



PGR tips: Marketing yourself to employers

Applying for a job? Here are a few tips to help you with applications and interviews.

CVs and applications

- A well structured CV is vital as employees should be able to find what they are looking for easily and quickly
- Ensure that you tailor your application to the job you are applying for
- Prioritise the important facts
- Demonstrate all your skills with evidence
- Make sure you promote your ability to plan, organise and deliver your research, as well as the actual research itself. Completing a PhD is a significant achievement and will have given you many other skills in these areas
- Provide details of extra-curricular activities to show achievements and interests outside academia
- Why not visit your Careers Service for advice on presenting your CV or use the free CV Writing Surgery service at Graduate Prospects
http://www.prospects.ac.uk/cms/ShowPage/Home_page/Advice_for_graduates/Have_your_My_Prospects_CV_checked/pl1ejq

Successful interviewing

- Listen carefully and ask for clarification if necessary
- Keep answers specific and succinct
- Illustrate your answers with real examples and explain your personal contribution
- Research the organisation/industry you are applying to which will show your interest and enthusiasm for the job
- Visit www.grad.ac.uk/interviewquestions to practice answering some example questions

Don't forget to:

- Spell check your applications and CV
- Sell yourself!

For more information visit www.grad.ac.uk/marketingyourself

Newcastle GRADschool, 18-21 September - final career focused course in 2006!

This 3-day GRADschool will focus primarily on careers, both within and outside academia. The course aims to enhance awareness of your career options and your skills, and provides advice on being successful in applications and interviews. There will be plenty of time for discussion of career options, both within groups and with the tutor team from a wide range of employment backgrounds. For more information and to apply visit www.grad.ac.uk/courselist

Careers in Academia, Cardiff - 2nd October

Like most careers, there are many elements that make up a career in academia, and you need specific skills to succeed in what can be a very competitive environment. Explore how to market yourself for a career in academia, both within your department, and at interview by attending the Cardiff Careers in Academia event on 2nd October. Book your place now at www.grad.ac.uk/cif (**Careers in Focus events are free to all postgraduate researchers**)

Please email admin@grad.ac.uk if you have any feedback about PGR tips.