



THE UNIVERSITY of EDINBURGH  
Careers Service

# Finding Internships

(& Graduate Jobs!)

Matt Vickers  
*Careers Consultant*

Inspiring futures



# Before we start

## Can you hear the presenter talking?

- Please select yes/no on the on-screen poll, or type your answer in the chat box
- If you can't hear, try leaving and re-joining the session – Google Chrome is the recommended browser.



# Asking Questions

## Etiquette



**Please mute your microphone**

**You can type a question or comment at any time in the text chat.**



# Identity



## **Why is my name displayed?**

Your name is displayed to the facilitator and the other students and you are able to see their names. This is to help keep the learning space secure, support engagement, and run the session effectively. It will not be visible on any published recording.

## **Do I have to turn my video on?**

No.

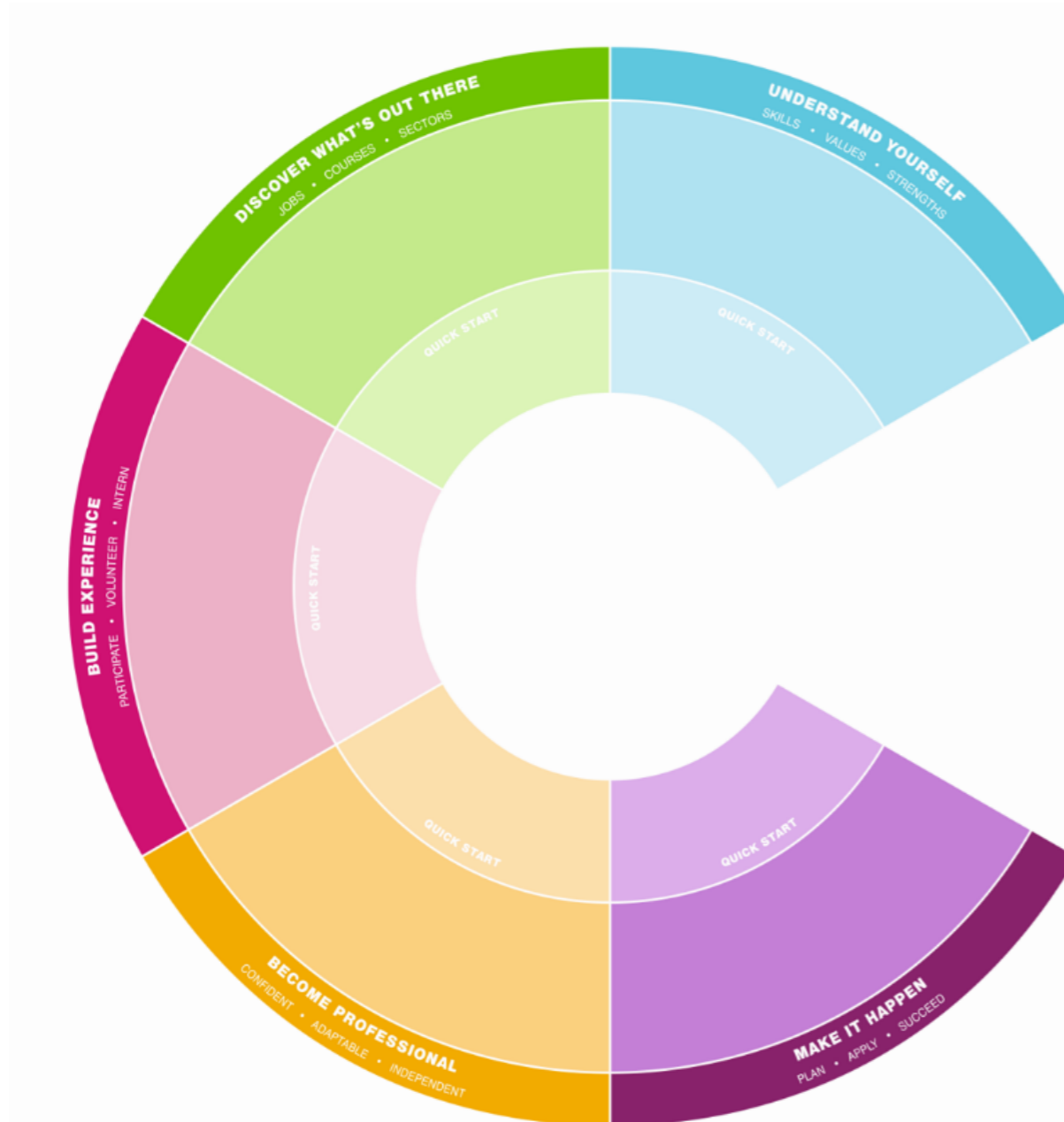


# Recording

- This session will now be recorded. Any further information that you provide during a session is optional and in doing so you give us consent to process this information.
- These sessions will be stored by the University of Edinburgh for one year and published on our website and Media Hopper during that time.
- The text chat is recorded but will not be visible on the published recording.
- By taking part in a session you give us your consent to process any information you provide during it.
- We will tell you when we stop recording.



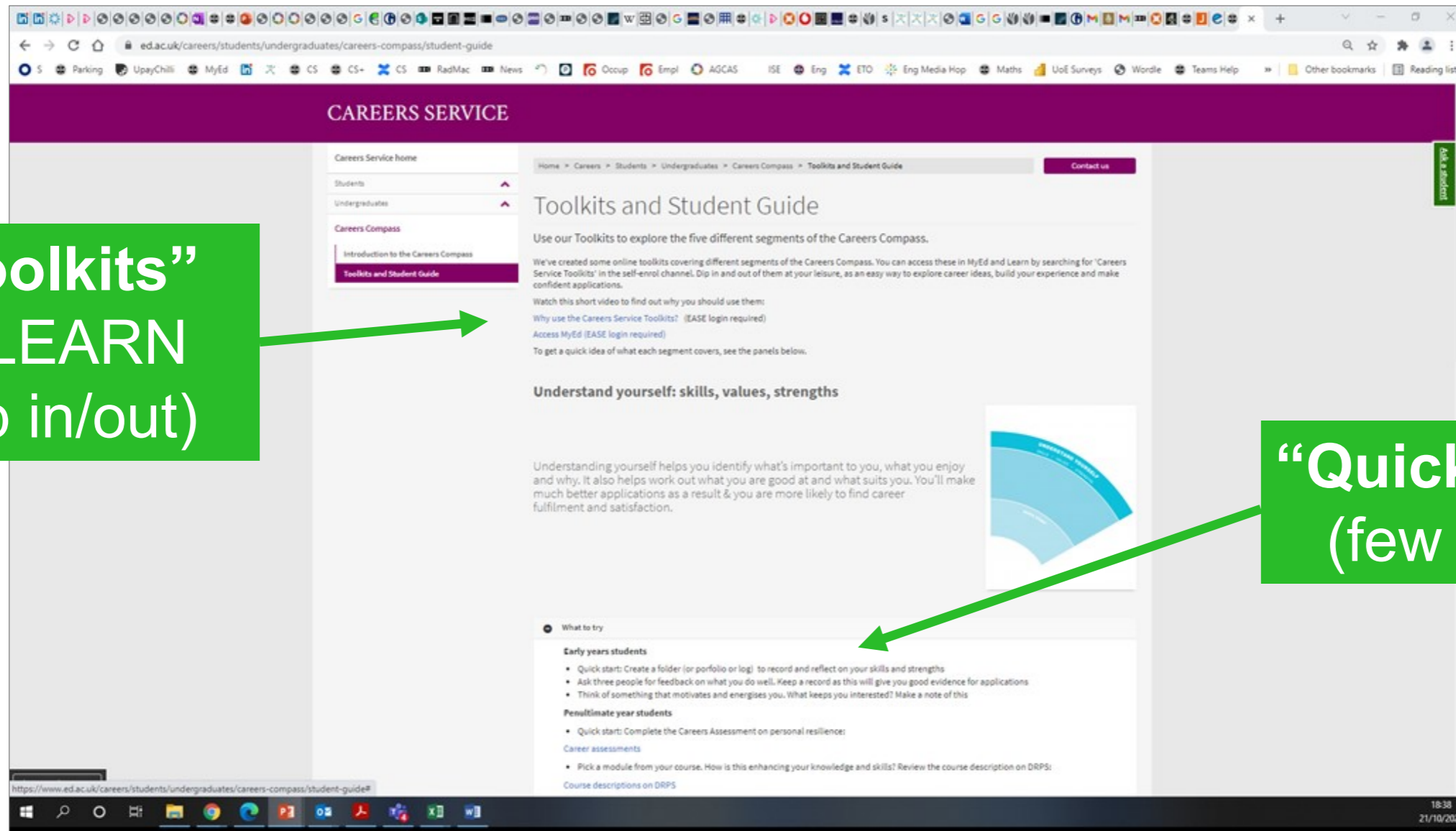
# Careers Compass – chart your progress



- **Understand yourself** – skills, values, strengths
- **Discover what's out there** – jobs, courses, sectors
- **Build experience** – participate, volunteer, intern
- **Become professional** – confident, adaptable, independent
- **Make it happen** – plan, apply, succeed



# Work on it at your own pace

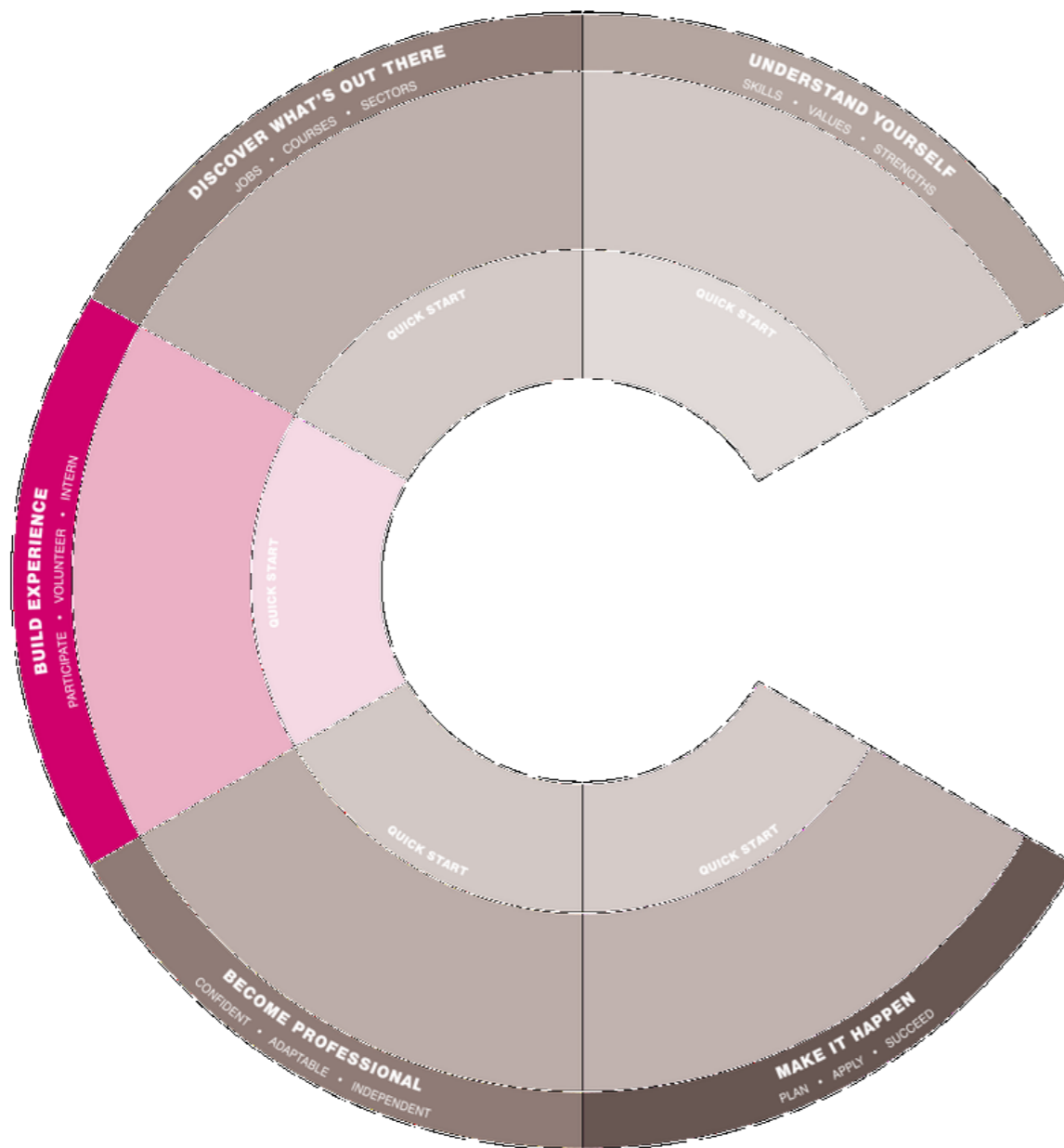


“Toolkits”  
in LEARN  
(dip in/out)

“Quick wins”  
(few mins)



# Build experience: why it's good for you



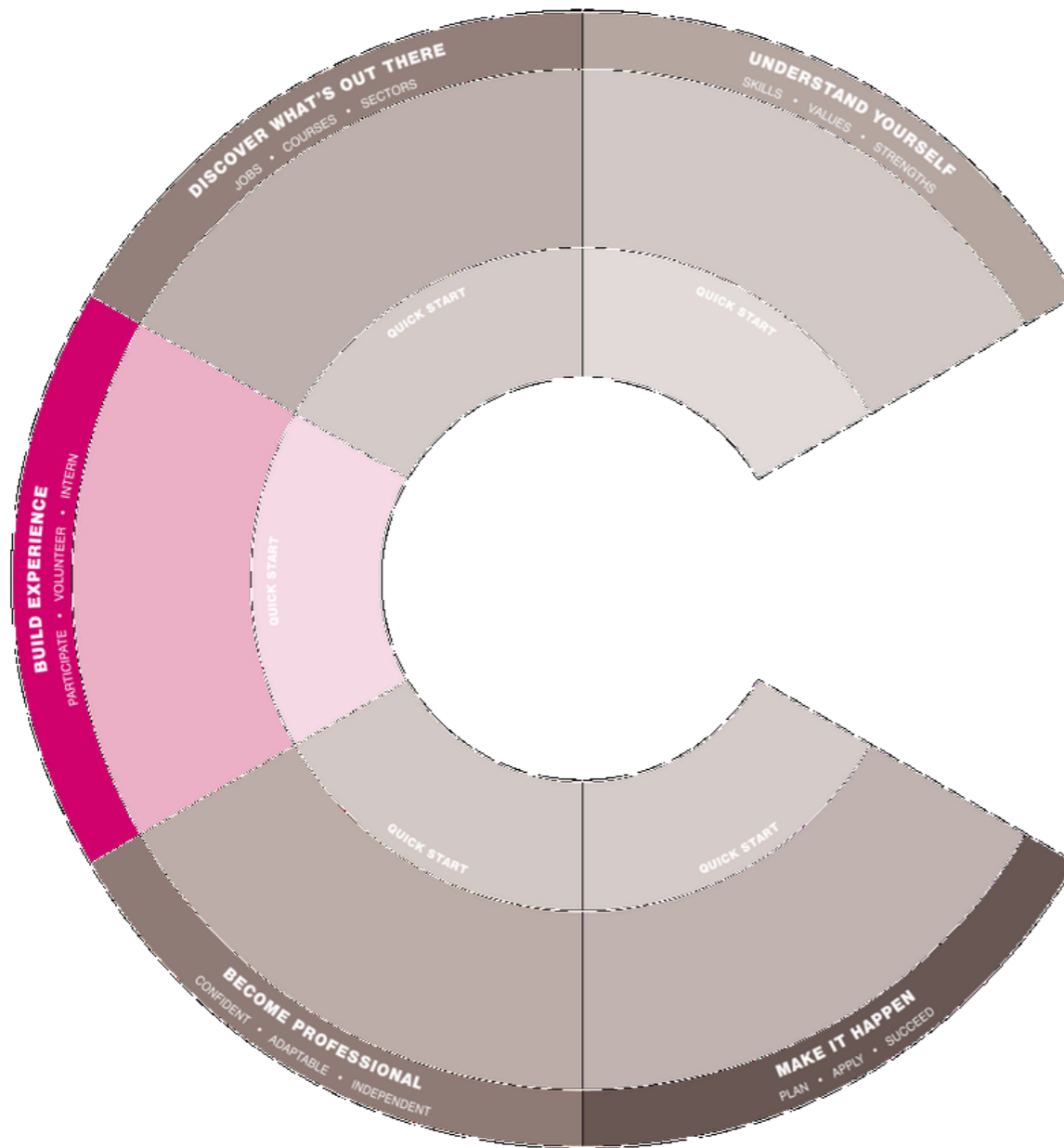
## Helps you to:

- **Understand yourself** – what did you enjoy / good at and what do you want in a job?
- **Discover what's out there** – insight into a career area(s), employer and industrial sector(s)
- **Become professional** – experience a workplace / work culture
- **Make it happen** – experience of applying





# Build experience: employers ❤️ it too



*“Work experience and extra-curricular activities are now the differentiator for student’s CVs – competition within the working world is so high that these experiences are now the best examples of how students have focused on their self-development and growth”*

Sam Elsworthy,

**Standard Life Aberdeen**



**“All work experience is valuable... Any part time jobs, volunteering, and/or team activities are going to help build your CV and give you interesting examples during an interview. As a recruiter, I am looking for a well-rounded individual who can recognise the value that having difference experiences can teach you.”**

Sophie Willmott

**Senior Early Careers Talent Acquisition Advisor,  
Mott MacDonald**



“Around 70% of respondents reported that they hired interns and 54% reported that they hired placement students.”

**These short-term and temporary hires are important routes into graduate jobs.** Respondents report that they recruited an average of 47% of their interns and 44% of their placement students into graduate jobs in subsequent years.”

Institute of Student Employers  
**Inside Student Recruitment 2019**



# Build experience: not only internships

- Volunteering
- Student representation (School; EUSA)
- Student societies & sports teams (esp. committee positions)
- Work shadowing
- Spring weeks
- Summer work (less formal/smaller companies)
- Hackathons
- Competitions
- Extra learning: languages, software, skills...

Free:

LinkedIn LEARNING

Inspiring futures

via MyEd

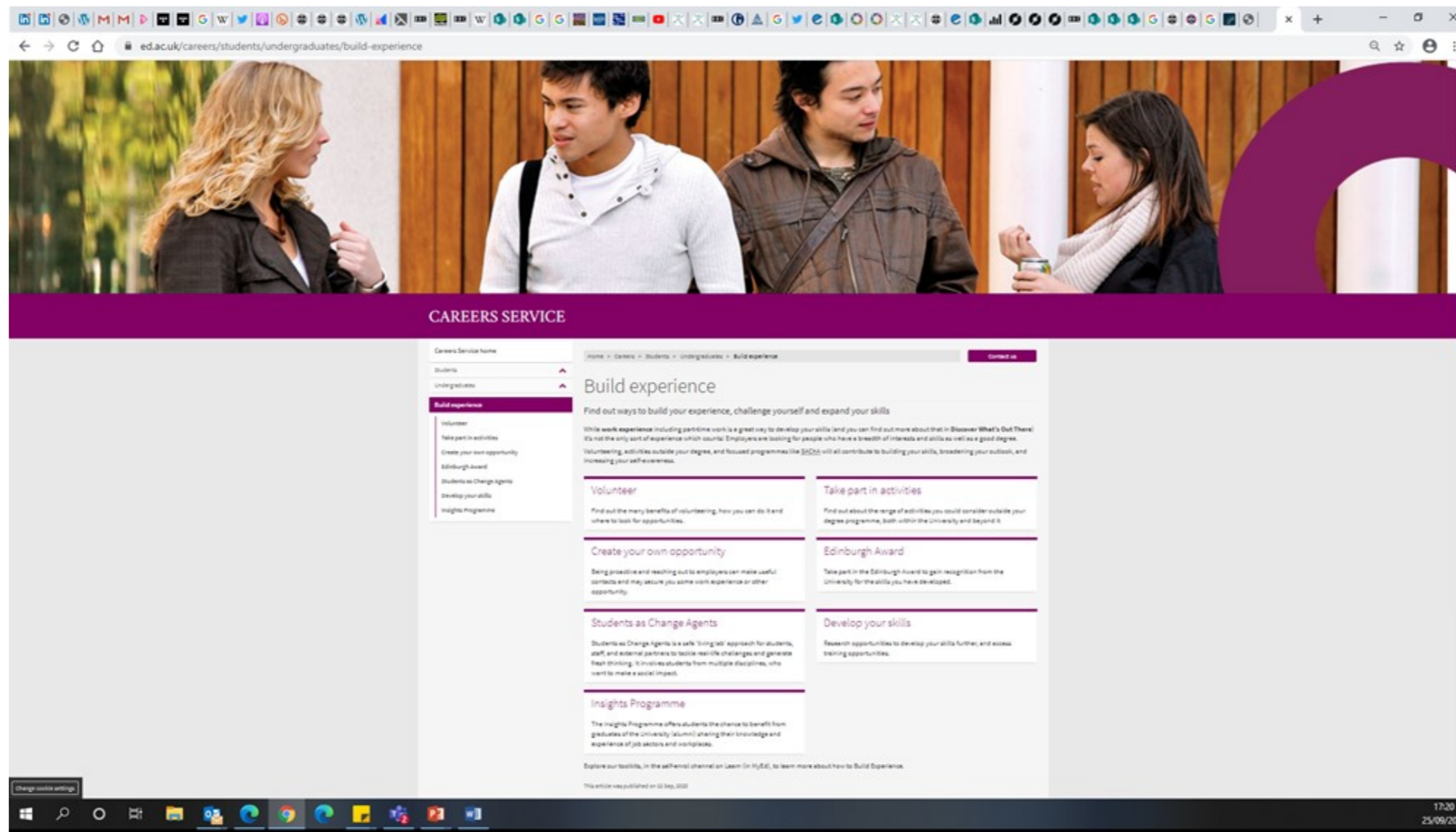


via Google



# Build experience: find out more

Use our website to discover the many ways you can get experience



Inspiring futures

<https://www.ed.ac.uk/careers/students/undergraduates/build-experience>



# Finding 'formal' internships (and graduate jobs)

2 ways:

1. Reactive methods
2. Proactive methods



# Reactive: Get 'lists' of opportunities

## Graduate career and work experience **websites**

- Prospects - [www.prospects.ac.uk](http://www.prospects.ac.uk)
- TARGETjobs - <http://targetjobs.co.uk>
- Gradcracker - [www.gradcracker.com](http://www.gradcracker.com)
- Inside Careers - [www.insidecareers.co.uk](http://www.insidecareers.co.uk)
- Rate My Placement - [www.ratemyplacement.co.uk](http://www.ratemyplacement.co.uk)
- Milkround - [www.milkround.com](http://www.milkround.com)
- Specialist e.g. eFinancial Careers - [www.efinancialcareers.co.uk](http://www.efinancialcareers.co.uk)



- <https://mycareerhub.ed.ac.uk>





## Search Opportunities

Bookmarked Opportunities

Keywords

Opportunity Type

Internship/ placement ▾

Location

▾ More Search Options

**Search**

Found **13** opportunities with the words **electronic**

Relevance ▾

[Software Engineer PhD Intern \(Frostbite Physics\) - 6 Months](#)

Electronic Arts (EA)

Software Engineer PhD Intern - 6 month Internship

 Guildford


Closes - 30 Sep 2020



[Want to be a World Champion?](#)

Mercedes AMG High Performance Powertrains Ltd

Here at Mercedes High Performance Powertrains, quite simply, we're looking for the best. Those who want to be progressively challenged. Those who are hungry for success. Those who want to win.

 Northamptonshire

Closes - 31 Dec 2020



[C151 Paid Internship in China - Project Consultant](#)

MTANetwork

Paid Internship in China Project Consultant

 China

Closes - 11 Jun 2021



Search Employers

Quick Search

Search Employers

Featured Op

Re  
Inter

the  
s

the

**Live!**  
**Check**  
**weekly.**



# LinkedIn

The screenshot shows a LinkedIn job search interface. The search criteria are 'mathematical' and 'United Kingdom'. The results list includes:

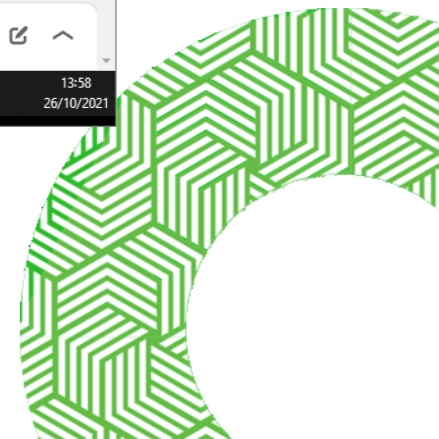
- Student Recruitment Officer** at The University of Edinburgh, Edinburgh, Scotland, United Kingdom. 2 weeks ago, 7 applicants.
- Trainee Product Specialist for Quantative Investment Strategies** at Societe Generale Corporate and Investment Banking - SGCIB, London, England, United Kingdom. Promoted, 21 alumni work here, 9 applicants.
- Internship in Quantitative Research (Data Science, Machine Learning, Mathematical Modelling)** at G-Research, London, England, United Kingdom. 1 connection works here, Promoted.
- University Student Tutor** at Hays, London, England, United Kingdom. 37 alumni work here, 1 month ago, 0 applicants.

The detailed view for the 'Trainee Product Specialist for Quantative Investment Strategies' job shows:

- Contract · Internship
- 10,001+ employees · Financial Services
- 21 school alumni
- See how you compare to 9 applicants. [Try Premium for free](#)
- Actively recruiting
- Buttons: [Apply](#) and [Save](#)
- Description: At Société Generale, you will be joining the Global Markets division (MARK) of SG Corporate and Investment Banking. MARK offers a cross-asset approach along all its offerings : Research, Investment & Risk Management Solutions, Execution and Prime Services to asset managers, pension funds, companies, private banks, insurance companies, hedge funds, family offices, sovereign funds and distributors worldwide.
- Summary of the key purposes of the role: You will join the Quantitative Investment Strategies (QIS) team in London on an 11 month FTC as Product Specialist and will evolve in an international, dynamic and fast paced environment integrated within the Sales, Traders and Quant Research.

The browser's taskbar at the bottom shows the time as 13:58 on 26/10/2021.

Inspiring futures



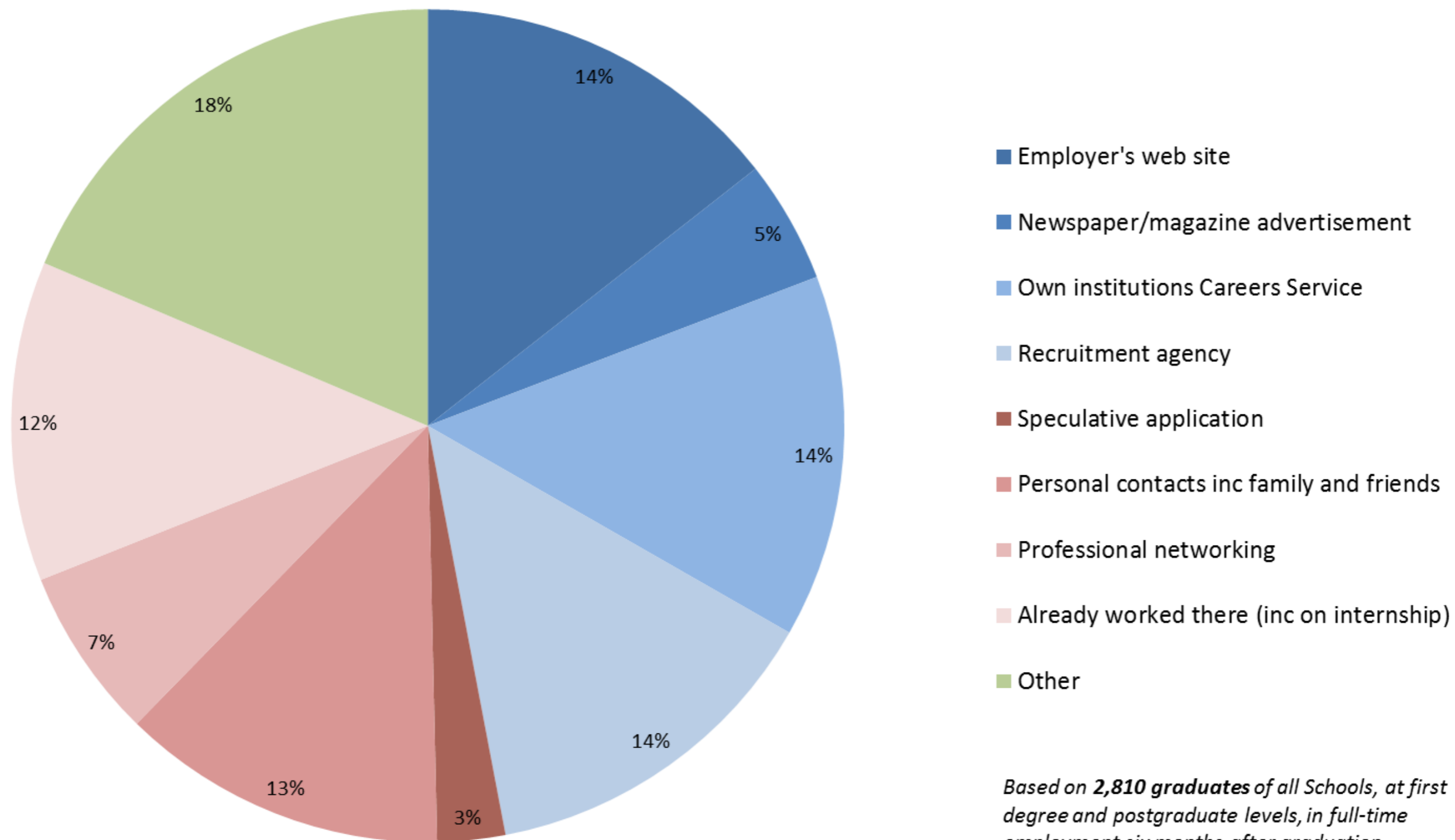
# Being proactive

Search, go out and **make it happen!**





## How Graduates Working Full-time Found Their Jobs 20012/13 DLHE Survey



*Based on 2,810 graduates of all Schools, at first degree and postgraduate levels, in full-time employment six months after graduation.*



# Why aren't all internships (jobs) advertised?

**"If we advertised for students, we'd drown in applications,"**

Amber Lauchlan, National Physics Laboratory  
IoP Website 2015

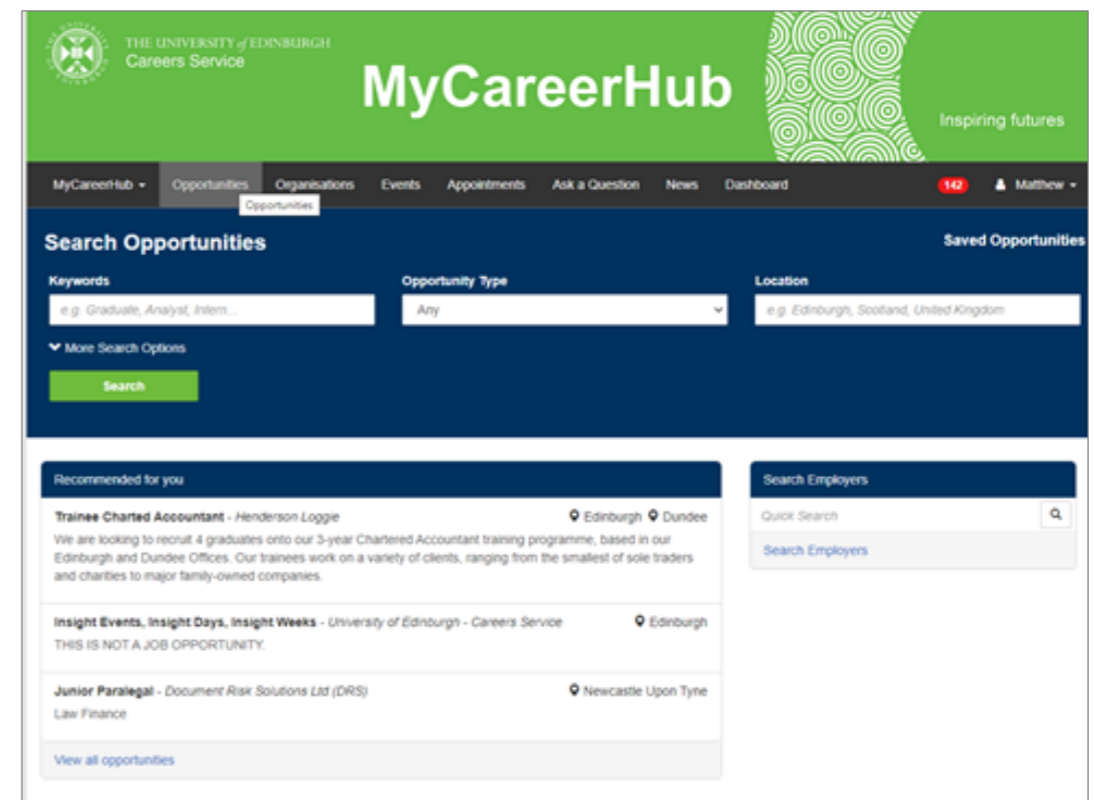
**IOP**  
Institute of Physics



# To prove the point...

## Live vacancies on MyCareerHub:

- 649 Graduate – future
  - 554 Graduate – immediate
  - **1,203 Total Graduate**
- vs.
- 454 Internships/placements





THE UNIVERSITY  
of EDINBURGH

# Careers for a Sustainable Future

Taking place between Friday 5 and Friday 19 November

Find out more on **MyCareerHub**  
[edin.ac/sust-career](https://www.hub.ed.ac.uk/sust-career) [login required]

Be inspired by COP 26



## Attend employer events

<https://www.hub.ed.ac.uk/s/mycareerhub/event>



THE UNIVERSITY of EDINBURGH  
Careers Service

### TECH & DATA CAREERS DAY

Wednesday 10th February 2021

Featuring Tech & Data Careers Fair Online, 12pm - 4pm

Opportunities for all – no matter what you study. Discover what's out there and challenge your thinking – there's more to careers in tech & data than you may think.

Inspiring futures



Sponsor

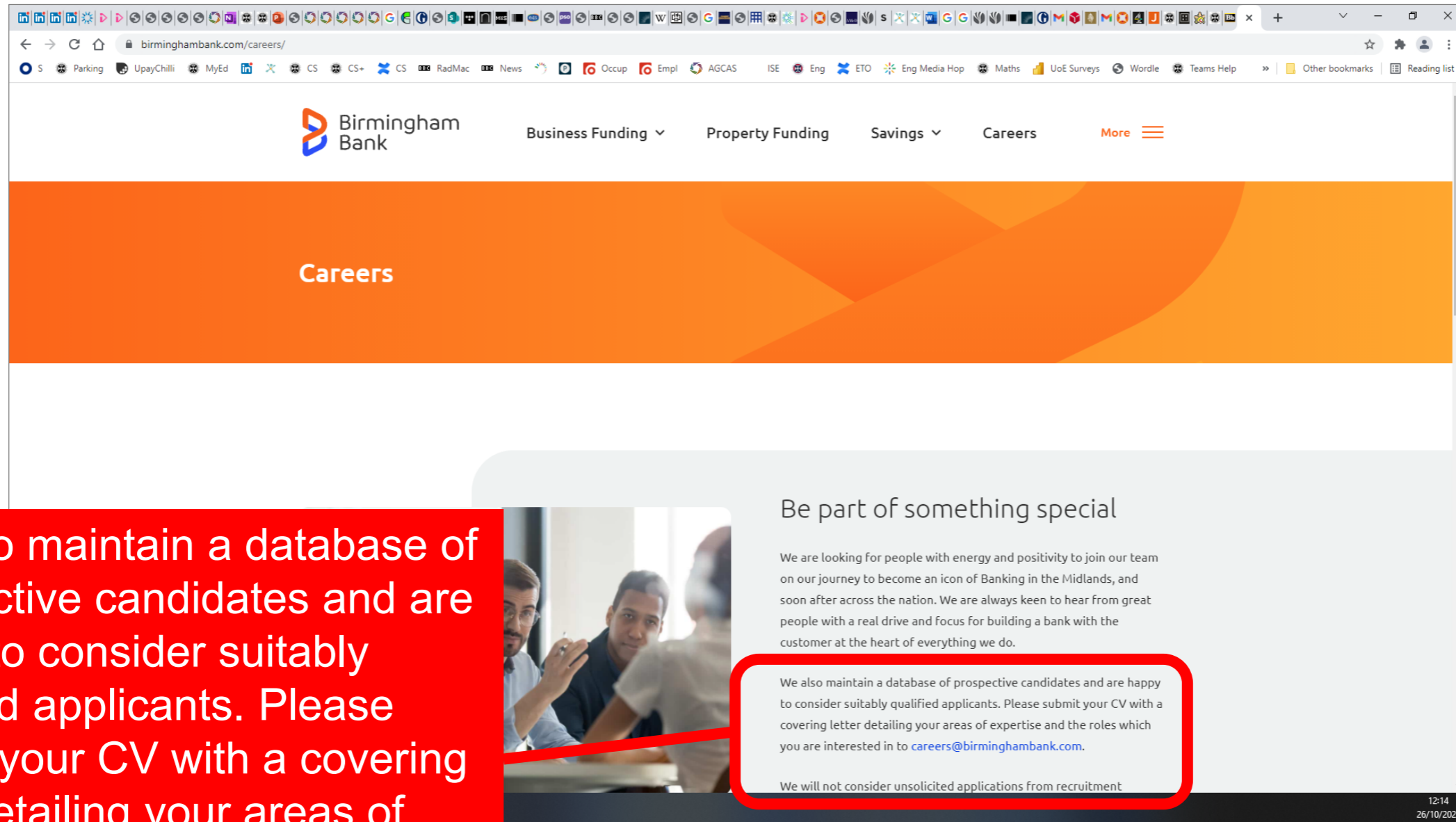
freeage

Will be  
running  
in Feb-22

Inspiring futures

# Go direct!

e.g. *Birmingham Bank*



We also maintain a database of prospective candidates and are happy to consider suitably qualified applicants. Please submit your CV with a covering letter detailing your areas of expertise and the roles which you are interested in to [careers@birminghambank.com](mailto:careers@birminghambank.com).



# Internships? “Piggy-back” on graduate jobs!

After all, it is the same recruiters/companies!

e.g.



e.g.



# Grad jobs? “Piggy-back” on exp. hires!

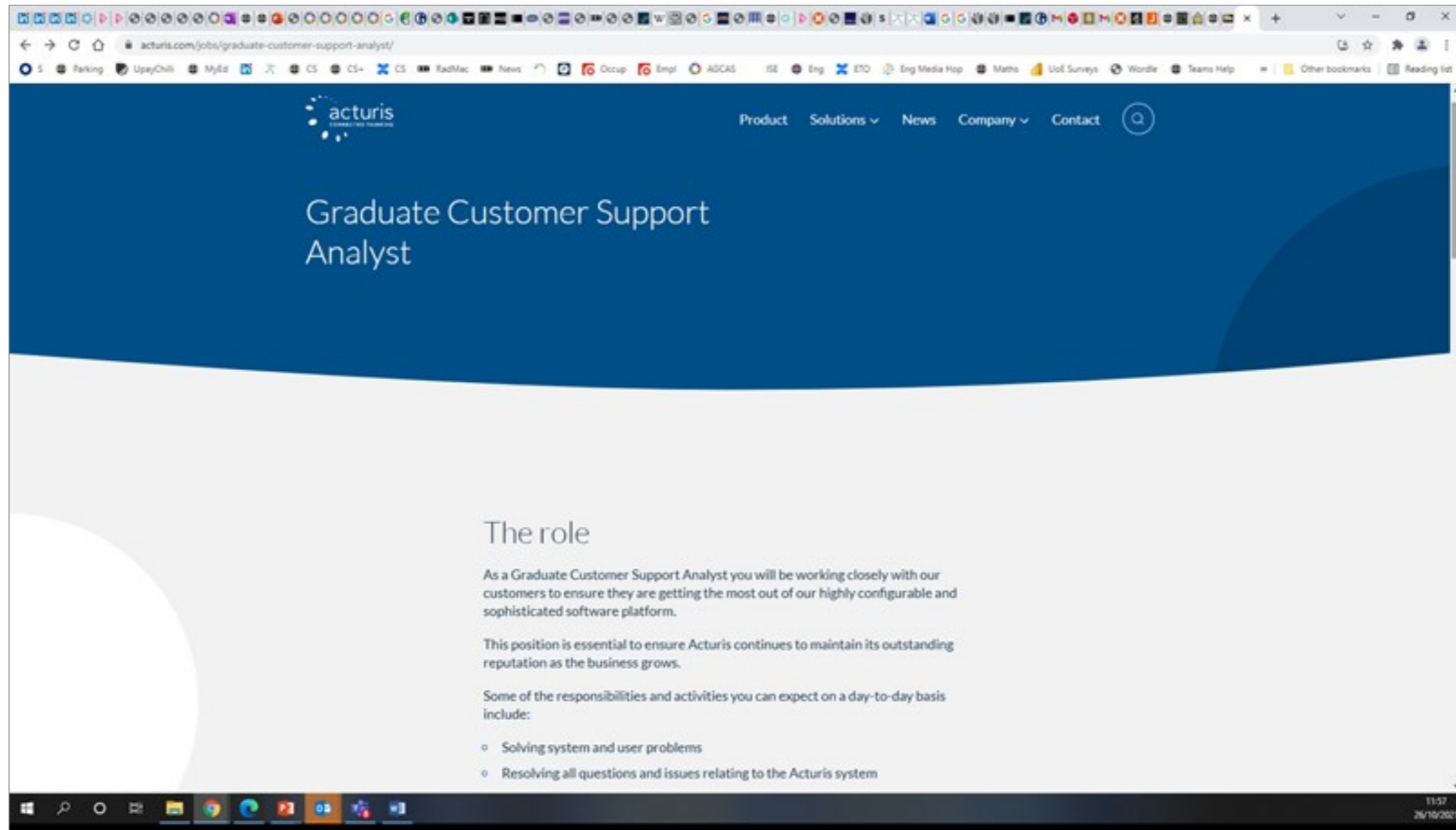
Inspiring futures





# Piggy-back!

e.g. *Acturis*: live graduate vacancy



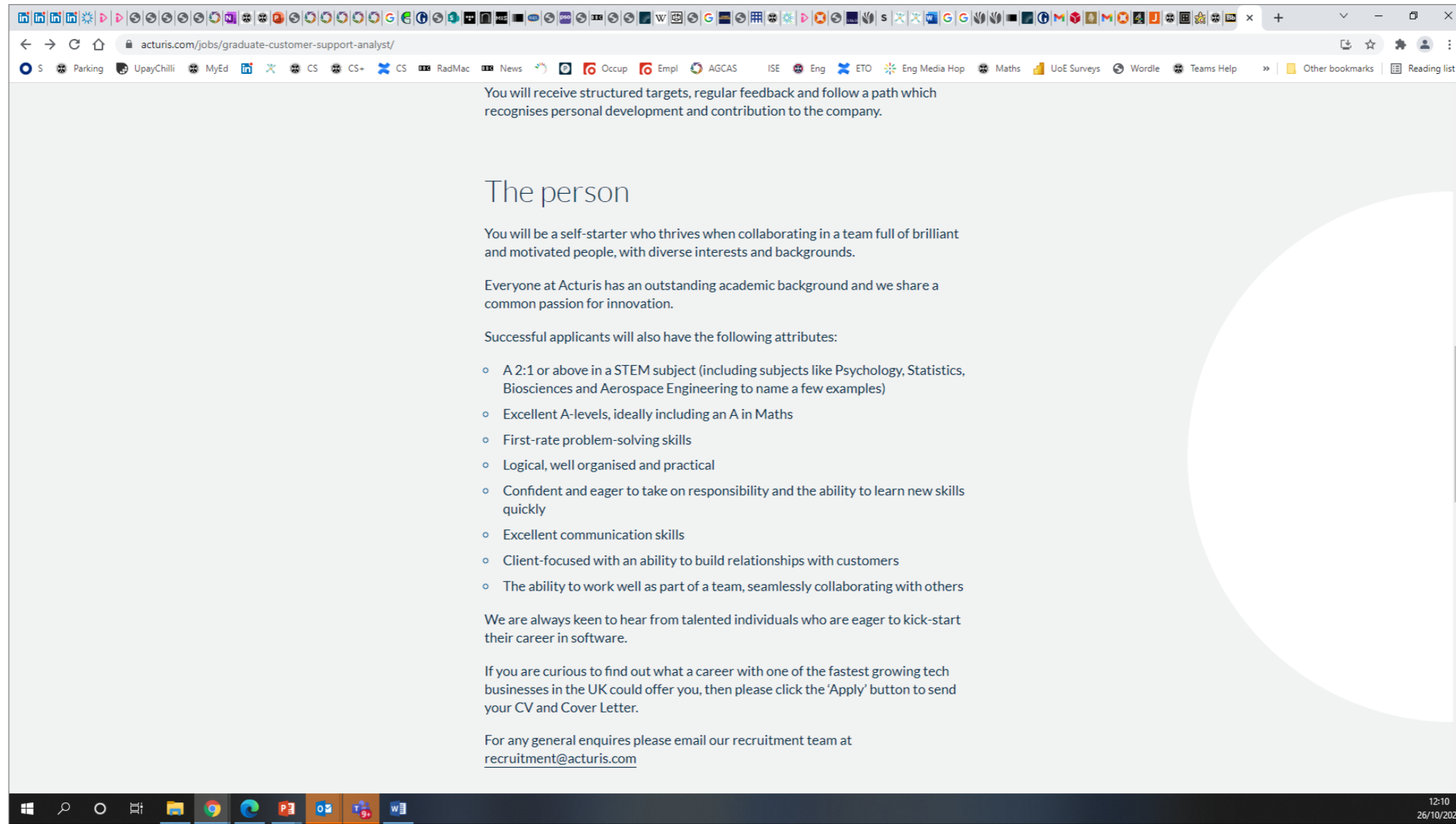
Inspiring futures

<https://www.acturis.com/jobs/graduate-technical-business-analyst/>



# Piggy-back!

e.g. *Acturis*: use the graduate job-spec as a guide – then email!



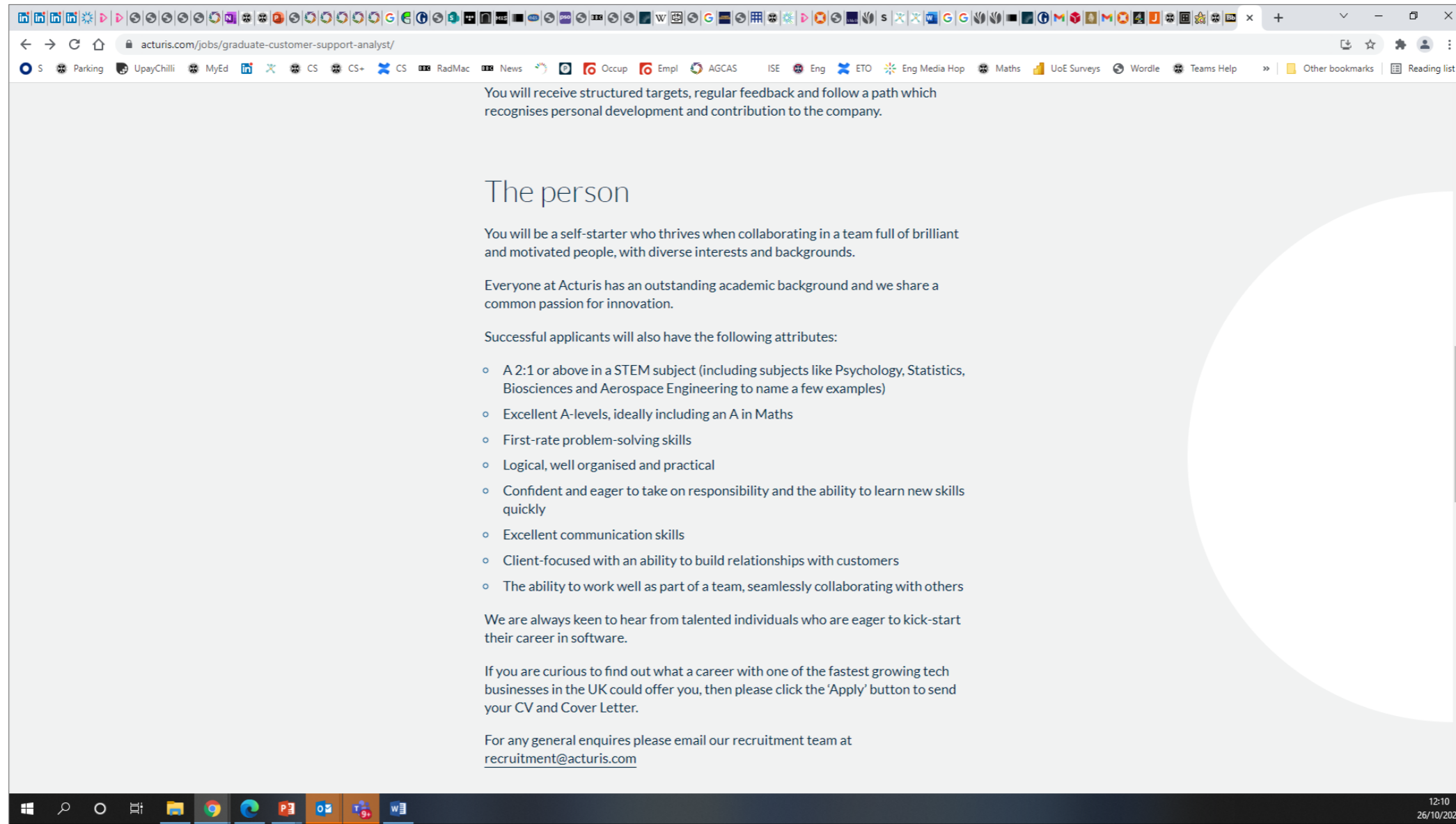
The screenshot shows a web browser window displaying a job advertisement for a 'graduate-customer-support-analyst' at Acturis. The page content includes:

- A paragraph: "You will receive structured targets, regular feedback and follow a path which recognises personal development and contribution to the company."
- A section header: "The person"
- A paragraph: "You will be a self-starter who thrives when collaborating in a team full of brilliant and motivated people, with diverse interests and backgrounds."
- A paragraph: "Everyone at Acturis has an outstanding academic background and we share a common passion for innovation."
- A paragraph: "Successful applicants will also have the following attributes:"
- A bulleted list of attributes:
  - A 2:1 or above in a STEM subject (including subjects like Psychology, Statistics, Biosciences and Aerospace Engineering to name a few examples)
  - Excellent A-levels, ideally including an A in Maths
  - First-rate problem-solving skills
  - Logical, well organised and practical
  - Confident and eager to take on responsibility and the ability to learn new skills quickly
  - Excellent communication skills
  - Client-focused with an ability to build relationships with customers
  - The ability to work well as part of a team, seamlessly collaborating with others
- A paragraph: "We are always keen to hear from talented individuals who are eager to kick-start their career in software."
- A paragraph: "If you are curious to find out what a career with one of the fastest growing tech businesses in the UK could offer you, then please click the 'Apply' button to send your CV and Cover Letter."
- A paragraph: "For any general enquires please email our recruitment team at [recruitment@acturis.com](mailto:recruitment@acturis.com)"



# Piggy-back!

e.g. *Acturis*: use the graduate job-spec as a guide



The screenshot shows a web browser window displaying a job advertisement for a graduate customer support analyst at Acturis. The browser's address bar shows the URL [acturis.com/jobs/graduate-customer-support-analyst/](https://acturis.com/jobs/graduate-customer-support-analyst/). The page content includes:

You will receive structured targets, regular feedback and follow a path which recognises personal development and contribution to the company.

## The person

You will be a self-starter who thrives when collaborating in a team full of brilliant and motivated people, with diverse interests and backgrounds.

Everyone at Acturis has an outstanding academic background and we share a common passion for innovation.

Successful applicants will also have the following attributes:

- A 2:1 or above in a STEM subject (including subjects like Psychology, Statistics, Biosciences and Aerospace Engineering to name a few examples)
- Excellent A-levels, ideally including an A in Maths
- First-rate problem-solving skills
- Logical, well organised and practical
- Confident and eager to take on responsibility and the ability to learn new skills quickly
- Excellent communication skills
- Client-focused with an ability to build relationships with customers
- The ability to work well as part of a team, seamlessly collaborating with others

We are always keen to hear from talented individuals who are eager to kick-start their career in software.

If you are curious to find out what a career with one of the fastest growing tech businesses in the UK could offer you, then please click the 'Apply' button to send your CV and Cover Letter.

For any general enquires please email our recruitment team at [recruitment@acturis.com](mailto:recruitment@acturis.com)

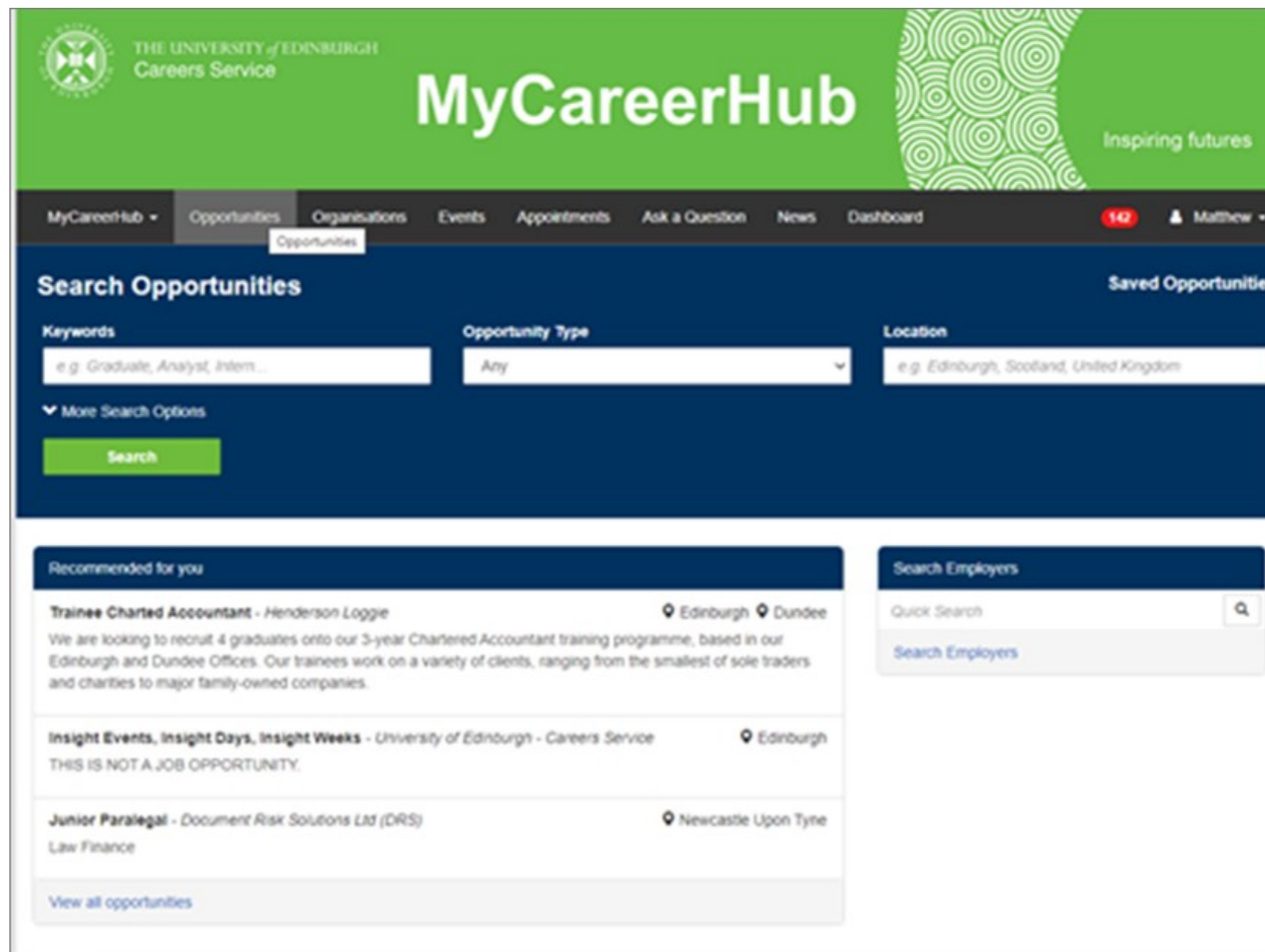
Inspiring futures



# Use MyCareerHub Creatively

Grad jobs?

Expired vacancies? (100s....)



The screenshot shows the MyCareerHub website interface. At the top, there is a green header with the University of Edinburgh logo and the text 'THE UNIVERSITY OF EDINBURGH Careers Service' and 'MyCareerHub Inspiring futures'. Below the header is a navigation menu with options: MyCareerHub, Opportunities, Organisations, Events, Appointments, Ask a Question, News, and Dashboard. A user profile for 'Matthew' is visible in the top right corner.

The main content area is titled 'Search Opportunities' and features a search form with the following fields:

- Keywords:** A text input field with the placeholder 'e.g. Graduate, Analyst, Intern...'
- Opportunity Type:** A dropdown menu currently set to 'Any'.
- Location:** A text input field with the placeholder 'e.g. Edinburgh, Scotland, United Kingdom'.

Below the search form is a green 'Search' button and a link for 'More Search Options'. To the right of the search form is a 'Saved Opportunities' section.

The 'Recommended for you' section displays three job listings:

- Trainee Chartered Accountant - Henderson Loggie:** Located in Edinburgh and Dundee. Description: 'We are looking to recruit 4 graduates onto our 3-year Chartered Accountant training programme, based in our Edinburgh and Dundee Offices. Our trainees work on a variety of clients, ranging from the smallest of sole traders and charities to major family-owned companies.'
- Insight Events, Insight Days, Insight Weeks - University of Edinburgh - Careers Service:** Located in Edinburgh. Note: 'THIS IS NOT A JOB OPPORTUNITY.'
- Junior Paralegal - Document Risk Solutions Ltd (DRS):** Located in Newcastle Upon Tyne. Industry: 'Law Finance'.

A 'View all opportunities' link is provided at the bottom of the recommendations section. To the right of the recommendations is a 'Search Employers' section with a 'Quick Search' input field and a 'Search Employers' button.

Inspiring futures



# Create your own 'list' of opportunities...

## Professional Associations (e.g.)

- e.g. **Royal Statistical Society** <https://rss.org.uk/jobs-careers/career-development/>
- e.g. **OR Society** <https://www.theorsociety.com/careers/>

## Trade Associations / Sectoral Directories – Member lists

- e.g. **Renewables UK** <https://www.renewableuk.com/search/custom.asp?id=3933>

## Sectoral information

- Where do vacancies get advertised? Look in the right places!
- Use: **TARGETjobs**:
  - <https://targetjobs.co.uk/careers-advice> > Career discovery (Sectors)
  - <https://targetjobs.co.uk/careers-advice/job-descriptions> (Job descriptions)
- Use **Prospects**:
  - <https://www.prospects.ac.uk/job-profiles/browse-sector>
- e.g. **Third Sector**
  - <https://www.charityjob.co.uk> and <https://goodmoves.com/>

## Phone Books – search for different employer types by location

- [www.yell.com](http://www.yell.com)



# Trade Associations

e.g. Market Research Society > Directory > “Data”

The screenshot shows a web browser window displaying the Market Research Society's Research Buyers Guide. The URL is [mrs.org.uk/researchbuyersguide-results/q/Data](https://www.mrs.org.uk/researchbuyersguide-results/q/Data). The page features a search bar with the text "Data" and a location field set to "City, postcode or country". A "SEARCH" button is visible. Below the search bar, there are sections for "My favourite suppliers" and "Listing 114 companies". A sidebar on the left lists "Research company filters" with categories like "Company type" and "Full Service Agencies (72)". The main content area displays a list of companies, including "Data Options" and "Dataseense".

Inspiring futures

<https://www.mrs.org.uk/researchbuyersguide>



# Networking: your thoughts?

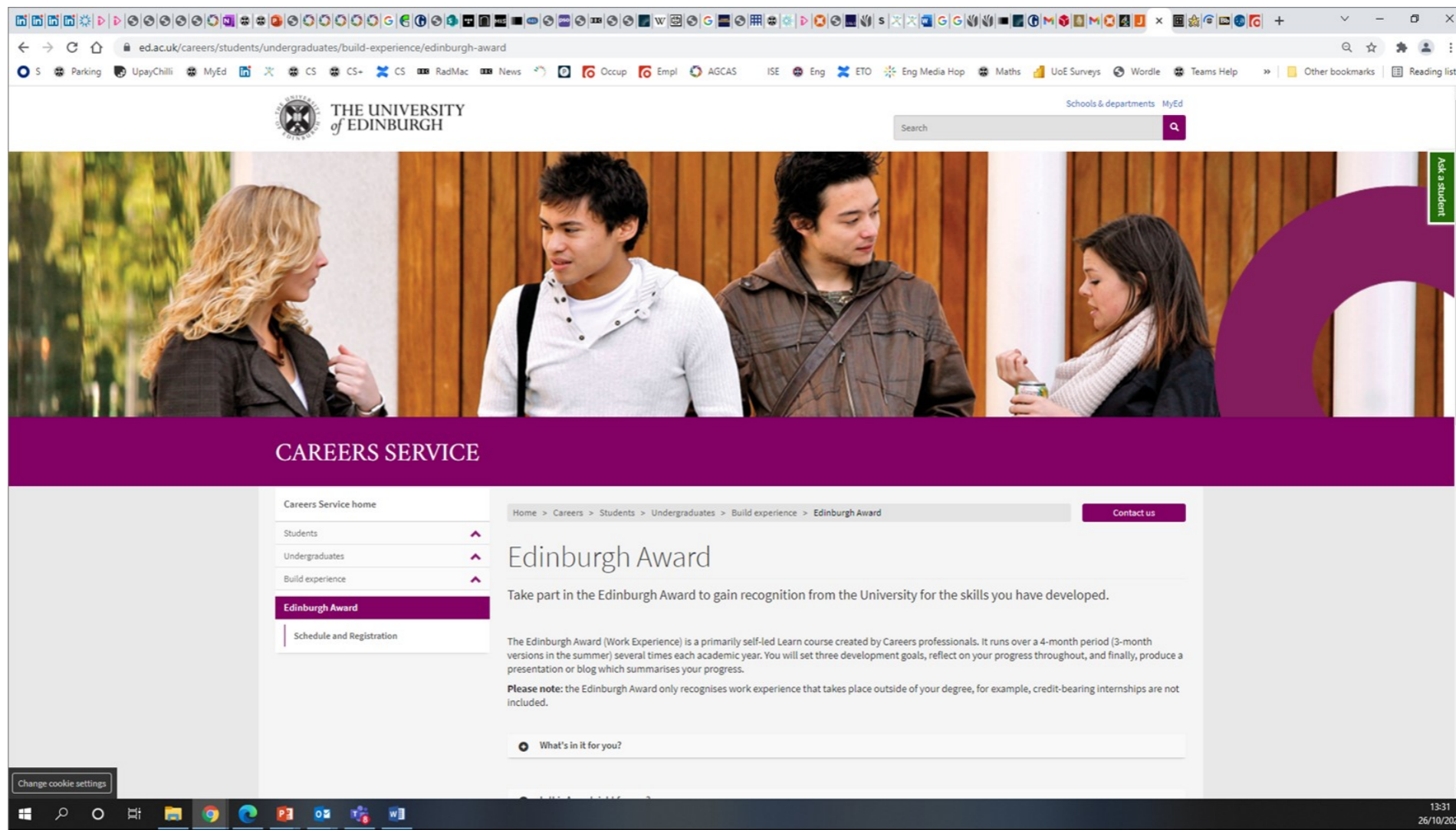


Inspiring futures



# Capitalise: Edinburgh Award

Take part in the Edinburgh Award to gain recognition from the University for the skills you have developed.



The screenshot shows a web browser window displaying the University of Edinburgh Careers Service website. The URL in the address bar is [ed.ac.uk/careers/students/undergraduates/build-experience/edinburgh-award](https://www.ed.ac.uk/careers/students/undergraduates/build-experience/edinburgh-award). The page features a purple header with the text "CAREERS SERVICE" and a navigation menu on the left. The main content area includes a breadcrumb trail: "Home > Careers > Students > Undergraduates > Build experience > Edinburgh Award". The title of the page is "Edinburgh Award", and the sub-header reads: "Take part in the Edinburgh Award to gain recognition from the University for the skills you have developed." Below this, there is a paragraph describing the award: "The Edinburgh Award (Work Experience) is a primarily self-led Learn course created by Careers professionals. It runs over a 4-month period (3-month versions in the summer) several times each academic year. You will set three development goals, reflect on your progress throughout, and finally, produce a presentation or blog which summarises your progress." A "Please note" section states: "Please note: the Edinburgh Award only recognises work experience that takes place outside of your degree, for example, credit-bearing internships are not included." At the bottom of the page, there is a search bar with the placeholder text "What's in it for you?".

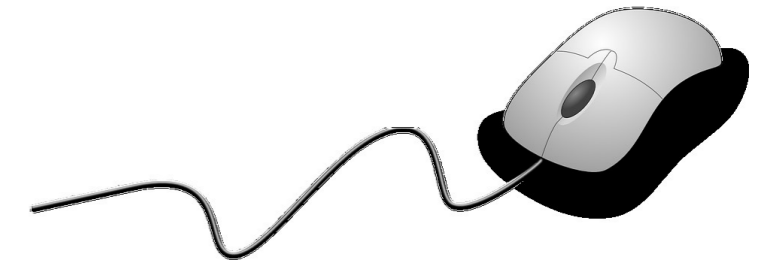
Inspiring futures

<https://www.ed.ac.uk/careers/students/undergraduates/build-experience/edinburgh-award>





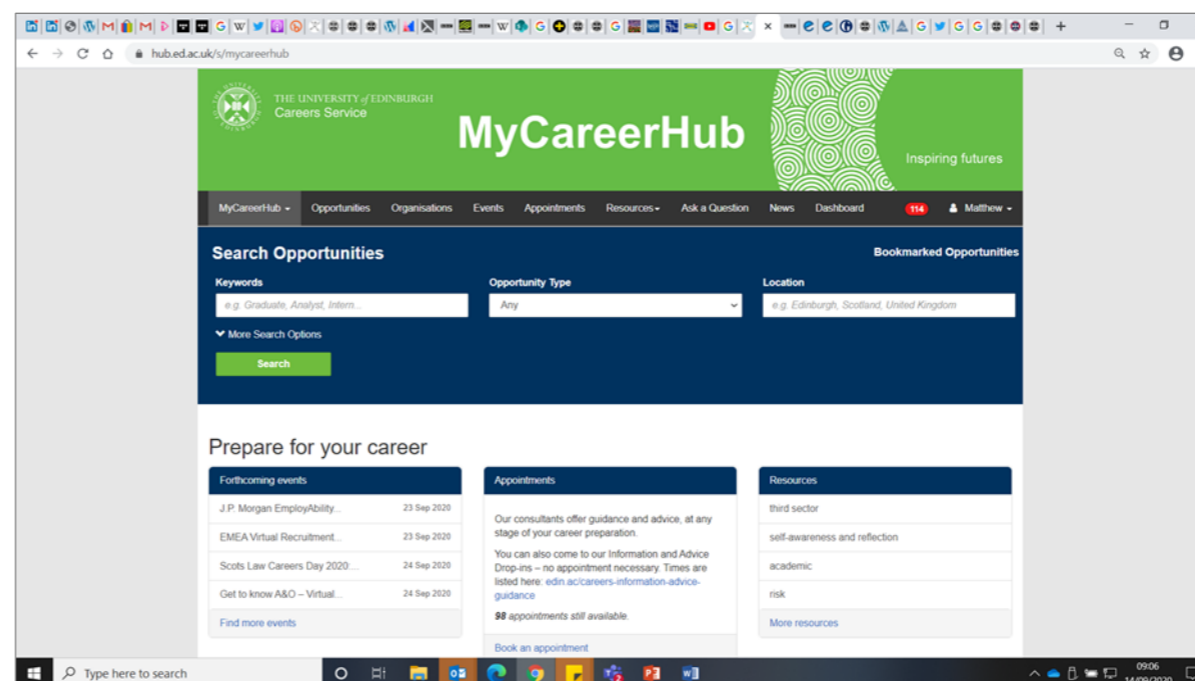
# Where we are: *online*



**Open access website**  
– lots of great advice  
and information to help  
you prepare for your  
future.




**Closed portal**  
– find out about  
appointments, events,  
jobs & internships,  
licensed resources)  
Inspiring futures



# Talk to us

## Online

- **Live chat** (9am-5pm) – via our website: [www.ed.ac.uk/careers](http://www.ed.ac.uk/careers)
- **Ask a question** – via form on [MyCareerHub](#)
- **Information & advice drop-in** (quick queries, 1-3pm)  
– via  book on [MyCareerHub](#)

## Booked appointments : careers consultants

- **General appointments** (30 mins) – via MS Teams
- **Practice interviews** (45 mins) – via MS Teams
- **School appointments** Mon, 1-3pm (15 mins) – via MS Teams



Availability and booking via [MyCareerHub](#).

Help with Teams: <https://www.ed.ac.uk/information-services/computing/comms-and-collab/office365/teams>



# Stay up-to-date on social media

For updates, advice, events...



<https://www.facebook.com/EdinburghCareersService>



<https://www.instagram.com/uofedcareers/>



<https://blogs.ed.ac.uk/careersinformed/>



<https://twitter.com/uofedcareers>



# Any questions?

Use the chat box, or raise your hand.

