



# FINDING WORK

1. **Sign in to Solent's exclusive jobs website: Solent Futures Online** (Solent Portal -> Careers Tab -> SFO).
2. **Sign up to email alerts on SFO for the latest part time / full time** opportunities, placements, graduate roles and work on campus.
3. **Visit and register with recruitment agencies** based in Southampton. Check out: [tate.co.uk](http://tate.co.uk), [hays.co.uk](http://hays.co.uk) and [office-angels.com](http://office-angels.com).
4. **Hand out your CV to employers** in West Quay, Marlands, Bedford Place, and Oxford Street who offer work related to your industry or interests.
5. **Request relevant experience and make contact with** places such as: Solent Creatives, Solent Productions, Solent Works, Solent Sport, Re:So and Southampton Voluntary Services.
6. **Sign up to job boards** such as: [indeed.co.uk](http://indeed.co.uk) and [reed.co.uk](http://reed.co.uk) (see overleaf for more).
7. **Register on work placement websites** to find work related to your course such as: [ratemyplacement.co.uk](http://ratemyplacement.co.uk), [targetjobs.co.uk](http://targetjobs.co.uk), [milkround.com](http://milkround.com), and [prospects.ac.uk](http://prospects.ac.uk)
8. **Update your profile on LinkedIn and use it to look for and apply for work.** Make connections with companies, friends, teaching staff and family friends. Let them know you are looking for work.
9. **Use your contacts to find the hidden jobs that are not advertised.** Tell them you are seeking work and get their advice. An up to date and well written CV sent to your contacts will help you reach these jobs.
10. **Look at the Working during university** page on the careers section of the student portal.

# CAMPUS JOBS

**Earn money, gain skills and work on campus.** Solent Futures Online offers a range of jobs throughout the year, e.g. leading tours, open days, promotion, research, being in a focus group, camera assistant or library ambassador. Set up an alert on SFO to receive Campus Jobs as they are advertised.

**Hand out your CV to employers** across shops and bars in Southampton: West Quay, Marlands, Bedford Place, London Road and Oxford Street. Bitterne, Portswood and Shirley high streets are only 1 – 3 miles away and on easy bus routes.

**Build a well-rounded CV by getting involved.** Volunteering, societies, sports teams, placements and being a course rep all look great to employers.

**We recommend that you don't work more than 15 hours a week** in term time. International students check the conditions of your visa for term time and holidays. It is imperative that you are NOT in breach of your visa restrictions.

# WHERE TO LOOK

**Some great tried-and-tested resources to check out:**

Solent Futures Online	Monster.com
Reed.com	Jobsite.com
Totaljobs.com	Jobmanji.com
Jobs.theguardian.com	Indeed.co.uk

## Local Jobs

[west-quay.co.uk/jobs](http://west-quay.co.uk/jobs)  
[marlandsshoppingcentre.co.uk/jobs](http://marlandsshoppingcentre.co.uk/jobs)  
[Dailyecho.co.uk/jobs/](http://Dailyecho.co.uk/jobs/)  
Hampshire Job Centre Twitter

## Freelancing

Solent Creatives is Solent's own creative agency dedicated to getting students real world freelancing work with professional businesses, including editorial and journalist jobs, photography, animation and film-making, designing and marketing, hair and makeup styling and much more.

Visit [solentcreatives.co.uk](http://solentcreatives.co.uk)

# BEFORE YOU APPLY

- Make sure you have a professional and up-to-date CV.
- Research and tailor the information on your application to that of the company and job role.
- Write an appealing covering letter or application that will set you apart in the selection process.
- Upload your CV to CV360 on SFO to get instant feedback about your structure, lay-out, language etc.
- Visit us at the Library Advice Desk or book a virtual appointment at 'Solent Futures Appointments' on SOL for one-to-one advice, and help with finding and applying for work, or any other employability queries.

