

# GETTING THE MOST FROM A QUICK QUERY SESSION

## How long does a Quick Query appointment last?

Quick Query appointments are a fixed timeslot of 20 minutes. If your query is not fully answered during this time, you may be referred to a further Quick Query session or invited to book a 45 minute Guidance Interview. All Quick Query sessions will be conducted in our interview rooms and are confidential.

## What might Quick Query cover?

The 20 minute slot is most suitable for the following options:

- CV, covering letter or application form checking
- Brief questions about job hunting, assessment centres or psychometric tests
- Brief information or signposting to funding or further study

## When does Quick Query take place?

### 101 New Cavendish Street

Monday, Wednesday and Thursday from 12pm - 4pm and Tuesday 12.40pm - 4pm

### Harrow

Monday and Thursday (term time only) from 12.30pm - 2.30pm

- Slots can be booked online via our Prospects Net system, by phone (020 7911 5184) or in person only on the day you wish to attend
- Please be aware that at peak times the sessions may be fully booked and you will be advised to attend the next available session
- You are limited to one Quick Query appointment each day

## How do I prepare for a Quick Query?

To get the maximum benefit from the session you should use other Career Development Centre resources in advance of your consultation:

- For CV and covering letter checking ensure that you have printed a copy of your CV before your appointment and taken a look at our CV guide [www.wmin.ac.uk/page-1698](http://www.wmin.ac.uk/page-1698)
- To get tips on all aspects of your career planning and job search check the Career Development Centre website [www.westminster.ac.uk/careers](http://www.westminster.ac.uk/careers)

The Prospects website has comprehensive occupational information regarding the full range of graduate careers and the careers guidance package 'Prospects Planner' [www.prospects.ac.uk](http://www.prospects.ac.uk)