

GEOGRAPHY EMPLOYABILITY GUIDE

This guide has been created by the Geography Employability Group involved with Students as Change Agents 2014/15.

This guide aims to help and advise you on your future by providing a focal point of all your employability options and opportunities that you can experience during your time at The University of Exeter.

By thinking about your future from day one, you can optimize your career prospects to maximize your chance of finding and getting the perfect job!

Guide created by: Belle Clarke (2nd Year BA Geography)

ACKNOWLEDGMENTS

Thank you to all members of the Exeter Geography Employability Group
Laura Smith, Joanna Thompson, Zoe Sturgess, Belle Clarke

And with a special thanks to...
Tomas Goodgame, Ian Hodges and David Prichard

My future?

Career Zone



GEOGRAPHY EMPLOYABILITY GUIDE

How to get the most out of your BA or BSc Geography degree and time at The University of Exeter





GEOGRAPHY EMPLOYABILITY GROUP

What do we do?

Help decide the structure of employability events

Suggest the companies and sectors that students would like to see at events

Promote employability events via their Facebook pages and through posters

Geography themed competitions!



Don't forget to like us on Facebook for the latest events and competitions

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

Key Contacts

Geography Employability Group Lead

Sarah Dyer
S.Dyer@exeter.ac.uk

Students

Belle Clarke ac519@exeter.ac.uk
Jo Thompson jt364@exeter.ac.uk
Zoe Sturgess zes204@exeter.ac.uk

Employability & Alumni Relations Manager

Rose Cohen
01392 725062

Work Placements & Employability Assistant

Tomas Goodgame
T.J.R.Goodgame@exeter.ac.uk

Careers Consultant

David Pritchard
D.G.Pritchard@exeter.ac.uk

Student Engagement Coordinator

Rebecca Holdsworth
01392 725063

COMPETITIONS



Photo Competition: 'Inspire Geography'

We asked students to upload their picture onto our Facebook page and explain where and when it was taken, and why it was inspiring.

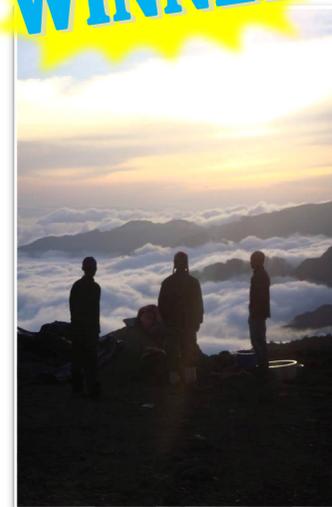
Prize:



Some of the entries from last year's competition



WINNER



Carrie Ashton

"I took this photo whilst I was climbing Kilimanjaro last summer. I think this is the epitome of 'inspire geography' for a number of reasons. It reminds me of the proudest moment to date and the amazing people that I met on that trip which further inspired by curiosity of the world and love of travel. In the foreground stand our guides, from whom I learnt a lot from in terms of differing cultures and life experiences. The gaze from above is almost from a God-seeing perspective, looking down at the Earth from above the clouds, showing an infinitely large world of possibilities. I think that this photo depicts Geography in its awe straddling the boundaries of nature and culture and I hope it will inspire others to travel a never-ending path around the world."

Geography Joke Competition

CHEESIEST JOKE: *Annabelle Clarke*
What did the volcano say to the other volcano? Do you lava me like I lava you?

BEST JOKE: *Holly East*
What did the ground say to the earthquake? You crack me up!

MOST LIKES: *Sarah Hayes*
Why are paper maps no good at poker? Because they always fold



For your chance to enter our competitions next year, keep an eye out on the Exeter Geography Employability Facebook page!

“Embrace change, keep learning, remain focused on what it is your customer needs and look to add value in whatever you are doing. As a person be self-motivated with ambition, and have the ability to work in a team as well as lead from the front when required.”

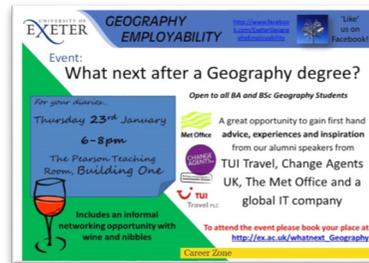
Adam Clarke, Director of Freshcut Foods LTD

PAST EVENTS 2013-14

‘What next after a Geography Degree?’

- 23rd January 2014

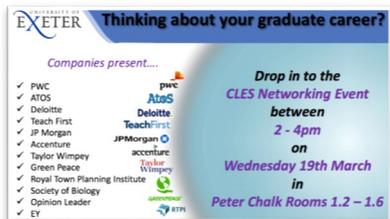
70 students came and heard our alumni speakers from The Royal Town Planning Institute, Change Agents UK, TUI Travel, The Met Office and ATOS. After the talks, students had the chance to engage in an informal networking session to hear even more from our speakers. Our feedback conformed that the most valuable tips that students took away from the event were that undergraduates should be proactive about their career development and that there are many different routes to enter into a



Graduate Careers Networking Event -

19th March 2014

Students had the opportunity to meet representatives from Accenture, Atos, EY, J.P.Morgan, Mindsport Consulting, PWC, Society of Biology, Teach First and The University of Exeter’s Law School and Business School.



Right: Michael Evans talks to Geography students about his job at The Met Office

Geography Employability Group members needed for 2014-15!
Are you an enthusiastic BA or BSc student?
Please contact Sarah Dyer (S.Dyer@exeter.ac.uk)
for more information on how you can get involved.

INTRODUCTION

This guide has been created to help and advise you on your employability futures. It provides a focal point of all your employability options and opportunities that you can experience during your time at The University of Exeter.

By thinking about your future from day one, you can optimize your career prospects to maximize your chance of finding and getting the perfect job!

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PICTURE OF DAVID?
Awaiting confor-
mation of permission

David Pritchard's Top Ten Tips for Geography Students



David Pritchard is the Careers Consultant who works with Geography students and is based in the Career Zone in the Forum on the Streatham Campus

1

Start thinking about your career plan in Year One so that you have the maximum amount of time to secure the best possible job



2

Use your time at University to develop the skills that all employers demand, including team working, communication and problem solving

Employers love Geography graduates, especially those who have 'got involved and joined in'

3

Work experience is a great way to find out about, and show commitment to, a particular occupation. This will help towards the Geography 'Learning from Experience' module



©Examiner

4

Sell the idea to employers that your Geography degree gives you the broadest set of skills of any degree.
Be confident

INTERNSHIPS AND WORK EXPERIENCE



Most large graduate recruiters offer summer internships to undergraduates, usually to students in their penultimate year. Closing dates for applications tend to be very early in the academic year, so it's vital to apply early.

What is an Internship?

Employment that is...

- Undertaken at the beginning of a career and is paid (unless exemptions apply)
- Includes tasks and responsibilities normally associated with a graduate level position
- Uses undergraduate level skills, knowledge and experience
- Aids student/graduate career development and provides training and support

Internship Schemes

- Access to Internships
- Student Campus Partnerships (SCP)
- Student Business Partnerships
- Graduate Business Partnerships

Module GEO2443: Workplace Learning

This module could provide you with the opportunity to link work experience within an academic context as you would develop your academic perspective within the work place setting, thus enhancing your future employability!



SACA PROJECT

Students as Change Agents is an ambitious scheme that enables you to take an active part in making your time here even better. You can identify areas you want to improve, and then research solutions with your fellow students, which we'll help you put into action.

What can we change?

We're most interested in changes related directly to your teaching and learning, but we're open to ideas that seek to improve any aspect of your experience at university. We even have Change Agents in the Community projects.

Visit <http://as.exeter.ac.uk/eqe/projects/current/change/about/> for more information

Employers are looking for candidates who stand out from the crowd, who have developed their skills, abilities and ambitions and who are not afraid to get involved. Volunteering and extra-curricular activities can help you achieve this.

VOLUNTEER OPPORTUNITIES



PART-TIME WORK

You can use My Career Zone to search for temporary, part-time and vacation work, either to help you make ends meet whilst you're studying or to gain skills for your future career.

Student Campus Partnership scheme

Paid, part-time work on campus with a department within the University of Exeter

Exeter Student Ambassador scheme

Aimed at UG students who share a passion for the University and feel able to share their knowledge with prospective students, parents and teachers

Benefits of combining work & study

Having a part-time job can provide you with an important addition to your CV: **experience!** It is not so much a matter of what you do but what you have learn from it, and your ability to demonstrate this to a future employer

General Experience

Will help you develop skills such as time-keeping, dealing with colleagues, team work, problem solving and commercial awareness

Specific Experience

Showing that you have already done work in a certain field or environment will help convince employers you are serious about that career path

5

Whether you want a career using your Geography or not, look at the Careers web site <http://www.exeter.ac.uk/careers/research/degree/geography/>



6

Consider becoming a Chartered Geographer to enhance your career prospects

7

Register for the Exeter Award to get recognition for extracurricular activity



8

Come to the events and training sessions which are arranged specifically for Geography students (details on Geography Employability Facebook page)

9

Use the Career Zone for advice on networking, CVs, applications and interviews

10

Have fun on your Geography degree!

WHAT CAN I DO WITH MY
GEOGRAPHY DEGREE?

With a Geography degree from the University of Exeter, you'll be able to:

- ✓ Analyse and solve problems
- ✓ Make decisions
- ✓ Critically interpret data and text
- ✓ Develop a reasoned argument
- ✓ Generate, interpret and present various data types using statistics, text, image and maps
- ✓ Work in teams
- ✓ Plan and organise
- ✓ Present oral and written arguments and information
- ✓ Use technology skills (ICT) – including word processing, databases, internet communications, information retrieval and online searches
- ✓ Develop skills in field work
 - + Dealing with the unexpected
 - + Coping with unfamiliar environments
 - + Spatial, social and environmental awareness

2014 California Field Trip
Natural Hazards



2014 New York Field Trip
Nature V Culture



One of the greatest characteristics of pursuing a degree in geography is the flexibility it provides, extending into disciplines you would not associate with the subject.

Robert Wise, BA Geography with European Study

WHAT SKILLS
HAVE YOU
GAINED FROM
YOUR DEGREE?



INTERVIEW ADVICE

The interview remains a major part of recruitment. Preparation is the essential base for a successful interaction.

How to Prepare

- ✓ Analyse the job description to identify key requirements you'll need to demonstrate
- ✓ Read objective occupation profiles on Prospects.ac.uk
- ✓ Research the organisation; consider their aims, culture, markets and competitors
- ✓ Consider what is happening in the economy and current affairs in the UK and beyond

Appearances Count

Look professional. Take time to consider subtle details such as shoes and colour because you are your best visual aid. The combination of feeling physically comfortable and appropriately dressed can boost your confidence to make a good first impression.

Make a Good Impression

How you come across is as important as what you say. Be polite and attentive to everyone you meet, particularly the reception staff and recent recruits who might give you the official tour. Meet the interviewer with a hand shake and wait to be offered the hot seat!

For more information on interviews, from what to wear to telephone or Skype interviews, search for 'interviews' at mycareerzone.exeter.ac.uk

CV - GENERAL GUIDELINES

There is no single right way to compose your CV and everyone's will be unique. Remember it is your own personal advertisement and, as such, should show you off to best advantage.

LENGTH - Maximum of 2 pages of A4

APPEARANCE - First impression are important, it needs to look good. Use a common type face, quality paper, avoid large chunks of text and make the most of headings and sub-headings.

CONTENT - Include details which are only relevant to the job you are applying for, this stops cluttering and saves space.



MAIN SECTIONS

Personal Information

- Put your name as the title of the document
- Provide key contact details
- Date of birth, nationality, marital status and gender = optional

Education

- Start with the most recent
- Include institution name, subject studied and predicated or achieved result
- Include GCSE and A Level (or equivalent) information as well as your degree

Work Experience

- Include job, title, organisation and dates
- Describe tasks, achievements or key responsibilities
- Ensure the tense used is consistent

For more information, visit search for 'CVs' at mycareerzone.exeter.ac.uk

Skills

- IT skills
- Language skills (indicating level of verbal and written ability)
- Driving Licence
- Other - First Aid, technical skills etc

Interests and Achievements

- Key interests, roles of responsibility, awards, volunteering, travel, sports, music etc
- Try to avoid just listing these - give specify information
- Try to avoid using phrases such as 'socialising with friends'

References

- Always ask for permission
- To save room you can state 'available on request'
- If asked you will need to provide full contact details of at least 2 references who will usually be your current/most recent employer or tutor

WHERE CAN MY DEGREE TAKE ME?

A growing interest in issues such as climate change, population growth and movement, environmental degradation and social cohesion means that geography is one of the more relevant degrees to study; graduates have both skills and knowledge which are in demand. The breadth of career opportunities open to geography graduates is vast, with research, planning and management roles in governments, the commercial sector and regional councils providing many careers in as well as roles within not-for-profit organisations.



Job Hunting 'Musts'

Maintain self belief, persevere and stay focused

What next?

TAKE ACTION!

- Strategic job hunting
 - Traditional route
 - Networking and social media
- Submit quality applications
- Attend interviews and assessment centres
- Remain positive and maintain momentum

USEFUL RESOURCES

www.prospects.ac.uk
www.targetjobs.co.uk
www.gradsouthwest.com

Specialist sites and links, for example Royal Institution of Chartered Surveyors
www.RICS.org.uk
 Don't forget to join Linked In for Networking

