
The Application Process & Expectations

The Search



Job Alerts and Newsletters:

- Do: Subscribe to newsletters and job alerts, such as those from the Grampian Chamber of Commerce.
- Don't: Rely solely on job boards; stay informed about industry trends.

Career Services:

- Do: Utilise university career services and platforms like BrightNetwork and Prospects.

Flexibility:

- Do: Be open to short-term roles e.g. internships or summer student positions, that may lead to extensions or give you the opportunity to apply for internal vacancies.
- Don't: Limit yourself to only long-term positions.

Feedback and Improvement:

- Do: Seek feedback prior to applying from colleagues, classmates and tutors and continuously update your CV.
- Don't: Ignore constructive criticism; use it to improve your applications.

CV & Application Preparation



Cover Letter:

- Do: Tailor your cover letter to the specific role and company.

CV:

- Do: Include a clear, concise CV with relevant skills and experience.
- Don't: Overload your CV with unnecessary details e.g. date of birth, an image of yourself etc.

LinkedIn:

- Do: Link your LinkedIn profile in your CV and ensure it is up to date.

Application:

- Do: Use relevant keywords from the job description in your application.
- Do: Save a copy of the job application to stay updated on the role you're applying for.
- Don't: Apply late; jobs may close before the listed closing date.

The Interview



Research:

- Do: Research the company and thoroughly review the job application.
- Don't: Go into an interview unprepared or without understanding the role.

Interview Etiquette:

- Do: Maintain eye contact and offer a firm handshake.
- Do: Show your personality alongside your professionalism.
- Don't: Oversell experiences just because you think they sound good, instead emphasise your ability to learn quickly and adapt.

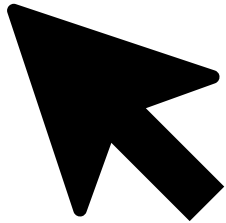
Discussion:

- Do: Highlight hobbies and interests that demonstrate transferable skills.
- Do: Have specific examples of experiences to accompany your answers.
- Do: Think of questions to ask the interviewers.
- Don't: Worry if you lack extensive work experience; focus on relevant skills.

Afterwards:

- Don't: Forget to ask for feedback from interviews, even if you receive a rejection.

Helpful Resources



Preparation for the search:

- [Aberdeen & Grampian Chamber of Commerce Bulletin](#)

Graduate Job Search Platforms:

- [Prospects](#)
- [BrightNetwork](#)

Interview Preparation:

- [Barclays LifeSkills – Virtual Interview Practice](#)
- [People Management \(CIPD\) Updates](#)