

Careers & Employability Service



Manchester  
Metropolitan  
University

# Just Graduated?

Let us help you to  
kick start your career



# Kick start your career with our 10 top tips

Good luck and remember to ask for help if you need it. The Careers & Employability Service is here to help you.

- 1. Get started now!** The sooner you start working on your next steps the better. [Not sure what you want to do](#) or [where to start](#)? Have a job in mind but want [more detailed information](#)? Visit the Prospects website, read our online guides and talk to us.
- 2. Seek opportunities:** stay positive - even in these turbulent times, graduate-level vacancies do exist. Check out the opportunities we advertise for employers at [www.mmu.ac.uk/careers/coves](http://www.mmu.ac.uk/careers/coves) or read our [career guides](#) which are packed with information about where to look for vacancies.
- 3. Know yourself:** make sure the jobs you apply for [match your skills](#), personality and interests. Identify what employers want and show how you demonstrate these attributes through your studies, work or extra-curricular experiences.
- 4. Know your future employers:** do your homework on each employer and demonstrate why you have chosen them. Look at their websites, media coverage, annual reports or accounts and use this research to really make your applications stand out.
- 5. Set aside time:** [career planning](#) and [making applications](#) is time consuming and takes a lot of effort. To be successful you will need to work hard at every stage – proof read [CVs](#) and [applications](#) to check for errors and make sure you [prepare for interviews](#) – the effort will be worth it!
- 6. Sell yourself:** present your applications - and yourself - in a professional manner to highlight your key selling points. Poor presentation gives a busy employer an easy excuse to reject you. [Sell your skills](#) and experience and show [how your degree has made you employable](#).
- 7. Be flexible:** this might mean widening your applications, relocating or looking at alternatives such as [postgraduate study](#), [self-employment](#), temporary or [voluntary work](#). Think about each opportunity carefully – could a vacancy which isn't your first choice get you where you want to be?
- 8. Network:** attend business events, exhibitions and [careers fairs](#), and use every opportunity to make contacts. Remember that not all jobs are advertised, so [apply speculatively](#) and make the most of your contacts. [Networking](#) can also help uncover useful facts which you can use to really make your applications sparkle.
- 9. Get experience** and give yourself an edge in competitive job markets. [Work experience](#) is an essential requirement for most employers and can help you develop a range of skills that prove you've done more than just your degree at University. Look for [internships](#) and at [support schemes for recent graduates](#).
- 10. Don't give up:** try different strategies to get your feet on the career ladder. If you don't succeed first time round, ask for feedback and use it to strengthen your future applications.





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As an MMU graduate you can use the Careers & Employability Service for up to three years after graduation.

**This includes:**

- **Online resources** - our website is packed with careers information, online guides and practice tests.
- **Free internet access**, plus copies of the latest graduate career directories and job magazines in our careers centres.
- **Help** with creating and developing your CV, writing effective applications and interview advice.
- **Careers guidance** from our Careers & Employability Advisers - in person or via email.

For more information about how we can help you, contact our Information Team today on **0161 247 3483** or visit [www.mmu.ac.uk/careers/graduates](http://www.mmu.ac.uk/careers/graduates)

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[www.mmu.ac.uk/careers](http://www.mmu.ac.uk/careers)

This brochure is available in alternative formats.  
Please contact +44 (0)161 247 3483.