that really grips you, stick with it. Then work hard to find a niche that defines your particular contribution, and wherever possible create opportunities to design and lead your own work.

Dr. Christian Bottomley
Senior Lecturer in Medical Statistics and Epidemiology, London School of Hygiene and Tropical Medicine

WHAT: I work on the evaluation of vaccines against Streptococcus pneumoniae - a bacteria that causes blood infection, meningitis and pneumonia. I travel regularly to the Gambia and Kenya where the vaccines have been introduced to see how well they are working.

Most of my working days involve statistical analysis and writing papers on mathematical modelling and statistical methodology. Because LSHTM is a postgraduate training centre, only about a fifth of my time is devoted to teaching and supervision – much less than in most universities.

WHY: I love the variety of roles and places in which I work, as well as being able to meet many interesting people doing cutting-edge research. Being in a leading academic institution provides a highly stimulating work environment and ample opportunity to attend seminars in my own and related fields.

MAIN CHALLENGES: Medical research is done through collaboration in large groups of people from diverse backgrounds. NAVAGATING THE POLITICS that come with these groups is part and parcel of the job. It also means periods of intense work to meet grant deadlines, submit drafts of papers to colleagues or deliver student marks.

Dr. Lucie Cluver
Professor of Child and Family Social Work, University of Oxford

WHAT: I work with a team of student researchers in Oxford, academics and governments in southern Africa and international organisations like the WHO, UNICEF and PEPFAR/USAID. Together we are trying to understand the needs of orphans and vulnerable children in Africa, then test programmes to help them and their families. Most of my time is spent writing funding proposals, responding to crises in the fieldwork sites and trying to stop my team working too hard. I fly to the USA and government meetings in Africa regularly because working alongside policy makers can ensure our research has impact.

WHY: Sometimes I cannot believe I am being paid to do exactly what I want. In academia you have enormous freedom as long as you can raise the money and produce high quality work.

MAIN CHALLENGES: Doing fieldwork in very poor areas presents lots of practical challenges. Right now we are dealing with daily violence and riots relating to the elections. Managing complex projects is very challenging because we don’t learn this at university.

EARLY CAREER AND ARRIVING IN THIS ROLE: After my first degree (Classics at Cambridge) I trained as a social worker and during my Social Work Masters I did a small study of the mental health of orphans in South Africa. When the Minister of Social Development requested a bigger study, I chose to combine this with a DPhil. I had no intention to become an academic until I realised that South Africa needed good research on AIDS-affected children.

TOP TIPS FOR THRIVING IN ACADEMIA: I see a lot of young women drop out of academia because they lack confidence. I think you have to be able to say to your funders and to your department that you’ll do something ambitious when you yourself have no idea whether it is even possible. It also helps to be honest and tell people about the mistakes you made and what they have taught you.
ACCOUNTANCY + FINANCIAL SERVICES

The finance sector is vast and consistently recruits large numbers of graduates annually. A range of skills is needed including strong communication, analytical, and problem-solving skills. A high degree of comfort when working with numbers is useful, although few roles require a numerate degree.

In all areas, graduate training contracts frequently require trainees to study for a professional qualification whilst working. Many employers contribute towards the cost and offer study leave as part of the package. Accountancy training normally takes 3 years, and Actuarial training 3 to 6 years.

ACCOUNTANCY: Accountants work in varied roles across a broad range of services areas, including advisory, assurance, corporate finance, tax and risk. Accountants play a key role in decision-making by providing accurate financial information and analysis to management. Therefore, organisations look for people with strong commercial awareness and good interpersonal skills - not just ‘number-crunchers’!

There are opportunities in both commercial and public sector organisations at firms of all sizes. The larger organisations, including the ‘Big 4’ (Deloitte, EY, KPMG and PwC), have broadened their focus to provide strategic advisory service and now also have large management consultancy practices.

+ Chartered Accountants provide professional advice to fee-paying clients, small businesses, large organisations and individuals – in areas such as audit, financial reporting, insolvency and restructuring.

+ Management Accountants usually work in-house (although they can be external) and their role is to advise an organisation’s senior management about the financial repercussions of business decisions, and to monitor corporate spending.

ACTUARIAL WORK: Actuaries are risk management experts, applying mathematical tools to assess the probability and risk of future events. Actuarial assessments are used in various industries, especially the Pensions, Insurance and Investment sectors. Most graduates have a numerate degree (eg, mathematics, statistics, economics, sciences), but students from other disciplines can demonstrate their numerical ability by passing the Certificate in Financial Mathematics (CT1) exam.

INSURANCE: Insurance is focused on protecting the value of an individual’s or organisation’s assets, and has huge breadth, including Corporate Insurance, Personal Insurance, Reinsurance, and Life Assurance. Firms are similarly diverse. Employers are generally open to graduates of all degree disciplines, although some employers have a preference for numerate degrees.

GETTING IN AND ENTRY POINTS

ACCOUNTANCY: Traditionally, the larger accounting firms open graduate recruitment during the summer in the year before graduation, usually closing in December. Firms with lower annual intake will typically start recruitment later, with most opportunities opening in Michaelmas Term of the final year. Smaller companies often have rolling recruitment and are worth an early speculative approach. Positions in London fill quickly in Michaelmas Term, however, since 2014 firms have continued to recruit into regional and provincial offices throughout the year.

ACTUARIAL WORK and INSURANCE: Graduate programmes will vary depending on the size of firm and area of specialism, and application deadlines vary, so research and prepare applications early. Meet firms at our autumn career fairs and company presentations, and monitor your target firms’ websites.

EXTRA-CURRICULAR IDEAS

+ Demonstrate your interest in the sector by becoming active in related student societies – such as the Oxford Guild, CapitOx and the Oxford Investment & Finance Society.

+ Show your financial acumen as Treasurer for a society or JCR/MCR.

+ Help run an event that makes a profit, from fundraising to College Ball.

+ Apply to attend ‘Insight Days’ or ‘Spring Week’ programmes in your 1st year (or 2nd of 4-year degree).

+ Sign up for the ICAEW’s online programme “The Importance of Money in Business” (runs September and May).

MORE INFORMATION:

www.careers.ox.ac.uk/accountancy
/actuarial-profession
ACCOUNTANCY + FINANCIAL SERVICES

SASKIA ILSEN NUNN
Senior Consultant in International Mobility Consulting, PwC

I work with a range of clients across various industries. Part of my job is to ensure that organisations and their employees are compliant from a wage tax, income tax and social security perspective, when they send employees to work abroad or receive expatriates from other countries. I also consult with client firms more broadly to ensure that their assignment and global mobility policies are structured appropriately and in such a way that they create value for them as well as helping them find solutions to the many complexities which come with having a globally mobile employee population.

WHY: My job is hugely varied and fast-moving due both to the ever-changing tax environment and the impact of globalisation, which affects the way my clients do business and who they need to send where and why. Don’t listen when people say tax is dull!

GETTING IN: I successfully completed an internship at PwC during my second year at Oxford and consequently received a full-time job offer to join PwC after graduation. The internship was a great taster of what it would be like to work at PwC and also what opportunities International Mobility had to offer. If you’re unsure what career you want to pursue, I’d highly recommend looking into internships first.

EARLY CAREER: I started fresh-faced out of university and spent two and a half years working in my original business area before being seconded to the Internal Global Mobility team at a large international technology company. Then after three years, with an ACA in hand and the ability to call myself a fully qualified Chartered Accountant, I decided to take the plunge and request an international secondment. I’m currently six months into a one and a half year contract with PwC in the Netherlands, working and living in Amsterdam. It may not be the typical assignment location but I am loving it!

TOP TIPS: Always be pro-active and ask questions. Nothing will be handed to you on a plate. Take advantage of any opportunities which come your way!

Christ Church, BA Geography, 2012

WHAT: I work with a range of clients across various industries. Part of my job is to ensure that organisations and their employees are compliant from a wage tax, income tax and social security perspective, when they send employees to work abroad or receive expatriates from other countries. I also consult with client firms more broadly to ensure that their assignment and global mobility policies are structured appropriately and in such a way that they create value for them as well as helping them find solutions to the many complexities which come with having a globally mobile employee population.

WHY: My job is hugely varied and fast-moving due both to the ever-changing tax environment and the impact of globalisation, which affects the way my clients do business and who they need to send where and why. Don’t listen when people say tax is dull!

GETTING IN: I successfully completed an internship at PwC during my second year at Oxford and consequently received a full-time job offer to join PwC after graduation. The internship was a great taster of what it would be like to work at PwC and also what opportunities International Mobility had to offer. If you’re unsure what career you want to pursue, I’d highly recommend looking into internships first.

EARLY CAREER: I started fresh-faced out of university and spent two and a half years working in my original business area before being seconded to the Internal Global Mobility team at a large international technology company. Then after three years, with an ACA in hand and the ability to call myself a fully qualified Chartered Accountant, I decided to take the plunge and request an international secondment. I’m currently six months into a one and a half year contract with PwC in the Netherlands, working and living in Amsterdam. It may not be the typical assignment location but I am loving it!

TOP TIPS: Always be pro-active and ask questions. Nothing will be handed to you on a plate. Take advantage of any opportunities which come your way!

Ben Rose
Strategy Associate, Aon Inpoint

St Hilda’s College, BA Hons Music, 2014

WHAT: I joined Aon Inpoint in April 2016. We are consultants to insurers and reinsurers providing data-driven insights, global market assessments and strategic recommendations.

WHY: Though the hours can be long, the fast-paced, client-focused project work is thrilling. I particularly enjoy the chance to become an expert in something new for every project and the opportunity to be creative when designing solutions.

GETTING IN: Internships and graduate schemes will give you the keys to the City if you are fortunate enough to win a place: my career kicked off with a summer internship in second year, leading to a place on the Lloyd’s graduate scheme in 2014. Try not to be disheartened when an application you’ve worked hard on doesn’t pay off – everyone gets their fair share of rejections.

In terms of what to apply for, I wholeheartedly recommend a role or scheme which allows you to explore a number of different placements. Personally, it showed me that I really wanted to pursue a strategy role, and gave me the tools to shape my remaining placements towards achieving that aim!

INTERVIEWING: In my first few interviews, employers showed a surprising level of interest in my spare time activities. Non-academic achievements make you memorable as a candidate and give the interviewer a great icebreaker – especially if they are nervous too! For me, being able to link capturing a hockey team and giving piano recitals with leadership and presentation skills was extremely useful. Finally, always bear in mind that one of the main questions interviewers keep in the back of their minds is whether they would want to work in a team with the candidate: trade arrogance for confidence; think enthusiastic, friendly and competent.

TOP TIPS: From entry-level to C-suite, never be afraid to reach out to connections for advice. Your network is always bigger than you think.
ACCOUNTANCY + FINANCIAL SERVICES

Your degree is just the start

The experience stays with you

We welcome all degree subjects. Surprised? Don’t be. We see your degree as just the start. It’s your first step in taking your career in all sorts of directions. If you’re passionate about business and eager to learn, we’ll help you excel in your career. Join us. We’re focused on helping you reach your full potential.

Take the opportunity of a lifetime.

pwc.com/uk/careers

Create value through diversity.
Be yourself, be different.

About us: London Stock Exchange Group is an international markets infrastructure business that sits at the heart of the world’s financial community. The Group plays a key role in shaping markets, and there are opportunities across a wide range of areas including Capital Markets, Information Services, Post Trade, Technology and Corporate Functions.

Opportunities available: There are two LSEG graduate programmes – one in Business and the other in Technology. Graduates complete three six-month rotations across the Group’s key business areas.

Graduates sought: LSEG welcomes applications from students of high academic potential. For Business we accept any discipline; for Technology we are primarily looking for science, technology, engineering or mathematics, though other subjects will be considered.

Visa sponsorship: LSEG welcomes applications from students who require work permits.

Graduate salary: Very competitive starting salary and benefits package.

Vacation work: LSEG runs a nine-week summer internship programme in both Business and Technology.

Annual vacancies: 25 graduate vacancies and 20 internship places.

Application advice: The deadline for graduate and internship applications is 20 December 2016. Apply online.

---

About us: NERA Economic Consulting is a global firm of experts dedicated to applying economic, finance, and quantitative principles to complex business and legal challenges. For half a century, NERA’s economists have been creating strategies, studies, reports, expert testimony, and policy recommendations for government authorities and the world’s leading law firms and corporations. With its main office in New York City, NERA serves clients from more than 25 offices across North America, Europe, and Asia Pacific.

Graduates sought: We welcome applications for internships and permanent positions from talented economists with first-rate academic records. Final year undergraduate, MPhil and DPhil students studying Economics and/or Finance, or a related discipline, are invited to apply.

Training: We hold an Orientation Programme in New York annually for new hires, covering such topics as Who’s Who at NERA, practice areas and project work, and how to do research the NERA way. Training modules for specifically targeted skills are offered to staff on a continual basis. Training covers topics such as consulting skills, project management, business strategy, problem solving techniques and computer skills. In-house experts deliver statistical analysis and econometrics training.

Application advice: We employ a rolling recruitment process for both internship and permanent positions but we encourage students to apply early.

---

www.lseg.com/graduates

Email: graduates@lseg.com

Main locations: London is the global hub for the LSEG graduate programme. The Group also has offices in Milan, Rome, New York, Paris, Toronto, Hong Kong, Tokyo, Sydney, Seattle and Colombo.

About us: London Stock Exchange Group is an international markets infrastructure business that sits at the heart of the world’s financial community. The Group plays a key role in shaping markets, and there are opportunities across a wide range of areas including Capital Markets, Information Services, Post Trade, Technology and Corporate Functions.

Opportunities available: There are two LSEG graduate programmes – one in Business and the other in Technology. Graduates complete three six-month rotations across the Group’s key business areas.

Graduates sought: LSEG welcomes applications from students of high academic potential. For Business we accept any discipline; for Technology we are primarily looking for science, technology, engineering or mathematics, though other subjects will be considered.

Visa sponsorship: LSEG welcomes applications from students who require work permits.

Graduate salary: Very competitive starting salary and benefits package.

Vacation work: LSEG runs a nine-week summer internship programme in both Business and Technology.

Annual vacancies: 25 graduate vacancies and 20 internship places.

Application advice: The deadline for graduate and internship applications is 20 December 2016. Apply online.

---

www.nera.com

About us: NERA Economic Consulting is a global firm of experts dedicated to applying economic, finance, and quantitative principles to complex business and legal challenges. For half a century, NERA’s economists have been creating strategies, studies, reports, expert testimony, and policy recommendations for government authorities and the world’s leading law firms and corporations. With its main office in New York City, NERA serves clients from more than 25 offices across North America, Europe, and Asia Pacific.

Graduates sought: We welcome applications for internships and permanent positions from talented economists with first-rate academic records. Final year undergraduate, MPhil and DPhil students studying Economics and/or Finance, or a related discipline, are invited to apply.

Training: We hold an Orientation Programme in New York annually for new hires, covering such topics as Who’s Who at NERA, practice areas and project work, and how to do research the NERA way. Training modules for specifically targeted skills are offered to staff on a continual basis. Training covers topics such as consulting skills, project management, business strategy, problem solving techniques and computer skills. In-house experts deliver statistical analysis and econometrics training.

Application advice: We employ a rolling recruitment process for both internship and permanent positions but we encourage students to apply early.

---

The experience stays with you

We welcome all degree subjects. Surprised? Don’t be. We see your degree as just the start. It’s your first step in taking your career in all sorts of directions. If you’re passionate about business and eager to learn, we’ll help you excel in your career. Join us. We’re focused on helping you reach your full potential.

Take the opportunity of a lifetime.

pwc.com/uk/careers

Create value through diversity.
Be yourself, be different.

About us: London Stock Exchange Group is an international markets infrastructure business that sits at the heart of the world’s financial community. The Group plays a key role in shaping markets, and there are opportunities across a wide range of areas including Capital Markets, Information Services, Post Trade, Technology and Corporate Functions.

Opportunities available: There are two LSEG graduate programmes – one in Business and the other in Technology. Graduates complete three six-month rotations across the Group’s key business areas.

Graduates sought: LSEG welcomes applications from students of high academic potential. For Business we accept any discipline; for Technology we are primarily looking for science, technology, engineering or mathematics, though other subjects will be considered.

Visa sponsorship: LSEG welcomes applications from students who require work permits.

Graduate salary: Very competitive starting salary and benefits package.

Vacation work: LSEG runs a nine-week summer internship programme in both Business and Technology.

Annual vacancies: 25 graduate vacancies and 20 internship places.

Application advice: The deadline for graduate and internship applications is 20 December 2016. Apply online.
**About us:** Here at Sparx, we’re working flat out to investigate scientifically what makes the best learning experience. By using real-time data to drive an evidence based approach to education, we’re developing an extraordinary new technology for the classroom that is redefining the limits of what young people can achieve and is helping us figure out what works (and what doesn’t) in the field of education. Our platform for Maths uses custom built content and a powerful, data-driven web and mobile framework to deliver a tailored set of exercises, games and incentives for students.

**Graduates sought:** Bright and determined graduates studying computer science, statistics, mathematics, engineering or the sciences with at least a 2:1

**Visa sponsorship:** Unfortunately Sparx are not able to sponsor VISAs.

**Graduate salary:** £30k + depending on qualifications and experience.

**Vacation work:** We offer 8-week summer internships to those studying computer science, statistics, mathematics, engineering or the sciences, achieving at least a 2:1. Being an intern at Sparx isn’t about taking a back seat. Our interns are bright, motivated and integral members of the team.

**Application advice:** The deadline for intern applications is 8th January 2017. Graduate applications are open all year. Please apply online at www.sparx.co.uk/join/opportunities

---

The Oxford Banking Initiative is Oxford’s leading finance society, providing members with access to a soft introduction to the financial sector through soft-skill workshops; office trips; teaching students to read and summarise financial market news; a mentorship scheme with older students that have already completed internships. Moreover, for those students that want to engage into more advanced modelling, we encourage students to apply to the Oxford Finance Labs, run by the Private Equity Institute at Said Business School. We want to bring a more diverse range of applicants to the financial industry - moving beyond only those doing Economics-related degrees.

**OBI is a part of the Oxford Student Foundation - a network of student-run Initiatives focusing on hands-on experience:**
- Oxford Microfinance Initiative
- Oxford Consulting Initiative
- Oxford Law Initiative
- Oxford Banking Initiative
- Oxford Investment Initiative

To find out more, visit www.oxfordstudentfoundation.co.uk

---

**Oxford Entrepreneurs is the largest entrepreneurial society in Europe and is open to students from all disciplines.** We work closely with a variety of organisations in every sector, from finance and consultancy to computing and engineering, to ensure our members receive all the support they need. The society is free to join and membership entitles you to weekly updates about our events, educational programmes, entrepreneurs support and free entry to our parties. We are based in the Oxford Launchpad in the Saïd Business School but our events take place all over the world, including trips to Silicon Valley and Australia.

The Oxford Entrepreneurs network is wide-ranging and at our events you will have the opportunity to meet with representatives from leading accelerators and incubators, as well as venture capitalists and potential cofounders. Our membership is diverse, consisting of undergraduates, graduates, MBA students, alumni and external members, such that all students with an interest in entrepreneurship are given the opportunity to meet.

The society currently has over 10,000 members but we are constantly looking to connect and engage with more. Join our innovative community today by signing up for free at www.oxfordentrepreneurs.co.uk!
FINANCE FAIR
Wednesday 19 October
Exhibitors from 14.30-18.00
Oxford Town Hall

www.careers.ox.ac.uk/fairs

INTERNERSHIP FAIR
Wednesday 2 November
Exhibitors from 14.30-18.00
Oxford Town Hall

www.careers.ox.ac.uk/fairs

THE Oxford Careers Fair
The fair for all sectors!
Tuesday 18 October
Exhibitors from 14.30-18.00
Oxford Town Hall

www.careers.ox.ac.uk/fairs
Employers look for creative graduates who have high-level communication, analytical and organisational skills and a keen interest in digital and social media. Different roles at agencies commonly include Creatives, Account Management, Strategic Planning, Media Planning and Buying, and Production.

Graduates from STEM subjects are increasingly in demand too as the rapidly evolving digital landscape has created opportunities for people with IT skills and an appreciation of how ‘big data’ can be used to understand customer behaviour. The sector offers numerous opportunities for Social Media Strategists, Analysts, Web Developers, and User Experience (UX) designers.

Fields of operation (and terminology) for agencies in the sector overlap, but can be broken down as:

- **ADVERTISING** uses paid-for space across all media to motivate people to buy products and services, or to alter their attitudes.
- **PUBLIC RELATIONS (PR)** involves managing and enhancing reputations (people, products or services), principally by influencing the media. Tools range from press releases to promotional events.
- **PUBLIC AFFAIRS** is similar to PR but focuses on persuading policymakers to adopt particular viewpoints.
- **MARKETING AGENCIES** will advise on brand strategy, management and communications, and provide services across the range of advertising, market research, media planning and buying, PR, distribution, sales strategy etc.
- **MARKET RESEARCH** seeks to understand people’s preferences to inform product development and/or marketing campaigns.

Opportunities exist all over the UK in cities such as Leeds, Manchester, Birmingham and Edinburgh, but the main cluster of agencies is in London. Large agencies and PR consultancies are often international in scope. Many are part of a larger communications group with a parent company based in another country.

**GETTING IN AND ENTRY POINTS**

Most agencies recruit into specific roles as positions come up during the year. Only the largest agencies tend to operate specific ‘graduate schemes’ (and internship programmes) and application deadlines for these start to close in October or early November.

Competition can be intense for advertised positions, but there are alternative routes into agencies. This is a highly networked sector and many positions will be filled without being advertised: being visible and known about is very helpful, so work experience is important, and speculative approaches for full-time roles, internships or work experience are often welcomed as they demonstrate interest, desire and initiative.

These industries thrive on creativity, so think about making your speculative approach a little different too: not all agencies want a traditional CV and creative alternatives can sometimes be effective, such as an infographic or video-graphic CV. Consider building a website/blog to showcase your skills. And actively use social media – to keep in touch – but remember to manage your web-visibility carefully!

Agencies are not your only option however. Marketing and communication roles are important in all sectors, so look for graduate programmes with larger companies in brand management, marketing and market research (consumer business insight) and general management roles - deadlines often fall in November and December – or build experience as an in-house marketing assistant, for example with a Management and FMCG.

**EXTRA-CURRICULAR IDEAS**

- **Get involved in the marketing of an event, fundraiser, or any aspect of promotion of a student society.**
- **Join the Oxford Marketing Project (student society) to get hands-on experience working with and advising clients on marketing strategy.**
- **The Student Consultancy (p.33) projects often involve marketing and market research elements: a great way to gain practical experience and commercial awareness.**
- **Get involved promoting any one of OUSU’s campaigns.**
- **Stay abreast of the industry through key resources, such as Marketing Week, Campaign magazine, and The Institute of Practitioners in Advertising (IPA) website.**
- **Apply to be ‘Brand Ambassador’ for a large firm looking to raise their profile at Oxford.**
- **Keep up-to-date through social media and understand how companies use them to communicate and engage their audience – and find opportunities.**

**MORE INFORMATION:**

- [www.careers.ox.ac.uk/advertising/marketing/public-relations](http://www.careers.ox.ac.uk/advertising/marketing/public-relations)
EMMA FOSTER
Product Manager – Website, Long Tall Sally

University College, MPhil Economics, 2008

WHAT: My role at Long Tall Sally (which is the global leading retailer of specialist tall womenswear) is to optimise the website user experience for our customers and continually to improve website conversion – that is the proportion of visitors to the site who make a purchase. We are currently replacing our ecommerce platform, and for the last year I have been project managing the new website launch.

WHY: I’ve always worked in analytical roles as that’s where my strengths lie, but I really enjoy the fashion business - I love that it’s a creative environment, even though I’m on the commercial side. It’s also been immensely satisfying to be so much involved in such a major project and to see it all finally coming together. The website is a crucial part of the business, so there is a lot of responsibility to deliver the best possible experience for our customers. I’m not a developer by any means, but there is still so much that I can think about and get involved in – user experience, functionality, look and feel, even the data structure. We are tantalisingly close now, and I can’t wait to see the reaction to the new site from the customers.

CAREER PATH/SHIFTING FOCUS: When I started at University, I certainly never expected to be doing what I’m doing now. My undergraduate degree was in Physics, then I tried Economics, then I took the more typical post-Oxford route into strategy consulting, and now I work in fashion retail and ecommerce. I’m a long way from where I started, but it’s important to know that you can change your mind occasionally.

TOP TIPS: If you're not yet sure what you want to do, try talking to as many different people as possible about their careers – it may surprise you what seems more or less interesting once you start to investigate.

JOHN MUSSON
Account Manager, Brainlabs Digital

Trinity College, MA Mathematics, 2015

WHAT: As an account manager I have a very varied role, from building client relationships to managing their accounts, working with our programming team to training graduates. My main focus revolves around understanding both my clients’ needs and the digital advertising marketplace to allow me to best optimise their campaigns. This gives me opportunity to use the analytical skills gained from my maths degree while still interacting with other people on a regular basis.

WHY: It’s incredibly exciting being in a company that is growing as quickly as Brainlabs, which has nearly doubled in size since I joined less than a year ago. It gives you a lot of responsibility and autonomy very early on which allows you to develop skills at an amazing rate - I’m now training the most recent graduate intake!

And then there’s the company culture – all the Brainlabs quirks – Mario Kart in the office, company outings (recently including a room escape and Crystal Maze), after-work yoga, free lunches, oh and an accolade as the Best PPC Agency in Europe at the European Search Awards this May.

ADVICE: I think the type of company you want to join can be at least as important as the sector. I never expected to go into advertising but I wanted to work for a company that was small, with stimulating work and intelligent people. Equally, others may prefer the structure and opportunities presented by being part of a larger company - it’s up to you, but make sure you think about it.

GETTING IN: As most of our hires are straight out of university we focus a lot more on attitude than skills; a bright, positive person who is keen to cooperate with others will get on much better here than someone who knows odd nuances of PPC advertising.
WPP
The Fellowship 2017

Ambidextrous brains required

WPP is the world leader in marketing communications, with more than 160 companies setting industry standards in Advertising; Media Investment Management; Data Investment Management; Public Relations & Public Affairs; Branding & Identity; Healthcare Communications; Direct, Digital, Promotion & Relationship Marketing; and Specialist Communications.

We are manufacturers of communications ideas that help to build business for our clients, through creating and developing relationships with the people who buy and use their products and services. We do this through a demanding combination of hard work and flair; logic and intuition; left brain and right brain thinking.

The Fellowship was started, 21 years ago, to create future generations of leaders for our companies. Fellows tend to be intellectually curious people who are motivated by the challenges of marketing communications and by the prospect of working at the confluence of art and business. They spend three years on the Program: in each year they work in a different WPP company, in a different marketing communications discipline and, usually, on a different continent.

Long-term prospects within a WPP company are excellent, with many former Fellows now occupying senior management positions.

Deadline for entry:
10 November 2016
Visit our website and apply online at www.wpp.com

To find out more, come and meet us on:
Thursday 13th October, 6pm
Ashmolean Museum of Art and Archaeology
University of Oxford
Beaumont Street
Oxford OX1 2PH

---

OXFORD UNIVERSITY INTERNSHIP PROGRAMME

Exclusive internship placements in many different sectors, in the UK and around the world

www.careers.ox.ac.uk/ouip

THE CAREERS SERVICE

THE CAREERS SERVICE

Arts, Media & Marketing Fair
Thursday 3 November
14.30-18.00
Oxford Town Hall

www.careers.ox.ac.uk/fairs
ARTS + HERITAGE

Work in museums, public and commercial galleries, archaeology organisations, auction houses, theatres, the music industry, performing companies, venues, historic sites – and many specialist organisations.

This sector covers a huge range of roles, from artistic (designers, performers, artists, writers) to ‘arts management/administration’ requiring organisational, operational and leadership skills. Other roles use research or academic skills (‘curatorial and specialist’ jobs), involve teaching or training (‘arts education’) or technical skills (eg, fashion or set design; art conservation).

For paid work, remember that employers in the arts and heritage world often rely on you to find them and tend not to have big graduate schemes. The following advice can help:

- The vast majority of roles are advertised as individual opportunities – check organisation websites, as well as sector-specific job sites like Arts Jobs, Arts Professional, Museum Jobs, BAJR (for archaeology), Heritage Daily, etc.
- A handful of graduate schemes exist (eg, the Ambassador Theatre Group graduate scheme and the Arts Fundraising Fellowships), but these are really unusual in this sector.
- Don’t just consider the big names! There are hundreds of smaller organisations working regionally which can present less competition - research organisations in your local area.
- Consider gaining experience with organisations providing specialist services to the Arts and Heritage world: eg, art investment, specialist legal and insurance firms, marketing and PR firms, specialist IT or training companies, public sector bodies and charities.
- Develop expertise and relevant skills in a different sector before moving to the arts later – eg, accountancy, marketing, teaching, graduate leadership schemes.

The Careers Service’s full briefing (see More Information below) contains much more on specific roles, ideas on how to build experience, and live links to organisations and resources to help you better understand the possibilities.

FURTHER STUDY

Further study may be needed for certain careers (eg, curatorial or technically skilled roles) and it can help when seeking roles that attract strong competition. It is important to research courses before signing up though, so consider the following:

- Browse job adverts to understand which roles commonly require additional study and which qualifications are sought.
- Investigate career destinations of graduates, and tutors’ backgrounds, for courses you’re considering.

Ask alumni and others working in your preferred field which courses they took and/or which are most respected.

GETTING IN AND ENTRY POINTS

Competition for positions can be high, so relevant experience on your CV is vital. Consider:

Volunteering with local arts and heritage organisations – seek out local museums (eg, www.museums.ox.ac.uk) and heritage organisations, like Oxford Preservation Trust.

Advertised internships, which may be paid or unpaid.

Asking directly about jobs, internships or volunteering by networking and speculative approaches to organisations, even if there is nothing on their website.

Short term and seasonal jobs offer great experience, but may not be advertised widely. Eg, paid work staffing festivals and events; front-of-house or promotional work; support for tours; summer work with children and young people. Check websites and approach individual organisations directly.

EXTRA-CURRICULAR IDEAS

Take advantage of the rich cultural life of Oxford and our university to build experience. Initial ideas include:

- Perform in or direct student theatre or music events – see www.ouds.org.
- Join community arts projects: eg, explore www.oxonarts.info.
- Work on student films with the Oxford Broadcasting Association.
- Try arts production or marketing; run events as ‘entz’ officer for your college.
- Write on the arts for student media.
- Start something new; eg, found a performance group; create a heritage-style ‘audio guide’ to your college; curate a sale of student art ....

MORE INFORMATION:

www.careers.ox.ac.uk/arts
**ARTS + HERITAGE**

**HARRIET BAKER**  
Assistant Digital Producer,  
Royal Academy of Arts

**WHAT:** As a digital producer, my job is to create content for the RA’s website. The website has two roles: to deliver information (what exhibitions are on, how to get there), but also to communicate the ethos and the history of the RA to new audiences. It’s about storytelling, and as I trained as a journalist for two years after graduation, it’s a good fit.

**WHY:** I edit, write and commission articles for the website, create short films and podcasts and write for our social media channels. It’s exciting to think of new ways to illustrate our dynamic exhibitions programme to a broad range of audiences. For example, the digital team interviewed Chinese artist Ai Weiwei live on Twitter when he visited the RA for his retrospective, however, my top work day so far has to be a visit to Edmund de Waal’s studio, where I interviewed him about his latest book and his daily life as a potter.

Outside of my work at the RA, I also write freelance, including writing on art and design for the FT, and reviewing books for the Times Literary Supplement. I’ve just been shortlisted for the Burlington Magazine Contemporary Art Writing Prize.

**GETTING STARTED:** While I was at University, I knew I wanted to pursue writing and editing as a career. I was deputy editor of ISIS and editor of my college magazine, and used the Careers Service for CV tips. By the time I sat Finals, I had a few internships lined up. I worked as an editorial assistant at Vogue for 6 months, before internships at the FT, AnOther and Monocle magazine.

**ADVICE:** Internships are key. It’s a good idea to build up your CV as much as possible, and to show in job applications the skills you’ve learned across editorial, digital and social media. Keep the contact details of interesting and kind people you meet along the way, and don’t be afraid to ask their advice in the future. New opportunities arise when you least expect them.

**Pembroke College, BA**  
Hons English Language & Literature, 2011

**JOZIE KETTLE**  
VERVE Programming & Communications.  
Pitt Rivers Museum

**WHAT:** I work in public engagement and communications at the Pitt Rivers Museum and my job focuses on reaching new and often hard-to-reach audiences. I develop new ways to make the Museum an accessible and relevant space, creating events and activities, spreading our reach via social media and print marketing, or undertaking community consultations to improve engagement strategies. I take a collaborative approach to working with community groups, artists, academics and colleagues to engage the public in meaningful ways.

**WHY:** I love the diversity of my job – from the great minds I meet to the collections I am tasked with connecting the public with. One day I may be delivering a session to a group of people living with dementia, handling unique objects from our extensive handling collection; the next, I could be working with students to co-curate a social event, or be liaising with Polynesian dancers about an upcoming performance! It sounds clichéd but every day is different and I am passionate about opening up the Museum to all sections of society.

**CAREER PATH:** I chose a specialized MSc as I was set on working in heritage, particularly with ethnographic collections. I quickly realised that traditional curation was not for me however and that, instead, public engagement would be my focus.

My first job was not my dream job but it allowed me to gain entry level experience and earn a wage. I was able to take on extra tasks (museums are almost always understaffed and colleagues are often keen for an eager extra pair of hands) and over a relatively short time, broadened my experience and bolstered my CV so I was ready to make my next step.

**ADVICE:** I’d advise anyone looking to break into heritage to volunteer as much as practicable, but I’d emphasise that this is not the be all and end all! Whilst studying, I volunteered as often as I could - but in reality I had accrued only a fortnight or so of volunteering and once I graduated, I had to focus on paid work.

**St Cross, MSc in Material Anthropology and Museum Ethnography, 2011**
**ARTS + HERITAGE**

**Volunteering**

Thinking about a career in arts, heritage, education, or events?

Want to develop customer service and communication skills in an interesting and inspiring setting?

The Oxford University Joint Museums Volunteer Service offers a variety of public engagement and behind the scenes opportunities across seven collections.

With topics ranging from astronomy to zoology, paintings, people, and plants...

For more information, go to: www.museums.ox.ac.uk/volunteers

---

**Arts, Media & Marketing Fair**

Thursday 3 November
14.30-18.00
Oxford Town Hall

www.careers.ox.ac.uk/fairs

---

**Oxford University Internship Programme**

Exclusive internship placements in many different sectors, in the UK and around the world

www.careers.ox.ac.uk/ouip

---

Consulting experience in many different sectors! Past clients have included the Pegasus Theatre, Wantage Summer Festival, Oxford Designers & Illustrators

www.careers.ox.ac.uk/tsc
Opportunities in this sector are many and varied, so if you’re interested in finance you should be able to find the role and firm that’s the right fit for you. Generally this sector is divided into the following types of firms: investment and retail banks, M&A advisory boutiques, asset management and private equity firms, and trading firms. The first decision, therefore, is what type of work you would like to do?

INVESTMENT BANKING

These banks are the most easily recognisable in the graduate market, often with multiple global offices and covering many areas of specialism such as mergers & acquisitions (M&A), sales & trading, asset management and risk. They provide specialist financial services and advice to a wide range of clients including governments, corporate entities, charitable institutions and “high net worth individuals” (HNWs). Roles within investment banks are usually separated into the following areas:

“FRONT OFFICE” – eg, M&A, sales, trading and research.

“MIDDLE OFFICE” – eg, risk management, compliance and legal.

“BACK OFFICE” – eg, IT, Human Resources and Administration.

Another option for students interested in mergers and acquisitions are boutique M&A advisory firms. The senior management teams of these firms are usually made up of M&A specialists who previously held leadership positions at the large investment banks – they also often work on some of the biggest deals in the sector. This may be the ideal place for those who want to start their career at a smaller organisation, without compromising on deal quality and size.

RETAIL BANKING

The high street banks (eg, Barclays, Lloyds, HSBC, Santander) make up this sector, although it is worth noting that most of these also have investment banking arms. Retail banks also offer opportunities in areas such as business and corporate banking, wealth and investment management and operations management.

ASSET MANAGEMENT & PRIVATE EQUITY

ASSET MANAGERS (also known as wealth managers or investment managers) buy and sell shares, bonds and other assets to increase the value of their clients’ portfolios - their clients can be diverse, ranging from large institutional investors such as pension funds to high net worth individuals. In this area you could find yourself working in a different range of organisations such as sovereign wealth funds, independent companies, boutiques or within a sub-division of a bank.

PRIVATE EQUITY firms invest in companies (often those which are underperforming) to help them meet their growth potential, then sell their stake for a profit at a later date. Some larger private equity firms also have large real estate practices, investing in office, retail, hotel, industrial and residential properties across the globe.

TRADING FIRMS

These independent firms do similar work to sales & trading teams within the larger banks, often with a focus on using technology to design trading strategies, build statistical models or create their trading algorithms. The work often requires high levels of numeracy, strong tech skills and firms typically recruit undergraduates and postgraduates from quantitative disciplines such as Maths, Statistics, Computing, Physics, Engineering etc.

GETTING IN AND ENTRY POINTS

This is a highly competitive sector and firms receive applications from students across the globe, however with the proper research and preparation, there’s no reason why you shouldn’t be able to secure the right job. See the longer briefing on our website for more information.

You don’t need to have studied a finance related degree, but it’s important to have a keen interest in and understanding of the wider concepts within the banking industry and global markets. You also need a high degree of analytical intelligence and the ability to build and maintain good working relationships in what can be a competitive and pressurised environment.

Getting work experience is very important (and a requirement for some firms) for a full time graduate role in this sector and it’s important to note that most banks use their internships as a major pipeline for their graduate programmes. We would recommend looking for “Spring Weeks” (c.1 week work experience) in your first year and summer internships (c.8-12 weeks) in your penultimate year.
WHAT: I work in Fixed Income Sales covering Hedge Fund clients who trade in Interest Rates and FX (foreign exchange); I help them execute with the trading desk as well as provide ongoing updates on market moves and market moving events.

WHY: The job is fast-paced, interesting and satisfying; over 2 years I have worked for several different teams, including 8 months in New York. I find the trading floor an exciting place and I enjoy working with sharp and driven people. Each day offers something different as markets react instantaneously and dramatically to macro events. Keeping up to date with current events and tracking the market’s response is the aspect of the job which I find particularly fulfilling.

GETTING IN: I found the theoretical side of my course intellectually stimulating and gravitated to a more analytical role, rather than a practical Engineering career. During my third (penultimate) year I carefully considered a career in Sales & Trading and, encouraged by friends who enjoyed it, I undertook a 10-week internship and received an offer for full-time.

St Hilda’s College, BA Engineering Science, 2014

ADVICE: Consider an internship in your penultimate year – it is invaluable in deciding which area is the best fit for you. For example, there are several different roles within Sales & Trading (Sales, Trading, Structuring and Research) as well as different products (Interest Rates, FX, Credit and Equities). A Morgan Stanley internship allows you to spend time in each, helping you understand the differences and narrow your preferences.

Some people may choose to do a shorter Spring Insight in their first year (or 2nd of a 4-year degree), which again is useful in evaluating both which area and organisations to apply to for internships a year later.

TOP TIP: Internships are competitive so take time to prepare for your application and interviews. Reading the FT, Economist and attending one or two of the plethora of campus events hosted by Morgan Stanley will stand you in good stead.

to gain as much experience and exposure as possible. If you don’t get an internship in your penultimate year, all is not lost, as a number of the large banks offer “off-cycle” internships for those who have just graduated.

Timing: It’s really important to have a good understanding of application deadlines as they’re usually earlier than other sectors and interviews often take place as and when people apply.

EXTRA-CURRICULAR IDEAS

There are lots of opportunities to engage with employers in Oxford at careers fairs, presentations, workshops etc. (especially in Michaelmas Term), so take advantage of this access.

To demonstrate your interest in this area to future employers, think about joining (and actively participating in) relevant student societies eg, the Guild, Oxford Student Foundation, Finance Society etc.

Also show your skills at managing finances by becoming treasurer of a society, JCR/MCR.

Apply to attend ‘Insight Days’ or ‘Spring Week’ programmes in your 1st year (or 2nd of 4-year degree).

MORE INFORMATION:

www.careers.ox.ac.uk/banking-investment
ROSS VAN DER WATT
Associate, Total Returns Group, Public Equities, GIC

WHAT: My job involves researching and modelling companies in a sector, and leveraging this knowledge through unrivalled access to top management and investment bank analysts to help inform team investment decisions.

WHY: GIC offers a unique opportunity to start one’s career on the buy-side, with one of the world’s largest sovereign wealth funds. The training is unmatched; with global travel, meetings with the CEOs of the world’s largest companies and learning from colleagues with best-in-class experience. Moreover, GIC’s culture is intimate and supportive, and responsibility levels are extremely high as an Associate leading investment proposals (under supervision), rather than just preparing models or slide-decks.


ADVICE: When travelling the world to work on headline-making deals it is important to be flexible, to be able to develop relationships, and learn quickly in difficult environments. To get the most from the experience, alongside determination and hard work, it’s important to be open-minded and remain enthusiastic.

GETTING IN: To even apply to finance jobs these days candidates need to be aware of the implicit pressure to get out and get some form of work experience. Outside a standard banking internship, I recommend looking at atypical options (eg, start-ups), or broadening experiences (eg, working in a different country): these will differentiate you from an increasingly homogenous crowd, and help differentiate your thinking in work.

TOP TIPS: These types of jobs are not only for those who have studied Economics or Maths; most of what I do on a day-to-day basis is dealing with people and thinking critically about the ‘story’ being told about a company and whether I agree or disagree.

St Peter’s College, BA Economics & Management, 2015

CAROLINE TAYLOR
Analyst Infrastructure Team, Macquarie Capital

WHAT: My team works with institutional investors, banks and corporates to advise on buying and selling companies, investing in companies and raising capital from both debt and equity markets. In just over a year I’ve learnt about a wide range of infrastructure sectors, from transport (eg, toll roads, ports, airports), to utilities (eg, distribution and transmission networks) and renewables (eg, wind farms, solar).

WHY: Investment banking is helping me to build my skills and knowledge and allows me to work within a great team, who love their jobs and are driven to achieve. Also, it is exciting to engage directly with markets and get involved in major deals.

FINDING A PATH: I didn’t know that investment banking was for me as I went through university - but following experiences across different sectors and industries, and trying out different societies at university, I did figure out what was important to me for my career. For me, the key was finding a job where I would learn, where I could engage and drive my own career and, most importantly, where I would be challenged. I found all of this whilst interning with Macquarie over the summer in my second-year.

ADVICE: With any career you consider, be curious, open and proactive. I was told from day one always to ask questions - no one expects you to go from 0 to 60 in six seconds flat - so it’s okay to ask what you’re doing and, more importantly, why you’re doing it. You’ll usually find people are more than happy to take the time to explain if you take the time to ask!

Beyond that, it’s also important to form your own opinion on your options when trying to decide what to do and where to go. You’ll have heard this before - but only because it’s true – talking to people about their careers and getting work experience will usually be the best way to figure this out.

St John’s College, BA History and Economics, 2014
The feeling you get when you realise you’ve achieved something is an exciting part of developing your career. And at Deutsche Bank, it’s a feeling you’ll experience again and again. As well as technical training in your chosen field, you’ll learn from some of the brightest minds in the industry – sharing your ideas and developing the skills you’ll need to take charge of your future. It’ll be challenging. It’ll be exciting. And it’ll grow you as a professional and as a person.

Discover a career to look forward to at db.com/careers
**COACHES NEEDED**

To encourage teamwork. To create strategies. To help us make balanced decisions.

At HSBC, we’re looking for forward-thinking, driven and perceptive people to join our Global Graduate Programmes, to help our customers reach their goals more efficiently and changes implemented quickly. People working at GSA enjoy a culture of trust and innovation.

**Main locations:** 50+ countries

**About us:** Credit Suisse is a leading global wealth manager with strong investment banking capabilities and a top-tier asset management business. Founded in 1856, Credit Suisse has expanded to be a global force employing over 45,000 people in 50 countries. With new leadership, a new strategy and a streamlined global organization, we are set for growth.

**Opportunities available:** We offer one of the most in-depth entry level and internship programs in the financial services industry. Our programs offer intellectual challenges and real business experience. From day one, we’ll help you develop your skills. You’ll gain meaningful insight into the different areas of our business, while participating in our unique collaborative culture. You’ll face real challenges, enjoy real achievements, and have your talents recognized every step of the way.

**Opportunities are available in:** Investment Banking Capital Markets (IBCM), Global Markets (GM), and Technology (I.T.)

**Graduates sought:** All disciplines

**Graduate salary:** Competitive

**Vacation work:** Spring Internship (1 week) 2019 graduates; Summer Internship (10 weeks) 2018 graduates; Autumn IBD Internship (10 weeks) 2017 graduates

**Application advice:** Please apply online with CV and cover letter. Numerical and verbal reasoning online tests are required.

**Deadlines:** Spring Internship, 15 January 2017; Summer Internship, 11 December 2016; Autumn IBCM Internship, 31 January 2017; Full-time Program, 20 November 2016

**Jane Street**

**Main locations:** London, New York, Hong Kong.

**About us:** Jane Street is a quantitative trading firm with a unique focus on technology and collaborative problem solving. Our trading is research led with a heavy emphasis on scientific rigour. All trading decisions are automated with individual trades generated and executed systematically by computer algorithms conceived, carefully developed and rigorously tested by our team of researchers and software engineers.

**Visa sponsorship:** Yes

**Opportunities available:** Quantitative Strategists, Software Engineers, Algorithm Developers, Systems Engineers

**Graduates sought:** Students of all academic levels from the following and any other closely related disciplines including Computer Science, Engineering, Mathematics, Statistics, Physics, Economics, Empirical Finance

**Graduate salary:** Competitive base salary + discretionary bonus + comprehensive benefits package

**Vacation work:** Internships or work experience available year round

**Application advice:** Applications and questions to careers@gsacapital.com
Draw on all of your experiences and bring the whole of you to J.P. Morgan.

We’ll make sure you have the training and opportunities to turn your talent into an exciting career. Wherever you want to go, and whatever you want to achieve, we’ll help you get there.

If you’re talented and driven to succeed, start your journey with us.

Your career. Your way.

jpmorgan.com/careers

Maven

Main locations: London, Hong Kong
About us: Maven was formed in 2011 and employs some of the most talented traders in the market, executing a diverse range of strategies. It is the most active participant in a number of exchange-traded products, contributing significant liquidity to European markets. The company trades primarily for its own account, but recently launched a hedge fund to offer some of its established strategies to external investors. It opened a Hong Kong office in May 2016 which is creating new opportunities for traders to work in a different country and expand the business into new markets. The company’s culture is collaborative, informal and highly rewarding of strong performance.
Opportunities available: Graduate Traders to commence in Autumn 2017. You will complete an intensive training program run by experienced traders that will include both classroom sessions and time on the trading floor.
Graduates sought: Maven is looking for outstanding recent graduates or students in their final year of study from any quantitative background with a competitive nature, a strong understanding of probability and statistics, and an interest in financial markets.
Visa sponsorship: Yes
Application advice: Information about the process will be available on our website in September 2016.

optiver

Main locations: Amsterdam, Chicago, Shanghai & Sydney
About us: Thirty years ago, Optiver started business as a single trader on the floor of the Amsterdam’s Options exchange. Today we are at the forefront of trading and technology, employing over 900 Optiverians from over 40 nationalities. We stick to what we’re good at: making markets in a wide range of financial products. Optiver brings together a multidisciplinary group of talented people from all over the world who have a clear goal in common: continuous improvement exercised through creativity and collaboration. A good idea will always be given a chance. The dynamic environment and the nature of work Optiver gets involved with means that your problem solving, creativity and analytical skills can be well leveraged in the pursuit of excellence. This excellence is well rewarded at Optiver with a highly competitive package.
Opportunities available: Summer Intern and Graduate roles in Trading, Research and Technology.
Recruitment criteria: Bachelors degree in either Computer Science, Econometrics, Engineering, Finance, Information Systems, Mathematics, Physics or equivalent.
Application advice: Apply via our website including CV and cover letter. Numerical tests are required either online or at a Test Meeting on campus or in London. Final stage would be an interview day in Amsterdam.
Main location: Oxford, UK
About us: OxFORD Asset Management is an investment manager with a quantitative focus. Our team of mathematicians, scientists and software engineers develop proprietary algorithms and trading software to invest on a global scale. By analysing a range of data and information, we exploit relationships among financial instruments such as stocks, futures, and currencies. We work with the latest technologies to build computational models of financial markets, which trade the Fund’s portfolio. We tackle problems with an open mind, and draw inspiration from a vast array of sources. We encourage a culture of innovation and craftsmanship, and embrace a philosophy of continual improvement with rapid feedback on personal contributions.


Graduates sought: Mathematicians, Scientists, Engineers and Computer Scientists. No finance experience is necessary. We are always looking for exceptionally talented individuals who are ambitious and relish a challenge. We value mental flexibility, innovative thinking, and the ability to work collaboratively. Teamwork is as important to us as individual excellence.

Graduate salary: OxFORD offers a comprehensive and flexible benefits package, including competitive salary and performance related bonus, private healthcare, pension and life assurance.

Application advice: Please submit CV and cover letter online.

www.oxam.com

---

About us: Rothschild & Co is a global and family-controlled group. We provide M&A, strategy and financing advice, as well as investment and wealth management solutions to large institutions, families, individuals and governments, worldwide. Having been at the centre of the world’s financial markets for more than 200 years we can rely on an unrivalled global network of more than 2,800 talented employees and a track-record of outstanding execution with 50 offices around the world.

Opportunities available:
- Spring Insight Programme – for first year students or second year students on a four-year course
- Summer Internship Programme – for penultimate year students
- Graduate Programme – for recent graduates
- Long-term Internships – for penultimate/final year students and recent graduates

Graduates sought: Bright and determined graduates studying computer science, statistics, mathematics, engineering or the sciences with at least a 2:1

Visa sponsorship: Unfortunately Sparx are not able to sponsor VISAs.

Graduate salary: £30k + depending on qualifications and experience

Application advice: The deadline for intern applications is 8th January 2017. Graduate applications are open all year. Please apply online at www.sparx.co.uk/join/opportunities

---

About us: Here at Sparx, we’re working flat out to investigate scientifically what makes the best learning experience. By using real-time data to drive an evidence based approach to education, we’re developing an extraordinary new technology for the classroom that is redefining the limits of what young people can achieve and is helping us figure out what works (and what doesn’t) in the field of education. Our platform for Maths uses custom built content and a powerful, data-driven web and mobile framework to deliver a tailored set of exercises, games and incentives for students.

Graduates sought: Bright and determined graduates studying computer science, statistics, mathematics, engineering or the sciences with at least a 2:1

Visa sponsorship: Unfortunately Sparx are not able to sponsor VISAs.

Graduate salary: £30k + depending on qualifications and experience.

Application advice: The deadline for intern applications is 8th January 2017. Graduate applications are open all year. Please apply online at www.sparx.co.uk/join/opportunities
Start your Career in the Company of Exceptional Scientists, Technologists and Business Professionals on a Winton Analyst Programme

Join a growing and global company where your ideas are encouraged and valued.

Our analyst programme provides high-calibre graduates with invaluable experience within our research, technology or corporate business functions.

We offer a stimulating and collaborative work environment as well as a highly competitive compensation package.

Winton is a scientific investment management and data technology company that uses advanced statistical and computational techniques to design profitable trading strategies.

Find out more at www.wintoncapital.com
CapitOx is Oxford’s premier investment banking, consulting and fund management society. Since its foundation in 2008, over 3000 members spanning across all subject have joined; the society unites those that are passionate about pursuing a career in one of these areas.

Events: The society hosts a range of events, from company-sponsored presentations and interactive sessions to socials. Our annual conference, the society’s biggest event, will be held this year at the Oxford Union. Our events are open to all our members – membership of CapitOx is the gateway to speakers like John Nash and Paul Krugman, as well as firms like Goldman Sachs, J.P. Morgan and McKinsey & Company.

Joining: With unparalleled access to some of Britain’s top graduate recruiters, and some of the most exclusive events on campus, it’s a no-brainer to join CapitOx. Membership is free, and can be acquired by logging on to our website and signing up, or through the Fresher’s Fair. Each term CapitOx’s committee opens its doors up to new members. We are always looking for students that want to join and make an impact, helping the society to expand and grow. Members will be notified of committee recruiting by email towards the end of each term, and interviews held around that time.

For more please visit www.capitox.co.uk or www.facebook.com/capitox

THE CAREERS SERVICE

FINANCE FAIR

Wednesday 19 October
Exhibitors from 14.30-18.00
Oxford Town Hall

www.careers.ox.ac.uk/fairs

The Oxford Guild Business Society

The Oxford Guild Business Society is completely free to join, and as of 2015 we are the largest society at Oxford University and in the world according to the Times and BBC. We are widely recognised both nationally and across the university for being the most established, dynamic and professional society for students looking to apply for positions. We have demonstrated consistent success in providing effective recruitment services and for maximizing returns for the organisations we work with.

We are the founders of the Collegium Global Network which has over 40 universities across the world involved so far including our Cambridge Guild and LSE Guild. The Guild was founded in 1897 and has accrued numerous, prestigious prizes and glowing testimonials. Being a member gives you entry to our events and our high profile speakers (everything from major CEOs and Nobel Prize Winners to musicians such as Kanye West). We hold over 120 events a year and have over 60 sponsors including some of the largest firms in the world such as Citi, JP Morgan, PwC, Linklaters, BlackRock and BP.

With thousands of members and initiatives ranging from our start accelerator, investment fund, consultancy, app and intranet web platform become part of something special!

Visit www.theoxfordguild.com and JOIN FOR FREE TODAY!
STUDENT SOCIETY

About us
The Oxford Real Estate Society is an organisation made up of real estate professionals, students and enthusiasts who share a common interest in the industry. OxRES is open to all students and alumni from the University of Oxford and is affiliated with the Oxford Real Estate Programme at the Saïd Business School. The Society aims to (i) act as a networking club for alumni and students, and (ii) promote and support real estate education at Oxford. During the course of the year, OxRES organises a number of events in London and Oxford, from networking drinks to a one-day conference where high-profile industry figures come to speak.

Real Estate Competition
This year OxRES is holding its inaugural business plan competition, which will reward the winning student entrant (team or individual) with a cash prize of £1,000 and the opportunity to present at the annual conference in front of over 150 industry professionals.

Contact us
To register your interest in attending future events and/or enter the competition, please contact us at info@oxres.org or visit www.oxres.org

STUDENT SOCIETY

Today, many Oxford University students and societies are focused on finance, investment banking and markets. We, the Oxford Investment Initiative, want to offer the first unique channel in providing students with real world exposure to financial markets and asset management. Our aim is to cater to all levels of interest and commitment; for those new to the sector there are case study workshops and stock picking challenges.

If you are already sure about your interest in finance, OxAsset, Oxford’s leading student investment fund and part of OII- is the right place for you. Whereas the university curriculum offers a wide array of options, there is nothing like hands on experience: OxAsset offers you the possibility to research, pitch and see your investment ideas grow over the long term. It will not only enrich your CV, but enhance your university experience as a whole.

OII is a part of the Oxford Student Foundation - a network of student-run initiatives focusing on hands-on experience:
- Oxford Microfinance Initiative
- Oxford Consulting Initiative
- Oxford Law Initiative
- Oxford Banking Initiative
- Oxford Investment Initiative

To find out more, visit www.oxfordstudentfoundation.co.uk

OXRES

STUDENT SOCIETY

Oxford Women in Business (OxWIB) is one of the largest women in business societies in the UK. OxWIB partners with leading global firms to offer the most exciting networking and skills development events.

We work with a variety of sponsors to offer our members the chance to gain an insight into sectors such as technology, consulting, banking and the legal sector. We also provide stimulating talks through our ‘Inspiring Speakers’ series, in which we have most recently hosted, Annette King, CEO of Ogilvy and Mather UK and Emma Hogan, European Correspondent for The Economist, to name just a few.

OxWIB is free to join and membership allows you to receive updates about opportunities and our brilliant events, which are also free! Join us at www.oxwib.com. Email us on oxfordwomeninbusiness@gmail.com if you have any questions.
If you are considering further study as part of your strategy, it is advisable to:

Understand which roles commonly require higher qualifications by reviewing job descriptions and advertisements.

Ask people working in your preferred area what qualifications they have and which courses are particularly well considered.

Investigate providers and specific courses, including the background of tutors and destinations of recent graduates.

EXTRA-CURRICULAR IDEAS

Relevant work experience is usually essential. Here are some ideas to try while you’re here at Oxford:

+ Explore volunteering opportunities through Oxford Hub, which also offers grants and training for those wishing to try out a social enterprise idea or find opportunities using www.do-it.org.uk or OCVA.

+ Join a cause-related student society: get involved in projects and committee or leadership positions or establish a new society if there isn’t something serving the cause you care about.

+ Participate in The Student Consultancy: charities and social enterprises are among the clients seeking student advice.

+ Look at other sectors in this Guide for advice on gaining skills useful for specific roles.

+ Join the international social enterprise society ENACTUS, and explore Business Mentoring at The Careers Service for help to develop your social enterprise idea (p.34).

+ Look for the Skoll World Forum activities and the fringe events (Marmalade/OxJam) in April each year.

MORE INFORMATION:

www.careers.ox.ac.uk/charity/work-for-yourself
DAISY BLAND
Charityworks Programme Manager, Vanilla

Lincoln College, BA Medieval and Modern Languages (French and Spanish), 2008

WHAT: I work for a small but impactful social enterprise working mainly on the operational delivery of the Charityworks programme - a collaborative graduate programme we run in partnership with charities and housing associations around the UK. Together, we recruit, challenge, support, develop and put to work some of the brightest and best graduates in the country - some of the non-profit sector’s futures leaders.

This year we are working with 104 graduates across 60 organisations. My job involves preparing for the next year’s intake (collaborating and planning with partners to shape the programme), leading recruitment (shortlisting, interviewing & running assessment centres), and delivering the programme with partners, and includes mentoring and advising 36 trainees who are my direct responsibility. I’m also leading on some more strategic work to develop the programme, writing strategies and getting buy-in from partners.

WHY: It’s fun, because the team I’m part of is bright and funny and effective, and because I feel like collectively, we are making a difference to beneficiaries.

EARLY CAREER: I was clear when I graduated that I wanted to do something “good”, to “contribute to society” in some vague way, but I didn’t know what that would look like.

Like many of my peers, I found the transition from education to work really hard. Not having a clear direction and, at times, not having a job challenged my sense of identity and self worth. I applied to lots of entry level government jobs and charity internships – I didn’t get onto any grad programme, but did find other stuff…and I did three internships.

Two years after graduating, I discovered Charityworks through a friend. Within this programme I worked for St Mungo’s and Community Trust Housing, including work to support homeless women. I also completed an MSc in Neuroscience part-time alongside that, and started my current role in 2014.

TOM RAVENSCROFT
Founder & CEO, Enabling Enterprise

Merton College, BA Economics & Management, 2007

STARTING OUT: I joined the Leadership Development Programme at Teach First straight off the end of my degree - practically tumbling from celebrating the end of Finals to an equally intensive 6 weeks of teacher training. If three years at Oxford had been the most intense academic challenge of my life, the two years of Teach First were the most emotionally challenging.

I taught Business Studies in a challenging secondary school in Hackney in East London. Like every new teacher there were difficult times – my particular low was when one of my students nearly skewered a school inspector with a flying pen! However, I am convinced that it was also the most developmental, rewarding and worthwhile thing I could have done at the start of my career.

WHAT HAPPENED NEXT: What I saw in my classroom, though, convinced me that there was a gap in our school system. As teachers we rightly focused on the grades that our students were getting – but I knew, looking around my classroom, that would not be enough to set these young people up to be successful in the rest of their lives. Instead, I felt that we should be caring as much about the core skills, experiences of work and aspirations which would allow students to thrive in the rest of their lives.

With advice from Teach First, I set up Enabling Enterprise in 2009 to ensure that one day, all students develop the skills, experiences and aspirations to succeed. As a fast-growing social enterprise, we now have a team of 20 and have worked with over 60,000 students on our programmes in the last year alone. As well as developing skills in the classroom, we take students to over 100 employers – from professional services firms to airports.

The opportunities that my career has afforded so far have been huge – working out my first steps in Oxford and then being able to combine my twin passions for business and education along the way.
About Us: CRUK is a world-leading organisation where we are collectively leading pioneering life-saving research in the fight against all cancers. Innovative science, dynamic business capabilities and bold marketing strategies combine in a world class organisation pioneering scientific excellence. CRUK is an inspiring and innovative place to work, filled with talented and dedicated professionals all of whom are one hundred percent focused on our end goal: to accelerate progress and see three quarters of people beat cancer in the next 20 years.

Opportunities available: We are looking for graduates full of fresh ideas with a history of achievement, both academic and extracurricular. As one of our trainees, you’ll join us at our London office where you’ll be exposed to four different teams across your area of interest, spending six months in each. You’ll establish an in-depth understanding of the organisation whilst developing all the skills and experience to help you thrive in your future career. We have four streams for you to choose from, each designed to give you a solid foundation for your career:
• Policy Information and Communications
• Fundraising and Marketing
• Technology
• Scientific Strategy and Funding

Application deadline: Late 2016. To keep an eye on our Graduate vacancies please visit www.cruk.org.uk/graduates

Main locations: Our offices are located in London and the majority of offers for internship and full-time graduate positions gained by our candidates are based in London or other UK regions.

About us: Sponsors for Educational Opportunity (SEO) is an alumni-driven, diversity focused, charity that helps students from under-represented backgrounds achieve their full career potential. In the last 15 years we have trained and mentored more than 5,000 talented undergraduates, from under-exposed communities, to help them secure highly competitive internships and full time graduate positions, across a range of prestigious industries, with more than 60 of the UK’s leading employers that partner with SEO.

Opportunities available: We provide world-class insight, training and mentoring opportunities, across a range of industries, on our programmes which include: Investment Banking (includes Hedge Funds/Asset Management/Private Equity), Corporate Law, Consulting, Engineering, Technology, Creatives and Leading Corporates (now including Civil Service).

Graduates sought: Cross-year, all degree disciplines, from ethnic and socio-economic backgrounds meeting our eligibility criteria, for internship and graduate opportunities with our partner firms. Cross-year, all degree disciplines for vacation internship opportunities at SEO London.

Application advice: Applications are screened on a rolling basis so apply early by creating a profile and submitting an application on our SEO Careers website: www.seolondon-careers.com/apply-now

ARCH (Assisted Reading for Children) is a local registered charity which operates in Oxfordshire primary schools to help children who are struggling with reading.

Could you help a child and change their life forever?

All it takes is one and a half hours twice a week during the school day as an ARCH volunteer in a primary school near you!

You don’t need any qualifications, just good communication skills, patience and enthusiasm.

We have schools in the local area waiting for volunteers.

Full training is given and we provide ongoing support.

To find out more please visit our website www.archoxfordshire.org.uk

Or telephone us on 01869 320380

The charity obtains enhanced DBS checks on all volunteers before placement.

Bright Spark Science

Passionate about science? Would you like to inspire children with science? Are you looking for extra income during term time, weekends or school holidays? We have hours to suit all.

WE WANT YOU

TO JOIN OUR CREW

Exciting opportunities to inspire children

If you have a passion for science, enjoy working with children and have a surplus supply of energy, then you could be just the individual to expand our team! All positions require travel within Oxfordshire or surrounding areas, so a driving licence and car is essential.

To Apply: please send a copy of your CV with a covering email detailing what would make you an ideal science instructor to: enquiries@brightsparksscience.co.uk

www.brightsparksscience.co.uk
THE TOUGHEST JOB IN THE CITY COMES WITH THE BIGGEST BONUS.

FRONTLINE
CHANGING LIVES

Frontline is a new initiative designed to recruit outstanding graduates to be leaders in social work and in broader society. Successful applicants will take part in an intensive and innovative two year leadership programme, and gain a masters degree. But most importantly, they’ll be working to transform the lives of vulnerable children and young people.

Because there’s no bigger bonus than changing a life for the better.

www.thefrontline.org.uk
Inter-Cultural Youth Exchange (ICYE UK) is an ethical volunteering charity which believes in a world where the sharing of cultures and ideas is embraced, celebrated and lived. We work in partnership with an international network of locally managed ICYE organisations to provide international volunteer opportunities that directly benefit local communities and encourage young people from around the world to live, learn and work together.

Volunteers support local projects throughout Africa, Latin America, Europe and Asia for 3 weeks to 12 months. Projects include human rights and women’s rights work, disability support, HIV and AIDS awareness, education projects, environmental conservation, community development and more. ICYE UK volunteers receive extensive training both before departure and on-arrival, and ongoing support. We invest in volunteer’s personal development as our returned volunteer camp provides guidance on how to market new skills and write an impressive CV.

No previous experience required but we are keen to find volunteers who value a true cultural immersion. This is a fantastic opportunity for those looking to experience development in action.

For more information please visit www.icye.org.uk
Are you interested in gaining valuable experience in International Development while immersing yourself in a foreign culture and improving your Spanish? Join our team in Cusco, Peru!

The Latin American Foundation for the Future (LAFF) offers administrative, entrepreneurial, and financial support to 4 locally-run organizations dedicated to providing stability and access to education for at-risk, disadvantaged youth.

Practically apply and develop your skills, all while helping others and positively impacting the future generation of Peru. Volunteer internship positions seeking candidates: Communications/Information, Social Enterprise Coordinator, Vocational Training, Fundraising, Monitoring and Evaluation, and the International Partnerships Assistant.

Boost your career and enjoy all that life in the Andes has to offer!

For more information, visit www.laffcharity.org.uk
Email: info@laffcharity.org.uk
Facebook: www.facebook.com/laffcharity
Twitter: www.twitter.com/LAFFCharity

---

Email: volunteers@oxfizz.org
Main locations: London, Oxford and the Southeast
About us: OxFizz is an innovative educational social enterprise, which trains volunteers to deliver high-quality educational services. OxFizz generates social good by donating money to charities chosen by our volunteers in exchange for their time, engaging our volunteers in philanthropy and increasing access to top universities.

Opportunities available: As an OxFizz volunteer, you will be trained to deliver a range of educational services in schools. Volunteering with us is a great way to develop professional skills, have a positive social impact and meet like-minded people. There is no minimum time commitment, so you can volunteer as and when you are able to.

Graduates sought: Finalists and graduates from all disciplines are welcome.
Application advice: Email us to sign up. There are opportunities to volunteer with us all year round.

www.oxfizz.org
Enactus Oxford is an innovative organisation of enthusiastic, motivated students who work together using business techniques to solve social problems.

We use the power of entrepreneurial action to improve the standard of living of people in need.

If you give a man a fish, he’ll eat for a day. Teach a man to fish and he’ll eat for a lifetime. This is the approach we take – using creative social enterprises to tackle the root cause of an issue.

Enactus is sponsored by the likes of Accenture, KPMG, EY, Amazon, & Clifford Chance. We offer exclusive networking events with our sponsors.

From homelessness to gender inequality, our projects are wide-ranging, and we’re always looking for new ideas.

Join us now at: www.enactus.oxford.com or message us at www.facebook.com/EnactusOxford

Oxford Entrepreneurs is the largest entrepreneurial society in Europe and is open to students from all disciplines. We work closely with a variety of organisations in every sector, from finance and consultancy to computing and engineering, to ensure our members receive all the support they need. The society is free to join and membership entitles you to weekly updates about our events, educational programmes, entrepreneurs support and free entry to our parties. We are based in the Oxford Launchpad in the Saïd Business School but our events take place all over the world, including trips to Silicon Valley and Australia.

The Oxford Entrepreneurs network is wide-ranging and at our events you will have the opportunity to meet with representatives from leading accelerators and incubators, as well as venture capitalists and potential cofounders. Our membership is diverse, consisting of undergraduates, graduates, MBA students, alumni and external members, such that all students with an interest in entrepreneurship are given the opportunity to meet.

The society currently has over 10,000 members but we are constantly looking to connect and engage with more. Join our innovative community today by signing up for free at www.oxfordentrepreneurs.co.uk!
Thinking about a career in arts, heritage, education, or events?

Want to develop customer service and communication skills in an interesting and inspiring setting?

The Oxford University Joint Museums Volunteer Service offers a variety of public engagement and behind the scenes opportunities across seven collections.

With topics ranging from astronomy to zoology, paintings, people, and plants...

For more information, go to: www.museums.ox.ac.uk/volunteers

Want to help young bright students apply to Oxford and learn valuable skills in the process?

Oxford University Student Union’s Target Schools campaign is working to inspire young people from disadvantaged backgrounds to apply to Oxford through shadowing schemes, training, and roadshows.

By volunteering with Target Schools you will develop your interpersonal and communication skills. If you join the organising team for the shadowing scheme you will learn vast amounts about teamwork, project management, leadership, and financial management, in a context of making an exceptional difference to the lives of young people.

To get involved, email target@ousu.org

OXFORD UNIVERSITY INTERNSHIP PROGRAMME

Exclusive internship placements in many different sectors, in the UK and around the world

www.careers.ox.ac.uk/ouip
Raise And Give is the Student Union’s charitable fundraising committee, and it’s the society that has it all; sports tournaments, hitch hikes, talent shows, bungee jumping, Blind Dates, club nights, a casino, street collections in fancy dress, and the prestigious RAG Ball, to name a few!

RAG endeavours to orchestrate all this fun and more in the name of charity and all you have to do is take part.

Contact rag@ousu.ox.ac.uk to find out more or go to facebook.com/OxfordRAG

OUSU’s Women’s Campaign, or WomCam, is an autonomous campaign supported by OUSU. We are a feminist society that organises events, raises awareness of issues, and creates a platform for feminist discussions.

Sitting on the committee provides a great opportunity to learn lots of useful skills in a friendly and feminist environment, from chairing meetings to planning large events.

To find out more about all the great things that WomCam does, from panels and workshops to social events, find us at facebook.com/womcam or email women@ousu.org or womensofficer@ousu.org

OUSU’s Environment & Ethics Campaign focusses on environmental and social justice issues.

We meet weekly during term time to develop our projects.

Anyone can get involved, so why don’t you join us!

For more information, email: eande.char@ousu.org

Consulting experience in many different sectors! Past clients have included the Pegasus Theatre, Wantage Summer Festival & Oxford Designers & Illustrators

www.careers.ox.ac.uk/tsc
About us: Year Here is a platform for graduates and young professionals who want to build smart responses to social problems. Over 10 months, our Fellows learn from, and design with, people at the frontline of inequality – in care homes, hostels and youth services across London.

Supported by a network including The Cabinet Office, Bain & Co, and Future Gov – if selected, you will:

• **Serve on the frontline.** Your first 5 months will be spent learning first-hand from the people hit hardest by inequality - and designing innovative measures to boost your placement’s impact.

• **Build ventures.** You’ll build your own projects with opportunities to secure seed investment from O2 and The Funding Network.

• **Learn from expert faculty.** You’ll be assigned a mentor and receive extensive training from a faculty of more than 60 leaders from across the social sector.

• **Develop a diverse portfolio.** From delivering community consultations to running 24 hr challenges with your peers, you’ll deliver a range of social action projects along the way.

There are no course fees. Unlike a traditional Master’s degree or postgraduate course, we cover your tuition fee.

Application advice: Visit yearhere.org/becomeafellow

---

**YEAR HERE**

The Oxford Microfinance Initiative is a student-run consultancy that provides pro bono services to microfinance institutions. We assist MFIs in conducting research and developing innovative development solutions. OMI acts as a link between MFIs and Oxford students, as it talks to MFIs to ascertain their needs, subsequently drawing up a formal project proposal detailing the scope of the project and recruiting a project leader and team members from among the Oxford student body to bring it to life. Typically, 8 or 9 projects are launched at the beginning of Michaelmas in countries all around the world, with some projects providing the opportunity for travel. OMI offers Oxford students invaluable insight into the work of microfinance institutions, internship opportunities and experience in consulting, finance and academic research. OMI alumni have gone on to work in the fields of consulting, banking, and international development.

OMI is a part of the Oxford Student Foundation - a network of student-run Initiatives focusing on hands-on experience:

- Oxford Microfinance Initiative
- Oxford Consulting Initiative
- Oxford Law Initiative
- Oxford Banking Initiative
- Oxford Investment Initiative

To find out more, visit www.oxfordstudentfoundation.co.uk

---

**OMI**

Oxford Microfinance Initiative

Oxford Hub supports 616 students to volunteer on 50 projects: help students set up 17 new projects or social enterprises; and held over 50 events.

Develop skills and make a difference.

Visit www.oxfordhub.org for more information.

---

**STUDENT SOCIETY**

The Oxford Microfinance Initiative is a student-run consultancy that provides pro bono services to microfinance institutions. We assist MFIs in conducting research and developing innovative development solutions. OMI acts as a link between MFIs and Oxford students, as it talks to MFIs to ascertain their needs, subsequently drawing up a formal project proposal detailing the scope of the project and recruiting a project leader and team members from among the Oxford student body to bring it to life. Typically, 8 or 9 projects are launched at the beginning of Michaelmas in countries all around the world, with some projects providing the opportunity for travel. OMI offers Oxford students invaluable insight into the work of microfinance institutions, internship opportunities and experience in consulting, finance and academic research. OMI alumni have gone on to work in the fields of consulting, banking, and international development.

OMI is a part of the Oxford Student Foundation - a network of student-run Initiatives focusing on hands-on experience:

- Oxford Microfinance Initiative
- Oxford Consulting Initiative
- Oxford Law Initiative
- Oxford Banking Initiative
- Oxford Investment Initiative

To find out more, visit www.oxfordstudentfoundation.co.uk

---

**STUDENT SOCIETY**

The Brilliant Club

Are you a PhD student or Postdoc looking for meaningful, paid teaching experience?

The Brilliant Club aims to increase access to highly-selective universities by placing researchers as paid PhD tutors in non-selective state schools, where they design a course of tutorials based on their own original research.

To find out more and make an application, visit: www.thebrilliantclub.org/apply
Computing and IT jobs exist in all sectors and all types of organisations – in fact, more than 40% of all IT professionals work outside the sector. Moreover, demand for people is high and many entry opportunities are open not only to those with proven IT skills but also to anyone with the right interests and potential.

Within the IT sector there is a huge range of jobs, roles and job titles - from software engineering, to website production; cloud computing and systems development to cyber security specialists. Alongside this, the sector also employs people across the full variety of non-technical roles – eg, sales and marketing; legal services, HR; and finance.

Outside the sector, technical roles exist across all industries because computing and IT are now critical for all types of organisation. Some sectors recruit particularly heavily into IT roles, notably in advertising and marketing, banking and financial services, games development, consultancy, manufacturing, retail and public sectors. In parallel, the rapid expansion in tech’ start-ups has created significant extra demand for technically skilled graduates.

The volume of employment opportunities for IT professionals is growing fast and firms can struggle to fill positions. As a result, people with proven programming skills are highly sought after and many companies now actively recruit people without technical skills but who have the potential to learn and develop quickly once in post. Companies provide excellent training and support for new graduates, from an initial intensive ‘bootcamp’ to on-the-job development. Starting salaries, even for those without technical skills, often exceed £30,000.

The IT consultancy industry is also growing fast, and organisations will train new recruits fully before embedding them with clients to work on specific projects. One new model to emerge is for firms to provide ‘free training’ in return for a minimum 2-year commitment (‘employment bond’), but take note, staff leaving before completion of the ‘bonded’ period may face a financial penalty.

**GETTING IN AND ENTRY POINTS**

Companies visit Oxford throughout the autumn to give presentations and join our Career Fairs, including ‘Careers in Computing’ and ‘Jobs for Mathematicians’. Deadlines tend to fall either side of Christmas, running into late January/February, however jobs and internships are now being advertised year-round, with some firms specifically returning to Oxford for summer recruitment as late as June.

You do not need a Computer Science degree. Technical experience is highly sought after and self-taught or extra-curricular experience is highly valued. However, many opportunities are open to anyone who can demonstrate potential and a keen interest in the field. Consider how you can provide evidence of that interest or, if you struggle with this, start to get involved now and gain some experience.

**EXTRA-CURRICULAR IDEAS**

+ Join societies, attend events and enter competitions: try the Oxford CompSoc and/or Women in Computer Science (OxWoCS).
+ Access free short courses at the University’s IT Services on Banbury Road – or with CompSoc or Oxford’s branch of CodeFirst: Girls.
+ IT Services provides free access to Lynda.com: a vast online library of video-based courses, including IT, management and business skills, and career development.
+ Try free, open source self-directed learning at www.codecademy.com and similar sites. Popular languages include C, C++, C#, HTML, Java, NET, Python and SQL.
+ Showcase your programming skills on open-source platforms like GitHub.
+ Volunteer for an IT-related project/responsibility with your JCR/society/club or local charity.
+ Mingle with local entrepreneurs and techies at regular Oxford Geek Nights to hear about their latest ideas and developments over a (free!) beer: search online for the next event.
+ Find and follow IT professionals on social media – read their blogs/tweets/posts to learn more about their world, and join the conversation.

**MORE INFORMATION:**

www.careers.ox.ac.uk/computing

---

**KATE THOMPSON**

Software Engineer, Ensoft

“A few years in and I haven’t looked back – moving to a career in software has been great for me – rewarding and interesting work, learning new technologies all the time, and lots of fun along the way!”

---

**RISHAM NADEEM**

Technology Consulting Analyst, Accenture

“Do an internship. I didn’t, and I wish I had. Picking a grad scheme is a bit of a gamble, especially if it’s completely unrelated to your degree, and doing an internship not only gives you valuable transferable skills, it also may help you feel surer about your choice.”
RISHAM NADEEM
Technology Consulting Analyst, Accenture

University College, BA History, 2015

WHAT: I work with a range of clients across industries to help design, develop and implement complex software delivery solutions. Accenture has a wealth of technological experience and my role is to take that and translate it into a solution which meets our clients’ requirements.

WHY: Whilst at university, I’d become interested in consulting after attending careers fairs and practice case study sessions. I felt that it was a career path well suited to my fairly broad degree background and that it would stand me in good stead in the future, should I want to move into industry or entrepreneurship. Accenture seemed a natural fit; they recruit from all backgrounds and degree subjects and, by combining consulting solutions with technology, they are constantly doing some really exciting and innovative work.

GETTING IN: I got my offer after finals but before graduation. I had attended an Accenture sponsored Women in Tech talk run in conjunction with the graduate recruitment consultancy, Bright Network, where I learnt about the opportunities available in the grad scheme (ACG). From there, I was fast-forwarded to video interview, after which I had an assessment centre and one-on-one interview. I was made the offer within three weeks of my application.

ADVICE: Do lots of extra-curriculars! Something that I have been told several times by different managers is that they were impressed with the extra-curricular activities I was involved with while at Oxford. Whether it’s rowing or debating or a faith-based society, managers like to see what your interests are. More importantly, they like to see that you can multitask. Finally, because consulting is a client-facing business, people skills are very important and one way to show that you have developed them is by working with lots of different people in sports teams or events planning. There’s lots to get involved with at Accenture outside of work, so this can be something to carry on with if you’re interested.

Kate Thompson
Software Engineer, Ensoft

Mansfield College, Master of Mathematics, 2012

WHAT: I develop cutting-edge software for a variety of features and protocols which run in the backbone of the Internet.

WHY: It’s really rewarding being able to be involved with a new feature from the start of the design phase and to have real responsibility for delivering quality products from early in your career. With the wide range of features that Ensoft works on, there’s always something new to get involved with and my knowledge and skills are constantly improving.

The atmosphere in the office is relaxed and feels a bit like an Oxbridge college: everyone works hard but there’s a great social life and regular Ensoft-sponsored events, including a recent long weekend in Russia!

SHIFTING FOCUS: Towards the end of my Maths degree, I realised I didn’t want a career in pure maths and was keen to do something different.

I took two Computer Science options and quickly knew that it was something I wanted to pursue. I was initially worried that I wouldn’t have enough coding experience for a career in software but was reassured that Ensoft’s training would bring me up to speed with coding in C, and the logic and problem solving skills from my Maths degree would transfer well to a software development job.

EARLY CAREER: All new graduates spend the first few weeks in ‘boot camp’ which covers coding and the full software development process. Even though we had very different amounts of coding experience, by the end of boot camp we were all ready to join our teams and begin contributing to real projects straight away.

I started off doing bug fixes, but quickly progressed to larger projects such as designing and writing new features, and it was clear that my work really had an impact from the start.
CHP Consulting

YOU’RE OUTSIDE

a windowless room with three light bulbs inside. There are three switches on the wall outside.
The door of the room is closed and you cannot prop it open. You are only allowed to enter the room once.
How can you find out which switch operates which light?

AN IT CONSULTANCY FOR PEOPLE WHO THINK.

CHP employs graduates and professionals from many disciplines. You will be curious, have a logical mind, and be confident, ambitious and ready for a challenge.

We are established in the UK, US, Asia-Pacific and throughout Europe. You will be based in our London City office and go on to work in a variety of roles on projects with some of the world’s leading leasing and asset finance companies.

We will train you so you can work on any part of our business change projects, building and implementing our industry-leading software.

You will have an outstanding academic background including a 2:1 degree or better and a minimum of 320 UCAS points. Starting salary is £40k with excellent benefits. Find out more about opportunities with CHP Consulting at www.chp.co.uk/careers.

Email: recruitment@ensoft.co.uk
Twitter: @ensoftuk
Facebook: ensoftuk
Main locations: Harpenden, Hertfordshire
About us: Ensoft develops software that connects the world. The Internet depends every single day on the code we write. It’s interesting and challenging work that matters. We’ve grown to a team of about seventy software developers by recruiting some of the best Oxbridge graduates each year, and investing heavily in their training. It’s an ideal environment for bright people who want to develop rapidly. It is a very successful business and all employees share in this. We also offer an excellent work environment with flexible hours and distractions like table football, pool and table tennis. Our very active social scene ranges from weekly breakfast and cinema trips, to fell walking and weekends in places like Reykjavik and Valencia.

Graduates sought: Any numerate discipline.
Graduate salary: £35,000, rising rapidly in line with performance, plus discretionary bonus that can grow to be a substantial part of the remuneration package, and other benefits.
Vacation work: Two summer internships, £25,000 pro-rata.
Annual vacancies: About 4-6 graduates, but we will always consider exceptional candidates.
Application advice: CV to recruitment@ensoft.co.uk; see our website for details & deadline. We accept applications all year, but focus mostly on Michaelmas term.

Email: graduates@gresearch.co.uk
Main locations: We are based in Central London, just off Tottenham Court Road.
About us: We research investment ideas to predict returns in financial markets across multiple asset classes. We also develop the research and execution platform to deploy these ideas in markets globally. We will give you access to unparalleled resources and your ideas will get deployed across our cutting-edge and highly secure technology- we are devoted to keeping you inspired to allow you to produce your very greatest work.

Graduates sought: We are seeking the brightest and smartest Computer Scientists. No finance experience is necessary but we do look for extracurricular involvement in a Software Development capacity. An internship elsewhere is a must.
Graduate salary: £50k+ and an extremely competitive annual bonus
Vacation work: We have Summer internships available for penultimate year Computer Science students. We will also accept applications from joint degrees with CS, e.g. Maths and CS.
Annual vacancies: We recruit 7 graduates and 7 interns per year.
Application advice: Please submit your application via our website.
WHAT I BUILD IMPACTS WORLD MARKETS, NOT JUST LOCAL BUSINESS.

Make your mark.

Engineering at Bloomberg works on some of the most fascinating — and influential — technical challenges in business and finance. We’re looking for top developers with a passion to design, build and deploy solutions that have a real impact on financial markets worldwide. Are you ready to make your mark?

bloomberg.com/careers

Bloomberg
About us: Optiver brings together a multidisciplinary group of talented people from all over the world who have a clear goal in common: making markets in a wide range of financial products. We are at the forefront of trading and technology, employing over 900 Optiverians from over 40 nationalities. We stick to what we're good at: making markets in a wide range of financial products.

Opportunities available: We are recruiting talented, motivated and exceptionally bright Graduates, Post-graduates and Interns, from ALL academic disciplines to work as Test Engineers, Software Engineers and Support Engineers. If you can bring creative solutions to challenging problems, and want to work with colleagues who are among the smartest and brightest in their field, then we want to hear from you. You do not need any prior experience (none whatsoever!).

Graduates sought: We are looking for people who have a solid academic record, including a good degree in any subject, have an interest in technology (no computing experience is needed), stand out because of their creativity and versatility, have excellent communication skills and a positive, can-do attitude.

Visa Sponsorship: Yes

Vacation Work: Yes (minimum 8 weeks, £1500pm for first time interns and £1600pm for returners.)

Annual vacancies: 40 Graduates and 40 Interns

Application advice: We recruit all year round. Please apply online via our website.
CPU technology has reached its speed limit. Can you parallelise your code to go faster?

If you can use computer science to create innovative financial software, apply here today for our Software Developer role.

www.gresearch.co.uk/predict-the-future
The deadline for Intern applications is 8th January 2017.
Are you a little bit geeky?

£36k starting salary

No experience required

Join an innovative software company

tpp-uk.com/oxcareers

Find us on:
@TPPCareers
TPP Careers
The Oxford Guild Business Society is completely free to join, and as of 2015 we are the largest society at Oxford University and in the world according to the Times and BBC. We are widely recognised both nationally and across the university for being the most established, dynamic and professional society for students looking to apply for positions. We have demonstrated consistent success in providing effective recruitment services and for maximizing returns for the organisations we work with.

We are the founders of the Collegium Global Network which has over 40 universities across the world involved so far including our Cambridge Guild and LSE Guild. The Guild was founded in 1897 and has accrued numerous, prestigious prizes and glowing testimonials. Being a member gives you entry to our events and our high profile speakers (everything from major CEOs and Nobel Prize Winners to musicians such as Kanye West). We hold over 120 events a year and have over 60 sponsors including some of the largest firms in the world such as Citi, JP Morgan, PwC, Linklaters, BlackRock and BP.

With thousands of members and initiatives ranging from our start accelerator, investment fund, consultancy, app and intranet web platform become part of something special!

Visit www.theoxfordguild.com and JOIN FOR FREE TODAY!

www.careers.ox.ac.uk/fairs

CAREERS IN COMPUTING
Tuesday 25 October
Robert Hooke Building
Exhibitors from 15.00-1800

www.careers.ox.ac.uk/fairs

SCIENCE ENGINEERING & TECHNOLOGY FAIR
Saturday 29 October
Exhibitors from 11.00-15.00
Exam Schools

www.careers.ox.ac.uk/fairs

OXFORD UNIVERSITY INTERNSHIP PROGRAMME
Exclusive internship placements in many different sectors, in the UK and around the world

www.careers.ox.ac.uk/ouip
CONSULTANCY

Management consultancy offers variety, intellectual challenge and the chance to work in high performance teams with big-name clients. Critical skills include team-working and communication, analytical and problem solving skills, commercial awareness and ability to deliver results.

Consultants help client organisations improve their performance, for example, assessing the business case for new products or expansion to new markets: or advising on scaling back, closing operations, reorganisations and cost-cutting – and all points between, such as improving systems and processes, and building better teams.

Graduates are expected to play an active and productive role in projects from the start, working with staff at all levels, and can quickly gain experience across a wide range of industries. However, new entrants should also expect long hours, extensive travel and lots of time working on spreadsheet analyses and presentations - rather than strategizing with the CEO in the boardroom.

Consulting firms range from large, multinational firms working across a variety of industries, to niche consultancies specialising in expert advice on a specific industry, such as healthcare, media, or financial services. Broadly, work tends to be divided into:

STRATEGY CONSULTANCY: Understanding and finding solutions to strategic problems faced by an organisation: eg, understanding competitors; the market; and/or future drivers of growth. Projects tend to be fairly short, and roles often involve significant travel.

IMPLEMENTATION CONSULTANCY: Developing a strategic idea or solution and making it a reality. Consultants are often based at the client organisation and ensure that all elements of a business – people, technology and processes – come together to deliver a successful outcome. Projects tend to be longer than in strategic consultancy.

GETTING IN AND ENTRY POINTS

Competition can be fierce and the assessment process is rigorous. This typically includes aptitude tests (online) and several rounds of interviews and/or an assessment centre, plus partner interview. Once the process starts it can move quickly, so prepare thoroughly in advance.

Plan ahead and check individual firms’ websites to understand their recruitment processes and time-lines. Most firms allow only one application a year: when applying for consulting at the Big 4 professional service firms, this means deciding whether to apply to the parent firm or their ‘strategy consulting’ practice. Note:

For most firms - including the most prominent ones - full-time positions open in August or September, with closing dates falling in late October/early November.

LARA MARKHAM
Consultant, OC&C Strategy Consultants

“Consulting is not just for candidates with numerate degrees - I studied Law and, in fact, the majority of my colleagues are from Arts or Humanities backgrounds.”

A few firms recruit all year round (eg, Accenture and Newton Europe) or on a ‘rolling basis’, reviewing candidates and filling positions as applications are received.

CASE STUDY INTERVIEWS are central to the process. ‘Cases’ challenge you to show you can think through business problems like a consultant and, generally, you will need to do a good job on every ‘case’ and an outstanding job on a couple of them. Use The Careers Service resources and workshops to prepare:

Read our guidance www.careers.ox.ac.uk/case-study-style-interviews.

Attend case study workshops, at The Careers Service, with student societies and run by companies.

And practise - practise with friends and societies.

Consultancies advise across all sectors and so work experience in any sector can help you develop commercial awareness and display relevant skills. Internships are becoming more common but are not offered universally: look for deadlines between November and January.

EXTRA-CURRICULAR IDEAS

Become active in a student society, such as the Oxford Management Society, CapitOx or the Oxford Guild.

Sign up for Insight into Business (p.34) to introduce you to core business concepts and enhance commercial awareness.

Join The Student Consultancy (p.33) for training and term-time consulting experience. Teams work on real business problems faced by their clients: local companies, charities and other organisations.

Work as a consultant with other societies: eg, Oxford Strategy Group; Oxford Consulting Initiative; Oxford Microfinance Initiative.

Get involved with activities that provide commercial insight and demonstrate impact, eg, lead the marketing for a play, manage a recruitment drive for your society, run the college bar, participate in a College telethon, manage the budget for a college ball.

MORE INFORMATION:

www.careers.ox.ac.uk/consultancy
WHAT - My job is about helping our clients improve their operations. This involves both analytical and people skills to identify and fix the biggest problems being faced by the client’s business. Changing an organisation doesn’t happen from behind a laptop so most of my day is spent with people from all over the client’s company; from Financial Directors to shop-floor workers. Although a lot of our work results in a monetary saving, our work in the public sector focuses on improving outcomes. In the NHS, that means helping doctors see more patients and our programmes with Local Authorities help vulnerable children find a foster home.

VARIETY - In the past two years I have stood next to a surgeon performing a heart operation, held a nuclear reactor component, stood on the deck of a 65,000 tonne aircraft carrier and carried out a project review on a blueberry packing factory. Variety is certainly not a cliché word at Newton!

RESPONSIBILITY - Newton does a great job pushing you to improve; whenever you begin to feel comfortable in a role it probably means you’re ready to be promoted! As a lead consultant I am managing a multimillion pound project with a team of 5 people under me. Whilst a bit daunting, the support I receive from the company management is unparalleled.

TOP TIP: I would recommend starting your career at a smaller, fast growing company. It stops you becoming a number on a graduate scheme: you are actually an important part of the business. Companies don’t want an army of clones working for them; make sure you have something on your CV/covering letter which makes you stand out.

Being able to talk openly about your weaknesses shows maturity and self-awareness, something employers look for in graduates.

WHAT - Strategy consulting firms help businesses from a range of industries with their most critical questions, for example: ‘how do we grow over the next 5 years’, ‘how do we make our customers more loyal’ or ‘should we buy this company’. We work in small teams, for 1-3 months on each project, so you get to be focused on one client and really get to grips with their key issues.

THE ROLE: I started at OC&C as an Associate Consultant (graduate entry), where my role involved doing the analytical ‘heavy lifting’, and carrying out primary research (eg, customer interviews and online surveys). Now, as a Consultant, I’m more focused on helping ACs design their analyses, and creating presentations for the clients. Whilst analytical skills are crucial for the initial stages of your career, people and team management skills become increasingly important as you progress.

WHY: Consulting is a fantastic start to a career for those interested in business. From day one you are exposed to the critical questions facing businesses, including many companies that you will be familiar with as a consumer. The learning is fast paced – you will develop important skills quickly, ranging from Excel analysis to presentation skills. However, this doesn’t mean that this job is only for those with numerate degrees. OC&C really values candidates from all degrees - I studied Law and, in fact, the majority of my colleagues are from Arts or Humanities backgrounds.

GETTING IN: Getting an interview can be a challenge at any consulting firm, so start thinking about your CV as early as possible. Strong academics are expected - and not a differentiator – so make sure you are getting involved with activities outside of your degree. At OC&C, we really value people who have done interesting things to a high level – whether it’s sports, charity work, a student newspaper, impressive internships etc.

TOP TIP: Case study interviews are important, so start practicing these early – you’ll find lots of information online. If you’re from a non-numerate degree, like me, I highly recommend brushing up on those GCSE mental maths skills as these will be tested during the interview.
Main location: We are based in London. Our consultants frequently work from client sites, primarily in London and the South East.

About us: 2020 Delivery is a specialist public service consultancy committed to delivering lasting change for public service users. What sets us apart is our collaborative approach, ground-breaking tools and solutions, and passion for improving public services. We work across healthcare, education, central government and more, and deliver a range of services, including strategy and business planning, training and mentoring clients, and digital service transformation. From day one, you’ll be a pivotal part of our dynamic, growing team, working together with senior decision-makers and frontline staff to solve some of the biggest challenges facing public services.

Opportunities available: Four graduate roles; two internships.

Graduates sought: We are looking for exceptional problem solvers, with excellent analytical, numerical, and people skills. We seek motivated team-players, with a genuine passion for delivering better experiences and outcomes for public service users. We accept any degree discipline, normally 2:1 or higher.

Visa sponsorship: We are unable to sponsor visas.

Graduate salary: Competitive

Vacation work: Summer internship (8 weeks, paid).


Main locations: Global

About us: A.T. Kearney is a leading global management consultancy, helping some of the world’s largest companies to achieve sustainable competitive advantage. For over 80 years, we’ve provided strategic solutions to CEO-level concerns, delivering tangible results through a broad range of experience, but our greatest asset is our people. We help business achieve long-term growth and performance. We work side by side with clients, and see our projects through to completion. We are committed to consistently successful delivery 90% of our work is repeat business. As a new consultant, you will be a fully participating member of the team from the outset. You will have the chance to travel widely, to gain priceless experience of many industries, and to learn how to make a difference in the consulting world. You will also find that A.T. Kearney has a very human face and our strength comes not just from the depth of our expertise, but from our diversity and inclusive culture – at our London office alone over 34 nationalities are represented.

Opportunities available: Business Analyst

Graduate salary: Competitive

Vacation work: Unfortunately, we do not offer internships or summer work experience in London.

Annual vacancies: No set quota

Application advice: Apply via our website. Please submit your CV and covering letter online. We accept applications from all degree disciplines.

“I joined 2020 Delivery because I wanted to make a positive difference for public service users and tax payers by improving the way public services are delivered”

Antonio
Managing Consultant,
joined as an intern in 2007

2020 Delivery is seeking exceptional problem solvers to join us in bringing about lasting change to public services in the UK. Find out more at: www.2020delivery.com/careers
Ready for an adventure?

We're looking for future leaders. Idea generators. And strategic thinkers.

We're looking for future leaders. Idea generators. And strategic thinkers. Put your degree and skills to work. We'll help you build the roadmap that's right for your career – including a few twists and turns to keep things interesting. If you have passion, a brilliant mind and an appetite to grow every day, this is the place for you.

Begin your journey: accenture.com/gradfutures

Strategy | Consulting | Digital | Technology | Operations

apt

www.joinapt.co.uk

Main locations: UK (Central London), North America, Taiwan, Japan, Australia
About us: Founded in 1999, APT is in the business of changing the way leading global companies make decisions. Using a combination of strategy consulting and in-house technology, we empower consumer-focused companies to conduct business experiments. Precise measurement of cause-and-effect relationships between trials and outcomes allows leaders to predict and maximise the ROI of high-value decisions. You will have the opportunity to work closely with senior executives, collaborate with exceptional peers, and achieve rapid career advancement. You are expected to not only have a tremendous impact in transforming our clients, but also a leading role in shaping APT's future. APT's client portfolio includes Walmart, Coca-Cola, Starbucks, Boots, KFC UK, ASDA, Shell, Argos, Costa and many others.
Opportunities available: We are looking for motivated and analytically-minded graduates and postgraduates who are excited by the intersection of business analytics and technology. Upon joining, individuals will spend two weeks in Washington DC for introductory training.
Graduates sought: Any discipline.
Visa sponsorship: APT sponsors work visas for successful international applicants.
Graduate salary: Starting salaries of over £50,000 per annum.
Vacation work: No.
Annual vacancies: Multiple openings.
Application advice: Apply online via www.joinapt.com/apply (CV and cover letter required) by 30 October 2016.

bain

www.bain.com

About us: Bain & Company is one of the world’s leading management consulting firms. They work with top executives to help them make better decisions, convert those decisions to actions and deliver the sustainable success they desire. They have a unique approach to traditional change management, called Results Delivery®, which helps clients measure and manage risk and overcome the odds to realize results. Associate Consultants (ACs) are responsible for solving business problems and helping the team work on clients’ critical issues. ACs learn how to develop and implement practical solutions to drive tangible financial results for clients. Bain offers unparalleled flexibility – ACs have the opportunity to pursue an MBA, go on externship or take a leave of absence to do charity work or travel. Bain people are dynamic, entrepreneurial and thrive on early responsibility. Bain look for exceptional candidates from any degree discipline who demonstrate strong analytical and communication skills, initiative, leadership and teamwork.
Opportunities available: Full time Associate Consultants
Graduates sought: Exceptional graduates and postgraduates from any degree discipline
Visa sponsorship: Bain is willing to sponsor work visas for successful international applicants
Graduate salary: Highly competitive
Annual vacancies: No fixed quota
Application advice: Please apply through joinbain.com. Applications will open 1st September 2016 and close 28th October 2016.
CHP Consulting

YOU’RE OUTSIDE

a windowless room with three light bulbs inside. There are three switches on the wall outside.
The door of the room is closed and you cannot prop it open. You are only allowed to enter the room once.
How can you find out which switch operates which light?

AN IT CONSULTANCY FOR PEOPLE WHO THINK.

CHP employs graduates and professionals from many disciplines. You will be curious, have a logical mind, and be confident, ambitious and ready for a challenge.

We are established in the UK, US, Asia-Pacific and throughout Europe. You will be based in our London City office and go on to work in a variety of roles on projects with some of the world’s leading leasing and asset finance companies.

We will train you so you can work on any part of our business change projects, building and implementing our industry-leading software.

You will have an outstanding academic background including a 2:1 degree or better and a minimum of 320 UCAS points. Starting salary is £40k with excellent benefits. Find out more about opportunities with CHP Consulting at www.chp.co.uk/careers.

Consultancy

The Boston Consulting Group

www.bcg.com

Main locations: London and 80 other offices worldwide
About us: The Boston Consulting Group (BCG) is a global management consulting firm and the world’s leading advisor on business strategy. We partner with clients from the private, public, and not-for-profit sectors in all regions to identify their highest-value opportunities, address their most critical challenges, and transform their enterprises. Our customised approach combines deep insight into the dynamics of companies and markets with close collaboration at all levels of the client organisation. This ensures that our clients achieve sustainable competitive advantage, build more capable organisations, and secure lasting results. Founded in 1963, BCG is a private company with 85 offices in 48 countries. For more information, please visit our website.

Opportunities available: Associate and Senior Associate positions
Graduates sought: All degree disciplines
Visa sponsorship: Yes
Graduate salary: Competitive
Vacation work: Summer Associate positions
Annual vacancies: No fixed quota
Application advice: Both applications require a CV and covering letter only.
Full time: Applications accepted from 14th September until 27th of October 2016.
Summer internship: Applications accepted from 1st of January until 28th of January 2017.

CVA Corporation-value Associates

www.cvalondon.com

Email: recruituk@corporate-value.com
About us: CVA is a global strategy boutique. We provide highly bespoke advice rather than ‘off-the-shelf’ consulting to large corporates – often household names – at their national, regional, and global levels. Although a boutique, we work in many industry verticals, with a current focus on energy, automotive, financial services, 3M (mining, metals, and materials), as well as a number of crossover areas such as new mobility and digital innovation. We are a vibrant close-knit office based in Soho, working in small teams with exceptional exposure to partners and senior client teams from day one. We operate on a European basis and so you will work and socialise with our European colleagues on projects both in Europe and further afield.

Training: Week-long European training for graduates upon entry, on-going mentoring, and bi-annual training weeks abroad to further career development.

Vacancies: Graduate entry consultant
Internships: Summer internship

Recruitment criteria: An outstanding academic record, have good commercial awareness, be able to demonstrate quantitative skills, and have exceptional extra-curricular achievements. Fluent French / German is an advantage but not essential.

Application advice: Graduate application deadline: Monday 31/10/16
Summer Internship application deadline: Friday 20/01/17
For all information and to apply, please follow this link: http://www.corporate-value.com/london-office-recruitment

The Boston Consulting Group (BCG) is a global management consulting firm and the world’s leading advisor on business strategy. We partner with clients from the private, public, and not-for-profit sectors in all regions to identify their highest-value opportunities, address their most critical challenges, and transform their enterprises. Our customised approach combines deep insight into the dynamics of companies and markets with close collaboration at all levels of the client organisation. This ensures that our clients achieve sustainable competitive advantage, build more capable organisations, and secure lasting results. Founded in 1963, BCG is a private company with 85 offices in 48 countries. For more information, please visit our website.

Opportunities available: Associate and Senior Associate positions
Graduates sought: All degree disciplines
Visa sponsorship: Yes
Graduate salary: Competitive
Vacation work: Summer Associate positions
Annual vacancies: No fixed quota
Application advice: Both applications require a CV and covering letter only.
Full time: Applications accepted from 14th September until 27th of October 2016.
Summer internship: Applications accepted from 1st of January until 28th of January 2017.

CVA is a global strategy boutique. We provide highly bespoke advice rather than ‘off-the-shelf’ consulting to large corporates – often household names – at their national, regional, and global levels. Although a boutique, we work in many industry verticals, with a current focus on energy, automotive, financial services, 3M (mining, metals, and materials), as well as a number of crossover areas such as new mobility and digital innovation. We are a vibrant close-knit office based in Soho, working in small teams with exceptional exposure to partners and senior client teams from day one. We operate on a European basis and so you will work and socialise with our European colleagues on projects both in Europe and further afield.

Training: Week-long European training for graduates upon entry, on-going mentoring, and bi-annual training weeks abroad to further career development.

Vacancies: Graduate entry consultant
Internships: Summer internship

Recruitment criteria: An outstanding academic record, have good commercial awareness, be able to demonstrate quantitative skills, and have exceptional extra-curricular achievements. Fluent French / German is an advantage but not essential.

Application advice: Graduate application deadline: Monday 31/10/16
Summer Internship application deadline: Friday 20/01/17
For all information and to apply, please follow this link: http://www.corporate-value.com/london-office-recruitment

The Boston Consulting Group (BCG) is a global management consulting firm and the world’s leading advisor on business strategy. We partner with clients from the private, public, and not-for-profit sectors in all regions to identify their highest-value opportunities, address their most critical challenges, and transform their enterprises. Our customised approach combines deep insight into the dynamics of companies and markets with close collaboration at all levels of the client organisation. This ensures that our clients achieve sustainable competitive advantage, build more capable organisations, and secure lasting results. Founded in 1963, BCG is a private company with 85 offices in 48 countries. For more information, please visit our website.

Opportunities available: Associate and Senior Associate positions
Graduates sought: All degree disciplines
Visa sponsorship: Yes
Graduate salary: Competitive
Vacation work: Summer Associate positions
Annual vacancies: No fixed quota
Application advice: Both applications require a CV and covering letter only.
Full time: Applications accepted from 14th September until 27th of October 2016.
Summer internship: Applications accepted from 1st of January until 28th of January 2017.

CVA is a global strategy boutique. We provide highly bespoke advice rather than ‘off-the-shelf’ consulting to large corporates – often household names – at their national, regional, and global levels. Although a boutique, we work in many industry verticals, with a current focus on energy, automotive, financial services, 3M (mining, metals, and materials), as well as a number of crossover areas such as new mobility and digital innovation. We are a vibrant close-knit office based in Soho, working in small teams with exceptional exposure to partners and senior client teams from day one. We operate on a European basis and so you will work and socialise with our European colleagues on projects both in Europe and further afield.

Training: Week-long European training for graduates upon entry, on-going mentoring, and bi-annual training weeks abroad to further career development.

Vacancies: Graduate entry consultant
Internships: Summer internship

Recruitment criteria: An outstanding academic record, have good commercial awareness, be able to demonstrate quantitative skills, and have exceptional extra-curricular achievements. Fluent French / German is an advantage but not essential.

Application advice: Graduate application deadline: Monday 31/10/16
Summer Internship application deadline: Friday 20/01/17
For all information and to apply, please follow this link: http://www.corporate-value.com/london-office-recruitment
Compass Lexecon specializes in economic analysis of complex, we provide clear and honest advice to clients using plain language. Our expertise is broad covering not just microeconomics but finance, statistical modelling, game theory, market research and even the psychological side of economics. We’re enthusiastic about what we do, working hard to maintain a collaborative, problem-solving, friendly and open environment.


About us: One of the world’s leading economic consulting firms, Compass Lexecon excels in economic analysis of competition, regulatory, litigation and policy matters and has been engaged by leading corporations, governments, and other public-sector entities to assist in numerous high profile mergers, government investigations, and private litigation. Our team in Europe includes more than 70 economists. Many hold PhDs from leading economics departments in Europe and the US, and several hold academic positions at prestigious European universities.

Graduates sought: First-rate economics BA (PPE or EM), MPhil, or DPhi with excellent analytical skills and preferably with a focus on microeconomics, industrial organisation or econometrics.

Visa sponsorship: Yes
Graduate salary: Very competitive
Vacation work: Internships available throughout the year
Pattern of recruitment: Continuous
Annual vacancies: No fixed intake
Application advice: Apply online
Please visit www.compasslexecon.com/careers

Frontier is one of the largest micro-economic consultancies in Europe. We work with private, public and voluntary sector clients, applying our economic toolkit to help clients across the world understand complex challenges. While our analysis may be complex, we provide clear and honest advice to clients using plain language. Our expertise is broad covering not just microeconomics but finance, statistical modelling, game theory, market research and even the psychological side of economics. We’re enthusiastic about what we do, working hard to maintain a collaborative, problem-solving, friendly and open environment.

Main locations: Brussels, Cologne, Dublin, London, Madrid, Paris

About us: Frontier is one of the largest micro-economic consultancies in Europe. We work with private, public and voluntary sector clients, applying our economic toolkit to help clients across the world understand complex challenges. While our analysis may be complex, we provide clear and honest advice to clients using plain language. Our expertise is broad covering not just microeconomics but finance, statistical modelling, game theory, market research and even the psychological side of economics. We’re enthusiastic about what we do, working hard to maintain a collaborative, problem-solving, friendly and open environment.

Annual vacancies: 20+
Opportunities available:
• Analysts - standard entry requirement is an undergraduate degree (at least a 2:1 with an economics focus) and generally a Masters in economics.
• Internships - Short term (8-12 weeks) or long term (3-12 months) available in all offices. Open to second years/final year undergraduates studying economics, or enrolled in (or completed) a postgraduate in economics.

Starting salary: Highly competitive plus bonus

FTI Consulting is a world leading consultancy with over 4,000 employees in 28 countries. In our Economic and Financial Consulting practice we advise our clients on issues of business valuation, corporate strategy and economic regulation. We answer questions such as: “should a major gas supplier be allowed to raise prices?” , “how can you improve the way services are paid for in the NHS?”, and “how do you value the cost of intellectual property theft?”


About us: FTI Consulting is a world leading consultancy with over 4,000 employees in 28 countries. In our Economic and Financial Consulting practice we advise our clients on issues of business valuation, corporate strategy and economic regulation. We answer questions such as: “should a major gas supplier be allowed to raise prices?” , “how can you improve the way services are paid for in the NHS?”, and “how do you value the cost of intellectual property theft?”

Opportunities available:
• Work across a wide variety of industries
• Extensive in-house training
• Sponsorship to pursue either the Chartered Financial Analyst or Chartered Accountant qualifications
• Transfers between our international offices

We also have graduate opportunities in Strategic Communications, Forensic and Litigation Consulting, Tax Advisory and Technology Consulting.

Graduates sought: We are looking for graduates that are numerate and highly analytical, with the ability to think creatively. Graduates from all disciplines will be considered.

Visa sponsorship: Yes.
Graduate salary: Over £36,000 with signing bonus and benefits.
Vacation work: Summer internships.
Annual vacancies: 12-15 graduate positions, 2-5 summer internships.
Application advice: Apply online: www.fticonsulting.co.uk/graduates
Graduates Graduates by 14th November 2016.

Eden McCallum is an international, independent consultancy with over 1,500 people working across 17 offices. We combine year-round structured training sessions with on-project mentoring and support. You will be assisted in developing the full consulting toolkit, from financial analysis through to negotiation skills, working with some of the best consultants in the world.

Graduates sought: Undergraduate and Masters students (not MBA).
Visa sponsorship: No
Graduate salary: Competitive
Application advice: London office deadline Sunday 8th January 2017. Amsterdam office deadline Sunday 7th May 2017. Send your CV and cover letter to analystrecruitment@edenmccallum.com and should outline the 3 key reasons why you are attracted to Eden McCallum’s Analyst Programme. Please refer to our website for more details: www.edenmccallum.com/join-us/analyst/
• We are a strategy consulting firm serving top management of leading corporations.

• Since our inception in 1979, we have chosen to work for a limited number of leading international firms with whom we build long-term relationships.

• We apply fact-based, quantitative analysis to competitive problems and get involved in the implementation of our recommendations.

• We develop consultants with cross-industry experience and cross-functional expertise.

• We promote from within.

If you wish to join our team, please forward a CV and covering letter to:

Patricia Bahs
Mars & Co
12-18 Grosvenor Gardens
London SW1W 0DH
www.marsandco.com

new york - london - paris - san francisco - tokyo - shanghai - singapore
A consultancy in Strategy | Management | Operations

Our London office is a hub that serves our clients in Europe, and last year we opened our German office in Munich to continue our European expansion. If you are excited to work in an entrepreneurial and rapidly growing consultancy, and would like to travel across Europe to deliver projects for world leading clients, take a look at our website to find out more about the opportunities at Integration.

Your perspectives and challenges

◆ Take ownership in projects
◆ Shape the future of Integration
◆ Steer your career

Marakon has spent over 35 years advising CEOs and their leadership teams achieve winning performance and build stronger organisations. Start your career at the firm that has advised some of the world’s most consistently successful companies.

Marakon

Email: MKNUK-Recruiting@marakon.com
About us: We are a premier strategy consulting firm with over 35 years of experience helping CEOs achieve winning performance and build stronger organisations. Our clients hire us when their ambitions are high, the way forward is unclear, and long-term growth is as important as immediate impact.
Opportunities available: Marakon gives you a great career foundation for your career and the chance to be part of a boutique firm with a global reach. You will have opportunities to have impact from your first day including meeting clients, tackling complex strategic issues, working in small teams with our senior partners and clients. In your first two years, you will receive over 150 hours of formal training to learn the basics strategy, finance, communicating with impact and stakeholder engagement. Throughout, you will benefit from a career coach to support your progression and development.
Graduates sought: Outstanding applicants (Bachelors, Masters or DPhils) from any discipline who can demonstrate: genuine interest in business and minimum 2.1 degree; analytical and creative approaches to problem solving; excellent communication skills and confidence with humility; independent thinking with strong collaborative skills; desire to build and grow our practice.
Visa sponsorship: Yes
Graduate salary: Highly competitive
Annual vacancies: 4-6
Application deadline: 4th November 2016

Mars & Co

www.marsandco.com

Main locations: London, New York, Paris, San Francisco, Tokyo, Shanghai, Singapore
About us: Strategic management consulting firm. We bring competitive leverage to a limited number of international leaders in their sector and serve them worldwide on an exclusive basis – the only consulting firm of any consequence to guarantee exclusivity. We apply fact-based, quantitative analysis to our clients’ competitive opportunities and develop consultants with cross-industry, cross-functional and international experience. We look for well-balanced individuals who thrive on team work. We do not practice lateral hiring – recruitment is at entry level only since we take an apprenticeship approach to developing our strategy consultants.
Opportunities available: Full-time positions starting at associate consultant or senior associate consultant.
Graduates sought: Engineering, mathematics and quantitative sciences.
Visa sponsorship: No
Graduate salary: Competitive
Vacation work: No
Annual vacancies: No set quota, ongoing recruitment
Application advice: Please consult website before applying.
CV and covering letter to Patricia Bahs: ldn.recruiting@marsandco.com
Mars & Co, 12-18 Grosvenor Gardens, London SW1W 0DH 020 7730 4040

Integration

Find out more & apply
join.integration.com

BOUTIQUE FIRM GLOBAL REACH

Marakon

www.marakon.com/careers

Meet our team
6.30pm
Monday October 31st
Old Bank Hotel

Apply online
By November 4th
http://www.marakon.com/careers

Grow with us

CONSULTANCY

CONSULTANCY
Oliver Wyman is a leading global management consulting firm that combines deep industry knowledge with specialised expertise in strategy, operations, risk management, and organisation transformation. With offices in 50+ cities across 26 countries, Oliver Wyman works with the CEOs and executive teams of Global 1000 companies. An equal opportunity employer.
CAN YOU GO TO THE NTH DEGREE?
LAND YOUR DREAM GRADUATE CONSULTING CAREER

JULIA’S STORY
IN JULIA’S FIRST TWELVE MONTHS AT NEWTON, SHE HAS:

• SAFEGUARDED THE JOBS OF 500 CARE WORKERS
• IMPROVED THE LIVES OF 1,500 PEOPLE
• SAVED THE PUBLIC SECTOR OVER £52 MILLION

LIKE JULIA, TAKE YOUR GRADUATE CONSULTING CAREER TO THE NTH DEGREE AND WE’LL GIVE YOU £45-50,000 P.A. PLUS A £3,000 JOINING BONUS

www.newtoneurope.com/careers

NERA ECONOMIC CONSULTING

www.nera.com

About us: NERA Economic Consulting is a global firm of experts dedicated to applying economic, finance, and quantitative principles to complex business and legal challenges. For half a century, NERA’s economists have been creating strategies, studies, reports, expert testimony, and policy recommendations for government authorities and the world’s leading law firms and corporations. With its main office in New York City, NERA serves clients from more than 25 offices across North America, Europe, and Asia Pacific.

Graduates sought: We welcome applications for internships and permanent positions from talented economists with first-rate academic records. Final year undergraduate, MPhil and DPhil students studying Economics and/or Finance, or a related discipline, are invited to apply.

Training: We hold an Orientation Programme in New York annually for new hires, covering such topics as Who’s Who at NERA, practice areas and project work, and how to do research the NERA way. Training modules for specifically targeted skills are offered to staff on a continual basis. Training covers topics such as consulting skills, project management, business strategy, problem solving techniques and computer skills. In-house experts deliver statistical analysis and econometrics training.

Application advice: We employ a rolling recruitment process for both internship and permanent positions but we encourage students to apply early.

www.octstrategy.com

Email: recruitment@ocstrategy.com
Main locations: 14 offices across 4 continents
About us: “What is the future of television? How much should we invest in emerging markets? What do I need to do to win with Millennials?”

We answer the toughest questions facing businesses. We do rapid, high impact projects for chief executives and boards. In our London office, we have deep expertise in retail, leisure, consumer goods, media, technology and business services. We are looking for graduates with outstanding analytical minds and eclectic interests: we encourage candidates from all disciplines. In addition to market-leading compensation and training, we offer up to 4 weeks of extra unpaid leave each year, grants to help you pursue your interests, and host biannual offsites (recently Chicago and Amsterdam) – business needn’t make you boring.

Interested? We’d like to talk.

Graduates sought: Any discipline

Visa sponsorship: Yes

Graduate salary: Top of the market


Annual vacancies: No fixed quota

Application advice: Online CV and covering letter. For Associate Consultant position apply by Sunday 6 November 2016 and for Summer Internship position apply by Sunday 15 January 2017.
OLIVER WYMAN

www.oliverwyman.com/careers

Main locations: London and other locations across the Americas, Asia, Australasia and Europe.

About us: Oliver Wyman is a global leader in management consulting. With offices in 50+ cities across 26 countries, Oliver Wyman combines deep industry knowledge with specialised expertise in strategy, operations, risk management, and organisation transformation. Our 3,000 professionals help clients optimise their business, improve their operations and risk profile, and accelerate their organisational performance to seize the most attractive opportunities.

Opportunities available: As a Consultant you will: 1) Work in teams to solve high level business problems facing Global 1000 clients, 2) Structure and carry out essential research and analysis, 3) Develop and lead complex quantitative, strategic and financial analyses of corporations and businesses, 4) Receive broad exposure to a variety of industries including: Automotive, Aviation, Communications, Financial Services, Energy, Health & Life Sciences, Media, Retail, Surface Transportation and Technology.

Graduates sought: We look for initiative, intuition and creativity with a strong background in problem solving and analytics. We do not require a specific academic major or industry experience.

Visa sponsorship: Yes.

Graduate salary: Highly competitive.

Vacation work: Summer Internship.

Application advice: Please submit CV and cover letter via our website by 26th October 2016 for entry-level/graduate positions and by 5th January 2017 for Summer Internships.

Oxera

www.oxera.com/careers

Email: maria.farias@oxera.com


About us: We are Oxera—one of Europe’s leading independent economics consultancies. We provide compelling economic insight for an international list of clients including governments, regulators and large companies. We’re looking for candidates who share our passions: economics, personal growth and outstanding client service.

Working with Oxera means contributing to projects from day one. You’ll be part of the team, working with some of the brightest and most experienced minds in our industry. You will need to bring exceptional technical skills, a strong team ethic and the intellectual curiosity to get to the heart of the issue. We offer a collaborative working environment, a structured career path, and first-class learning with development opportunities.

Opportunities available: Graduate recruitment (for final-year students and recent graduates). Summer internships (for final-year students and recent graduates).

Graduates sought: We’re looking for candidates with (or on track to obtain) a first-class degree in economics, preferably with a masters in economics or finance.

Visa sponsorship: Yes.

Graduate salary: Highly competitive.

Vacation work: Yes—summer internships.

Annual vacancies: 8–10 Analysts for our graduate recruitment and 8–10 summer interns.

Application advice: Please see our website for application deadlines and how to apply.

Parthenon

Unconventional thinking. Real impact.


These are the words we use to define who we are, what we value and what we seek in individuals.

Interested in strategy consulting?

Come meet the team to learn more about Parthenon-EY

Important dates

► Parthenon-EY Info Session: Thursday, 27 October 2016, Time: 12:00

Malmaison, Oxford Castle, 3 New Road, Oxford OX1 1AY

► Application Deadlines:

Full-time Associate Position - Tuesday, 1 November 2016

Summer Intern Associate Position - Thursday, 5 January 2017

To learn more about Parthenon-EY please visit parthenon.ey.com

Parthenon-EY is a leading advisory organisation focused on strategy consulting. We are committed to combining our unconventional thinking with our clients’ smarts to deliver actionable strategies. Successful candidates are intellectually curious and hardworking with an entrepreneurial mindset.
RBB Economics offers career opportunities for entry level economists

Who are we?
RBB Economics is an independent economics consultancy specialising in competition policy. We are one of the largest competition economics practices in Europe, with offices in London, Brussels, Paris, Madrid, Stockholm and The Hague, as well as in Johannesburg and Melbourne. Competition policy concerns the behaviour of firms with market power, and covers issues such as mergers, vertical agreements, joint ventures, price setting, and potentially abusive behaviour. RBB provides professional, independent economic advice on such matters, applying the latest advances in economic theory and cutting edge statistical and econometric techniques in helping our clients navigate their way through complex competition challenges.

Graduates sought: We are always seeking ambitious, highly motivated economists to join our multinational team. If you have outstanding academic credentials and flourish in the face of complex, intellectually challenging issues then we would love to hear from you.

Application advice: Wherever you are based and regardless of the time of year, please send your CV with a covering letter explaining why you’d like to join RBB to vacancies@rbbecon.com

Our requirements
We’re looking for exceptional, highly motivated economists to join our multinational team. If you have outstanding academic credentials and flourish in the face of complex, intellectually challenging issues then we would love to hear from you.

Qualifications are usually to postgraduate level, preferably with an interest in industrial organisation. We are looking for consultants with a range of quantitative and analytical skills, and the ability to communicate complex economic concepts in a clear concise style.

To apply
To apply, please send your CV with a covering letter explaining why you would like to join RBB Economics to vacancies@rbbecon.com. For further information please visit our website at: www.rbbecon.com
With more than 50 offices across the globe and a track-record of nearly 50 years, Roland Berger has successful operations in all major international markets. Our key values of entrepreneurship, excellence and empathy are firmly rooted in our culture. We deeply value unique and diverse personalities and strongly encourage entrepreneurial spirit and novel ideas.

At Roland Berger, we offer you the freedom to develop your career and reach your goals. You can take on responsibility from the start and actively shape your career, while we help you develop your potential. We are looking for people who pay attention to detail, but keep sight of the big picture. As a consultant with us, you can be where you want to be.

A new kind of Consultant
Join us and start to build an extraordinary career. We’re changing the way the world thinks about strategy and how it’s done. We’re looking for outstanding graduates, who will join a training programme designed to develop deep and well-rounded core consulting skills. You’ll focus on both C-suite corporate strategy work and M&A strategy, and progress quickly in a high-growth, industry-changing organisation. Take the opportunity of a lifetime. Join Strategy&.

pwc.com/uk/careers/strategyand

© 2016 PwC. All rights reserved. PwC refers to the PwC network and/or one or more of its member firms, each of which is a separate legal entity. Please see pwc.com/structure for further details.

Join a revolutionary consulting business
Build something great

Join a kind of Consultant
Join us and start to build an extraordinary career. We’re changing the way the world thinks about strategy and how it’s done. We’re looking for outstanding graduates, who will join a training programme designed to develop deep and well-rounded core consulting skills. You’ll focus on both C-suite corporate strategy work and M&A strategy, and progress quickly in a high-growth, industry-changing organisation. Take the opportunity of a lifetime. Join Strategy&.

pwc.com/uk/careers/strategyand

© 2016 PwC. All rights reserved. PwC refers to the PwC network and/or one or more of its member firms, each of which is a separate legal entity. Please see pwc.com/structure for further details.

Join a revolutionary consulting business
Build something great

Join a kind of Consultant
Join us and start to build an extraordinary career. We’re changing the way the world thinks about strategy and how it’s done. We’re looking for outstanding graduates, who will join a training programme designed to develop deep and well-rounded core consulting skills. You’ll focus on both C-suite corporate strategy work and M&A strategy, and progress quickly in a high-growth, industry-changing organisation. Take the opportunity of a lifetime. Join Strategy&.

pwc.com/uk/careers/strategyand

© 2016 PwC. All rights reserved. PwC refers to the PwC network and/or one or more of its member firms, each of which is a separate legal entity. Please see pwc.com/structure for further details.

Join a revolutionary consulting business
Build something great

Join a kind of Consultant
Join us and start to build an extraordinary career. We’re changing the way the world thinks about strategy and how it’s done. We’re looking for outstanding graduates, who will join a training programme designed to develop deep and well-rounded core consulting skills. You’ll focus on both C-suite corporate strategy work and M&A strategy, and progress quickly in a high-growth, industry-changing organisation. Take the opportunity of a lifetime. Join Strategy&.

pwc.com/uk/careers/strategyand

© 2016 PwC. All rights reserved. PwC refers to the PwC network and/or one or more of its member firms, each of which is a separate legal entity. Please see pwc.com/structure for further details.

Join a revolutionary consulting business
Build something great

Join a kind of Consultant
Join us and start to build an extraordinary career. We’re changing the way the world thinks about strategy and how it’s done. We’re looking for outstanding graduates, who will join a training programme designed to develop deep and well-rounded core consulting skills. You’ll focus on both C-suite corporate strategy work and M&A strategy, and progress quickly in a high-growth, industry-changing organisation. Take the opportunity of a lifetime. Join Strategy&.

pwc.com/uk/careers/strategyand

© 2016 PwC. All rights reserved. PwC refers to the PwC network and/or one or more of its member firms, each of which is a separate legal entity. Please see pwc.com/structure for further details.

Join a revolutionary consulting business
Build something great

Join a kind of Consultant
Join us and start to build an extraordinary career. We’re changing the way the world thinks about strategy and how it’s done. We’re looking for outstanding graduates, who will join a training programme designed to develop deep and well-rounded core consulting skills. You’ll focus on both C-suite corporate strategy work and M&A strategy, and progress quickly in a high-growth, industry-changing organisation. Take the opportunity of a lifetime. Join Strategy&.

pwc.com/uk/careers/strategyand

© 2016 PwC. All rights reserved. PwC refers to the PwC network and/or one or more of its member firms, each of which is a separate legal entity. Please see pwc.com/structure for further details.
The Oxford Consulting Start-Up Initiative provides students with a hands-on introduction to the work carried out by professional consultants with small, exciting and fast-paced start-up companies and entrepreneurs. By tapping into the Oxford and London start-up networks, OCI is able to provide our members with access to real and hands-on projects, to solve core strategy problems with innovative new firms. These experiences on a real consulting project help students to gain the skills, insights, and knowledge needed to succeed beyond Oxford. Furthermore, OCI is committed to providing access and support to young entrepreneurs who may be considering entrepreneurship as a career.

Kick-start your consulting career with us today, and explore the innovative and exciting world of entrepreneurship.

OCI is a part of the network of student-run Initiatives focusing on hands-on experience:
- Oxford Microfinance Initiative
- Oxford Consulting Initiative
- Oxford Law Initiative
- Oxford Banking Initiative
- Oxford Investment Initiative

To find out more, visit www.oxfordstudentfoundation.co.uk

www.careers.ox.ac.uk/fairs
Oxford Microfinance Initiative is a student-run consultancy that provides free services to microfinance institutions. We aim to assist MFIs in conducting research and developing innovative development solutions.

OMI acts as a link between MFIs and the Oxford student population. We talk to MFIs to ascertain their needs, and draw up a formal project proposal detailing the scope of the project, its objectives and the expected timeline.

OMI then invites applications from our Oxford student members. Typically, eight or nine projects will be launched at beginning of Michaelmas. With the help of an application form and interviews, student teams are formed for each project.

OMI offer Oxford students invaluable insight into the work of microfinance institutions, internship opportunities and experience in consulting, finance and academic research. OMI alumni have gone on to work in consultancy, banking, and all fields of international development.

For more info, visit us at oxfordmicrofinance.org

Oxford Strategy Group is an independent student-run management consultancy, which boasts Unilever, Tesco and DHL as its past clients. We offer students hands-on experience in high-end strategy consulting along with training necessary to become a top-tier consultant. Each term our teams undertake 6 real projects given to us by industry leaders. OSG is also a place for enthusiastic minds to gather and flourish and a hub for meeting like-minded peers. We are happy to announce that we are opening our consultants intake for the upcoming term!

As an OSG consultant you will:
• Gain experience in client-facing work, learn how to take responsibility and act as a leader;
• Develop your analytical skills along the abilities to present clearly and cooperate in a team;
• Meet equally motivated and passionate people and forge great and lasting friendships;
• Develop new contacts, be it with our corporate partners, clients you will work for, or our 160 alumni;
• Benefit from training workshops organised by McKinsey and other top consultancies;

We look for enthusiastic candidates from all academic backgrounds and disciplines who enjoy working in a team and solving complex problems. To find out how to apply, visit www.oxfordstrategygroup.com or find us on Facebook!

The Oxford University Management Society is one of the largest business societies in Oxford and focused on events and career advice around management consulting. Join our society for free and you will get access to:
• Case Study Meeting Board – find practice partners in Oxford to prepare for the interview process
• Corporate events – be the first one to hear about exclusive company presentations and networking events
• Workshops – find out how to crack a case and what management consulting is all about
• Experience sharing sessions – gain invaluable insight into the application and interview process from the student perspective

Join us
oumansoc.wordpress.com

Get in touch
www.facebook.com/oumansoc
EDUCATION

Education is one of the most popular sectors for Oxford graduates. It’s a broad sector – covering teaching as well as diverse sectors such as publishing, policy, administration, charities and NGOs, educational psychology, and museums.

Teaching can be a hugely rewarding career, demanding communication skills, energy, and a commitment to inspiring students. It’s not for everyone, but offers an opportunity to make a difference, to use your subject, and to advance your career in a variety of directions. Teachers can rapidly specialise into managerial, pastoral or training roles in schools. Many also move into education roles in other areas.

GETTING IN AND ENTRY POINTS

To teach in a state school in the UK, you will need qualified teacher status (QTS). Routes to gain QTS divide into two main types: SCHOOL-LED: eg, Teach First, School Direct, HMC Teacher Training, Researchers in Schools, Overseas-trained teacher programme and some School-Centred Initial Teacher Training (SCITT); and UNIVERSITY-LED in partnership with schools (PGCE, PGDE, SCITT). Whichever route you choose to follow, it’s more or less essential to have done a period of observation in schools prior to application.

Universities offer one-year PGCE courses with substantial teaching practice in schools, with student finance and bursaries available to cover tuition fees. For School Direct, you are based in a school and linked with a local university: places are funded in the same way as a PGCE but there is also a salaried option. Teach First is a two year programme addressing educational disadvantage by placing top-calibre and highly motivated graduates into paid employment in challenging schools: alongside being a practising teacher you have access to internships and personal development opportunities.

There is no formal requirement for a teaching qualification in the independent sector. Some independent schools offer on-the-job training, including HMC Teacher Training - the formal training route. Others recruit recent graduates through graduate assistant roles, particularly in boarding schools. CareerConnect (p.4) and the Times Educational Supplement (TES) are good sources of jobs in independent schools.

Teaching English as a Foreign Language (TEFL) and private tutoring are popular short-term occupations on leaving Oxford, but can also be longer-term careers. A degree from Oxford may be the only qualification needed for some teaching jobs, but experience is always helpful for applications, and a TEFL qualification may make it easier to find work abroad.

There are a few graduate training programmes in education policy and administration. Imperial College runs a graduate management and finance training scheme, and education policy could form part of the Civil Service Fast Stream or local government schemes such as the National Graduate Development Programme. The TES and the Guardian are key publications for opportunities in the Education sector.

MATTHEW WOOD

Teacher of History and Deputy Head of Sixth Form, Magdalen College School

“It’s worth sending a quick email to your old Head - I found my own school very helpful when seeking a career in teaching.”

EXTRA-CURRICULAR IDEAS

+ Observe teachers at work in local schools. Insight Into Teaching, run by The Careers Service, offers three days in schools around the UK. The Teaching Agency runs formal schemes for shortage subjects (Maths, Physics, Chemistry and Modern Languages). Alternatively, approach schools directly to ask if you can observe lessons, or help in other ways.

+ Get international teaching experience in the summer vacation through The Internship Programme (p.39).

+ Volunteer your time with local children through organisations such as Jacari, KEEN or Oxford Hub’s Schools Plus programmes.

+ Develop pastoral skills by helping with Oxford University Scout & Guide Group, or volunteering with Sexpression Oxford to promote sexual health.

+ Offer mentoring for UNIQ Summer School participants, volunteer with Oxford University Admissions or work with Target Schools to promote access to university, or with OxFizz to give interview practice, mentoring, or to run summer camps.

MORE INFORMATION:

www.careers.ox.ac.uk/tefl/teaching
CATRIN MAYES
PGCE Secondary (Modern Languages) at University of Oxford

St John’s College, BA Modern Languages (French & Spanish), 2015

WHAT: I will be taking up a teaching post at a state school in North Oxfordshire from June 2016

following completion of a 1 year PGCE. During this training, I’ve had room to experiment with different ways of teaching and I’ve been consistently challenged throughout this year in a way that has been really positive and supportive.

WHY: I wanted to do a job where I could see the results of my work and where I would never stop learning and improving. I also find young people entertaining – so teaching was an obvious choice!

I decided on the PGCE route into teaching because I wanted to think more deeply about how to be an effective teacher and to be encouraged to think about why we teach children the way we do in the UK.

The Oxford Internship has a good time balance looking at the theory at the start of the course, followed by two blocks of full-time school placements, so it was the best of both worlds.

HOW MY DEGREE HELPED ME: Learning to teach is a pretty steep learning curve – there’s constant feedback, especially from the pupils! My Bachelor’s degree built open-mindedness and resilience, and taught me how to learn and to never stop learning. Juggling lots of different societies and clubs and essays over the course of my degree definitely developed my time-management skills, which have turned out to be very useful.

TOP SKILLS FOR SUCCESS: Plenty of motivation; believing young people are great; liking to work out what makes people tick. Positive thinking and willingness to change your mind and admit that sometimes you might get things wrong!

THE BEST BITS: Getting my year 7 class to write their own raps – and performing my own as MC Miss Mayes so that they wouldn’t be so embarrassed! Also all those moments when a child who really believes they just “can’t do it, Miss” realises that maybe they can after all.

MATTHEW WOOD
Teacher of History and Deputy Head of Sixth Form, Magdalen College School, Oxford

Lincoln College, BA History, 2011

WHAT: I teach 7 classes across a wide age range (13-18), and cover an equally wide range of historical periods from Cromwell’s Protectorate to Khomeini’s Islamic Republic, and from Victorian politics to the Nazi state.

As Deputy Head of Sixth Form, I oversee the L6th (Yr12). This can mean taking a morning assembly on what makes effective study, having one-on-one chats with pupils to discuss their academic progress, having meetings with new pupils and parents to discuss how they’ve integrated into their new school, and arranging extension seminars for the summer term (often, all of these might happen on one day!). An equal weight is put into me coaching hockey in the Hilary term, or helping organise a trip to Berlin. Variation is the most exciting element; I’m never bored!

EARLY CAREER: I’m currently teaching in my second school. I found the move between them relatively easy because they are similar kinds of school (academic, independent, day schools). In teaching, it’s possible to gain additional responsibility very quickly, be that as coach of a sports team, tutor to a form group, or pastoral role as head of year. These opportunities are readily available – you just have to be keen to get involved in the life of the school in the fullest sense, have to organise yourself well, and have confident presentational skills (and, of course, be willing to work the occasional long day!).

ADVICE: The vast majority of teaching jobs can be found in the Times Educational Supplement (TES). Teachers are generally rather evangelical about their profession and it’s always worth asking an old teacher of yours for advice – I’ve already replied to several requests for advice from old pupils. Lastly, schools are always interested in dynamic and driven Oxford graduates. It seems we make good teachers!
TEACHING
YOUR FUTURE  THEIR FUTURE

The Department of Education offers a full time secondary PGCE with Qualified Teacher Status in the following subjects:

- English
- Geography
- History
- Mathematics
- Modern Foreign Languages (combinations of French, German and Spanish)
- Religious Education
- Science (Biology, Chemistry, Physics)

- Possible to gain 60 masters level credits
- Working in partnership with 32 local secondary schools
- Applications made through UCAS Teacher Training

website: www.ucas.com/ucas/teacher-training

www.education.ox.ac.uk/courses/pgce/
pgc.e.admissions@education.ox.ac.uk
01865 274020
Ark Teacher Training gives the best graduates the chance to transform lives through education. We want to give every young person, regardless of background, access to a great education through running great schools—and training great teachers. Through School Direct, you’ll complete a training year in an Ark primary or secondary school of your choice. The perfect start to a successful and rewarding career in teaching.

- Make a real difference - Many of our schools are in areas facing social and economic challenges, so you can have an instant impact.
- A balance of theory and practice - You’re in the classroom from day one, but we won’t drop you in the deep end. You’ll receive 500 hours of face to face training, focusing on both theory and practice.
- Support from the best people in education - In-school coaches, a dedicated tutor and Ark’s education experts will support you throughout.
- Earn qualifications - Receive Qualified Teacher Status and a PGCE.

100% of our recent trainees secured a teaching role after completing their training. We’ll help you find a place at your training school or another in the Ark network. Training doesn’t stop when you qualify, we’ll provide you with the highest-quality training and professional development throughout your career.

HMC TEACHER TRAINING:
A DIRECT ROUTE INTO THE TEACHING PROFESSION

- Train in an HMC independent secondary school
- Earn a salary while training to teach
- Register your interest and sign-up for vacancy updates at www.hmcteachertraining.org.uk

www.sparx.co.uk/join

Email: recruitment@sparx.co.uk
Main locations: Exeter, Devon
About us: Here at Sparx, we’re working flat out to investigate scientifically what makes the best learning experience. By using real-time data to drive an evidence based approach to education, we’re developing an extraordinary new technology for the classroom that is redefining the limits of what young people can achieve and is helping us figure out what works (and what doesn’t) in the field of education. Our platform for Maths uses custom built content and a powerful, data-driven web and mobile framework to deliver a tailored set of exercises, games and incentives for students.

Graduates sought: Bright and determined graduates studying computer science, statistics, mathematics, engineering or the sciences with at least a 2:1
Visa sponsorship: Unfortunately Sparx are not able to sponsor VISAs.
Graduate salary: £30k + depending on qualifications and experience.
Vacation work: We offer 8-week summer internships to those studying computer science, statistics, mathematics, engineering or the sciences, achieving at least a 2:1. Being an intern at Sparx isn’t about taking a back seat. Our interns are bright, motivated and integral members of the team.
Application advice: The deadline for intern applications is 8th January 2017. Graduate applications are open all year. Please apply online at www.sparx.co.uk/join/opportunities

www.careers.ox.ac.uk/fairs
GRADUATE TEACHING OPPORTUNITIES

• Waynflete Teaching Certificate bespoke teacher training qualification
• Member of OU Careers *Insight into Teaching* programme
  • Waynflete Intern graduate positions available

www.mcsoxford.org/graduates
TeachFirst

www.graduates.teachfirst.org.uk

Email: faq@teachfirst.org.uk
Main locations: Our partner schools are located in local areas across England and Wales.
About us: The link between how well you do at school and how much your family earns is stronger in the UK than almost anywhere in the developed world. But it doesn’t have to be this way. Young people need leaders – exceptional people who can bring out the best in them and help them to become successful adults, whatever the circumstances of their lives. The Teach First Leadership Development Programme (LDP) will help you become a leader.
Opportunities available: The LDP is a two-year commitment that combines teacher training and a fully-funded PGCE with one-to-one coaching to develop your personal and leadership qualities. You’ll gain the skills and experiences needed to become an inspirational leader, no matter where your career takes you.
Graduates sought: 2.1 degree or above and A-Levels or degree subject that match our subject requirements (details on our website). Proof that you have the right to remain and work in the UK for the two-year programme.
Vacation work: Two-week paid Insight internship available for penultimate year students.
Application advice: We recruit on a rolling basis so we encourage applicants to apply as soon as possible. To apply complete an online application form, if successful, you will be invited a one-day assessment centre at our London office.

Make a difference by teaching a child in the local community

Jacari is a charity which supports children living in Oxford who are struggling at school because they do not speak English as a home language. We match over 150 Oxford and Brookes students one-to-one with a local child in need of help. As a student volunteer, you will visit your pupil in their family home for at least one hour a week during term to deliver a fun learning session targeted to their language needs.

By volunteering you will:
• Make a significant difference to a child’s education
• Build a lasting relationship with a family in Oxford
• Improve your communication and teaching skills with the support of the Jacari team
• Develop your own interesting and engaging lessons
• Make your CV stand out

Jacari volunteers commit to teach for one academic year. No previous teaching experience or language skills are required, and the hours are flexible. Do something amazing - give it a go!

To apply, fill out the Join Us form at www.jacari.org, or email coordinator@jacari.org with any questions.
Students consider a career in energy or the environment for a range of reasons. You may want to make a positive impact, and have ethical reasons for considering roles in conservation, environmental consultancies, or energy companies. Large energy companies may also suit those looking for a truly international career, and those interested in large-scale project management.

Environmental awareness is not limited to careers that are traditionally considered green. Existing businesses are changing – consider the development of hybrid and electric cars, or Marks and Spencer’s plan to become the world’s most sustainable retailer. A new breed of firms exploiting the drive from business to operate in a more environmentally sustainable way has emerged. Large energy companies, too, are diversifying their businesses in order to meet future energy demands, and ‘traditional’ utility companies are increasingly finding integrated approaches to providing electricity, generating power from a mix of sources.

Although recruitment into some areas of the energy industry is impacted by fluctuations in oil prices, on the whole opportunities abound for engineers and scientists. The sector also recruits graduates into roles in Finance, IT, HR and Marketing – sometimes in dedicated graduate schemes.

GETTING IN AND ENTRY POINTS
The diverse nature of this sector is reflected in the wide range of possible entry points. Graduate schemes offered by large energy companies and multidisciplinary consultancies tend to recruit students from any discipline, with closing dates towards the end of Michaelmas Term or early in Hilary Term. Highly technical or research roles may require a related Masters degree or DPhil.

The renewable energy and environmental industries are dominated by small or medium-sized organisations with only occasional vacancies, and may require relevant expertise (perhaps gained through a relevant postgraduate qualification). It’s important, therefore, that you network as much as possible, and let your contacts know that you are available for work. If you’re willing to work on a short-term or voluntary basis for an organisation, you may be in a strong position should a paid vacancy arise.

Most large energy companies offer internship schemes. Especially in the environmental sector, relevant work experience is important. A wide range of sustainability organisations have formal – but unpaid – internship schemes (including Oxford Hub), but be proactive and make speculative applications through networking.

EXTRA-CURRICULAR IDEAS
+ Take an active role in relevant student organisations such as the Nature Conservation Society, the Energy Society, or OUSU’s Environment and Ethics campaign.
+ Volunteer with charities such as the Oxford Conservation Volunteers, the British Trust for Conservation Volunteers, or with sustainability charities that work with Oxford Hub.
+ See relevant sectors of this Guide for ideas for developing skills for careers in Engineering, Finance, and Marketing roles. If you are interested in a graduate scheme with a large energy company, see ‘Employability Skills’ (pp.30-32) for ideas on how to develop leadership and organisational skills for project management.

MORE INFORMATION:
www.careers.ox.ac.uk/energy/environment
**ELODIE LIMER**  
Consultant, ecoVeritas Ltd

WHAT: I work for a small Oxford based company which specialises in Producer Responsibility calculations. The majority of our work is based around calculating how much packaging retailers and manufacturers use annually, which we report to the Environment Agency on behalf of our clients.

WHY: It is great to do a job that I enjoy and that has a positive environmental impact. My job is primarily focussed around data, which I really enjoy, but it also has a direct impact on the amount of recycling that happens across the world. I also get involved in many aspects of the business including mentoring staff, developing our bespoke software and sales proposals and meetings.

USING MY DEGREE: As much as I enjoyed my chemistry degree, I decided that I didn’t particularly want to a job in a chemistry related field. I really wanted to do something numerical but was quite uninspired. I found this job on the CareerConnect website and it automatically appealed to me. I started as a Data Analyst, so spent a lot of time with data and using the problem solving skills I had developed during my degree.

PROS AND CONS: There are always parts of a job that you enjoy more than others – for example, we get to consume food for work purposes, so we can weigh the packaging, which can lead to massive influxes of biscuits and sweet treats in the office. But I have also been known to stand in the car park emptying out cans of dog food before weighing the cans.

I also really enjoy the fact that as ecoVeritas is a small company, we are able to get involved in all aspects of the business from quite an early stage.

TOP TIP: When considering a career, bear in mind the size of the company. The experience you will have will greatly depend on the size of the company and the people you work with.

Oriel College, Chemistry, 2014

**JENNA HOLDER**  
Renewable Energy Consultant, OST Energy

WHAT: For the past two years I have been working for OST Energy, a fast-growing renewable energy consultancy. I am their PV module specialist, which means I provide the company with up-to-date knowledge on PV modules on the market and to undertake technical reviews of this technology. This may involve travelling abroad to module factories (getting to see the world on the way), attending and organising seminars, meeting manufacturers and reviewing the latest scientific literature.

My DPhil has supported me in this role twofold. Firstly, my research topics facilitate my understanding of a range of different technologies. Secondly, my analytical and report-writing skills help with most of my day-to-day tasks.

WHY: It’s an exciting time to be a renewable energy consultant: you’re in a perfect position to see how the global renewables market is evolving. I think the sector is suitable for anyone who has a strong desire to help the world reach its renewables potential and there are openings for a variety of levels of experience/technical knowledge.

GETTING IN: Initially, I found it tough to work out what jobs to apply for. Visiting the Careers Service and seeking out similarly-minded people were really useful in helping me to understand possible career options. I searched for a range of jobs after completing my DPhil and found this one via LinkedIn, which also advertises many other similar job openings. It’s worth tracking down the many sector-specific recruitment consultants or job mailing lists. Most importantly, be open to new job ideas!

For any scientists/ mathematicians/ engineers looking to join the renewables sector, I recommend that you undertake a project (final year, masters, PhD) in a relevant area or, at least choose related course modules.

St. Anne’s College, DPhil in Materials Science, 2014
Environmental Education for Primary Schools

We are a student-run volunteer organisation providing education to primary school pupils in Oxford.

Our mission is to raise awareness of environmental issues, and to empower youngsters to take action in their own lives.

Our volunteers plan and teach hour-long lessons on current issues - recent topics have included ocean pollution, renewable energy, recycling, and bees.

Visit our website www.oxfordteachgreen.org
Email oxfordteachgreen@gmail.com
Like us on Facebook @OxfordTeachGreen
Follow us on Twitter @OxTeachGreen

Consulting experience in many different sectors!
Past clients have included BioCarbon Engineering, Oxford Friends of the Earth, & Oxford Wood Recycling

www.careers.ox.ac.uk/fairs
www.energytec.org
www.careers.ox.ac.uk/tsc
You’ve come too far to slow down now. Even greater challenges await. Perhaps we should be facing them together?

Glencore is one of the world’s largest companies and a major producer and marketer of more than 90 commodities that play an essential role in people’s everyday lives.

We’re a diverse business and employ approximately 160,000 people around the world. They all have one thing in common - the opportunity to develop and grow their skills, expertise and experience, cultivating their careers as they see fit.

Our oil business is predominantly based in London, Singapore and Stamford, Connecticut.

Our key commodities include crude oil and oil products, underpinned by extensive investments in oil production operations, oil terminals, vessels and storage facilities.

There’s no such thing as a typical Glencore person. People who succeed at Glencore possess a wide range of talents and interests and can demonstrate how motivation and drive have taken them to places outside the norm.

They have a keen commercial sense and enjoy the decision making process of solving logistical challenges and providing practical solutions to complex problems. They also understand that hard work is as essential to success as innovation and great ideas.

We’re looking for graduate trainees to join our oil business and become part of our 2017 Global Trader/Commercial Graduate scheme. The programme offers you the opportunity to develop into front line trading or other key commercial roles within Glencore.

We aim to attract, motivate and retain the best. Our structured career development programme incorporates one-to-one training as well as practical exposure to areas including operations, risk and analysis within our dynamic trading environment.

In return, you can look forward to a rewarding and challenging role, working with some of the most experienced, capable and accomplished people in the industry, plus an exceptional graduate salary package.

For further details please visit glencoregraduates.com

We will be open to receive applications between 1st August and 28th October 2016.
EXTRA-CURRICULAR IDEAS

+ Join Oxford’s Engineering Society, Biomedical Engineering Society or OxFEST (for women).
+ Join UKSEDS (UK Students for the Exploration and Development of Space).
+ Volunteer with Engineers Without Borders during your vacations, to build both your skills and development projects. A branch has recently been started at the University.
+ Take part in an inter-university competition such as Formula Student (run by the Institution of Mechanical Engineers, to find the best race-car).
+ Read, and write a guest post for Developing Engineers, a blog written by young engineers.
+ Share your passion for engineering with school children, to also showcase your enthusiasm to future employers. There are a number of outreach programmes organised by professional bodies and the UK government, such as STEMNET.
+ Join a professional engineering body as a young member – or represent students on their board.
+ Enter the Institution of Civil Engineers’ Communications Competition.

MORE INFORMATION:

www.careers.ox.ac.uk/engineering

GETTING IN AND ENTRY POINTS

For technical engineering roles, a degree in engineering (or sometimes a related subject, such as physics, materials science or mathematics) is usually required, and the average graduate starting salary is around £27k. Non-engineering roles in these firms tend to offer similar starting salaries to their competitors in other corporate sectors. Roles are offered year-round, but many of the larger graduate schemes have deadlines closing each year around December/January.

Work experience is often vital, and its worth bearing in mind that the Engineering Science course at Oxford is unusual in not having a built-in period of six or twelve months spent in industry. As a result, you may find many long placements advertised that do not fit around term-time. However, larger firms (many of which attend the Science, Engineering & Technology Fair in Michaelmas Term) often offer internships that will fit into a long vacation. Smaller organisations are often willing to offer work experience or internships – check on CareerConnect (p.4) or contact particular firms speculatively to enquire. Internship opportunities are usually advertised a little later than graduate jobs, with deadlines tending to fall from December to February and occasionally beyond.
ADVICE: It is incredibly difficult to know exactly what job is best for you when graduating, so consider as many as possible, however tenuous the link may be to your interests: you’ll probably find that there’s much more to learn than you realise. Definitely make time to chat to people with jobs similar to what you want to do - every interview is a chance to learn, even if they’re not successful. Also, remember that skills from your degree really are transferrable – the most important thing your time at Oxford teaches you is how to learn and apply your knowledge efficiently, and how to do it fast!

GETTING IN: We want to see how you solve problems and your attitude towards technical challenges. Having a positive outlook on trying new things outside your comfort zone and working in a team are also key.

WHAT: As an engineer working in a product development consultancy, I develop new disruptive technologies within the medical space. 18 months into this job I’ve worked for clients around the globe and I’ve already been involved in many stages of the process, from initial concept generations to test rig development, to design for manufacture.

WHY: After graduating and an internship testing instruments, I decided I wanted to apply my degree to the real world. ‘Engineering consulting’ had a nice ring to it but, to be honest, I didn’t have much clue what I was in for. Now I realise that Cambridge Consultants has been brilliant for my personal development. I was given responsibility at an early stage and have gained invaluable knowledge about developing successful products in areas that weren’t well covered in my degree. My work spans almost every stage of the development cycle and the technologies involved are so varied: to me this is a recipe for a very exciting career path and I couldn’t recommend it more!

Corinne Stuart
Consultant Engineer, Randle Engineering Solutions

WHAT: Randle is an engineering consultancy and the majority of our work is automotive, mainly because Randle was started by automotive engineers, some of whom previously worked at Jaguar Land Rover and McLaren. I contribute to the innovation of new products for companies who do not design in house, analysis of designs that other companies have produced, work as part of a team of specialists on large international projects, and develop independent products to be patented.

WHY: I chose engineering consultancy for the diversity of work you can be involved in from the start. Projects vary in length, but you are often involved in multiple at once, which is a style of work I really enjoy.

PROS AND CONS: Small companies like Randle want to train you quickly and get you working on real projects (faster than on a graduate scheme), and this is what I wanted after four years of academic engineering. I will also achieve Chartered status faster than if I were on a scheme due to the level of responsibility from the start.

ADVICE: For most of my interviews companies asked me to bring a portfolio of work, this was comprised of designs I had produced in my third and fourth year projects, as well as from my internships. This was a chance to demonstrate as many skills as possible, and provide material for discussions. Use internships and the practical engineering societies to gain more experience.

Working in a smaller company does mean slightly longer hours and lower pay than some graduate schemes; however at this stage in my career I value the experience and skills I’m gaining more.

TOP TIPS: Don’t take rejection too seriously; sometimes companies will not give you a good reason why you didn’t get a role because they don’t have one. If you know what you want, keep pursuing it – this can be difficult when starting, but as an Oxford graduate people are a lot more willing to give you a chance, so ask for it!
Engineers without Borders Oxford (EWBo) is one of many dedicated student and professional branches of Engineers without Borders UK working to remove barriers to human development across the globe. Within the University of Oxford we lead, manage, and deploy projects worldwide, using the diverse expertise of our members and our strong partnerships with local organisations to deliver high impact engineering solutions. This year, Engineers Without Border Oxford had more than 30 members working on their projects. Our current projects are:

- **H2Ox** – the purpose of the project is to provide clean water to undeserved communities in India.
- **Medical Project** – aims to reduce malaria incidence in developing countries in Latin America by ensuring a safe and robust recording and transferring of patient data.
- **Programming- Decoding Outreach** – teach computer science and programming to school students in the UK, in an accessible manner.

EWBox

www.ewbox.org
president@ewbox.org

---

**OxFEST**

*Females in Engineering, Science and Technology*

Are you interested in developing your employability skills and your network of support and contacts while promoting gender equality?

OxFEST, or Oxford Females in Engineering, Science and Technology, is a student-run society committed to providing you with opportunities to develop all of these and more.

- Strengthen your employability skills at our Workshops
- Meet role models at our Speaker Series
- Develop further with the help of a Mentor via our Mentoring Scheme
- Broaden your network of contacts and peers at our socials, and make friends for life

Come and meet us at one of our events!

Check out our website for more info:

www.ox-fest.org
facebook.com/oxfordfest

---

**nucleargraduates**

www.nucleargraduates.com

Email: questions@nucleargraduates.com
Main locations: UK, Nationwide
About us: A ground-breaking graduate programme created by the Nuclear Decommissioning Authority and sponsored by organisations across the nuclear industry including Sellafield Ltd, Rolls-Royce, Magnox Ltd and the Environment Agency amongst others. The programme consists of three secondments chosen by you with the help of a dedicated mentor to help you plan a two-year programme unique to you and your development goals. This is a unique opportunity to experience the different aspects of our complex, ever-changing industry before starting employment with your chosen sponsoring organisation to continue your career and professional development.

Opportunities available: Two-year graduate development programme
Graduates sought: Bright and determined graduates with a minimum 2.1 in any of the following disciplines; Mechanical, Electrical, Chemical and Civil Engineering. Physics, Chemistry, Environmental Science.
Visa sponsorship: No
Graduate salary: c. £25,000
Vacation work: No
Annual vacancies: 36

---

**THE CAREERS SERVICE**

**SCIENCE ENGINEERING & TECHNOLOGY FAIR**

Saturday 29 October
Exhibitors from 11.00-15.00
Exam Schools

---

**STUDENT SOCIETY**

**VOLUNTEERING**

---

125
FAST MOVING CONSUMER GOODS

The Fast Moving Consumer Goods (FMCG) sector consists of the manufacture, promotion and distribution of goods mainly sold in supermarkets and department stores. Products include everything from cereal to washing powder, and from ice cream to clothing. There are many familiar names in this sector such as Unilever, P&G, l’Oréal and Diageo – down to smaller niche companies like Gü Puds. FMCG is one of the fastest growing sectors in the UK.

Due to the size of some companies in this industry, many of the roles associated with other sectors of this Guide are retained in-house. Distinct roles can be found in areas such as Purchasing, Business Technology, Production, Marketing, Sales, Finance, HR, Manufacturing and Logistics/Distribution – as well as overarching management roles that provide the opportunity to oversee products from development to distribution.

General management activities typically include:

- Defining objectives, allocating resources, meeting targets and taking responsibility for outcomes.
- Project work.
- Recruiting, supervising, motivating and developing staff, to ensure effective team working.
- Controlling finances and managing budgets.
- Problem-solving, dealing with complaints, and managing change.

GETTING IN AND ENTRY POINTS

FMCG companies with their big brand portfolios, manufacturing, logistics and sales teams are major graduate recruiters across many diverse disciplines, for example, offering distinct roles in Finance, Engineering, Science and Marketing alongside specialist graduate management schemes. Also check company websites and CareerConnect for individually advertised roles.

Many major FMCG firms also offer you the chance to try different management areas before you decide to specialise. These generalist graduate schemes typically stream opportunities into ‘commercial’ and ‘technical’ options. More specialist schemes may also offer the opportunity to try out one or two other areas, via secondments, in the first few years. Such schemes are often good choices for students who are unsure of what they want to do, and have interests and skills that encompass a variety of career options.

To reach the Managing Director role in organisations in any sector, most recruiters will look for someone with experience in more than one area of management. As such, general management schemes in FMCGs provide an excellent basis for your future.

EXTRA-CURRICULAR IDEAS

These ideas concentrate on skills and experience needed for general management schemes: see information in other sectors for any of the more specific roles:

- Organise an event that has to make a profit – such as a college ball, theatrical production, or even a bop. This will provide evidence of management experience and commercial awareness.
- Become president or take up JCR/MCR positions of any student society or your common room, to develop planning and leadership skills.
- Start your own society, to demonstrate creativity, initiative, and the ability to get a project off the ground.
- Explore programmes offered by The Careers Service to prove and improve your entrepreneurial skills and business knowledge (pp.33-34).

MORE INFORMATION:

www.careers.ox.ac.uk/management/marketing

Nicola Rolfe
Senior Brand Manager, Unilever

“What I love about FMCG is just how much consumers use and love the products I work on day in, day out. Consumers have so much to say about our products, whether it’s toilet cleaner or ice cream, because they use them so often.”

Lauriane Anderson Mair
Marketing Product Manager, L’Oréal

“Don’t limit yourself purely to communication-type roles in societies, but also embrace managing projects (eg, organising events) as demonstrating leadership and the ability to coordinate different people are extremely relevant to working in marketing.”
recently coordinated the launch of our mobile pop-up shop “Kiehl’s on Wheels” to raise our brand awareness across the UK, kicking off our road trip in Birmingham then London. Secondly, I look after many of our hero franchises and develop a strategy and PR campaigns for each product and launch: I decide who we want to speak to, and how we will can best achieve this in “Kiehl’s way”.

WHY: Project ownership is the most motivating part of working in marketing at L’Oréal. I have always been given a great deal of responsibility, and been entrusted to make decisions that impact the business. For example, first job after finishing the Management Trainee Scheme was looking after Lancôme’s Christmas campaign - the biggest brand in the luxury division during our most important sales period! I truly valued being able to make a significant difference so early on in my career.

ADVICE: Gain as much work experience as you can throughout your time at university, so you can both confirm your interest in marketing, and crucially make your profile stand out amongst other applicants.

Nicola Rolfe
Senior Brand Manager, Unilever

WHAT: I’ve now been at Unilever nearly five years. In my current job as Senior Brand Manager for Magnum and Cornetto UK I love being able to tell people I’m making the ice cream that they know and love! It’s a fast-paced, creative and energetic industry where you are constantly pushing to do something bigger, better and launch it faster.

FINDING FOCUS: During my year abroad, I decided to gain some work experience and landed an internship on the L’Oreal Eupportunity scheme, working for 6 months for the Garnier International Marketing team in Paris. This gave me my first taste of marketing, of FMCG, and I was hooked. In my final year, I researched the different FMCG companies and decided Unilever was my first choice graduate scheme.

EARLY CAREER: I joined Unilever on the marketing graduate scheme, which lasted two years and enabled me to experience the different marketing disciplines in Unilever, from developing international brand strategies and new products, to executing great local plans and working with retailers to drive brand growth. I started in the international marketing team for Sure deodorants and have since moved to the Ice Cream UK & Ireland team, working on Ben & Jerry’s and now Magnum & Cornetto marketing in the UK.

ADVICE: For anyone wanting to get into marketing, try to gain experience early, whether through internships, work shadowing or starting your own company: it all counts to show your passion for consumers, drive and entrepreneurial spirit. Then, when you are looking to take that first step in your career, look at the brands you admire and consider what it is about them that you love and why. This will help you determine what sort of brands and categories you want to work on, and therefore which companies to apply to.
A graduate predicting global demand.
Who’d have guessed?

Forecasting. It’s not a dark art. It’s knowledge, strategic insight and understanding. Just ask our graduate Orla. You see, she used all thee when we asked her to map out the future for Maltesers®. A global demand plan. For the next ten years. Was it a big ask? You bet. Especially when you think that Orla had only just started her second placement on our Management Programme. But hey, if you don’t ask you don’t get. Turns cut we were selling Maltesers® as fast as we could make them. And demand in some markets was sky rocketing. But Orla had the answer.

After looking at everything from capital investment to logistics to international taxation, Orla got us to redesign our factory in Slough to meet immediate demand. Then she set about putting in place the supply strategy that will make sure we can get Maltesers® to the people that want them, wherever they are. We’re predicting a bright future for her. mars.co.uk/graduates

MAKE IT MEAN MORE | MARS
The Oxford Guild Business Society

The Oxford Guild Business Society is completely free to join, and as of 2015 we are the largest society at Oxford University and in the world according to the Times and BBC. We are widely recognised both nationally and across the university for being the most established, dynamic and professional society for students looking to apply for positions. We have demonstrated consistent success in providing effective recruitment services and for maximizing returns for the organisations we work with.

We are the founders of the Collegium Global Network which has over 40 universities across the world involved so far including our Cambridge Guild and LSE Guild. The Guild was founded in 1897 and has accrued numerous, prestigious prizes and glowing testimonials. Being a member gives you entry to our events and our high profile speakers (everything from major CEOs and Nobel Prize Winners to musicians such as Kanye West). We hold over 120 events a year and have over 60 sponsors including some of the largest firms in the world such as Citib, JP Morgan, PwC, Linklaters, BlackRock and BP.

With thousands of members and initiatives ranging from our start accelerator, investment fund, consultancy, app and intranet web platform become part of something special!

Visit www.thefoundry.dudam.com and JOIN FOR FREE TODAY!

The Oxford Careers Fair

The fair for all sectors!
Tuesday 18 October
Exhibitors from 14.30-18.00
Oxford Town Hall

www.careers.ox.ac.uk/fairs

Insight Into Business

Learn about marketing, finance and leadership in our termly programme!

www.careers.ox.ac.uk/insight-into-business

CareerConnect

Consumer Goods and Retail
vacancies posted last year on

... included roles with
Burberry, Amazon, GfK, Arcadia Group & Decathlon

Find your perfect job!

www.careers.ox.ac.uk/careerconnect

www.careers.ox.ac.uk/careerconnect
The actual array of roles in the sector is vast, ranging from doctors and NHS managers to social workers. The Allied Health Professions alone include art/music/drama therapists, dietitians, occupational therapists, paramedics, physiotherapists, prosthetists, orthoptists, radiographers, and speech and language therapists.

GETTING IN AND ENTRY POINTS
A significant number of Oxford graduates each year study medicine as a second degree. Four-year, ‘fast track’ medical degrees for graduates are offered at several UK universities, with some funding available. Applications for these courses are made through UCAS and close in October, and entry requirements vary: some only accept applicants with a degree in Life Sciences, others specify certain subjects at ‘A’ level instead. Most use admission tests as part of the application process. Alternatively, you could apply for a second, full degree in medicine through UCAS. These may have less stringent entry requirements, but also have much more limited funding.

An alternative option for scientists interested in a career in this sector is the NHS Scientist Training Programme (STP). Workplace-based and salaried, the scheme trains people to become specialists in various disciplines from microbiology to medical physics. Closing dates are normally late in Michaelmas or early in Hilary Term. Many of the Allied Health Professions (see above) can be entered by undertaking a two-year postgraduate qualification. Search through the NHS Careers website’s course finder to check entry requirements and available funding. A science degree is normally required, with some exceptions.

Social workers can qualify via either an undergraduate degree or a postgraduate qualification. There may be opportunities for trainees working in support roles to undertake approved training courses, and Frontline’s graduate programme (www.thefrontline.org.uk) which launched in 2014 offers a new route into children’s social work by providing a paid, work-based course in which participants complete a Masters in social work simultaneously. Likewise, in 2015 Think Ahead (www.wethinkahead.org) launched a similar course in adult mental health social work.

Students wishing to train as psychologists in the UK need first to obtain the Graduate Basis for Chartered Membership (GBC) from the British Psychology Society (BPS). This may be done either through an undergraduate degree in psychology or through a conversion course.

Relevant work experience is then required, before embarking on a Doctorate in Clinical Psychology (funded by the NHS), or a Doctorate or Qualification in Counselling Psychology (normally self-funded).

The sector also has graduate management training programmes, which are open to graduates of any degree subject. The NHS programme allows specialism in General Management, HR Management, Finance Management and Health Informatics. Administrative roles are plentiful, and may be found alongside clinical roles at www.jobs.nhs.uk, or on many private sector websites.

EXTRA-CURRICULAR IDEAS
+ Volunteer with local charities and community organisations to help the vulnerable or disadvantaged. Pastoral experience is useful for all roles in the sector. You could initially do voluntary work on a hospital ward, through student-run community groups, or through Oxfordshire volunteering organisations.
+ Get involved in OUSU’s Mind Your Head campaign, to promote mental health awareness.
+ Become a Student Peer Supporter, your Common Room’s welfare rep, or volunteer for Nightline.
+ Arrange some work-shadowing in a hospital or health centre if you are thinking about graduate entry medicine, or apply to our Insight into Medicine programme (p.34)

MORE INFORMATION:
www.careers.ox.ac.uk/public-health
/social-work
/medicine

ALEX BOTHAM
Think Ahead graduate programme

“If you’re interested in going into a career working with vulnerable people, I think learning genuine listening skills and having respect for the people you’re working with has to be the basis of everything you do.”

Alex Botham
Think Ahead graduate programme
**WHAT:** In July I started training to become a mental health social worker. This began with a six-week Summer Institute before I joined a community mental health team in September to learn on the job and start a Master’s degree. I am really looking forward to a fast-paced, practical learning environment and new challenges.

**WHY:** I was interested in a social work role because I wanted to do something that involved working directly with people. I think the most important aspect of social work is helping people to shape their own lives and mental health is vital in that process.

First year after university: After leaving Oxford I joined the Year Here programme where I: did a placement in an active ageing centre for over-60s; worked on a consultancy project for a housing organization; and designed and tested a social enterprise working on an environmental and emotional wellbeing project. It was during this year that I really found fulfilment in working directly with people, as well as learning a lot more about personal and professional development.

**ADVICE:** I went on a Widening Participation visit to Oxford when I was 16 and an access officer from the University said to me: ‘Do what you’re interested in and the rest will fall into place.’ I’ve placed a lot of trust in that advice. Quite often I’ve considered certain paths, like applying for a policy Master’s, and decided it’s not right because it’s not something I’m excited about doing now. It’s definitely scary to trust in that feeling, but it’s prevented me from ending up in jobs that wouldn’t make me happy.

**WORKING WITH VULNERABLE PEOPLE:** I think having a responsibility to other people is very fulfilling. If you’re interested in going into a career working with vulnerable people, I think learning genuine listening skills and having respect for the people you’re working with has to be the basis of everything you do. It’s also important to look after yourself, understand what difference you can make, and draw boundaries between your work and your personal life.

**TOP TIPS:** It’s a long, challenging course so think about what will enable you to be happy. Research courses carefully - teaching styles, content and application requirements are very varied - and look at where and for how long you may go on placements.

**HOW MY OXFORD EXPERIENCE HELPED:** My Oxford experience has been invaluable. My Human Sciences background provided a fascinating context for medicine, such as being able to think about evolution when studying anatomy, which helped with the absorption of vast volumes of new knowledge. I’ve used skills from my first degree when conducting qualitative research into health needs of refugee children, and being able to manage a busy timetable and extracurricular activities has helped me adjusting to the learning style and multiple choice exams required for medicine.
Every day I know I’m making a difference to people’s lives
Simon, mental health social worker

Apply your mind to mental health

thinkahead.org

Over 250 Health & Social Care opportunities posted last year on CareerConnect
Including roles with Clinton Health Access Initiative, Frontline, and Johnson & Johnson
Find your perfect job!

www.careers.ox.ac.uk/careerconnect

www.careers.ox.ac.uk/tsc

www.careers.ox.ac.uk/fairs
INTERNATIONAL POLICY + DEVELOPMENT

Employment in this sector primarily involves researching and communicating effectively to inform how opinions and international decisions are made and changed.

This could be done working in a Think Tank that seeks to address issues of global concern, in your country’s foreign service to formulate and implement international policy, in the civil service of a regional organisation such as the EU, as a researcher in a political risk or international development consultancy, or in an international organisation (IO) such as the UN or World Bank. Alternatively, you could work for a global charity (see pages 79-80 for relevant advice). As this is a popular sector with moral appeal, competition for employment can be intense, but it offers rewarding careers for those who persevere.

GETTING IN AND ENTRY POINTS

Entry straight from university can be difficult, as most organisations in this sector value some kind of relevant ‘field’ or transferable experience – whether in the private, public or third sector, and preferably in a developing country. However, there are some graduate schemes, such as the UK’s Diplomatic Fast Stream, the European Fast Stream, or the UN’s Young Professionals Programmes, as well as the Fellowship Scheme run by the Overseas Development Institute.

Direct recruitment is also possible into NGOs and Think Tanks, but most require at least a Masters qualification, plus one or two years experience in the field, particularly for international development roles. The precise course title does not generally matter, but it can be important to highlight the most relevant modules taken and to illustrate that you have knowledge of relevant research techniques, technical skills, regions and (if you have them) languages.

More research-driven organisations, such as the OECD, and many Think Tanks may require that you have undertaken further study to the level of a DPhil, as well as having several years of professional experience.

You can spend time at Oxford building up insights into the sector and its range of organisations – both to increase your chances of securing a job and to help you work out which areas and employers are for you. Most Think Tanks are open to students undertaking short internships with them. These are sometimes unpaid or include only a travel stipend, so you may need to try and set up several shorter experiences that you can combine with other work. The EU offers longer internships – called ‘stages’ – to recent graduates. Internships with an IO are normally reserved for postgraduate students. Masters or DPhil students may also be able to find paid part-time consultancy work with international development or political risk consultancies – especially those with more than one language and some regional knowledge or expertise.

You can enhance your ‘insider’ knowledge of the sector, and hear of upcoming opportunities, by networking (pp.18-20). Talk to policy speakers and employers at careers events and seminars, and through the Oxford Careers Network, LinkedIn or college development offices.

MAIRA SEELEY
Project Officer,
British Embassy Amman

“Oxford offers great opportunities to gain volunteer or practical experience and further skills. Think carefully about your career path and do some research on what concrete skills are in demand and try to make room for these on top of your coursework.”

EXTRA-CURRICULAR IDEAS

✦ Spend as much time as you can gaining international experience and knowledge. Spend a summer on The Internship Programme (p.39) working on a development project, building your language skills and getting to know a region.

✦ Write relevant articles for student newspapers, journals or blogs, to demonstrate you can use research to inform opinion.

✦ Take a course at the Language Centre, or otherwise hone a second language.

✦ Join societies concerned with development and microfinance, and undertake a mini-consultancy project.

✦ Look for the Skoll World Forum activities and the fringe events (Marmalade/OxJam) in April each year.

MORE INFORMATION:

www.careers.ox.ac.uk
/international-development
/international-law
/international-organisations
I had to quickly learn how to run a business, recruit and manage a dynamic team, and translate and operationalise research for a wide variety of audiences. Since I started Anthrologica, we have worked in over 30 countries.

CHALLENGES AND TIPS: I am fortunate that my work enables me to spend time with incredible people in incredible places. Setting up your own company is immensely rewarding but life-work balance is a daily challenge, particularly when the buck stops with you. You need to have energy and be resilient, but you also need to be gutsy and take risks.

To get things done in difficult situations you need to combine technical knowledge with diplomacy and professional ethics. Think big, but focus on getting the little things right first. The quality of your output is critical. Create opportunities, build your experiences and learn from both the positives and negatives that happen along the way.

WHAT: Anthrologica (www.anthrologica.com) is a research-based consultancy specialising in applied anthropology in global health. We conduct formative and operational research across health sectors, focusing on the interface between the provision and uptake of health services, particularly in fragile and resource-scarce settings. We incorporate the needs and perceptions of intended beneficiaries into policy and programming to ensure that interventions are contextually relevant and that opportunities for improving health are maximised. Anthrologica works in both development and humanitarian contexts, and is increasingly involved in public health emergencies, including the recent Ebola and Zika outbreaks.

WHY: I set up Anthrologica four months after submitting my DPhil, seeing an opportunity to apply high quality rigorous social science research in the arena of global health. I focussed initially on developing the portfolio, refining methodologies for rapid data collection and analysis, and building an evidence base to demonstrate the value of incorporating social science. In parallel, pay for a course to learn effectively: you can make a lot of progress (plus it’s fun) through language exchanges (chats and discussions) with other students and friends.

Also, consider ways to intern, travel, or work in the country or regions where the language is spoken, and really commit to learning as much as you can – some colleges and departments have travel grants that may help finance this.

OTHER KEY SKILLS: Training and experience in working with vulnerable people and minors, creating social media campaigns, and web design are all useful if you are interested in working for non-profits or humanitarian organisations. Find opportunities to really develop specific skills, and stick to them.

If I’d appreciated how important Geographic Information Systems would be, I would definitely have taken the courses at IT Services, for example.
Do you have a need to solve challenging problems in diverse environments? You’ll fit in here.

We are a rapidly growing award-winning global professional services business specialising in the design, management and delivery of complex projects and programmes supporting economic growth and government reform. We currently have 80 projects in 20 countries being delivered by over 1200 associates.

We provide graduates and career-changers with an opportunity to experience the real world of managing international development projects through a growing number of 9-month work placements on our Professional Development Scheme. You will be mentored and tasked with real challenges, including opportunities to contribute to proposal writing and managing parts of our award-winning programme portfolio. In our world, this experience will take you to projects based in countries such as Kenya, Nigeria, Pakistan and Sierra Leone. The vast majority of participants go on to become permanent Managers.

Apply by emailing your CV to: http://www.adamsmithinternational.com/join-us/

Adam Smith
International

OXFORD UNIVERSITY
INTERNSHIP PROGRAMME

Exclusive internship placements in many different sectors, in the UK and around the world

www.careers.ox.ac.uk/ouip

INTERNATIONAL CAREERS DAY

January 2017
Times TBC
Exam Schools
The UK legal sector is undergoing a considerable amount of change, driven by factors such as the Legal Services Act, the increasingly international nature of legal work and substantial reviews of legal education and training following the Legal Education and Training Review (LETR). Combined with the lasting effects of the recession and waves of government cuts, this means that today’s lawyers face exciting and challenging opportunities in their work. As such, whilst many Oxford graduates still follow the traditional routes to qualification, these changes are likely to create even more varied career opportunities in the longer term.

SOLICITORS
At present, the majority (74%) of the UK’s 118,000 practising solicitors work in private practice law firms, which are owned and managed by the partners. These firms vary enormously in size and specialisation. There tends to be a division between firms that serve the needs of commerce (such as corporate matters and commercial litigation) and those that deal with clients with personal legal dilemmas (such as family issues or criminal matters). The remaining 26% of solicitors work outside private practice partnerships, and their number is growing. After gaining their qualification, and often after building some experience, many solicitors move away from private practice into a variety of governmental, business or not-for-profit organisations as in-house lawyers or advisers, in the UK and internationally.

GETTING IN AND ENTRY POINTS
This is a highly regulated profession, with several steps required to achieve the professional qualification needed to practise as a solicitor. First there is the academic stage, which is satisfied by completing a Qualifying Law Degree (i.e. the BA in Jurisprudence) or, for non-law students, the Graduate Diploma in Law (GDL) or the Senior Status Law Degree. The vocational stage of training is completed through the Legal Practice Course (LPC), which is required for both law and non-law graduates. Finally, there is the practical stage, a “period of recognised training” usually known as the Training Contract.

New routes to qualification are being discussed, so keep up to date by following the Solicitors Regulation Authority and legal news.

There are approximately 5,000 training contracts available each year, and well over 90% of them lie within the private practice sector. The remaining positions are to be found in the Government Legal Service, local government, legal departments in industry, and, occasionally, the Crown Prosecution Service. Once this phase is completed, you are entitled to practise as a solicitor. Short periods of paid work experience are available at law firms during the Christmas, Easter and Summer holidays, as well as opportunities to attend ‘Open Days’. These are an ideal way to check if this is the right career for you.

BARRISTERS
There are approximately 12,000 barristers at the independent (or self-employed) Bar, practising in 339 sets of chambers across England and Wales. A further 3,000 work in an employed capacity for numerous organisations, including the Government Legal Service and the Crown Prosecution Service, as well as in commerce and industry.

There is much discussion in the legal press about the future of the self-employed Bar, stemming from the increasing pressures on public funding and its allocation, the increase in solicitors’ rights of audience, and government reforms in the way that legal services will be provided (including the Legal Services Act). However, barristers continue to provide essential and effective services, often attracting headline cases from both the UK and beyond. Barristers practise in a wide variety of legal areas – some well known, such as family, criminal and property, and others less so, such as intellectual property and international border disputes.

There can be considerable differences in the nature and lifestyle of a barrister’s work, and some almost never appear in court. Family or criminal barristers may appear in court most days, whilst barristers specialising in commercial work may spend the majority of their time drafting pleadings and opinions. However, advocacy remains a vital skill for the barrister, and it is one of the most distinctive elements of this role.

Pia Dutton
Barrister, 3 Verulam Buildings

“The route to the Bar is hard and competitive. You must look the prospect of failure square in the eyes, and be prepared to stand up again if you fall. If you are able to do this, you will eventually succeed.”

GETTING IN AND ENTRY POINTS
The first step to qualification as a barrister is to pass a Qualifying Law Degree (such as the BA in Jurisprudence) or, for non-law students, either the Graduate Diploma in Law (GDL) or Senior Status Law Degree. The second, vocational stage is satisfied by passing the Bar Professional Training
Course (BPTC). Prior to getting on this course you must also have joined one of the four Inns of Court and passed the Bar Course Aptitude Test.

On successful completion of the BPTC you are ‘Called to the Bar’ by your Inn and able to use the title of ‘barrister’, but you may not practise as one until you have completed your pupillage year. The majority of pupillages are undertaken within chambers, and are divided into two parts (‘sixes’): the non-practising six months, during which pupils shadow a supervisor, followed by six months of practice, when pupils undertake advocacy and other legal services.

On completion, a barrister can either apply for a permanent position as a tenant within chambers, or seek a role at the employed Bar or elsewhere. At every stage of qualification, competition for places is intense. Approximately one in five students who apply for the BPTC will successfully complete through to pupillage. Careful assessment of your skills, motivations and academic credentials, combined with detailed research on the role, will help you to decide whether this is the right option for you. Many chambers offer a few days of work shadowing, in the form of a mini-pupillage, which can be extremely valuable.

**EXTRA-CURRICULAR IDEAS**

+ Join relevant student societies, such as the Oxford Law Society, the Bar Society, or Oxford Lawyers Without Borders which run useful skill sessions, dinners and other social events with law firms and chambers that visit Oxford.

+ Get involved with mooting competitions if a law student, or join a debating society if a non-law student.

+ Volunteer with a not-for-profit organisation that helps individuals, such as the Citizens Advice Bureau or Asylum Welcome.

+ If you are a law student, put your skills to use with the Oxford Legal Assistance or Pro Bono Publico programmes – both run by the Law Faculty.

+ Prove your commercial awareness. All law firms are businesses and most have businesses as clients. Get involved in The Student Consultancy (p.33) or find another way of proving your commercial skills.

+ Sign up for Insight into Business (p.34), a certificated development programme offered by The Careers Service that aims to improve your business acumen and commercial awareness.

**MORE INFORMATION:**

www.careers.ox.ac.uk/barristers
/solicitors
/international-law

**OTHER OPTIONS IN LAW**

Many law students decide not to go on to take the professional qualifications to become a solicitor or a barrister, but are still keen to utilise their degree and do so through different sorts of legally related work that is available in all kinds of organisations. If, for example, you are interested in compliance or corporate governance, one option is to become a company secretary. Secretaries are responsible for ensuring that a company (or organisation) complies with standard financial and legal practice, so must have a thorough understanding of the laws that affect their work. A common route to this is through several years of business administration experience with the option of taking the professional exams offered by the Institute of Chartered Secretaries and Administrators.

If working with individuals or causes is more suited to you, there are options working as campaigners, policy writers or case workers within the third sector, NGOs and government organisations working in areas such as immigration, housing, and many other social welfare and human rights related areas. Perhaps life in academia has caught your attention? If it has, there will be options for you, with the addition of further study, to work in teaching and research within higher education or other legal education providers or research institutes.

These are just some of the possible options. There are many others, such as legal clerks, paralegals, legal executives, legal publishers, trade mark attorneys, notaries, licensed conveyancers and more.
PIA DUTTON
Barrister,
3 Verulam Buildings

WHAT: “A jury consists of twelve persons chosen to decide who has the better lawyer”, said Robert Frost. The idealists around us usually recognise that the law, properly understood, is a fundamental pillar to a functional democratic society. Speaking personally, the thought of persuading judges and juries that my interpretation of the law and facts should conquer all other possible alternatives seemed a thrilling and challenging prospect; so it was I became a barrister at 3 Verulam Buildings.

WHY: I am fortunate in that 3 Verulam Buildings provides the opportunity for a diverse practice. I have enjoyed being involved in varied work, ranging from banking and commercial litigation to petitioning the UN Working Group on Arbitrary Detention on behalf of Burmese and Omani political prisoners.

ADVICE: The best piece of advice I can give any hopeful lawyer is to fail. Deeply intelligent people, as most Oxonians are, have a great fear of failure. But a necessary characteristic of being a barrister is to “fearlessly” defend the rights of your clients. Resilience and determination are respected qualities at the Bar and necessary to a robust practice in the law.

TOP TIPS: It is no secret that the Bar is a place that requires excellence, so put as much on your CV as possible that makes you stand out. Compete in essay competitions and for prizes – whether from your College, the University or the Inns of Court; Moot - often and in as many competitions as possible; Publish - in student law reviews, legal blogs or online journals if you are knocked back by the obvious publications.

But most importantly, do mini-pupillages. Not only will this help you to demonstrate that you are making a focused and considered application, but also, this is a decision which potentially affects the next 40 years of your life – so best to ensure you’ve made the right choice!

Keble College, BA
Jurisprudence 2009
BCL, 2011

Pia Dutton
Barrister,
3 Verulam Buildings

WHAT: I am 9 months into a 2 year training contract with Hogan Lovells International LLP, currently sitting in Investigations, White Collar and Fraud, having spent my first seat in Corporate Pensions. My current role involves assisting clients (both claimants and defendants) in navigating court proceedings; from assessing the viability of possible claims at the very outset to pursuing the final enforcement of court orders.

WHY: The clients I’ve worked with so far have often been FTSE 100 businesses, or involved in litigation covered extensively in the press, which makes the work very exciting. You’re at the forefront of the developments in the case – you’re often the one physically running down to court with the claim form in hand. The work is very challenging – often researching a point of law that has been rarely, if ever, covered before – but is also as a result very rewarding and frequently ground-breaking.

I’ve also had the opportunity to get involved in the amazing pro bono work we do – I’ve won an employment support allowance case for a disabled client, claimed criminal injuries compensation for a victim of human trafficking and helped deliver sexual consent workshops to students at comprehensive schools.

EARLY CAREER: In order to secure my training contract, I increased my legal work experience by working as a paralegal in the university holidays. In my second year, I attended the summer vacation scheme at Hogan Lovells, with a successful training contract interview at the end.

TOP TIPS: If you decide a career in commercial law is right for you, start by also picking the firm that’s right for you – the big name firms are not all the same! For example, I knew I wanted the opportunity to pursue both high-profile commercial work and pro bono work.

Find out which firm is right for you by going to as many law fairs and recruitment events as you can, and, if possible, by going on a vacation scheme at the firms that stand out.

Hertford College, BA
Jurisprudence, 2014

Anna McIntyre
Trainee Solicitor, Hogan Lovells
Aim beyond pure legal knowledge. Beyond commercial advice. Be known for something more: a clarity of thought and an instinct for problem solving that can influence governments and leading businesses the world over. Join us and we’ll help you enrich and expand your worldview, grow your skills and influence new ways of thinking. In other words, we’ll help you move minds.

Begin now at careers.ashurst.com

Main locations: 25
About us: With 25 offices across the world’s leading financial and resource centres in Europe, Asia-Pacific, Middle East and the USA, Ashurst offers the scale to attract global mandates. We operate at the cutting edge of the financial, resources and infrastructure, corporate and new economy markets, offering advice that’s as commercially astute as it is technically accurate in diverse areas of law including disputes, competition, M&A and finance. It’s that incisiveness that makes us different from other elite firms: we share our client’s ambitions and the depth of our insight allows us to cut to the heart of their issues with speed and clarity. We take exactly the same approach with our people: we’re interested in understanding each other, finding new and better ways to bring out each individual’s talents, and simply enjoying the interaction with other high-calibre, down-to-earth people. It’s a strong, shared culture that will enable you to apply your intellect, develop yourself and thrive as an international lawyer.

Graduates sought: 45
Visa sponsorship: Yes
Graduate salary: £41,000
Vacation work: Yes – to undergraduates and graduates. Please visit our website for more information about our opportunities and what is most relevant for you.
Annual vacancies: 135 across all vacation schemes and training contracts.
Application advice: Applications open on 1 September for vacation schemes and 1 October for training contracts. Applications should be submitted online via our website.

HELP US GROW AS A TEAM.
WE’LL HELP YOU GROW AS AN INDIVIDUAL.

As a fast expanding and innovative law firm, a career with Addleshaw Goddard means more variety, earlier responsibility and greater future opportunities to develop with the firm. Training with us will mean working with top FTSE companies and other leading organisations.

With offices in London, Leeds and Manchester, we can offer quality training wherever you want to be based. If you are interested in a training contract with us or a Summer/Easter placement visit our website.

GRADUATES.ADDLESHAWGODDARD.COM
Six reasons our trainees chose Norton Rose Fulbright

The impressive work.
“Our industry focus means that there is plenty of high quality work. You can get involved in some huge deals here.”

For me, it was the practice’s ambitions.
“We’re growing and ambitious, and we continue to establish ourselves at the top of the league tables.”

I knew I would go places here.
“We don’t just offer secondments – we actively encourage all trainees to undertake one.”

I could see this was a place I could grow.
“I wanted challenging work and a steep learning curve. I get that here, in an environment where those around me look to help me improve.”

The international focus.
“It’s more than a list of offices - there is a real emphasis on working with colleagues and clients in different jurisdictions. Pick somewhere in the world, and we’ve probably got an office there.”

The culture felt right.
“It’s collegiate, and open to individuality. There’s an understanding here that people need to feel free to explore opportunities outside of their immediate role.”

We know that choosing the right legal practice is a big decision.
So we thought we would tell you what persuaded our trainees to come here.
If you join us, we’ll keep on supporting you to choose wisely throughout your career.

nortonrosefulbrightgraduates.com

Progress with purpose
**www.bplaw.co.uk**

**Main locations:** Abu Dhabi, Beijing, Berlin, Brussels, Dubai, Frankfurt, Hong Kong, London, Manchester, Moscow, Paris, Singapore, Tel Aviv, Yangon.

**About us:** Berwin Leighton Paisner (BLP) is a full service law firm with over 200 partners based across 14 global offices. The firm is ranked in over 70 legal disciplines, with clients including FTSE 100 companies and financial institutions, major multinationals, the public sector, entrepreneurial private businesses and individuals.

**Opportunities available:** Training Contracts 40-45 p.a. 5 Vacation schemes run throughout the year, with approx. 20 places per scheme. First Year Insight scheme for first year law students and penultimate year non-law students. Open days/Open Evenings held in the London office.

**Graduates sought:** Required degree- 2:1 or above; UCAS points – 340 (or the equivalent)

**Visa sponsorship:** Yes

**Graduate salary:** £40,000 (1st year), £45,000 (2nd year)

---

**www.cov.com**

**Email:** graduate@cov.com


**About us:** Covington & Burling LLP was founded in Washington, D.C. nearly a century ago. Today, the firm has over 850 lawyers globally across our offices. Covington’s London office, overlooking the Royal Courts of Justice, was established over 25 years ago. We offer services across a wide range of practice areas, advising clients on their most challenging and complex matters. Most of the work has an international element, and all our practice groups operate across borders. You will have an opportunity to work on cutting-edge deals for international and UK corporates such as Microsoft, Merck and Samsung, Fortune 100 businesses and leading technology, life sciences and media companies.

**Opportunities available:** Summer schemes 2017 and training contracts 2019

**Graduates sought:** We welcome graduates from any discipline who will obtain/have obtained at least a 2.1 in their undergraduate degree

**Visa sponsorship:** Yes

**Graduate salary:** £43,000 per annum starting salary for trainees

**Vacation work:** 2 x two-week long summer schemes

**Annual vacancies:** 7 x training contracts; up to 20 summer scheme places

**Application advice:** Online application form. Closing date for summer scheme - 31 January 2017; closing date for training contracts - 16 July 2017. Please see: www.cov.com/en/careers/lawyers/london-graduate-recruitment-programme

---

**OPPORTUNITY**

If you’re one of the handful of graduates who join Bristows LLP as trainee solicitors each year, you’ll be exposed to a world of opportunity right from the start…

…opportunity to get involved with top tier work for clients in the most innovative industries.

…opportunity to work side-by-side with some of the most respected lawyers in their fields.

…opportunity to build your career in an environment where you’ll be stretched but also get plenty of support and encouragement.

If we sound like the firm for you and you want to find out more, please visit training.bristows.com.
A world of difference

Laws, international markets, global institutions... all changing every day. So how do we, as an international law firm, create the agility of mind that enables us to guide some of the world’s most influential organisations into the future?

By allowing bright people the freedom to grow. By training lawyers in a way that develops a closer understanding of clients through working on a wider range of transactions. By fostering an ethos of knowledge sharing, support and mutual development by promoting from within and leaving the clocks outside when it comes to billing. To learn more about how our key differences not only make a world of difference to our clients, but also to our lawyers and their careers, visit slaughternandmay.com/careers
BE YOURSELF.  
BE RESPECTED.  
BE INSPIRED.  
BE AMONG EXPERTS.  
DISCOVER YOUR POTENTIAL.  
THIS IS THE NEW DYNAMIC.

Most firms can give you part of this.  
Here, you can have it all.  
See how our new dynamic could open up your career at hoganlovells.com/graduates.

www.hoganlovells.com

Email: graduate.recruitment@hoganlovells.com
Main locations: Over 45 offices globally, including London
About us: A practical, straight-talking approach to law.  
Open, honest and deep relationships with clients.  
Training that keeps on evolving.  
A global community where everyone is on the same wavelength – but always encouraged to be themselves.  
All of this gives Hogan Lovells a different dynamic to other global law firms.

Opportunities available: Each year, the firm takes on 60 trainee solicitors – both law and non-law graduates.  
The two-year training contract is split into four six-month ‘seats’.  
During this time, trainee solicitors move around four different practice areas, including corporate, finance, and dispute resolution.  
You will gain exposure to and develop a rounded understanding of international law, and you will have an opportunity to apply for an international or client secondment.

Graduates sought: All degree disciplines welcome.  
Minimum 2:1 required.

Vacation Work: Hogan Lovells runs highly-regarded spring, summer and winter vacation schemes.  
Up to 90 places are available in total.  
Each lasts up to three weeks, and gives participants the chance to work alongside partners, associates and trainees in major practice areas.  
Students are exposed to two or three practice areas and learn to draft documents, carry out legal research, attend meetings and in some cases attend court.  
This hands-on learning is complemented by tailored workshops, case studies and social events.

Application advice: Please visit hoganlovells.com/graduates for more information and to apply.

www.hfw.com

About us: We are an international law firm with a market-leading reputation for advising businesses in a number of industry sectors, including aviation, commodities, construction, energy, insurance and shipping, all of which are integral to the way international commerce works.  
Our clients value the in-depth knowledge this focus brings and as a result our lawyers work on some of the most complex, high-value, international matters.  
We offer our trainees an environment where they will be working alongside some of the most respected and talented lawyers.

Opportunities available: A training contract at HFW consists of four six-month seats – three contentious seats and one transactional seat, with one seat spent in an international office.  
We aim to provide you with a dynamic, and varied environment in which you are challenged to become the best lawyer you can be.

Graduates sought: Law and non-law students, undergraduates and graduates
Visa sponsorship: Yes
Graduate salary: £37,000
Vacation work: 1 spring scheme and 3 summer schemes
Annual vacancies: 15 vacancies - split between a September and March intake
Application advice: Online application form, assessment centre, vacation scheme (if applied for) Partner interview.  
Deadline for vacation scheme - 14 February.  
Deadline for training contract - 31 July.

www.jonesdaylondon.com

Main locations: London, Continental Europe, Asia, USA, Latin America, Middle East, Asia Pacific
About us: Jones Day is a truly global law firm.  
Our London office, with 220 lawyers, is the third largest in the network of 44 offices across 19 jurisdictions.  
Our strengths in London reflect the firm’s rich heritage in M&A and its vast, cross-border, transactional and disputes experience.  
Our “One Firm Worldwide” structure and unique, non-rotational training contract set us apart from our peers.

Opportunities available: 72 two-week placements in winter, spring and summer to recruit approximately 20 trainees for September 2019.  
Our placements operate like mini training contracts.  
We recruit almost exclusively from our schemes.

Graduates sought: All disciplines accepted.  
Successful candidates have strong analytical ability, are committed to a legal career, want to work on global deals, are proactive, self-disciplined, good at juggling priorities, and want to become future partners, not just qualify with us.

Graduate salary: Start at £45,000; after 12 months: £50,000; on qualification: £85,000.
Application advice: Apply early and online for a placement from 1 September.  
Placements are open to final year students, graduates, postgraduates and career changers.  
Placements are also open to penultimate year students undertaking a qualifying law degree.  
Final deadlines are: 28 October 2016 (winter); 16 December 2016 (spring); 13 January 2017 (summer).
Sullivan & Cromwell provides the highest quality legal advice and representation to clients around the world.

The results we achieve have set us apart for more than 130 years and serve as a model for the modern practice of law.

If you are considering a career as a solicitor, interested in working with the world’s leading companies on their most challenging matters, and feel that you have the qualities we are looking for, we encourage you to apply for a place on the 2017 summer vacation scheme or for a training contract in our London office, to commence September 2019.

Please send a copy of your CV (including a full classification and percentage breakdown of all academic results) and a covering letter to: traineesolicitors@sullcrom.com. We will be accepting applications for the 2017 summer vacation scheme from 1st November 2016 through 13th January 2017, and applications for our 2019 trainee intake from 1st May 2017 through 14th July 2017.
King & Wood Mallesons

Main locations: Europe, North America, Asia, Australia and the Middle East.
About us: International law firm
King & Wood Mallesons is a new breed of law firm combining local depth with a global platform. Offering a different perspective to commercial thinking and the client experience, 2,700 lawyers across more than 30 international offices are working with clients every day to understand local challenges and navigate through regional complexity. With access to a global platform, we are providing commercial solutions and transforming the way legal services are delivered. As the only firm in the world able to practise PRC, Hong Kong, Australian, English, US and a significant range of European and Middle Eastern laws, we open doors and unlock opportunities for clients as they look to unleash the fullest potential of the Asian Century.

Opportunities available: Open days, Vacation Schemes and Training Contracts
Graduates sought: All degree disciplines, a minimum of 2:1
Visa sponsorship: Yes
Graduate salary: £40,000
Vacation work: Yes
Annual vacancies: 30

Linklaters

Interested in a career in commercial law? Linklaters will do everything to make sure you succeed – giving you the tailored, supportive and long-term training that helps you craft the career you want.

Live your ambition with Linklaters.

www.linklaters.com/ukgrads

Macfarlanes

Main location: London
About us: Macfarlanes is a leading City law firm with a straightforward, independently-minded approach. The driving force behind the firm is an absolute commitment to delivering the right advice in the right way to our clients.

Opportunities available: Woven into every aspect of life at the firm is an enduring commitment to the development of trainees. During the two-year training contract you’ll be working on real cases, doing real work for real clients. We give you all the support you would expect from a leading law firm with the benefit of close mentoring from partners and regular reviews.

Graduates sought: We welcome applications from those expecting to graduate or have graduated with a 2.1 from any degree discipline.

Starting salary: £42,000
Vacation work: Our vacation schemes are designed to give you a two-week snapshot of life as a trainee. We offer a two-week Easter vacation scheme and two two-week summer vacation schemes.
Application advice: Applications are to be made online via our website: www.mcafarlanes.com/careers/trainee-solicitors.aspx
Vacation contract deadline: 31 July 2017. Applications are considered as soon as they are received and Assessment Days will run from April to September 2017. Vacation scheme deadline: 31 January 2017.

Orrick

Main locations: 25 offices located throughout North America, Europe and Asia.
About us: Orrick is a leading global law firm which specialises in serving companies in the technology, energy and financial sectors. Much of Orrick’s client work involves cross-border transactions which have increased substantially as the firm’s network of global offices has grown. The six four-month seat structure of our training contract allows you to experience a wide range of specialist practice groups. As part of a small intake, you will have responsibility from day one, and will be a vital member of the team in every seat.

Opportunities available: Open Days and Training Contracts – apply online.

Graduates sought: Those who are looking for a high level of responsibility from day one, who set their standards high, have a strong work ethic and are a bright, talented graduate of any discipline. Applicants should have at least 3 A level passes at grades A and B and a 2:1 degree.

Graduate salary: £40,000 (2016)
Annual vacancies: 4-6 training contracts
Application advice: Apply online by 30 June 2017.
Recruitment Manager: Emma Gardner
Orrick, Herrington & Sutcliffe (Europe) LLP
107 Cheapside, London EC2V 6DN
Tel 020 7862 4600
https://www.orrick.com/careers/london/graduate-recruitment
Email: traineepost@penningtons.co.uk
About us: Penningtons Manches LLP is a leading UK law firm providing legal advice tailored to businesses and individuals. We offer a broad range of advice including dispute resolution, corporate, commercial/IP/IT, real estate, employment, private client and family. We also have some niche practice areas such as professional regulation, immigration and clinical negligence. We have a broad international focus supported by well-established links with law firms across the world. Penningtons Manches is a member of Multilaw and the European Law Group, networks with representatives in over 70 countries, and many of our lawyers play leading roles in various international bodies. Our clients range from private individuals, owner managed businesses and start-ups to multi-national corporations, public companies, professional partnerships, banks and financial institutions. Our culture and close relationships with our clients are vital assets and we are determined to maintain these as we expand.
Graduates sought: Minimum 2:1 from any discipline.
Graduate salary: £33,500 (2016 London salary)
Vacation work: We offer 40 x 1 week vacation placements in London, Basingstoke/Reading, Cambridge, Guildford and Oxford during July.
Application advice: Apply via our website: www.penningtons.co.uk/careers/trainee-lawyers/

www.sullcrom.com

Email: traineesolicitors@sullcrom.com
About us: S&C provides the highest quality legal advice and representation to clients around the world.
Graduates sought: We seek individuals who have strong academic credentials (minimum 2:1 (or equivalent)). You should also have genuine intellectual curiosity, integrity, common sense and commercial awareness.
Annual vacancies: 2019 Training Contracts (4-6 vacancies); 2017 Summer Vacation Scheme (6-8 vacancies)
Application advice: CV (including a full percentage breakdown of all academic results and an overall degree classification) and covering letter to traineesolicitors@sullcrom.com

www.slaughterandmay.com

About us: Slaughter and May is one of the most prestigious law firms in the world. We advise on high-profile and often landmark international transactions. Our excellent and varied client list ranges from governments to entrepreneurs, from retailers to entertainment companies and from conglomerates to Premier League football clubs.
Opportunities available: During the two-year training contract, trainees turn their hand to a broad range of work, taking an active role in four, five or six legal groups while sharing an office with a partner or experienced associate. Most trainees spend at least two six-month seats in our market leading corporate, commercial and financing groups. Our overseas offices and close working relationships with market leading law firms in other jurisdictions mean there are opportunities for trainees to apply for a secondment in their second year.
Graduates sought: Strong A levels and good 2.1 marks at degree level. Our trainees come from a range of universities – it is the quality of the candidate, not the university, that is important to us.
Vacation work: We offer Open Days, Workshops and Work Experience Schemes to enable you to gain an insight into life as a City lawyer.
Annual vacancies: 2019 Training Contracts (4-6 vacancies); 2017 Summer Vacation Scheme (6-8 vacancies)
Application advice: Applications can be made via our online system, which can be accessed from our website.
Oxford Lawyers Without Borders (OxLWOB) is the Oxford branch of the international NGO Lawyers Without Borders. As a student division we help work on a great range of research for LWOB and other organisations e.g. the UN, 28TooMany and in conjunction with the Oxbridge Human Rights Development Group. Not only does this give members an opportunity to research areas of interest but also to get feedback at the highest level on how to conduct research. The society also fundraises for LWOB with weird and wonderful events, and has an active speaker events panel.

We welcome anyone with an interest in human rights/legal issues and those who enjoy a free rein in designing a term card, suggesting a new partner for one of the research panels or thinking of how to raise some money for a great cause, and more.

To learn about what we do in more detail, please head to oxlwob.wordpress.com or visit our Facebook page www.facebook.com/oxfordlawyerswithoutborders
To get involved, please email chuiyan.yeung@sjc.ox.ac.uk
OXFORD LAW SOCIETY

Oxford’s most prestigious socials
Unrivalled access to leading global law firms
Exciting career opportunities and guidance
Join the Society for lawyers and non-lawyers
Degree membership £35 or £20 annual - sign up online or visit us at our Michaelmas membership drive

Have you ever been taught the true art of advocacy? How many law firms have you visited? Do you really understand what it’s like to work in commercial law? Talented Oxford Law students are currently in the dark. They are lacking in real substantial information, pertaining to the practice of law beyond their degree. Moreover, they are lacking the necessary practical experience to shine beyond the ancient walls of Oxford.

OLI aims to match teams of dedicated and talented students, to useful industry information, and hands-on experience. Thereby helping them not only find their path in law but secure it. Our message is simple: helping Oxford Lawyers find their path. Look out this year for: (i) firm trips, (ii) visits to chambers, (iii) talks in specialist fields, and (iv) workshops. All aimed to help you find your path and get ahead.

OLI is a part of the Oxford Student Foundation - a network of student-run Initiatives focusing on hands-on experience:
- Oxford Microfinance Initiative
- Oxford Consulting Initiative
- Oxford Law Initiative
- Oxford Banking Initiative
- Oxford Investment Initiative

To find out more, visit www.oxfordstudentfoundation.co.uk/oli

THE LAW FAIR 2016
Saturday 5 November
Exhibitors from 11.00-15.00
Exam Schools
www.careers.ox.ac.uk/fairs
MEDIA + JOURNALISM

Despite the media’s reputation as a difficult career area to enter, significant numbers of Oxford graduates find ways into this sector every year – entering journalism (news, magazine, broadcast and online), TV, radio, film, and media management.

There are also postgraduate courses which include substantial work experience, including Masters programmes, the NCTJ for journalism or the NFTS for people with some film and television experience. It is important to do your research and weigh the costs and benefits for your own situation: some people recommend them as a way to gain contacts and experience, but others don’t consider them as necessary.

EXTRA-CURRICULAR IDEAS

Plan ahead to get an edge on the competition after graduation by accumulating experience whilst at Oxford.

For graduate careers in journalism, you will need to build a portfolio of samples of your writing, and a good record of relevant work experience.

Take every opportunity to contribute to student media: student newspapers, Oxide Radio etc. Write; get editorial experience; take and select pictures; do lay-out work.

Write a blog and/or produce video or comment pieces for other websites on topics of interest. Build a website/blog to showcase your portfolio.

Become active on social media: develop essential skills and build your network.

Join relevant student societies, such as the Media Society or the Oxford Broadcasting Association (OBA).

Shoot your own documentary, or video footage of a stage play.

Create advertising copy/film to promote something you’re involved in.

Offer your work and help to different kinds of media outlet: free, national, specialist. You are almost certainly an expert in something, so find a magazine for people with similar interests.

Join relevant unions (eg, BECTU or NUJ) and access the benefits, events and networking opportunities.

GETTING IN AND ENTRY POINTS

Experience, including work experience, is extremely important in the media sector. Most people need to start in a basic entry level position, often as an intern or (in the broadcast media) a ‘runner’ for example in a TV or film company. For industry insights, see www.creativeskillset.org.

Also, it’s important to establish and cultivate professional contacts because you will often need to find (or create) your own openings by contacting individuals and organisations directly. See our advice on ‘Networking’ (pp.18-20) and speculative approaches, and take steps to develop and cultivate your contacts – in time you can unearth some great opportunities.

As well as making speculative enquiries to build up your experience, it’s worth knowing about the other ways into the industry:

Look for advertised runner/researcher roles: free sites include The Unit List, Talent Manager or the Facebook group ‘People who work in TV – Runners’.

Explore media graduate training schemes, such as the BBC Production Talent Pool (leading to the Production Trainee Scheme) and Channel 4’s graduate programme, as well as occasional schemes with independent television companies.

Elizabeth Culliford

Digital Editor, Reuters

“Make bad things! You need to put your name to some pretentious student articles to get better at writing, and shoot something with horrible sound to get better at making videos. Stop being scared of things being rubbish or they won’t ever get any better.”

MORE INFORMATION:

www.careers.ox.ac.uk/journalism
/music-radio
/tv
OLIVIER HOLMEY
Journalist, Euromoney Magazine

WHAT: I report on finance in the Middle East and Africa for a monthly magazine called Euromoney. I travel to those regions regularly and write both long features and shorter news pieces.

WHY: I love to write, and get to do it for a living!

Writing for a monthly publication means I have the time to thoroughly research my pieces, and talk to a multitude of sources for each one. Covering money in Africa and the Middle East is especially interesting as it is a great way of delving into politics, social struggles and matters of corruption. If I work hard, and get lucky, I can find things out that are of genuine interest to business people, shareholders and the general public.

I read Egyptology and Ancient Near Eastern Studies, so I'm happy my work still relates to those places I have been interested in since my university days.

ADVICE: Print journalism is a notoriously difficult line of work to get into. If you don't have a clear preference in terms of specialisation, and are open to a challenge, I would recommend considering business journalism. It is one of the few areas of journalism that still hires in high numbers, and pays its writers decently. If you would like to do investigative work, business writing is particularly good: remember “follow the money”, the investigative mantra in All the Presidents' Men.

TOP TIPS: I would recommend you acquire some basic skills in journalism before applying for your first job. I say that because fewer and fewer papers have trainee schemes. The most straightforward way of acquiring those skills is by writing for a student paper. It will teach you how to interview, take notes, meet deadlines and write concise copy.

University College, BA Oriental Studies, 2010

ELIZABETH CULLIFORD
Digital Editor, Reuters

WHAT: I mainly work on our social media and live news output, which means I get to test out new ways to tell our stories online, as well as editing breaking news coverage.

WHY: There aren’t that many jobs where you get to spend your day working on topics that people are choosing to talk about at the pub in their free time. You get this front-row feeling about what’s happening on the world stage, and I love being part of an organisation that’s trusted to give impartial news. I also get a real kick out of the adrenaline of it all.

HOW I GOT HERE: I joined the Thomson Reuters business graduate scheme about two years ago and I worked in corporate communications while I studied part-time for my NCTJ diploma in multimedia journalism at News Associates. Then, I landed a role in the newsroom as a social media analyst for Reuters for my final placement and I now work in editorial.

WHAT I DID AT OXFORD: I wrote for anything that would let me. I was a deputy editor at ISIS magazine, culture editor at Cherwell and was part of launching Industry fashion magazine. I tried out the commercial side, selling subscriptions for The Economist and the International New York Times, and working on advertising deals for ISIS. I also turned into a work experience junkie – from TV running to editing English translations for an Egyptian news website, but mainly writing for local papers.

TOP TIPS: Your first job can just be about getting a foot in the door. Think logically and decide whether you can learn from doing something and get closer to where you want to be by doing it – then give it everything you’ve got. Don’t panic if it isn’t the job you want to be doing when you’re 30 - that might not even exist yet.

St Hilda’s College, BA English Language and Literature, 2014
JOIN Oxford’s premier student-led science magazine today and help us to communicate our love of science to Oxford University members and beyond.

Each term, we produce a graphically gorgeous, interesting and innovative science magazine read by students at Oxford and Sixth Form Colleges up and down the country. This accompanies our award-winning website, updated throughout the year with a range of topical blog posts and news alerts.

We offer a wide range of opportunities for involvement. Whether you’re interested in writing features, articles, expanding our school-based readership, gaining editorial experience or promoting the magazine, we have a position for you.

We’re not just for science students, and many of our previous members have gone on to pursue successful careers in journalism, art and design, business and PR. If you’re interested in joining our team, we’d love to hear from you!

ESTABLISHED in 1892, The ISIS is the longest-running independent student magazine in the UK. Our ranks have included the likes of Evelyn Waugh, Sylvia Plath, Boris Johnson, David Dimbleby, Hilaire Belloc, and of course Mostyn Turtle Piggott, our delightfully eccentric founder.

Now, we run events and a website, while producing a termly magazine. There you’ll find the best of student journalism and design, carefully assembled by the ISIS team.

With the opportunity to participate in anything from sub-editing to marketing or graphic design, if you’re looking to get involved with journalism, publishing or the media in the future, The ISIS is a great place to start.
There are currently almost half a million people in the UK Civil Service, working in 250 plus departments, services, agencies and regulatory bodies, all of which recruit graduates. Local government is an even bigger employer in the UK, with 1.2 million staff in over 350 local authorities.

Civil servants are officially apolitical – informing and implementing policies of elected representatives. Some Oxford graduates also work for these elected representatives directly, as advisers, researchers and assistants – which is often an effective way of entering politics. You could even stand as an MP yourself, following in the footsteps of the youngest MP of modern times elected at the last election whilst still a student at only 20 years old. Working in national policy and government offers variety, new challenges and opportunities to do something that has a big impact on the public.

Think Tanks are more concerned with policy than politics, but are sometimes aligned with a particular position on the political spectrum. They seek to influence public policy and debate through the media, and through direct contact with politicians and organisations. For more about Think Tanks, see the ‘International Policy & Development’ section on pages 133-134: this information is applicable to national Think Tanks too.

GETTING IN AND ENTRY POINTS

The Civil Service primarily recruits graduates through its ‘Fast Streams’ – there are sixteen ‘streams’ ranging from generalist schemes (includes Diplomatic Service, Houses of Parliament and Science and Engineering) to specialised ones such as Government Communication Services and Analytical. Other agencies have separate recruitment schemes, namely the Security Service (M15), Government Legal Service, Treasury Office and GCHQ. Deadline dates vary, but are mainly in early Michaelmas Term. By becoming a Fast Streamer, you will usually work in more than one government department and in more than one part of the UK. Opportunities for secondment into the private sector, charities, Europe or other public sector organisations are also available.

Individual, graduate-level vacancies in different departments may be advertised on the Civil Service’s website as they arise. Other routes in include temping and short-term project roles. Internships are not generally offered apart from the Early Diversity Internship Programme and Summer Diversity Internship Programme (deadline January 2017).

REBECCA HEWSTONE
Senior Manager, Department for Education

“You may not land your dream role or first choice Department straight away but later you can apply for jobs in the areas you are most passionate about. It took me two and a half years, but I got there eventually!”

Local government also has a two-year graduate scheme – The National Graduate Development Programme (NGDP), run by the Local Government Association. The programme aims to provide local government with high calibre managers, training graduates through a series of placements within councils. Options include policy and strategy posts, customer facing managerial and policy roles. Direct entry positions can be found on council websites.

The website www.w4MP.org is the primary jobs board for positions with MPs, political parties and campaigning organisations. Internships may well be offered (and are worth a speculative application), though they tend to be London-based and unpaid.

EXTRA-CURRICULAR IDEAS

+ Stand for your JCR/MCR committee or the OUSU executive – or get involved in OUSU’s campaigns.
+ Enter debate competitions in societies or the Oxford Union to sharpen your communication skills.
+ Get involved with your local political party, or student society branches. There are also several politics-related student societies, such as the PPE Society and the International Relations Society.
+ Join The Student Consultancy (p.33): Oxford City Council is a frequent client.

MORE INFORMATION:

www.careers.ox.ac.uk/government/think-tanks
SAMEER SHEOREY
Operational Research (OR)
Fast Stream Analyst, The Home Office

WHAT: We provide independent, evidence based advice to both the policy and operational sides of government, using scientific methods to aid decision making. This can involve using structured workshops and building mathematical models to understand a complex system or using statistical techniques to provide quantitative evidence for decisions.

WHY: There is huge amount to learn, and there are important and difficult problems waiting to be solved by people like you! If you truly enjoy problem solving I would highly recommend considering a job in government OR. I have been working on a tool that simulates passport control queues in airports and provides a suggestion for how many desks to have open to make best use of resources.

GETTING IN: There are two routes to joining GORS. Firstly you can find GORS vacancies on Civil Service Jobs website, which are advertised on a rolling basis. You can also join GORS on the Fast Stream; a programme designed to offer talented and ambitious graduates an accelerated route to leadership within the Civil Service. To do so you will need to apply via the Fast Stream online application service, and choose to be considered for GORS. If you apply to the Fast Stream you will need to pass online testing and assessment centres. Whichever route you take, to join GORS you should be able to demonstrate some experience with mathematical modelling and analytical thinking from either university work or work experience.

ADVICE: Government OR is one of the few areas outside of academia where you are required to use your analytical capabilities to the same extent as when taking a highly numerate degree at Oxford. There are a huge range of people working in OR, from undergraduates to people with PhDs: as long as you have an analytical mind and aptitude for problem solving you are qualified for the job!

What: Based in Manchester, I lead a team focussed on supporting candidates who apply to Initial Teacher Training. I manage a contract with a company that delivers support and advice to candidates, I lead on key stakeholder relationships and I also manage some small-scale pilot interventions aimed at boosting the number of applicants to the teaching profession.

Why: I love working for the Department because I think Education is fundamentally important, and this is what really motivates me. I have a great deal of ownership and responsibility in my role, and I am constantly learning new skills and being stretched. This element of challenge is really important to me.

EARLY CAREER: I took a year out and worked in my college’s admissions team, and then as a Research Assistant. After travelling for a few months, I joined the Civil Service Fast Stream in September 2013. I’ve worked in a huge range of roles: developing a legislative fix to tackle a crime that exploited pensioners; developing emergency plans for possible fuel strikes; managing a Job Centre; and secondments to the UK Green Investment Bank to consider the profitability of recycling, and the European Commission in Brussels.

Advice: If you are interested in working in the civil service, it is worth persevering with the Civil Service Fast Stream, and to keep an eye out for any external recruitment exercises – they are rare, but they do happen and allow you to jump straight into a role in government. Also, be patient - you will learn valuable skills as soon as you start and even if you don’t go straight into your preferred departments you will be able to apply later as positions are advertised internally.

Top Tips: Use the Careers Service advice on preparing for the Fast Stream Assessment Centre, and speak to anyone you can who has been through the process to help you prepare.

Be ready to apply more than once – many people are successful on their 2nd or 3rd attempts!
**EXTRA-CURRICULAR IDEAS**

+ Join the Society of Young Publishers. Run by young professionals in the sector, it holds regular networking nights in Oxford.
+ Demonstrate interest by joining other related student societies, such as the Society of Bibliophiles.
+ Gain experience by working for a student publication, e.g., the Oxford Student, Cherwell, Isis, Bang! and so on. Many offer experience in editorial and technical roles.
+ Attend the London Book Fair in April: a huge exhibition aimed at the publishing industry, it’s a great way to learn more about the sector and build your network.
+ Offer to help in your department or College, for example, to support the production of conference materials and reports, internal documents or promotional material.

**MORE INFORMATION:**

www.careers.ox.ac.uk/publishing
PUBLISHING

ADVICE: Obviously a degree from one of the most prestigious universities in the world isn’t going to count for nothing, but never forget that your time at Oxford is so much more than your studies. Every extracurricular activity I took on has helped me. From editing a failed literary journal to rowing, they’ve all popped up in interviews and they’ve all been received with more interest than my opinion on Troilus and Criseyde.

TOP TIPS: Refine which aspect of publishing you want to go into – this will help you write focused cover letters.

Show an interest in it – read industry news like The Bookseller, become an editor for a student publication or do the marketing for a play.

Don’t give up even if you’re rejected by your dream job. Just keep applying for every vacancy – you never know what will work out.

WHAT: The Publishers Licensing Society is a not-for-profit organisation which distributes revenue from photocopying and scanning of works to publishers across the UK. It’s owned by the publishing industry’s trade associations, and I take an active role in marketing the society, and the organisation of seminars on the topics of collective licensing and permissions. I also help the Publisher Relations team, speaking to publishers about the work that we do.

WHY: I knew I wanted to work in publishing, but I also knew that it’s a hard industry to get into. After applying for a number of different publishing jobs, I was offered an interview at PLS. I was hesitant, but I knew I had to take it after meeting the team – and it’s definitely paid off! It’s a wonderful company to work for. My colleagues are great, and I am learning so much about communications as well as the publishing industry. There’s nothing more satisfying than knowing a small publisher is receiving remuneration which will genuinely make a difference.

Regent’s Park College, BA English Language and Literature, 2015

Evie Ioannidi
Communications & Events Assistant, The Publishers Licensing Society

WHAT: I work on getting people excited about books, using digital and online platforms (eg, video, social media, websites, online advertising) and I work with social media influencers, and traditional marketing (eg, advertising, live events, brand partnerships). I’m the in-house Brand Manager for the BBC’s Doctor Who books, and work on marketing campaigns for brand authors as diverse as George the Poet, YouTubers Dan & Phil, Sheryl Sandberg and Deepak Chopra.

WHY: I loved how varied my Oxford degree was, and now I love how varied my work and the people and authors I work with are. Also, creativity and thinking imaginatively is central to marketing, and in digital there is so much scope for that.

GETTING STARTED: After graduating, I secured a year-long internship at Penguin Random House via Creative Access (see p.36), working for Ebury Publishing. Halfway through this I was offered a newly created role in Consumer Outreach and Marketing, before being promoted to my current role.

ADVICE: Publishing can be right for anyone, and don’t ever think otherwise. If you enjoy stories and storytelling, or being in a creative business, then it’s for you.

TOP SKILLS: A growth mindset is a very important skill, having belief in your ability to learn and that your potential is never fixed will set you apart from other people. For example, I think that applying insights from other industries to your own job allows you to develop your expertise, take the lead and offer something even more unique and valuable to your company. Go to events, read books and articles, listen to podcasts, watch YouTube: share this with your peers and maintain the same intellectual tenacity and curiosity that Oxford inspires in and demands of you.

TOP TIPS: The best thing you can ever do is work experience – this will give you an overview of the industry, the publishing process and where you, your skills and interests fit in. And once you’re in the door, give back, hold the door open and help other people step through.

Clarissa Pabi
Senior Digital Marketing Executive, Penguin Random House

WHAT: I work on getting people excited about books, using digital and online platforms (eg, video, social media, websites, online advertising) and I work with social media influencers, and traditional marketing (eg, advertising, live events, brand partnerships). I’m the in-house Brand Manager for the BBC’s Doctor Who books, and work on marketing campaigns for brand authors as diverse as George the Poet, YouTubers Dan & Phil, Sheryl Sandberg and Deepak Chopra.

WHY: I loved how varied my Oxford degree was, and now I love how varied my work and the people and authors I work with are. Also, creativity and thinking imaginatively is central to marketing, and in digital there is so much scope for that.

GETTING STARTED: After graduating, I secured a year-long internship at Penguin Random House via Creative Access (see p.36), working for Ebury Publishing. Halfway through this I was offered a newly created role in Consumer Outreach and Marketing, before being promoted to my current role.

ADVICE: Publishing can be right for anyone, and don’t ever think otherwise. If you enjoy stories and storytelling, or being in a creative business, then it’s for you.

TOP SKILLS: A growth mindset is a very important skill, having belief in your ability to learn and that your potential is never fixed will set you apart from other people. For example, I think that applying insights from other industries to your own job allows you to develop your expertise, take the lead and offer something even more unique and valuable to your company. Go to events, read books and articles, listen to podcasts, watch YouTube: share this with your peers and maintain the same intellectual tenacity and curiosity that Oxford inspires in and demands of you.

TOP TIPS: The best thing you can ever do is work experience – this will give you an overview of the industry, the publishing process and where you, your skills and interests fit in. And once you’re in the door, give back, hold the door open and help other people step through.
OXFORD’s independent student publishing house, Oxford Student Publications Ltd. (OSPL) is a completely student-run and entirely independent company.

We manage five publications: Cherwell, The ISIS, Bang!, Industry and Keep off the Grass, which are circulated to 15,000 students.

The company has a wide range of roles available in business, finance, legal and managerial positions, and offers hands-on and unparalleled access to the workings of a real business.

We are always looking for staff to join our team, so contact the email address above for more details about how you can get involved.
GETTING IN AND ENTRY POINTS
Retailers tend to recruit students for graduate schemes in their final year of study to start the following September, and many deadlines for full-time positions will fall towards the end of Michaelmas Term. Competition for these schemes can be intense. Specific Head Office roles may be advertised on CareerConnect throughout the year, or on company websites. Students who have been on a structured work experience scheme in this sector are likely to be at an advantage when applying for graduate jobs.

Deadlines for internship schemes, usually aimed at penultimate year students, also tend to be in Michaelmas or early Hilary Term. If a retailer doesn’t offer a formal internship scheme, approach them speculatively for work experience or shadowing opportunities. However, experience of how the retail sector works can be gained in many ways – and many firms like their future managers to have spent time on the shop floor. Busy times of the retail year coincide with university vacations, so get some experience as a sales assistant during a holiday. Firms recruit temporary workers well in advance to ensure they are not short staffed at these times, often through specialist online recruitment agencies.

EXTRA-CURRICULAR IDEAS

+ Run a mini-business that has to turn a profit, such as a theatrical production or a college ball.
+ Get involved with the OxCo-op, which makes ethical food accessible for the Oxford community, or similar local organisations such as Cultivate.
+ Join The Student Consultancy (p.33) for an insight into the challenges faced by real businesses, and for the opportunity to help solve problems faced by local firms.
+ Sign up for Insight into Business, to learn core elements of strategy, marketing and management and learn how to build a profit and loss account.
+ Volunteer in a charity shop for customer service experience.

MORE INFORMATION:
www.careers.ox.ac.uk/retail
CARLA PETERS
Associate Vendor Manager, Amazon

WHAT: As an Associate Vendor Manager you are responsible for a group of products or brands that we sell on site. This involves looking after the entire process from negotiating terms to creating a growth plan to drive sales. You are given responsibility from day one, and can directly see the impact of your work on the Amazon website.

GETTING IN: I applied for the Amazon Graduate Scheme directly through their website. The process was much easier and quicker than other applications, since the first stage is just a CV upload. If successful, you have a phone interview, online test and an assessment day. The best thing about the interviews for graduates is that you aren’t expected to have prior business experience, as long as you can demonstrate that you have potential and relevant skills for the role.

HOW MY OXFORD EXPERIENCE HELPED: When interviewing for the graduate scheme all of my examples came from things I had been involved in at Oxford. There are so many opportunities to hold positions of responsibility, and these are definitely worth doing as they are relevant in the business world, even if they don’t seem it at the time. If you have had a role in a society, think about what lessons it taught you and skills you used, since they can be applicable for your future career.

TOP TIPS: Don’t worry if you are unsure about what career path you want to follow. Apply for whatever is of interest, and if you are asked to interview for a company it means that they believe your skillset fits their position. It could surprise you!

Get involved with a society or group while at Oxford so that you have experience in a position of responsibility and working closely with others.

As a graduate, companies don’t expect you to have years of business experience. Instead use the skills that you have demonstrated at university to explain how you have the potential to be a perfect fit for the role.

St Catherine’s College, Biological Sciences, 2014

TOM FLINTOFF
Site Optimisation Manager, Marks & Spencer

WHAT: As one of the UK’s biggest retailers, millions of customers visit M&S’s website daily.

My role is to convert as many of these customer visits into sales. Key to this is understanding how our customers are behaving online and then working across teams to develop strategies to improve performance. This could be anything from online range extension, to delivery proposition enhancements or page re-designs working with our UX and web development team.

WHY: Online retailing is a fascinating world. With technology changing at an ever increasing pace and barriers to entry lower than ever with the evolution of mobile apps and marketplaces, you have to be ahead of the curve to satisfy customer expectations and win in this market. This provides a great challenge and the main reason I enjoy my job.

The best part about my current role is using data and insight to make quick changes to the website and measuring how customers respond to that change. In the online world everything is trackable so I can see exactly which parts of the shop are working and which are not in real time, making it possible to take quicker, data driven decisions to improve the experience for customers.

EARLY CAREER: On the M&S Digital Graduate Scheme I was exposed to a wide range of projects from day 1. I was given high levels of responsibility straight away, whether launching M&S’s first Android App or managing a multi-million pound paid search budget.

TIPS: It’s important to be self-motivating and to enjoy a challenge – with these skills you’ll fit right in with the team and succeed.

It’s also really important to get some experience and a good understanding of how an ecommerce business is run. You don’t need to have run a department at a flagship store on Oxford Street: running an eBay store or understanding the supply chain will help you to understand the importance of putting the customer first and demonstrate how online shopping has evolved.

Hertford College, BA Economics & Management, 2010
SCIENCE

You could be doing research, developing new technologies, developing or refining manufacturing processes or innovating medical solutions. The possibilities are endless. Experimental scientists are likely to be involved in research, development and analysis. Opportunities in industry range from the research divisions of global companies to niche technology firms. Other options include government – or charity – funded research institutes, hospitals and university research.

Science and technology span diverse disciplines and so too does the range of opportunities in the science sector. Roles for hands-on scientists exist in manufacturing, energy, medicine, pharmaceuticals, environment, defence, aerospace, transport, electronics, space technology, fast moving consumer goods (FMCG) and many more areas.

The sector also needs science literate graduates who can use their knowledge in other ways: eg, making scientific ideas a commercially viable reality, or communicating research to investors or the general public.

You may primarily be driven by your subject interest, but you should also consider the environment that would most suit you. Working in a small start-up technology company is likely to give a very different experience from joining a large graduate scheme with an established employer, for example.

GETTING IN AND ENTRY POINTS

The first step for many scientists wanting to pursue a career in science is a PhD (DPhil in Oxford). Don’t be put off if a PhD is not for you at this stage; many organisations offer science roles that do not require a PhD.

In general, only major companies have graduate schemes. The earliest deadlines are before Christmas, but many recruit on a rolling basis. Gaining employment with well-known firms can be highly competitive, particularly in the pharmaceutical sector, and relevant industry experience is always useful.

Many large firms offer internships to penultimate year students. More opportunities exist with smaller, less well-known companies, which usually recruit for specific vacancies – either directly or through specialist recruitment agencies. Small scientific companies are often clustered on Science Parks. Check their websites for vacancies, register with relevant recruitment agencies and apply speculatively as well. Speculative applications to companies in Science Parks may also be a good source of work experience.

The availability of work in government agencies and independent research institutes varies according to subject. DSTL (Defence Science and Technology Laboratory) runs a graduate scheme across most scientific disciplines. DESG (Defence Engineering and Science Group) is focused mainly on physical scientists and engineers. Independently funded research institutes – such as those operated by Cancer Research UK and the Wellcome Trust – are more common in life science disciplines. For some jobs it can be an advantage to have a relevant PhD, and some roles will require them.

EXTRA-CURRICULAR IDEAS

- Join subject-based student societies, and others such as the Scientific Society, OxFEST (for women) or the Energy Society.
- Volunteer to do outreach work with the MPLS division’s School Liaison Officer, or Science Oxford.
- Get involved with Oxbridge Biotech Roundtable – a consultancy that has student opportunities and great networking events.
- Seek a summer research assistant position at your Department or through your tutors’ contacts.
- Write for Bang!, Oxford’s science magazine.

MORE INFORMATION:

www.careers.ox.ac.uk
/pharma
/science-alternatives
/science-research-development
Rebecca Holttum
Future Leader Programme (R&D), Unilever

**WHAT**: I have now worked for Unilever for 2 years, and the world of fast moving consumer goods (FMCG) is quite unique. I get to work on truly global projects for some well-known and well-loved brands, and I am already getting to see the impact that my work has on the evolution of our products and consumers. If you want an experience like mine, and still want the opportunity to learn, and gain real breadth from the world of business, then you should seriously consider FMCG.

**CHOOSING A DIRECTION**: Are you a scientist and want to get out of the lab? Are you not sure what you want to do or whether or not you want to specialise, or narrow down your career?

I considered exactly the same questions when I was in my final year at St Hugh’s. If you were to look at the type of jobs or graduate schemes that I applied for, you would probably conclude that I was directionless, and open to anything and everything. To a degree, I still am open to anything; I’m on my 6th role since leaving Oxford, and have had experience in Research Formulation, Marketing, Packaging, as well as Legislation and Policy from my short time in the civil service fast stream. I am starting to realise that being a generalist is OK, and that having a scientific background, gives you a great perspective in the world of business, and even better in fast moving consumer goods.

**GETTING IN**: During my assessment centre for the Unilever Future Leader’s Programme I wasn’t asked a single scientific question. What Unilever’s recruiters look for are the soft skills, the leadership experience, the fact that I had a scientific degree from Oxford was the only scientific credentials I needed. My advice, therefore, is to remember that any and all experience is worth pursuing and will be valuable to you not only during recruitment, but when you land in your first roles too.

Rebecca Holttum
Future Leader Programme (R&D), Unilever

Marion Crawford
Research Scientist, Oxford Nanopore

**WHAT**: The great benefit of a career in science is that you have the chance to work on some really cool projects - there are so many wacky and amazing new technologies. I work as a research scientist developing a cutting-edge new DNA sequencing technology; our technique reads an individual strand of DNA by feeding it through a nanometre-scale hole. Our instrument aims to bring fast, cheap, high-quality DNA sequencing to geneticists and clinicians, and the whole thing is only the size of a USB stick!

**WHY**: I’d really recommend working in science, as you get to use your brain creatively, tackle interesting problems, and work with enthusiastic people. There are many difference roles out there - you don’t have to be stuck at a lab bench! Nor do you have to go down the academic route - I love working in industry as I get to see my experiments applied to real world issues and developed into a product to drive a business.

I came into nano-biology somewhat by accident after doing my Physics degree; it’s a bit of a change of field but I think it shows that a science degree gives you a fantastic grounding for many careers. I wanted to improve my practical skills but I have now also gained experience in both science and business. I’ve even been involved in recruiting new graduate staff, so I know what it’s like to be on the other side of the interview room!

**ADVICE**: Don’t be afraid to apply for jobs in different areas as lots of the skills are transferable or learnt on the job.

Try to get some relevant experience eg, a lab project or a summer placement, and read up on the company/institution you are applying for.

**TOP TIP**: Be enthusiastic and communicate well - the next mind-boggling discovery or world-changing technology springs from curiosity and innovation.

Marion Crawford
Research Scientist, Oxford Nanopore
HAVE YOU THOUGHT ABOUT...

A CAREER AS A PATENT ATTORNEY?

Training as a Patent Attorney is a career path that enables you to combine scientific understanding with legal expertise.

You will leave the lab environment yet remain at the cutting edge of science and technology, applying your knowledge and skill in a commercial context. Your role will be to help to protect intellectual property assets and grow businesses.

Sound interesting? To find out more visit www.jakemp.com/careers

---

Marks & Clerk is recognised as one of the world’s leading intellectual property firms, helping clients across all industry sectors to protect and exploit their ideas. Our global reach and unmatched depth and breadth of expertise present unique and exciting opportunities for those working with us.

We recruit undergraduates or postgraduates with a minimum 2:1 degree in a STEM subject (including computer science).

As a graduate entrant you will be given all the support you need to achieve qualification as a chartered UK and European patent attorney. We run our own comprehensive in-house Training Academy, combining lectures and tutorials with mentoring and supervision from Partners and other qualified attorneys.

If you are looking for an exciting career that allows you to work with some of the most technologically advanced companies in the world, we would like to hear from you.

For further information or to apply for our 2017 graduate scheme, visit www.marks-clerk.com/graduates

---

sparx

www.sparx.co.uk/join

Email: recruitment@sparx.co.uk
Main locations: Exeter, Devon
About us: Here at Sparx, we’re working flat out to investigate scientifically what makes the best learning experience. By using real-time data to drive an evidence based approach to education, we’re developing an extraordinary new technology for the classroom that is redefining the limits of what young people can achieve and is helping us figure out what works (and what doesn’t) in the field of education. Our platform for Maths uses custom built content and a powerful, data-driven web and mobile framework to deliver a tailored set of exercises, games and incentives for students.

Graduates sought: Bright and determined graduates studying computer science, statistics, mathematics, engineering or the sciences with at least a 2:1

Visa sponsorship: Unfortunately Sparx are not able to sponsor VISAs.

Graduate salary: £30k + depending on qualifications and experience.

Vacation work: We offer 8-week summer internships to those studying computer science, statistics, mathematics, engineering or the sciences, achieving at least a 2:1. Being an intern at Sparx isn’t about taking a back seat. Our interns are bright, motivated and integral members of the team.

Application advice: The deadline for intern applications is 8th January 2017. Graduate applications are open all year. Please apply online at www.sparx.co.uk/join/opportunities

---

Marks & Clerk

Careers in intellectual property

www.careers.ox.ac.uk/fairs
OTHER CAREERS

Beyond the industry sectors listed on the previous pages, there are many more opportunities – some of them are quite niche, and some are in rapidly expanding fields at the edge of current knowledge and practice. Don’t feel restricted by the range of graduate jobs that normally get promoted, and think creatively about what would best suit you.

Each year substantial numbers of graduates enter alternative career fields and specialised roles, and others pursue their own personal vision in areas they are passionate about, for example, in the Creative and Performing Arts; Religion (particularly from Oxford’s Permanent Private halls); and Sports.

UNUSUAL OPTIONS

The selection of career profiles included here gives you a taster of a few of the options drawn from the worlds of performing arts, translation, medical writing, economic consulting, and computer gaming.

If you are aiming for a route less travelled you may need to think more widely and be more creative in how you source information, find contacts and build and develop your network. If you are interested in a career that doesn’t get much exposure around Oxford, The Careers Service is very happy to help. In the last year we have been asked about careers as diverse as elite sports coaching; fine art restoration; operatic direction; TV production; speech therapy; and documentary researcher.

Even within the core sectors covered on previous pages there are unusual individual roles. For example, if you are passionately interested in the world of online gaming but don’t fancy a technical or coding type role, leading UK companies also employ researchers, writers and storytellers, artists, technical support for live motion capture, as well as the full range of business managers such as sales and marketing, HR and finance functions.

GETTING IN AND ENTRY POINTS

As for all positions, understanding the industry, the organisation and role and making a targeted approach underpins any successful application. The first question that recruiters are concerned with is whether you have the skills they are looking for and/or the potential to learn and adapt quickly to the role. Beyond that, if you have the skills, the tie-breakers for who gets selected are often enthusiasm and organisational ‘fit’, so do your research and know your apples from your pears before you apply. Review the earlier sections on Developing Your Career Ideas (pp. 12-27) and Application Essentials (pp. 40-55) for guidance.

You will probably want to talk to someone who is actually in the career of interest to you, particularly if relevant information is hard to find. They will be in the best position to give you information on the day-to-day life in the role, as well as the challenges, opportunities for career development, and lots more. See the networking section on pages 18-20 for ideas of how to make and maintain contacts.

The more niche your specific interests are, the more focused you can be. If you can find a good starting point – especially a supportive contact or mentor – they might help you to make a lot of progress quickly, eg, by helping you to identify and contact leaders in your chosen field.

FINDING OUT MORE

There are some 400 different job profiles covered by www.prospects.ac.uk for roles as diverse as Glass Blower/Designer; Toxicologist; Youth Worker; Patent Attorney; Hydrologist; Animator and Company Secretary. Each profile offers links to professional bodies, sources for vacancies and suggested courses and professional development.

- Identify the professional body or society for your field:
  - Their website is likely to include masses of useful information, including industry news, company and event listings, and job vacancies.
  - Professional bodies often publish an industry magazine (often with vacancies), and run industry or sector awards which you can use to find leading practitioners.

- Examine vacancies to understand common requirements such as key skills, qualifications and experience sought, as well as industry norms and terms (jargon).

- Find websites for your niche, eg: Working for an MP website: www.w4mp.org; Space Internships Network (SpIN) via the Catapult Programme: www.catapult.org.uk; For animators: www.cartoon-media.be

- Use social networks to the full – follow bloggers and experts on Twitter and across the web. Ask to join specialist groups on Facebook and LinkedIn and see who the opinion leaders are.

- Make yourself visible online: start your own blog or website; showcase your portfolio; make sure your LinkedIn page reflects your goals and relevant experience; comment in discussions and ask for advice and make contacts.

- Specialist recruitment agencies can be used to find out about particular sectors and sourcing vacancies.

- Brainstorm ideas of other types of organisation that might need the skill set you wish to use, and use those ideas to start an online search.

MORE INFORMATION:

- www.careers.ox.ac.uk/other-sectors
- /armed-forces                           /creative-arts
- /human-resources                        /libraries
- /management                             /translating-interpreting
Joshua Baldwin
Game Designer, Creative Assembly

WHAT: As a designer, I spend my time working out the story, rules and content of games. Our projects all revolve around history, so my time is spent working out how we can bring a specific period to life in a way that is engaging and immersive and then collaborating with coders, artists, audio designers and translators to make sure it happens.

WHY: The games industry is one of the few areas that offers the chance for an entry level job that is genuinely creative. Seeing your vision turned into a finished project that is played and enjoyed by hundreds of thousands is a feeling that’s hard to beat. It’s a fresh, flourishing industry full of enthusiastic people and opportunity.

HOW MY DEGREE HELPED: Analysis and articulation are crucial, so in many ways the tutorial system is the perfect preparation for the day to day work of a designer. Having to defend your ideas in front of a world class academic is only slightly less scary than convincing your team leader that you need war pigs in your next game.

ADVICE: The majority of designers have degrees that are only tangentially relevant, so lack of specific qualifications won’t hold you back. What you will need to do is demonstrate a deep understanding and passion for the industry. It’s a very competitive field, so expect to spend some time on activities to set apart your CV such as: writing critiques of existing titles for blogs or websites, creating mods and practicing with industry standard tools.

Avoid: Rushing. Many people feel under pressure to get straight into the perfect job when they graduate, but it took me a year or so of working freelance and odd jobs to build up the CV and portfolio to even get an internship. We are going to be working for a good 40 years, so take some time to choose something you really want to do!

Laura Hanna
Actress

WHAT: The most thrilling part of my job is also the most challenging – the variety and unpredictability. I rarely know what I will be working on more than a few months ahead, but this also means that I am constantly developing new skills, working with new people and to different timetables. And as a result, personal growth is at the centre of all I do.

ADVICE: If you are resourceful, intensely focused and keen to be self-employed, this can work for you. And of course a passion for acting is a must! The lifestyle of an actor is not right for everyone though as it's rarely constant and reliable. Some people thrive on this and if you embrace it, you can craft your life on your own terms. Others find it profoundly destabilising – financially, personally and emotionally. Several people I have worked and graduated with have switched careers – not because they stopped loving acting, but because acting itself is just one aspect of the job.

EARLY CAREER: I took the drama school route, many don’t. I remember meeting a publisher at a party once who said that everyone in the world should go to drama school, just to have two or three years to really get to know themselves inside and out. Those years were precious to me for that luxury if nothing else.

After graduating in 2008, I worked at a large, independent TV production company, RDF (now Zodiak), whilst applying for drama schools. I graduated from LAMDA in 2011 and have worked continuously since, predominantly in theatre.

TOP SKILLS FOR SUCCESS:
Be nice!
Be proactive – That’s how you get work and sustain work.
Memory – names and faces! You meet a lot of people…

TOP TIP: Remember – it’s a marathon not a sprint.
**ELIZABETH HARTFIELD**
Senior Medical Writer, Oxford PharmaGenesis

**WHAT:** Medical writing provides a challenging, varied career, and every day I learn something new. I work on a broad range of materials, including manuscripts, systematic reviews, slide decks, training and patient education materials, meetings and congress materials, drug monographs, regulatory materials and more!

**WHY:** Simply put, I really enjoy science communication. I am also motivated by knowing that I am helping the pharmaceutical industry to raise awareness of diseases and of new medicines.

**EARLY CAREER:** After completing my undergraduate degree in molecular biology at Cardiff University, I embarked on a PhD in molecular neuroscience and still full of enthusiasm for laboratory science, I arrived in Oxford and worked for 4 years as a postdoctoral research fellow. During this time, I had the opportunity to work with patients who were helping us with our research.

**SHIFTING FOCUS:** I began to write articles for The Oxford Student and Phenotype, the science journal of the OU Biochemical Society. It slowly dawned on me that I preferred to communicate about science rather than actually do it!

**GETTING IN:** I attended several MedComms Networking events to find out more about using my writing skills. There are several medical communications agencies in Oxford alone, so deciding on the right agency for me was a big decision. After meeting with several representatives from different companies, I decided to apply for a position as a trainee medical writer at Oxford PharmaGenesis, and I have not looked back. It is likely that you will need to complete several written tests, as well as attend face-to-face interviews, before you are offered a job – but do persevere!

**TIPS FOR SUCCESS:** Prepare your application with meticulous care, be accurate and consistent, and make it easy and interesting to read: remember, the people reading your CV have a highly trained eye and can spot a spelling mistake or a split infinitive a mile off!

---

**TAKUMA HABU**
Senior Consultant, Oxera Consulting LLP

**WHAT:** I am a Senior Consultant at Oxera, which is an economics consultancy founded by Oxford academics in 1982. We advise a range of clients (corporates, regulators, lawyers) on economic issues relating to competition, regulation and corporate finance. The bulk of my work involves providing economic and financial valuation analysis to courts and tribunals to help resolve commercial disputes, and the management of these projects.

**WHY:** I started my MPhil hoping to continue on to the DPhil, but I was conscious that I hadn’t seen economics ‘in action’ at first hand—I had started my masters straight after finishing my undergraduate degree. So when I got an internship at Oxera, I decided to use it as an opportunity to find out how economics is used in real life, and to get an idea about what the life of an economist is like outside academia. I finished my internship having enjoyed experiencing the variety of ways in which economics can be used to help clients across different issues in many industries.

**ADVICE:** It was also good to be surrounded by other people with a passion for economics, and I decided that I wanted to work in an economics consultancy.

**ADVICE:** I now find myself involved in recruitment, and one of the things that distinguishes a good candidate from a great one for me is how passionate they are about economics. This can come across in the application where, for example, you’re asked about your reason for applying, as well as in interviews. Working with people who love the work is much more rewarding, which makes this an important aspect when I review applications.

**ADVICE:** I also look for ‘feistiness’ in people’s character, especially in conveying their own ideas in a confident and convincing manner. We provide the best service to our clients when we bounce ideas around to come up with new and innovative solutions. We can’t do that if people are unwilling or unable to challenge the status quo.
TOMAS PFISTER
Deep Learning Scientist, Apple

— using artificial intelligence, specifically ‘deep learning’, to help computers understand what they see. I spend the majority of my time doing scientific research in artificial intelligence and improving products with it.

WHY: I love this field because it’s so creative and has almost limitless potential to improve the world. Silicon Valley is an amazing place to do that — people genuinely think anything is possible.

Getting started: Ever since a child I loved observing people and understanding their feelings & emotions. During my undergrad in Cambridge I got curious about whether computers could do that too. This got me into artificial intelligence, which I then pursued for my PhD at Oxford.

After the PhD I decided to shift to industry as that’s where most progress in AI is now being made.

Top AI companies have much of the perks of academia (freedom to do long-term research into problems that matter the most, to share your findings with the community through publishing, and to teach) but with many more resources (computational infrastructure & large amounts of data for training AI methods) and higher social impact (building amazing products like the iPhone that are used by everyone).

TOP TIPS: Ask yourself what problem breaks your heart in this world and work on solving that. Passion and motivation will follow.

Wherever you go, remember to actively help the people around you, listen and love them. That’s what really matters.

Be humble of your achievements (including your degree) — you did not achieve them alone.

Slow down and embrace your limits. The world never runs out of things to do — but you will run out of energy if you don’t rest.

Remember that anything is possible.

FINAL WORDS: If you’re interested in computer science and artificial intelligence, learn about deep learning!

Mark Belcher
Staff Interpreter, United Nations

WHAT: I attend UN meetings and interpret the proceedings from French or Russian into English. My work is mostly in New York, but occasionally I travel elsewhere – last spring I was in Turkey for a week – which is fascinating but not always as glamorous as it sounds, for example when we’re sent to a prison or factory.

WHY: It’s an interesting, varied and demanding job and you are confronted with something new every day.

PROS AND CONS: I’ve been interested in interpreting since school, but I assumed you had to grow up speaking several languages, which was not my case. I moved to Berlin to improve my German after university, and did written translations. My first interpreting job came via a friend who asked me to do some work on a film: I got to meet people and see new places - I loved it!

However, the rise of English as a lingua franca means we’re all wondering how long there is left for the profession. Employability depends on how many languages you can interpret from (for the UN you need at least two passive languages) and whether your languages are in demand. Politics can have a direct impact though – Russian has definitely made my career so far.

GETTING IN: To work for the UN you should have an MA in Conference Interpreting, so I took a one-year course at the University of Bath. I then passed the UN freelance interpreting test, before passing the Competition for staff a couple of years later.

ADVICE: Because it is difficult to get into the profession you need to decide whether you want to invest so much time and money. Anybody who’s interested should talk to working interpreters and potential employers.

“People think it’s for them if they love languages - but the languages are just the starting point. You need to be interested in everything, even if only for one day...”
WORKING FOR YOURSELF

Every year, graduates from every subject consider starting their own business or social enterprise. Serial entrepreneur and author James Caan has said that success in business is 5% idea and 95% process. So, although finding that great idea is important, you’ll need personality, energy and commitment as well to make your business work.

Entrepreneurship is increasingly visible here at Oxford – explore www.eship.ox.ac.uk for great resources and advice, from the basics and getting started, to ideas for support, resources and training, funding options, and accelerators and incubators.

HOW TO GET STARTED

If you’re about to get started you’ll need several things:

+ An idea – consider what problem you’re solving, what solutions exist now, and how yours compares.
+ Evidence – market research, legal research, a financial plan and competitor analysis.
+ Other people – such as a business partner who brings complementary skills, a business mentor for advice, contacts to make your business work, and friends or family as a support network.
+ Infrastructure – you might need premises to operate from, phone/ internet, website, transport.
+ Formal registration – identifying yourself as self-employed to the government, and registering a business name: check www.companieshouse.gov.uk for available names.
+ Money – most enterprises require some capital to get started, whether it’s buying equipment, or just covering your own living costs. There are many funding sources to encourage entrepreneurs – see www.eship.ox.ac.uk – and for a social enterprise, The Careers Service and Oxford Hub offer generous grants termly. Get independent advice if you’re considering a loan.

LEARN MORE BEFORE YOU START

+ Develop your skills through an internship (pp.35-39).
+ Work in a Small to Medium size Enterprise (SME) to get initial business experience and learn from people who have started their own company. One good source is www.enternships.com.
+ Join the Oxford Entrepreneurs Society to meet like-minded students, get advice, and opportunities for pitching, funding and networking.

WORKING FREELANCE

A large number of Oxford students begin their careers by working freelance – most frequently in the media, arts, translation and education. Much of the advice above is also relevant to freelancers: you will, for example, need to assess the market, register yourself as self-employed, and find ways to market yourself. Self-promotion may not be necessary if you can find regular employment through an agency – but a website, business cards and registering in directories of businesses may be useful.

If you are considering working freelance, and you have no visa restrictions to self-employment, you could start while you are a student at Oxford – it is a good way to test the water, assess the feasibility of supporting yourself, and start building up a client base, but take care not to over-commit and damage your academic study.

PSST! INTERNATIONAL STUDENTS

Student visas generally do not allow you to be self-employed. Graduating international students who want to develop their business concept can apply to stay in the UK on a Tier 1 (Graduate Entrepreneur) Visa. Applications are invited every 3 or 4 months: dates are advertised by The Careers Service.

MORE INFORMATION:

www.careers.ox.ac.uk/work-for-yourself
AGNE MILUKAITE  
Founder of Cycle.land

**WHAT:** Agne is the founder of the peer-to-peer bicycle sharing platform, Cycle.land.

As a social scientist by training and an entrepreneur by profession, Agne is passionate about the opportunities that arise from the sharing economy for business and to address poverty. Prior to launching the business, Agne worked for a Canadian home robotics company in Berkeley, California.

**ABOUT CYCLE.LAND:** Cycle.land is a vibrant social marketplace and a community of bike sharers. We connect people who are passionate about cycling and traveling and share a love of bikes, adventures, friendships, and the kindness of strangers.

We match people who want a bike with people willing to hire out their bike for as little as £1 per day. We place every available bike on a map and anyone with a smartphone can access one at the click of a button.

We make this sharing easy, enjoyable and safe. We verify personal profiles and listings and contact information remains private on our platform. Paypal makes payments safe and simple and bike owners and users also build trust by writing reviews after each bike sharing experience.

Cycle.land has been incubated at the University of Oxford and went through the VIEW programme at Said Business School. As a student, Agne participated in The Student Consultancy programme run by the Careers Service gaining experience working in a team on a client project. Two years on she is now a programme client creating experience opportunities for other students.

**TIPS FOR SUCCESS:** Entrepreneurship is about seizing the day, looking for opportunities and then going for it! Our aim is to revolutionise how people think about transport. I always knew that Cycle.land was going to solve people’s problems, but it has been amazing to see it happen!

The most important lesson I’ve learned is to reach out to people: make the most of the help at Oxford and create a community around you.

---

ADITYA KASLIWAL  
Founder, SpeakSet, Healthcare Communications Company

**WHAT:** We are making it easier for older people to receive healthcare in their own homes. We’re over 3 years old and work with private and public health and social care organisations around the country.

In startups you often just get stuck in with whatever needs doing whether that's soldering up prototypes in a co-founders flat because the manufacturer fell through or building a ‘video calling platform’ or - my focus for the last year - building a team and sales process to get our tech into patients’ hands.

Right now I’m looking at new opportunities to grow SpeakSet faster.

**WHY:** You are ALWAYS learning and learning fast. I’ve done everything from coding to sales and marketing to working with investors. There’s also some fun perks like being invited by Google to speak in Brussels, regular visits to House of Lords or being selected in the Forbes 30 under 30 list!

A minor caveat though; it’s constantly intense; hard work both physically and emotionally and you have to make do with what you’ve got. For example, for the first year, I’d come down to London and couch surf – I wouldn’t recommend that!

**EARLY CAREER:** I joined Entrepreneur First - EF - straight out of Uni. EF brings exceptional talent together and gives them the tools to start their own company and has a fantastic track record, their first 4 years of companies are collectively valued at over $300m.

What was great about EF was that we had the space to try out different ideas. Before SpeakSet, I built guitar pedals and ran a food business for 4 months - I learned a lot that I could use in building SpeakSet.

**TOP TIP:** Passion! You have to be genuinely passionate about the job and the company you’re applying to. It makes a huge difference. Our hiring decisions are made primarily on passion, hunger and team fit.
The Oxford Consulting Start-Up Initiative provides students with a hands-on introduction to the work carried out by professional consultants with small, exciting and fast-paced start-up companies and entrepreneurs. By tapping into the Oxford and London start-up networks, OCI is able to provide our members with access to real and hands-on projects, to solve core strategy problems with innovative new firms. These experiences on a real consulting project help students to gain the skills, insights, and knowledge needed to succeed beyond Oxford. Furthermore, OCI is committed to providing access and support to young entrepreneurs who may be considering entrepreneurship as a career.

Kick-start your consulting career with us today, and explore the innovative and exciting world of entrepreneurship.

OCI is a part of the Oxford Student Foundation - a network of student-run Initiatives focusing on hands-on experience:
- Oxford Microfinance Initiative
- Oxford Consulting Initiative
- Oxford Law Initiative
- Oxford Banking Initiative
- Oxford Investment Initiative

To find out more, visit www.oxfordstudentfoundation.co.uk

Oxford Entrepreneurs is the largest entrepreneurial society in Europe and is open to students from all disciplines. We work closely with a variety of organisations in every sector, from finance and consultancy to computing and engineering, to ensure our members receive all the support they need. The society is free to join and membership entitles you to weekly updates about our events, educational programmes, entrepreneurs support and free entry to our parties. We are based in the Oxford Launchpad in the Said Business School but our events take place all over the world, including trips to Silicon Valley and Australia.

The Oxford Entrepreneurs network is wide-ranging and at our events you will have the opportunity to meet with representatives from leading accelerators and incubators, as well as venture capitalists and potential cofounders. Our membership is diverse, consisting of undergraduates, graduates, MBA students, alumni and external members, such that all students with an interest in entrepreneurship are given the opportunity to meet.

The society currently has over 10,000 members but we are constantly looking to connect and engage with more. Join our innovative community today by signing up for free at www.oxfordentrepreneurs.co.uk

Consumer Goods and Retails

vacancies posted last year on CareerConnect

... included roles with Burberry, Amazon, GfK, Arcadia Group & Decathlon

Find your perfect job!

www.careers.ox.ac.uk/careerconnect

The Oxford Guild Business Society

The Oxford Guild Business Society is completely free to join, and as of 2015 we are the largest society at Oxford University and now the world according to the Times and BBC.

We have our own start up accelerator and are organising the Up-Start World Summit, the world’s largest opportunity and entrepreneurial competition for young people. THE TOP PRIZE OF GETTING YOUR BUSINESS IDEA FUNDED and other first, second and third place awards of up to £50,000, £15,000 and £10,000.

Our Accelerator has had over 10 success stories so far and has been featured in the FT and the BBC.

We are widely recognised both nationally and across the university for being the most established, dynamic and professional society for students looking to apply for positions. We have demonstrated consistent success in providing effective recruitment services and for maximizing returns for the organisations we work with. We are the founders of the Collegium Global Network which has over 40 universities across the world involved so far including our Cambridge Guild and LSE Guild. One of the greatest Nobel Prize Winners and entrepreneurs of our era, Professor Yunus, is Collegium’s Honorary President.

Being a member gives you entry to our events and our high profile speakers (everything from major CEOs and Nobel Prize Winners to actors, and musicians such as Kanye West). We hold over 120 events a year and have over 60 sponsors including some of the largest firms in the world such as Citi, JP Morgan, PwC, BlackRock and BP.

Visit www.theoxfordguild.com and JOIN FOR FREE
WOULD YOU LIKE TO SOLVE PROBLEMS WITH THE WORLD’S BRIGHTEST MINDS?

Metaswitch Networks, a global tech company, is recruiting grads and postgrads. It's easy to apply. Simply upload your CV to our website and you'll hear back within 48 hours:

METASWITCH.COM/CAREERS

£35,000 plus benefits  •  No experience necessary  •  All disciplines welcome
Are you a little bit geeky?

£36k starting salary

No experience required

Join an innovative software company

tpp-uk.com/oxcareers

Find us on:

@TPPCareers

TPP Careers