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| Activities | 1. **Where to find information**   **Include links to specific resources** | 1. **Activities I could do to learn more**   **Include links to information** | **3. Your notes eg completed or deadline for doing it or additional information** |
| **Write or update my CV** | - UWE Career Services: [www.uwe.ac.uk/careers](http://www.uwe.ac.uk/careers).  The UWE Career Services website provides comprehensive guides and templates to help you craft a professional  - National Careers Service: nationalcareers.service.gov.uk/careers-advice/cv-sections.  This site offers advice on writing CV sections, from personal statements to employment history and skills. | - Attend CV writing workshops hosted by UWE Career Services. These workshops often include sessions on tailoring your CV for different industries.  - Seek feedback from UWE career advisors or mentors. They can provide personalized advice and tips to improve your CV.  - Use online CV builders such as Zety, Canva, or Resume.io, which offer templates and suggestions to help you create a professional CV. | - Deadline: July 20, 2024  - Notes: Review and update the CV every six months to ensure it reflects new skills and experiences |
| **Join LinkedIn – the professional online network:**  Set up profile  Join UWE groups  Start building network | - LinkedIn: [www.linkedin.com](http://www.linkedin.com).  LinkedIn is the largest professional networking site, where you can create a profile, connect with professionals, and explore job opportunities.  - UWE Bristol LinkedIn Groups:  <https://www.linkedin.com/school/uwe-bristol-international-college/>  https://www.linkedin.com/groups/2393313/  Join these groups to connect with fellow students, alumni, and faculty members. | - Create a LinkedIn profile with a professional photo, detailed summary, and complete work history. Include skills, endorsements, and recommendations to enhance your profile.  - Join relevant UWE groups to stay updated on university events, job postings, and networking opportunities.  - Start building your network by connecting with classmates, professors, and industry professionals. Engage with their posts to build relationships. | - Deadline: July 25, 2024  - Notes: Aim to connect with at least 50 professionals by the end of the year. Regularly update your LinkedIn profile with new projects and achievements. |
| **Find out about:** Internships  Placements  Volunteering  Student Societies  Becoming PAL or SA  Part time jobs | - UWE Bristol Careers: [www.uwe.ac.uk/careers/jobs/internships](http://www.uwe.ac.uk/careers/jobs/internships).  The UWE Careers site lists internship opportunities, providing a platform to gain practical work experience.  - UWE Volunteering: [www.uwe.ac.uk/life/activities/volunteering](http://www.uwe.ac.uk/life/activities/volunteering).  This site offers information on volunteering opportunities that can enhance your skills and experience.  - UWE Student Societies: [www.thestudentsunion.co.uk/opportunities/societies/](http://www.thestudentsunion.co.uk/opportunities/societies/)  Explore the various student societies you can join to develop leadership and teamwork skills.  - UWE Part-time Jobs: [www.uwe.ac.uk/careers/jobs/part-time](http://www.uwe.ac.uk/careers/jobs/part-time)  Find part-time job listings suitable for students, helping you earn money while studying. | - Attend career fairs to meet potential employers and learn about available internships and placements.  - Participate in events organized by student societies to build a network and gain leadership experience.  - Volunteer for community service to develop new skills and give back to society.  - Apply for part-time jobs on campus to gain work experience and financial independence. | - Deadline: August 10, 2024  - Notes: Apply for at least two internships and one part-time job. Volunteer for at least one community project this year. |
| **Find out about skills I will need in the workplace** | - Prospects:  [www.prospects.ac.uk/careers-advice/applying-for-jobs/skills-employers-want](http://www.prospects.ac.uk/careers-advice/applying-for-jobs/skills-employers-want).  This site lists the key skills employers look for in candidates, helping you understand what to develop.  - UWE Career Services: [www.uwe.ac.uk/careers/develop-your-skills](http://www.uwe.ac.uk/careers/develop-your-skills).  UWE provides resources and workshops focused on skills development, including communication, teamwork, and problem-solving. | - Attend skills development workshops. These workshops cover a range of essential skills, from communication to technical expertise.  - Take online courses on platforms like Coursera, LinkedIn Learning, and Udemy to learn new skills or enhance existing ones. Topics can range from programming to project management.  - Seek internships or volunteer work to gain practical experience and apply the skills you've learned in real-world situations | - Deadline: August 15, 2024  - Notes: Identify the top three skills you need to develop and create a plan to improve them. Take at least two online courses this year and attend three skills workshops. |