

# CAREER DEVELOPMENT CENTRE LOOKING FOR PART-TIME WORK

## HOW WE CAN HELP

UNIVERSITY OF  
LOOKING  
TO THE  
FUTURE  
WESTMINSTER<sup>®</sup>



'WHEN SENIOR EXECUTIVES WERE ASKED TO RANK THE MOST IMPORTANT FACTORS THEY CONSIDER WHEN RECRUITING GRADUATES, EMPLOYABILITY SKILLS CAME OUT ON TOP (78%).'

FUTURE FIT REPORT 2009, CBI

Finding part-time work is not only a way of earning extra money but also a great way of improving your employability skills. Remember to ensure your CV is as up-to-date as possible, and lists your previous work; employers will find this valuable. Be proactive and make use of the Career Development Centre services available to you.

### How can the Career Development Centre help?

- We advertise vacancies on our website
- We can help you with the application process
- We can help you with interview preparation

### Sources of part-time vacancies

#### Our vacancy listings

The Career Development Centre provides comprehensive vacancy listings, including part-time opportunities. You can find these via our Prospects Net vacancy and events system, accessible at:

[westminster.ac.uk/careers](http://westminster.ac.uk/careers)

#### Other vacancy sources

There is also a section on our website listing other sources of vacancies at [www.wmin.ac.uk/page-20757](http://www.wmin.ac.uk/page-20757)

#### Newspapers

Local newspapers sometimes advertise part-time vacancies and are usually available from newsagents, or a free local newspaper may be delivered to your home.

#### Film extras

Interested in films or television? You could earn some extra money appearing in shows as a background person. There are dedicated agencies that are looking for students to sign up for work like this. Some television and film companies like BBC, ITV, Cable and Satellite Channels may pay more, and overtime and unsocial hour rates are available for night and bank holiday work. For details, go to: [universalextras.co.uk](http://universalextras.co.uk)

#### Events and promotion

Could you provide excellent customer service, hospitality or stewarding support? Would you like to be involved with promotional work? Events recruitment companies often have continuous vacancies. You could try: [www.recruiteventservices.co.uk](http://www.recruiteventservices.co.uk), [xclusivetouch.co.uk](http://xclusivetouch.co.uk), [admiralgroupp.com](http://admiralgroupp.com), [limelightprojects.com](http://limelightprojects.com), [renardresources.co.uk](http://renardresources.co.uk), [lolaevents.co.uk](http://lolaevents.co.uk)

#### Student Associate Scheme (SAS)

This scheme is for students interested in this gaining experience in a classroom, but will also allow you to develop your skills, boost your CV and boost your income. For more information please go to [tda.gov.uk/get-into-teaching/career-exploration/sas.aspx](http://tda.gov.uk/get-into-teaching/career-exploration/sas.aspx) or contact Elise Sherman  
E: [sherm@wmin.ac.uk](mailto:sherm@wmin.ac.uk)

'NEARLY TWO-THIRDS OF RECRUITERS WARN THAT GRADUATES WHO HAVE HAD NO PREVIOUS WORK EXPERIENCE AT ALL ARE UNLIKELY TO BE SUCCESSFUL DURING THE SELECTION PROCESS AND HAVE LITTLE OR NO CHANCE OF RECEIVING A JOB OFFER FOR GRADUATE PROGRAMMES'

THE GRADUATE MARKET IN 2011, HIGH FLIERS

### Speculative applications

Don't just respond to adverts – make some speculative applications.

Contacting an employer in person, by telephone or by sending a covering letter and CV is also a good way of finding part-time employment.

Shops, bars and restaurants often advertise vacancies in their windows. Just go in and enquire whether they have any vacancies available.

### Networking

It is worth asking your friends how they got their job and if their employer needs any more staff. Let all your family and friends know you are looking for part time work and you may find you hear about jobs before they are advertised.

### Want to check if you have the right to work?

The Student Employment policy of the University recommends students do not work more than 20 hours per week in term time. Many international students are able to work in the UK part time during their studies. To check whether you are eligible to work, visit the Student Advice website: [www.wmin.ac.uk/advice](http://www.wmin.ac.uk/advice)

### Need assistance with your applications?

#### Quick query sessions

To increase your chances of successfully finding work we suggest you have your CV and covering letter checked prior to applying for jobs, at one of our Quick Query sessions. These are 20 minute advice sessions with a Careers Consultant which can be booked on the day, via our Prospects Net events and vacancy system, accessible through: [westminster.ac.uk/careersvacancies](http://westminster.ac.uk/careersvacancies) Alternatively you can call us on 020 7911 5184.

#### Guidance appointments

Got an interview coming up and would like a mock interview? Need more in-depth assistance? You could attend a 45 minute guidance appointment. You are entitled to up to four guidance appointments per academic year with our Careers Consultants. The appointments are bookable in advance by calling 020 7911 5184.

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