



### Careers and Employment Service Overview

#### Who we are and what we do

We support students and recent graduates from the University of Bolton.

Our aim is to help students make well-informed choices about their careers.

We are there to help explore career options and provide support to develop those skills and attributes that employers look for.

#### Careers advice

Our Careers Advisers are on hand to offer confidential, individual appointments for all careers guidance needs.

They are available throughout the week to book one-to-one appointments.

To make an appointment you can ring the Careers Centre on +44 (0)1204 903 080 or click on the following link and book your own appointment at a time and date that suits you: <https://studenthub.botlon.c.uk>

#### Careers events

The Careers team organize a wide range of activities and events each academic year:

- **Careers Fair** – this event is held in the first semester. Up to 70 employers attend
- **Careers and Professional Workshops** – we publish a full annual programme of workshops that support students with all their employability needs
- **External Events** – Key employers host events outside of the University. Details of these events can be found on Student Hub

## **Where you can find us and when are we open**

The Careers and Employment Service can be found within the Student Centre just off Chancellor's Mall. We are open Monday to Friday from 8.45 – 5.00pm.

## **What we can help with**

We can offer:

- Information on different career paths
- Information on a range of employers both nationally and locally
- Support to find a placement or graduate internship
- The opportunity to gain a range of employability skills and graduate attributes
- The chance to build your contacts and networking opportunities
- The chance to explore self-employment opportunities
- Support to complete application forms, CVs and covering letters
- Support to find graduate vacancies and postgraduate courses
- A range of resources and career guides that will help you in your job search

## **What we cannot do**

We do not recommend students to employers: we can help you to find out about employers and to make applications for jobs, but we do not have any special influence with employers.

We are happy to give advice on the structure and content of application forms and CVs, but we cannot write it for you.

We are not qualified to give detailed advice about your entitlement to work in the UK.

We offer advice and information in good faith. YOU must take responsibility for your decisions based on that guidance.

## **Finding out about job vacancies**

The Careers team manage thousands of vacancies each year. We have extensive links with employers and all available opportunities, including jobs, placements, internships and volunteering opportunities, are advertised via the following link:

<https://studenthub.bolton.ac.uk>

## **What to do if you are unsure about your future career plans**

The Careers and Employment Service exists to help people with little or no idea of what they want to do after graduation as well as those who have already developed career plans. The Careers team supports students and recent graduates at all stages of the career planning and job search process.

**Access LEAP Online at: [www.bolton.ac.uk/leaponline](http://www.bolton.ac.uk/leaponline)**