



Not going to University?

Don't panic! Help is at hand. If you are looking for your first job, there are a few things you can do to prepare:

To Do List:

1. Research what career areas you are interested in on the following websites;
 - <https://nationalcareersservice.direct.gov.uk/job-profiles/home> - A-Z of careers
 - <https://icould.com/watch-career-videos/by-job-type/> - career videos
 - <https://www.brightknowledge.org/> - A-Z of careers
2. Research other options including Apprenticeships on <https://www.gov.uk/apply-apprenticeship>
3. Research on <https://www.notgoingtouni.co.uk/> a website dedicated to alternative options rather than going to university.
4. Write/update your CV and ask someone in school to check it.
5. Visit the Careers Convention
6. Book a Careers interview with your school careers adviser
7. Research full time jobs (more information can be found on the job searching page on this website, document called Where to find work.
8. Network – Ask friends, family, wider family, do they know any employers who have vacancies.
 - **Your CV:** It is essential that you produce a good CV; this is the employer's first impression of you so no careless mistakes!
 - Ask a Teacher or Careers Adviser to comment on your CV.
 - You can find tips and examples on how to write a CV and Cover Letter under 'How to Get a Job'.
 - **Get interview experience:** A formal interview could be set up in school, speak to your careers adviser or Head of Year.
- **Get experience:** It is vital you gain experience in your career area. Volunteer, work experience, work shadowing, whatever you do will mean you are gaining essential experience.