

# Year 2 Scientific Skills Module

## Career Research & Application

Career Orientation



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# Assessments



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Assessment	Assessment Topic	Deadline
1	Skills	22/10/20 – Week 2 Thurs
2	Careers Research & Applications	19/11/20 - Week 9 Thurs

- Collectively assessments are worth 10% of Scientific Skills (Physics)
- All assessments and course information are available in a sub section to the stated modules above in Moodle called Year 2 Careers Course.
- All assessments must be submitted electronically via Turnitin.
- 24 hour late policy where you will have a deduction of

- Coming up
  - 4/11 – Feedback on Assessment 1 & Engineering careers for Physicists
  - 09/11 – Cover letters for assessment 2
  - 16/11 – Introduction to placements
  - 23/11 – Introduction to PG study
  - 30/11 – Medical Science
  - 07/12 – Feedback on Assessment 2

# Assessment 2 - Overview



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- Four Questions
- Simulates a real life internship application
- Requires **more time** than Assessment 1
- Use the template to write your answers and make use of the examples provided.
- Look at the marking guidelines
- Submit **ONE** template document with your answers via turnitin

# Assessment 2 – Q1 & 2



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Q1) Pick a role that interests you from the SEPnet (Physics) or Booklet (Maths.)

*NB – If you are currently applying to a different organisation you can use that as the role you pick.*

Q2) Research the chosen organisation that the role is for: explain

- what they do
- why you have chosen them.

# Career Research



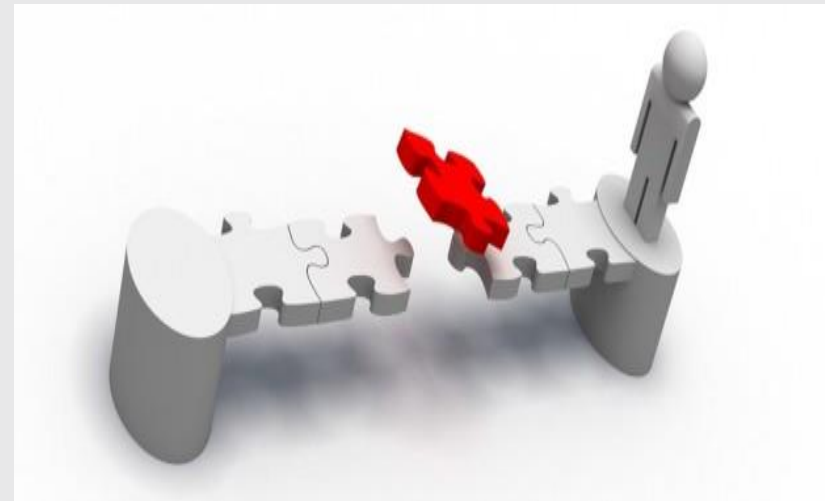
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Find out what the employer wants by looking at:

- Job advert
- Job description
- Employer's website
- Sector information

Think about how you match this

- Skills
- Experience
- Knowledge



# Sector guides on Prospects!



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Job sectors | Prospects.ac.uk

Graduate Prospects Ltd [GB] | <https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors>

PROSPECTS

Post a job >

Window Snip Jobs and work experience Postgraduate study Careers advice Applying for university Log in Register

< Jobs and work experience Recently Viewed

## Job sectors

	Accountancy, banking and finance >
	Business, consulting and management >
	Charity and voluntary work >

<https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors>

# Assessment 2 : Q3 & Q4



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*Q3: Looking at the examples and guidance submit  
a CV (**no longer than 2 pages**) for the role  
selected*

*Q4: Looking at the examples and guidance submit  
a **1 page** covering letter for the role selected.*

Today we are going to be looking at how to write  
an effective CV



# What goes where?



Exeter  
Careers  
Service

Goes in a CV?

Goes in a cover letter?

Which job applied  
for

Contact details

Employment  
history

Motivation for  
organisation

Information demonstrating  
meet job specification

Motivation for job  
role

# CV and Cover Letter Questions....



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1. What is the purpose of CVs and cover letters?

A. Get noticed by employer?

B. Get to next stage of interview process?

C. Get the job?



# CVs and Cover Letter Questions....



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## 1. What is the purpose of CVs and cover letters?

A. Get noticed by employer

**B. Get to next stage of interview process**

C. Get the job



# CVs Questions.....



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**2. Choose one option you think employers are looking for?**

- A. Will you fit into the team?**
- B. Numeracy skills?**
- C. Can you do the job?**
- D. Look good in team photo?**
- E. Do you want to do the job?**



# CVs Questions.....



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2. Choose one option you think employers are looking for?

**A. Will you fit into the team?**

B. Numeracy skills?

**C. Can you do the job?**

D. Look good in team photo?

**E. Do you want to do the job?**



# Jessica Bloggs

Street Address, City, State, Zip Code  
Phone Number, Email address

## Summary

A brief introduction to you, what you are looking for and some of your key achievements.

## Work Experience

### Company Name, Dates of Employment

- Job Title, responsibilities, key achievements

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## Education

- University, location – date from – date to
  - Qualifications achieved
- College, location – date from – date to
  - Qualifications achieved

## Skills

- Skill - competency
- E.g. PHP - expert
- E.g. HTML – intermediate

## References

- References are available on request.



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# CVs for Physicists – The Basics



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## CV Layout

2 pages, 'readable' font with sections:

Personal Details

Education

Technical Skills section

Work experience

Interests & Awards.

## Space Rule

give more important areas more space.  
Put most important things first

## Relevance

research the job, give directly relevant experiences more space.



# Putting you in the recruiter's shoes!



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1. Mostly recruiters recruit against job descriptions.
2. Recruiters may be looking at 100s of CVs!



# CVs for employers - specifics.



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Show both **Technical skills** and **People skills**. Determine balance from job specification.

Put your technical and scientific skills in a prominent position

Specific info on coding languages – not just ‘Python’.

Mention any relevant projects worked on.

Include relevant modules

Show skills through academic study & paid work /volunteering

# Start with the job description



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## **Placement Role: Mobile Tester**

**Analysing test requirements, designing and executing tests, trouble shooting and recording issues and problems.**

## **Person Specification:**

Background in Physics

Working under pressure

Communication

Problem Solving

Teamwork

# What is “Evidence”?



Which is most convincing to prove **teamwork skills**?

- 1) I am an excellent teamworker. I enjoy working with other people and always contribute fully.
- 2) At Tesco I worked in a team every day of the week.
- 3) Tesco: Worked in team of 10 people, receiving orders, identifying appropriate team member and contacting them to explain individual jobs. Won “Team of the week” in Aug 2019.

# CV 1 - what could they improve on?



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## Education

Royal Holloway University      Egham      2018 - current  
Physics (expected 2:1)

Fenton High School      Doncaster      2010-2018

### A-levels

Physics (A)

Maths (A)

Chemistry (B)

### GCSE's

Maths (A\*)      ICT (A)

English (A)      Spanish (B)

Chemistry (A\*)      Geography (B)

French (C)      Physics (A\*)

**Additional Qualification:** Cycling Proficiency

# CV 2 – Why does this look better?



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**Royal Holloway, University of London**

2018 – current

## **MSci Physics**

Relevant modules: Mathematics for Scientists 71%   Fields & Waves 68%  
Scientific Skills 72%

- Data Analysis: Collect and analyse data, calculate uncertainties in laboratory experiments
- Problem Solving: Required to plan and assemble equipment for weekly experiments
- Team work: Worked in teams of two to four to conduct and write up laboratory experiments

**Fenton High School**

2011-2018

A-levels: Physics (A), Maths (A), Chemistry (A)

GCSEs: 9 A\* – C including English (B) and Mathematics (A\*)

# CV 1 - Can you spot the mistakes?



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McDonalds, Staines, TW23 7HY

2017 - 2019

Crew Member (part-time)

As a crew member I was responsible for cooking and assembling a wide range of high quality burgers. I also had to cover when other team members didn't show up for their shifts and I operated the till and cleaned the floor to make sure things were always tidy and clean.

RHUL Student Ambassador

2019

I guided students and parents around the campus and answered their questions

# Make your skills obvious



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**Royal Holloway University of London**

September 2019 - current

## **Student Ambassador**

- Communication: dealing with a wide variety of students and their parents answering questions and guiding them around the university
- Organisation: ensuring I was aware of which tours I was leading and that all groups had been allocated a guide
- Initiative: adapting my tour and talks to meet the needs of each group

## **McDonalds, Staines**

### **Part time Crew Member**

October 2018 – August 2019

- Communication taking orders and payments, co-ordinating with kitchen staff and restocking supplies
- Working under pressure: ensuring that all shifts were covered so customers were served quickly

# What if I have no work experience?



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## **Skills from other activities**

Sport

Duke of Edinburgh Award

Drama

Choir

Music

Prefect

NCS

Team work

Reliability

Motivation

Communication

Flexibility

Punctuality



# Summary



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- No more than 2 pages
- Detail is convincing
- Accurate grammar and spelling
- Minimum font size 11pt - easy to read and not cramped
- Logically ordered

# Help from The Careers Moodle



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Within the Careers Section of moodle

# Any Questions?



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