

Applying for jobs (CVs, applications and interviews)

Name	Summary	Link
Youth Employment	Information and links about general careers and employability skills but has a useful section on 'Job Search Advice and Opinion'	https://www.youthemployment.org.uk/careers-hub/
Barclays Life Skills - Employability	Articles and videos on various aspects of employability including CVs and Interviews.	https://www.barclayslifeskills.com/young-people/
REED school leaver CV template	Has links to lots of other useful CV articles and advice	https://www.reed.co.uk/career-advice/school-leaver-cv-template/
All about school leavers - Work advice	Lots of articles about topics such as building an effective LinkedIn profile, 5 essential interview questions etc.	https://www.allaboutschoolleavers.co.uk/school-leaver-options/work-advice
Using social media in job hunting	Comprehensive article about how to use the different social media sites to help with job hunting with links to further sites.	https://www.kent.ac.uk/careers/jobs/social-networking.htm
Selected CV templates and examples	Lots of examples of CVs for young people / school leavers.	<ul style="list-style-type: none"> • https://targetcareers.co.uk/careers-advice/applications-and-interviews/198-how-to-write-a-cracking-school-leaver-cv • https://www.fish4.co.uk/career-advice/younger-jobseekers-cv-template-for-school-leavers/ • https://www.cv-library.co.uk/career-advice/cv/cv-templates/school-leaver-cv/ • https://standout-cv.com/pages/school-leaver-cv-example

Writing a personal statement

Name	Summary	Link
The student room - writing your personal statement	Useful article with prompt questions	https://www.thestudentroom.co.uk/university/personal-statements/writing-your-personal-statement
Guardian articles about personal statements	Lots of articles including very useful subject specific ones like 'how to write a personal statement for Law' etc.	https://www.theguardian.com/education/personal-statement
UCAS page on personal statements	Lots of really tools such as videos and a personal statement worksheet	https://www.ucas.com/undergraduate/applying-university/how-write-ucas-undergraduate-personal-statement
Step by step guide to writing personal statements	120 page guide to writing personal statements with lots of activities to work through. Slightly dated now (2005) but still contains lots of worthwhile advice and tools.	http://www.loxford.net/wp-content/uploads/2016/03/Writing-an-Effective-Personal-Statement.pdf
Developing outstanding personal statements: 25 subject specific guides	Detailed guide by Stephen Thomas which contains very useful subject specific advice such as recommended websites, books and journal for wider reading	https://www.ilfracombeacademy.org.uk/wp-content/uploads/2017/07/All-25-Subject-Guides-in-one-document.pdf
Ashton university guide to personal statements	Concise article with examples of good and bad extracts from personal statements	http://www.aston.ac.uk/study/advice-on-applying-to-university/examples-of-personal-statements/

Self assessment tools

Name	Summary	Link
iCould Buzz Test	Quick quiz for finding out your Myers Briggs personality test and 'which animal you are'. Has some links to career options for that animal/personality type.	https://icould.com/buzz/
National Careers Service SKills Health Check	Account needed. Very detailed skills health check with quizzes such as motivations. Leads to recommendations for careers based on results.	https://nationalcareersservice.direct.gov.uk/skills-health-check/home
Prospects Job Match	26 questions which should take less than 10 minutes and then matches the results to one of 15 job groups. Account needed.	https://www.prospects.ac.uk/job-match
Go Construct	'What's the construction careers for me?' quiz	https://www.goconstruct.org/learn-about-construction/find-the-role-for-you/personality-quiz/index.htm
SACU Careers Quiz	A free image based quiz designed as a quick way for students to start researching higher education and future careers	https://sacu-student.com/?page_id=2850
Future Finder	Matching jobs depending on subjects and personality	https://futurefinder.yourlife.org.uk/

Study and Life skills

Name	Summary	Link
UCAS Study skills guide	Free, downloadable guides to study skills, developed with the National Extension College http://www.nec.ac.uk/	https://www.ucas.com/undergraduate/student-life/study-skills-guides
Skills you need	Provides high quality information and resources that help you learn and develop the skills you need to make the most of everyday life. Some paid for e-books but lots of free articles too.	https://www.skillsyouneed.com/
Future Learn Study skills courses	Whether you're at school, at university or returning to education, our study skills courses will help you perform your best. Get study tips and careers advice to improve your employability, learning with the world's leading universities	https://www.futurelearn.com/courses/categories/study-skills-courses
Barclays Life Skills	LifeSkills, created with Barclays, helps young people get the skills and experiences they need to enter the world of work.	https://barclayslifeskills.com/