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[www.lse.ac.uk/careers](http://www.lse.ac.uk/careers)  
2011/12



# LSE CAREERS PATRONS

LSE Careers thanks the following organisations for their support, which allows us to improve our services to all students:

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## Friends of LSE Careers

The Volunteer Centre @ LSE Careers thanks the following charities for providing a range of volunteering opportunities, skills sessions and talks for LSE students:

Barnados  
 Beatbullying  
 City Year  
 Food Cycle  
 IntoUniversity  
 Read International  
 Restless Development  
 Women for Women International



**9-12**  
 LSE CAREERS ONLINE



**5-6**  
 SERVICES FOR STUDENTS



**19-20**  
 FAIRS AND FORUMS

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# MESSAGE FROM THE SPONSOR



KPMG are exceptionally proud to be sponsoring this year's LSE Careers brochure. We look forward to another successful year working alongside LSE Careers to attract and recruit even more high calibre students to KPMG.

We very much look forward to meeting you on campus or at our events. Meeting your potential employers is an excellent way for you to make the correct career decision and

get a feel for the values of a firm. LSE Careers has a wealth of services and information resources online and in print to help you in all aspects of job hunting and recruitment process, from sector overview seminars to CV writing guides, to individual mock interviews. Don't forget to take advantage!

All the best from KPMG for another successful year at LSE!

# MESSAGE FROM THE DIRECTOR



## Hello!

Whether you know exactly what you want to do post your time at LSE or currently have no idea what the future might hold, LSE Careers exists to help all students with career planning and development of career management skills.

Our dedicated team of careers advisers can advise you on all aspects of your career, future plans and help you through the selection process from CV writing to interview technique. Seminars are run regularly looking at all aspects of selection and recruitment and many are also available as online resources.

Our team work hard on your behalf to ensure that a wide range of employers are represented on campus for fairs, forums, skills sessions and presentations.

During the first term, you may think that it's all about Banking, but take a closer look and you will find NGOs, International Organisations, Media, Advertising, Consulting, Law and Energy Companies, as well as an exciting entrepreneurship programme.

There are many ways to do your careers research and meet the "right" employer. Don't be put off if a particular event or service is oversubscribed; our information team can advise you on time efficient ways to explore your chosen field, our seminar programme will help you market yourself most effectively, our employer-led skills sessions will help you develop the skills you need for the workplace and give you a chance to meet sought-after recruiters, and our team of careers advisers can help you decide on the right career path for you.

Do make sure you visit our website for regular updates [www.lse.ac.uk/careers](http://www.lse.ac.uk/careers).

**Have a great year and we look forward to meeting you.**

Jenny Owen  
Director of LSE Careers

*"Our team of careers advisers can help you decide on the right career path..."*

# LSE CAREERS ADVISERS

Any one of our qualified advisers can help you with your CV, career choice decisions and interview preparation. However if you would like to utilise their specialist knowledge and professional interest, here's more about what they do:

**Jenny Owen**  
Director of LSE Careers



**Interests/experience:** New technology in careers work

**Shaun Harris**  
Assistant Director



**Interests/experience:** NGO sector  
**Departments:** Anthropology, International History, Sociology, International Development

**Morag Brocklehurst**



**Interests/experience:** Social Psychology, HR, Accountancy, Consulting  
**Departments:** Accounting, Economic History, Finance

**Judith Baines**



**Interests/experience:** Legal sector  
**Departments:** Law, Management, Employment Relations & Organisational Behaviour

**Maddie Smith**



**Interests/experience:** Retail Banking, Management and the Media and Voluntary sectors  
**Departments:** Mathematics, Statistics, Information Systems

**Rachel Power**  
Alumni Careers Adviser



**Interests/experience:** Consultancy, Social Policy and Environmental sector  
**Departments:** Government & MPA as well as LSE alumni

**Danny Wilkey**



**Interests/experience:** Banking and Finance, the Environment and the Not-for-profit/NGO sectors  
**Departments:** Geography and Environment, the CITIES Programme & the Gender, Social Psychology & Methodology Institutes

**Viki Chinn**



**Interests/experience:** Management, public sector. Viki also specialises in disability and employment related issues.  
**Departments:** Economics, Media & Communications, Philosophy

**Andrea Kreideweiss**



**Interests/experience:** Start up support, Organisational Development and Policy Making  
**Departments:** International Relations, Social Policy, European Institute

**Tracy Bussoli**  
PhD Careers Adviser



PhD students can book appointments with Tracy by emailing [careers@lse.ac.uk](mailto:careers@lse.ac.uk). See page 18 for further information.

## Careers consultants

Throughout the year LSE Careers hires specialist consultants to help with the demand we receive for careers, CV, departmental and practice interview appointments.

## CV advisers

We also have a team of CV advisers from within the Service and School who have been professionally trained to offer cover letter and CV advice.

**Go to page 5 for details of how to book one to one appointments.**

# SERVICES FOR STUDENTS

## Careers advice appointments

Whether you know exactly what you want to do, have no idea or are somewhere in between then a 15 minute careers advice appointment could help you take those next steps. Use the appointment for a careers discussion, application form check, employer and sector-specific information, interview advice, further study options, job hunting strategy and career planning and exploring ideas.

**How to book:** Log into My Careers Service and select "available appointments" and then "careers advice".

**When to book:** From 9:30am Monday to Friday on the day you would like the appointment.

**Follow up:** If you and your adviser feel you need a longer appointment after your careers advice appointment, the adviser can refer you for a follow up 30 minute guidance appointment.

**Students can book up to four careers and CV advice appointments a term; make the most of yours by doing your careers research before your appointment. See pages 9 – 15 for LSE Careers' information services.**

## CV and cover letter advice appointments

These 15 minute appointments with a trained CV adviser allow you to discuss your CV or cover letter at any stage of writing whether you've never written a CV before or are tailoring one to a specific application.

**How to book:** Log into My Careers Service and select "available appointments" and then "CV and/or cover letter check".

**When to book:** From 9:30am Monday to Friday on the day you would like the appointment.



## Practice interviews

Practice your interview technique and answers in a 30 minute practice interview appointment with a careers adviser. These popular sessions are a mixture of interview practice followed by feedback. You can also book case study practice interviews. You must have a real interview coming up within the next two weeks.

**How to book:** You must come to LSE Careers in person with a copy of your CV or application form, proof of your real interview and a job description. You can check the Events calendar on My Careers Service for any available slots.

**When to book:** Practice interviews open for booking one week in advance at 10am.

## Information services

Doing careers research is a vital part of deciding on the right route for your future. LSE Careers has a dedicated team of careers information specialists who produce LSE relevant careers information. See page 9 for information about our online content and page 13 for further details of our information provision within the careers information room.

## Careers seminars

Based on all aspects of the recruitment process, from application forms to assessment centres, interviews to group work to name but a few, the careers seminars run throughout the year and are a great way to learn more about various careers and the recruitment process.

**How to book:** Check the Events calendar on My Careers Service and book your place from the event descriptions page.

**When to book:** Booking opens at 5pm one week in advance of the event.

## Careers workshops

Attend an interactive careers workshop to gain a practical insight into real life recruitment processes. Interactive workshops include personality tests (MBTI), assessment centres and interviews.

**How to book:** Check the Events calendar on My Careers Service for all upcoming workshops. Most require a deposit.

**When to book:** See the Event description on My Careers Service for individual workshop booking requirements.



## Employer presentations

Company representatives from a variety of sectors give presentations about their organisation and the opportunities available and will run through the recruitment process, followed by an opportunity to talk informally with the employer. They are held on and off campus throughout Michaelmas and Lent.

**How and when to book:** Presentations are advertised through the Events calendar on My Careers Service along with details of how to register for the event.

## Skills sessions

These employer-led sessions focus on various employability skills including networking, interviewing, case studies, trading exercises and assessment centres. Sessions are often interactive and run by companies from a wide range of sectors.

**How to book:** Check the Events calendar on My Careers Service for upcoming skills sessions and how to book.

**When to book:** Booking opens at 5pm one week in advance of the event.

See page 21 for more details.

**Access My Careers Service by visiting <http://careers.lse.ac.uk> (see page 15 for further details).**

## Ask the recruiter

Talk to recruiters from a variety of sectors in a one-to-one appointment about your application and their recruitment process. Make sure you do your research to ensure you have enough relevant questions to ask.

**How to book:** Check the Events calendar on My Careers Service for upcoming sessions and details of how to book. Most require a deposit.

**When to book:** Booking opens one week in advance of the event.

## Departmental services

LSE Careers works closely with academic departments. Look out for an induction in your department at the start of the academic year where a careers adviser will give an overview relevant to your field of study and the potential career paths available to you.

**How and when to book:** Look out for details within your department.



## Other services

**Venture@LSE Careers**  
Advice and information for entrepreneurial students. See page 26.

**Volunteer Centre@LSE Careers**  
Gain vital experience by volunteering whilst at LSE. See page 23.

# I DON'T KNOW WHAT I WANT TO DO

You don't have to have a detailed career plan before you visit LSE Careers. Use us to help you think through your options and make positive decisions about your future career path. The following suggestions can make this process easier.

## Getting started

Think about the career planning process as a mini research project. You need to address three key questions:

### 1. Who am I? or Where am I now?

### 2. What do I want?

### 3. How do I get what I want?

You can ask yourself these questions as many times as necessary throughout your working life. So don't think of the following advice as only being relevant to your first job; it really is a process you can apply whenever you need to change something or progress in your career.



## 1. Who am I?

One of the most useful ways of clarifying your career goals is to find out more about yourself. A good starting point is to consider your personality:

- "What am I good at?" (identify your skills and interests)
- "What do I want out of a job?" (identify your values)

Reflect on your past experiences and think about your current situation. How do you think these may be important in what you do at work? The following should help you further:

- Take a look at the careers information resources in the Careers Information Room (see page 13)
- Make an appointment with a careers adviser. They can help you identify your skills and relate them to occupations (see page 5)
- Spend time browsing the LSE Careers website. There are lots of resources to help your thinking process and details of careers events which may offer a fresh perspective (see page 9)
- Take some psychometric tests. These can be useful self-assessment tools. After considering your personality, learning style, values and skills, you will be armed with a strong set of information about yourself. Use this to move to the next stage

## 2. What do I want?

This stage is about finding a match between your skills, experience and what motivates you and the different career options open to you. Doing research into different roles and sectors is essential. Find out all you can about a career, the different entry routes, training and related jobs.

**Use LSE Careers resources**  
[www.lse.ac.uk/careers](http://www.lse.ac.uk/careers)

There's information about different jobs and sectors on the LSE Careers website in the Employment Sector section. In the Careers Information Room you'll find reference books and useful FREE careers guides to take away.

**Find out what LSE graduates do**  
[www.lse.ac.uk/graduaterdestinations](http://www.lse.ac.uk/graduaterdestinations)

Visit the Graduate Destinations website which includes detailed profiles of graduates by LSE department.

### Attend careers events

Employer presentations, skills sessions, one to one ask the recruiter appointments, careers forums and recruitment fairs are all good ways of finding out about particular jobs and sectors.

## 3. How do I get what I want?

Hopefully by this stage you have narrowed your ideas down to a list of possible jobs or organisations. Now is the time to take action! Getting work experience is a great way of finding out what a job is really like and if it suits you. It's also a very important first step in your career. Experience can include work shadowing, volunteering and doing an internship.

- Look at My Careers Service for advertised vacancies and internships (see page 15)
- Try and establish mentors in your field; LSE Alumni Relations may be able to help ([alumni@lse.ac.uk](mailto:alumni@lse.ac.uk))
- Complete an internship (see page 27)
- Volunteer Centre@LSE Careers offers volunteering opportunities in a range of different roles and organisations (see page 23)
- Venture@LSE Careers runs entrepreneurial internships and master classes (see page 26)

In reality, and in terms of career planning, life can sometimes be more complicated than the straightforward approach of some goal setting models. So it's important to be flexible and try and learn something from your own experiences.



**LSE Careers has web resources and advice dedicated to students who have yet to decide on a career path. Visit [www.lse.ac.uk/careers](http://www.lse.ac.uk/careers) and select "Career Planning" from the menu.**

# LSE CAREERS WEBSITE

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

As a busy careers service for busy students, we focus on online information, accessible at any time wherever you are, and are constantly working to develop our online services.

## How to use the LSE Careers website

Explore as much as possible! The LSE Careers website is designed to guide you through your careers research and preparation. Information you will find online includes:

## Careers events

Find out about upcoming careers seminars, fairs, forums, skills sessions and presentations. This section gives you details of the events, time, date, location and how to book. You can subscribe to our events via RSS. A full list of events is also available on My Careers Service.

## Employment sectors

Split into the most popular sector areas for LSE students, this section will aid your careers research. Each sector has its own news and events feed, deadline dates, related forums and fairs pages, jobs roles, case studies and links to career and employer sites.

## The recruitment process

Contains information and resources to help you with the various stages of the recruitment process; from writing CVs and applications, to succeeding in interviews, psychometric tests and assessment centres.

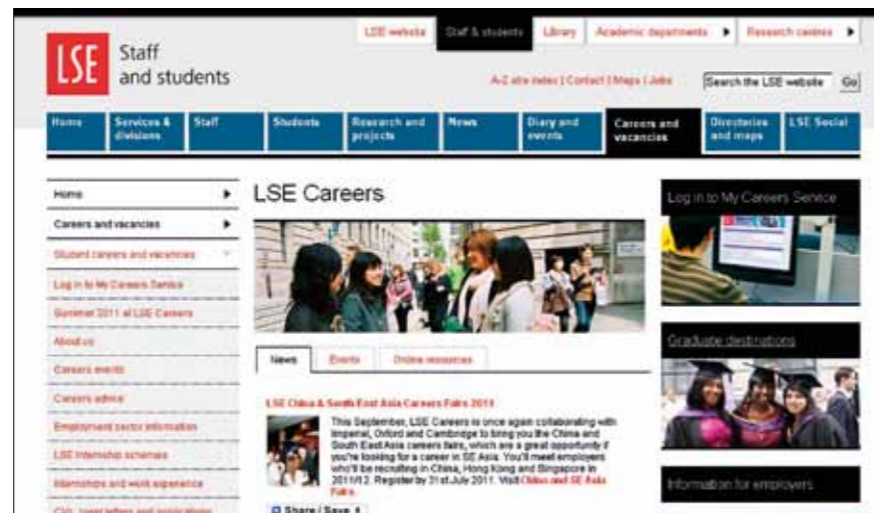
## About us

As well as finding out about the LSE Careers team, About us has our policies on equality and disabilities, who can use our service, confidentiality, impartiality, the LSE Careers mission statement, statement of service and the LSE Careers/student partnership agreement.

## Other highlights...

- Careers fair brochures
- Example CVs
- Vault and Wetfeet online careers libraries
- Hundreds of links to careers and employer websites
- And much more!

Research into your career interests before having a careers advice appointment to make the most of the four careers and CV advice appointments you are allowed a term.



# SUBSCRIPTIONS AND EXCLUSIVE CONTENT

LSE Careers > Online and interactive resources > LSE Careers subscriptions

We subscribe to several specialist and exclusive careers websites which are free for you to use while you are studying at LSE.

## Going Global



Search thousands of international jobs and find out the employment trends, visa regulations, international employers and much more in the 35 country guides.

## Graduate Jobs in Europe

This site, built exclusively for LSE Careers, has information on graduate career prospects across Europe including the top 100 companies and economic outlook for each country.

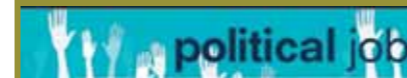
## Vault and Wetfeet

These exclusive online careers libraries contain employer profiles, company guides, occupational information, careers advice, salaries, videos and much more!



## Ethical Jobs/Human Rights Jobs/Policy Jobs/-Political Jobs

We subscribe to all of these excellent specialist vacancy websites. Each lists international vacancies with a focus on the UK, USA, Canada and Europe.



## Interview Stream

Interview Stream allows you to record and review your own custom interviews using a large bank of example questions.



## 10 minutes with...

Find out the day to day activities of people in various sectors and jobs by viewing a 10 minute video.



## You Tube

Visit our You Tube site to view exclusive employer videos created by LSE Careers plus useful careers information videos.

[www.youtube.com/lsecareers](http://www.youtube.com/lsecareers)

## Twitter and Facebook

[twitter.co.uk/LSECareers](https://twitter.com/LSECareers)

[facebook.com/LSECareers](https://facebook.com/LSECareers)



# BE > YOU IMAGINED

This is your invitation to join an organisation offering greater opportunity, greater challenge and greater satisfaction. An organisation dedicated to teamwork and collaboration. An organisation working in the forefront of technology, helping 94 of the Fortune Global 100 to reinvent business. Our capabilities are so broad, you can even change jobs without ever changing companies. Talk to Accenture and discover how great you can be.

Visit [accenture.com/ukgraduates](http://accenture.com/ukgraduates)

## BE GREATER THAN

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## SECTOR BLOGS

LSE Careers > Online and interactive resources > LSE Careers blogs

Read our sector specific blogs, written by LSE's careers advisers, to bring you relevant news, articles and perspectives.

### LSE Law Careers

Judith Baines, LSE careers adviser, blogs information, news and advice on graduate recruitment in the legal sector to help you secure a job offer.

[lslawcareers.wordpress.com](http://lslawcareers.wordpress.com)



### LSE Comms Careers

Keep up to date with careers sector news and information on advertising, marketing, PR, media and publishing with the Comms Careers blog, written by LSE careers adviser Judith Baines.

[lsecommscareers.wordpress.com](http://lsecommscareers.wordpress.com)



### LSE PhD Careers

Get the essential news and expert advice for PhD students and research staff considering what to do in their careers. Written by our PhD careers adviser, Tracy Bussoli.

[lsephdcareers.wordpress.com](http://lsephdcareers.wordpress.com)



### Graduate Advance Blog

Dedicated news and comments on job hunting, the graduate labour market, events and resources for LSE graduates. Written by Rachel Power, the LSE alumni careers adviser.

[lsegraduateadvance.wordpress.com](http://lsegraduateadvance.wordpress.com)



# CAREERS INFORMATION ROOM

**Our Careers Information Room isn't just for passing time before careers advice appointments – it's a hub of useful information tailored to the career needs of LSE students. The Careers Information Room is in Tower 3, Floor 3 so visit us now and spend some time researching into your future.**

## What careers information is there in the Careers Information Room?

- Sector information, specific to LSE students
- CVs, cover letters and application forms
- Interviews
- Case interviews
- Assessment centres
- Psychometric tests
- International careers and study
- Postgraduate study including PhD

## What formats of information are available?

### Books

LSE Careers books include sector specific publications, those related to the application process, preparation for the recruitment process, and

postgraduate and further study. Visit our Library Thing account to see which books we have in the Careers Information Room before you make a visit, [www.librarything.com/profile/lsecareers](http://www.librarything.com/profile/lsecareers)

### Folders

Alongside the books the folders give more specific information about various sectors and job roles.

### DVDs and CD-ROMs

Use our TV, plug in our headphones and discover more about various recruitment processes.

### LSE Careers publications

Pick up a copy of the CV and cover letter booklet, the application form booklet, the LSE Careers brochure and the Start Up Guide for budding entrepreneurs.



### LSE Careers leaflets

The "I want to work in..." series gives you introductory information to numerous careers sectors, whilst you can find out the destination of LSE graduates by department from the "What do..." leaflets. If you need application and recruitment careers information such as interviews and assessment centres then there's a leaflet for that too!

### Takeaway materials

Useful information about graduate deadlines and recruiting companies, published by Target, Inside Careers, Hobsons, Prospects, among others are available for free in the Careers Information Room along with the LSE Careers leaflets and publications.

## What else can I use in the Careers Information Room?

### Computers and wifi

Log in to the computers using your LSE username and password to do careers research or job applications. Whilst you're online why not visit the LSE Careers website (see page 9)?

### Information officers

Careers information specialists manage the information room and are available on the information desk to answer your service and careers information queries. Alternatively ring them on 020 7955 7135 during opening hours or email [careers@lse.ac.uk](mailto:careers@lse.ac.uk)

Students can book up to four careers and CV advice appointments a term; make the most of yours by doing your careers research before your appointment.



## Fridays@LSE Careers

Can't make it to campus on a Friday but have a careers information question to ask? Then use Skype to instant message the information officers every Friday from 11am-5pm. LSE Careers Skype ID: lsecareers.

## Our recommended websites

Websites recommended by LSE Careers can not only be found on our website (see page 9) but are also listed on our Delicious account. The advantage of the Delicious account is that you are able to search by relevant information using tags. The tags are key words related to the subject area, for example LSE Careers include tags such as Marketing, HongKong, PostgraduateStudy and AssessmentCentre. Visit [delicious.com/lsecareers](http://delicious.com/lsecareers)

## Information and Research Team



# JOBS, APPOINTMENTS AND EVENTS

<http://careers.lse.ac.uk>

Use your LSE username and password to log into My Careers Service (accessible via the web address above).

## View hundreds of opportunities

Looking for a part time or full time job? Want to gain some experience through an internship or volunteering? Log into My Careers Service and select "opportunities" to filter through the hundreds of full time, part time, internship and voluntary opportunities we have advertised for LSE students. You can even save your favourite opportunities to return to later.

## Book careers appointments

Book careers advice or CV/cover letter advice appointments via My Careers Service. Once logged into My Careers Service select "available appointments" and choose "careers advice" or "CV/cover letter advice". Select the most suitable time slot for you which appears in the list.

## Search and book onto careers events

Careers seminars, employer presentations, skills sessions, forums and fair dates are recorded in the "Events" section on My Careers Service. Browse the events and click on their titles to find out more about the event and how/when to book. Once the event is open for booking book onto the event by selecting "book now".

## Register your interests

You can register specific job-search criteria on My Careers Service and we will email you exclusive information regarding events and vacancies by employers specifically recruiting LSE students. When you log in, choose "My profile" to create and update your personal careers profile, then make sure you click "yes" to receiving targeted emails.

"The My Careers Service vacancy board really is the ultimate tool to start your job hunting. I spent a few minutes on there and came up with a big list of exciting opportunities. Definitely worth a look." Guy Taylor, Social Policy



## SEE YOURSELF MOVING ONWARD AND UPWARD

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# True

## We help more lawyers get their first job in law than any other law school

Because we work with 94 of the top 100 UK law firms and 4 of the 5 top global firms, our students are better placed to launch their careers. That's just one of the reasons why 84% gained training contracts or other legal work within months of passing their LPC.

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The full range of courses to prepare you for your legal career: GDL/LPC/BPTC/JD/LL.M  
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believing in your future



To find out more join the Future Lawyers Network at [college-of-law.co.uk/futurelawyers](http://college-of-law.co.uk/futurelawyers) or call **0800 289997**

Based on known records of students successfully completing their studies in 2010

Registered charity

## PHD STUDENTS

### What career support is available to me while completing my PhD?

#### Appointments

As a doctoral student (and for two years after graduating), you can request confidential 30-minute appointments during which you can discuss career-related issues. It doesn't matter whether you want to stay in academia, explore other options, or are undecided. To arrange an appointment, email [careers@lse.ac.uk](mailto:careers@lse.ac.uk) or call LSE Careers on 020 7955 7135.

#### Practice interview sessions

It is also possible to arrange an interview practice session for both academic and non-academic jobs using the contact information above.



### Careers seminars

Each term a selection of careers seminars are offered specifically to PhD students to help you with your career choices, job hunting and the skills you will need to secure a job. Topics covered include:

- Career options for PhD students
- Building an academic portfolio and making academic job applications
- Alternative careers to academia
- How to succeed at interviews
- Networking and building relationships

### Career workshops

These are an integral part of the training and development programme offered by the Teaching and Learning Centre (TLC). They are available at every stage of your PhD. More information is available on the PhD portal, [www.lse.ac.uk/collections/TLCPhD](http://www.lse.ac.uk/collections/TLCPhD) or [www.lse.ac.uk/tlc/training](http://www.lse.ac.uk/tlc/training)

### Information on the web

LSE Careers' website has a dedicated section for PhD students including news, copies of PhD careers seminar presentations, job search resources, non-academic and academic information, example CVs, application letters and personal statements.

The LSE PhD Career Blog, written by Tracy Bussoli (the PhD careers adviser) can be found at <http://lsephdcareers.wordpress.com> and contains posts that are relevant to PhD students.

### Careers Information Room

Books, folders and leaflets relevant to PhD students are available in the Careers Information Room. You can access a list of our books via our Library Thing account ([www.librarything.com/profile/lsecareers](http://www.librarything.com/profile/lsecareers)). More information about the Careers Information Room and Library Thing can be found on page 13.



# FAIRS

Careers fairs are your chance to meet key players in your chosen field, get a feel for different companies and make your name known. We organise a programme of sector-specific careers fairs throughout the year which aim to encourage all ambitions. Dress your best and do your research first to get the most out of the fair. These events are very popular, so check My Careers Service regularly for details on how and when to book.

## October 2011

**Volunteering Fair**  
Tuesday 4, 5:30pm – 8pm

**Consultancy Fair**  
Thursday 6, 5:30pm – 9pm

**Banking & Financial Services Fair**  
Tuesday 11 and Thursday 13,  
5:30pm – 9pm

**Internship Fair**  
Thursday 27, 5:30pm – 9pm

## November 2011

**Public Sector & Policy Fair**  
Tuesday 1, 6:30pm – 8pm

**Business & Management Fair**  
Thursday 3, 5:30pm – 9pm

**Law Fair**  
Tuesday 8 and Thursday 10,  
5:30pm – 8:30pm

**International Organisations Day**  
Saturday 12, all day

**Central Banking and  
Regulation Day**  
Thursday 17, 6pm-9pm

## February 2012

**Marketing, Media and  
Communications Fair**  
Details TBC

**International Volunteering Fair**  
Details TBC

## March 2012

**European Internships Fair**  
Friday 16, Brussels, Details TBC

## June 2012

**Jobs Fair**  
Thursday 14, 5:30pm – 9pm

*Do your research to get the most out of fairs!*

# FORUMS

Careers forums are your opportunity to hear personal career experiences from top employers and put your questions to people in the field. They're a great introduction to working in a sector and attending a few can allow you to gain an insight into different employment areas. Booking requirements are found on the Events calendar on My Careers Service.

## October 2011

**Consultancy Forum**  
Monday 3, 12pm – 2pm

**City Forum**  
Thursday 6, time TBC

**Politics and Policy Forum**  
Thursday 27, 12pm – 2pm (TBC)

## November 2011

**Economists Forum**  
Tuesday 15, 6:30pm – 8:30pm

**Parliament Forum**  
Thursday 17, 6:30pm – 8pm

## February 2012

**Ethical Forum**  
Details TBC

**Energy Forum**  
Details TBC

**Look out for the Government Aid Agency Forum during Development Month in Lent 2012.**



# EMPLOYER PRESENTATIONS AND SKILLS SESSIONS

## What are employer presentations for and why should I go?

Employer presentations are held either on or off campus throughout Michaelmas and Lent terms, to coincide with firms' graduate recruitment schedules. Presentations are normally about the organisation and the opportunities they have available, and will often run through the recruitment process. This is usually followed by an opportunity to talk informally with company representatives over refreshments.

Presentations are advertised on My Careers Service, so check regularly for updates and details on how to register.

## How do I make the best of the opportunity?

- Be well prepared. With so much information online, there is no excuse not to do your homework. Study the company's profile and think about whether you can see yourself working there
- Turn up on time! Listen attentively, and be prepared to ask relevant questions – don't ask something for the sake of it. Speak clearly and give the recruiter time to answer your question
- Approach recruiters in a friendly and professional manner and try to show that you are a motivated and enthusiastic person

## Should I contact recruiters after the event?

Although these events are a good way to network, do not contact recruiters directly after the event unless they have asked you to, and ask for names and business cards only if you speak at length with representatives. Take a notebook and write down any additional information about the company which could be useful when you fill out their application form. Referring to a person you met can add credibility when applying.

## What should I wear?

These events vary hugely and it is sometimes difficult to gauge what you should wear. Some recruiters like to show that they are from a relaxed and informal organisation, while others appear the epitome of City style. On the whole, it is better to be over-dressed than under-dressed. These organisations are here to recruit you; you only have one chance to make a good first impression.

## Skills session awards

Following each skills session, LSE Careers invites participants to provide feedback. This will help us to improve our skills session programme and offers you the opportunity to nominate particularly successful employer contributions for the annual skills session awards.

## What are skills sessions and why should I go?

Skills sessions are employer-led seminars that aim to aid students' employability and skills development. Each skills session focuses on a different set of skills, e.g. presentation skills, networking skills, assessment centres, group exercises. There are a great range of employers delivering skills sessions, from investment banks to charities, law firms to NGOs. They are very interactive and you will be given the chance to participate actively.

## This sounds great, shall I just turn up?

No – because they are interactive, sessions are small and normally only available to around 35 students, so you have to book your place in advance. Bookings open online at 5pm one week in advance on My Careers Service, and they often go quickly. If you find you're unable to make it to the session please cancel your booking online and give one of your fellow students the chance to attend the skills session.

**We organise over 60 skills sessions and 100 on-campus presentations every year.**



Great careers  
aren't born – they're made.  
Let's *get started* on yours.

If you're looking for a career that'll continue to stretch you long after university, UBS is a great place to start. Whatever subject you're studying at university, from your first day at UBS you'll continue to learn from the very best in their field. And you'll be realizing your potential as part of a great team that believes in succeeding together. As well as our Graduate Program, we offer internships and programs to students in all stages of their academic career – so visit [www.ubs.com/graduates](http://www.ubs.com/graduates) to explore a world of opportunities and be part of our success.

# VOLUNTEER CENTRE @ LSE CAREERS

[www.lse.ac.uk/volunteercentre](http://www.lse.ac.uk/volunteercentre)



**Want to help others? Make new friends? Add to your CV? If you've answered yes to these questions then volunteering is definitely for you.**

Volunteering has never had a higher profile, either in the UK or at LSE, and to show our commitment to student volunteering the Volunteer Centre @ LSE Careers launched the LSE's Volunteer pledge (see page 24).

It's not only the group or organisation that you volunteer for that will benefit. People who volunteer, and many recruiters, say that it is instrumental in developing skills, knowledge and experience which boost CVs and employability. Volunteering is also fun, and a great way to meet new people and explore London.

You can find a volunteering opportunity to suit whatever time you have spare; you can lead a project, help out on a weekly basis or just for a one-off event. The Volunteer Centre @ LSE Careers offers a range of opportunities in local, national and international organisations all over London. In 2010-2011 many of our students volunteered in a wide range of areas, including:

- Homework clubs and youth mentoring schemes
- Conducting research on behalf of charities
- Campaigning on behalf of international organisations
- Running their own projects on campus



**David Coles**

is the Volunteer Coordinator for the Volunteer Centre. David has been volunteering since he was in school

and has helped set up a charity that operates in Ghana in recent years. He also volunteers as a trustee for Greater London Volunteering. Before coming to LSE he worked for a charity called YouthNet, the organisation behind Do-it, the National Volunteering Database. If you have any questions about volunteering please feel free to email him at [volunteer@lse.ac.uk](mailto:volunteer@lse.ac.uk).

## More questions about volunteering? Visit our drop ins:

- Tuesdays @ Students Union, near Alpha Books, 4pm-5pm
- Fridays @ LSE Careers Tower 3, 2pm-4pm.

"Without doubt my CV has been significantly enhanced by my volunteering activities and has luckily provided me with a number of diverse and fascinating opportunities."

*Pam Runnacles, LSE Student.*

**To receive the Volunteer Centre monthly newsletter, add volunteering to your occupational interests in your "My Careers Service" profile.**

"To me, volunteering is an enriching experience that I hope benefits others as much as it benefits me!"

*Lydia Lau, LSE Student.*

## Friends of LSE Careers

The following charities help improve the services the Volunteer Centre @ LSE Careers can offer LSE students.



## LSE Volunteer Pledge

The London School of Economics and Political Science pledges to encourage volunteering amongst its students. The Volunteer Centre at LSE Careers and the Student Union will continue to work in partnership to further develop student volunteering as an integral part of student life.

Volunteering offers benefits to our students and the local community in line with the school's values and commitments. By volunteering students can engage with the wider world, support the environment and gain new skills to compete in a rapidly changing job market.

"Volunteering enables young people to develop both personally and professionally. It lets them develop a wide range of practical, transferable skills that will benefit them in any career."

*Beth Goodey, International Placements Coordinator, Restless Development.*

## Calendar of events

**4th October 2011** – LSE Volunteering Fair

**24th October -6th November** – London Student Volunteering Fortnight

**12th November 2011** – International Organisations' Day

**20th-26th February 2012** – Student Volunteering Week

**February 2012** – International Volunteering Fair

**February 2012** – Development Month

**1st February 2012** – Skills Session – Women for Women International

**8th February 2012** – Skills Session – Restless Development

**15th February 2012** – Skills Session – On the Up

**June 2012** – Volunteers' Week

## Graduate Development Programme

£29,000 + £2,500 joining bonus + benefits  
London and Edinburgh

The FSA is changing. From 2013, our work will be carried out by two new regulatory bodies. The Prudential Regulation Authority, a subsidiary of the Bank of England, will ensure the prudent operation of the financial system, and the Financial Conduct Authority will regulate retail, wholesale and financial markets. Join us and you'll gain a unique insight into the world of finance during this exciting period of transition.

Over the course of our three-year graduate schemes, you'll benefit from extensive training in a number of rotations across our organisation and the new authorities from 2013. As well as our general Graduate Development Programme, you can choose from specialist Actuarial, Management Accounting, IT and Prudential Risk schemes – so we can cater for a broad range of specialisms.

In addition, we offer a ten-week Summer Internship as well as our MBA Summer Programme. These are designed to give you a flavour of our work and offer the opportunity to shadow various areas of our business. One-year placements for sandwich course students are also available.

Wherever you join us, you'll need to have gained – or be expecting – a 2.1 or above in any subject.

To find out more and apply, visit [www.fsagraduates.com](http://www.fsagraduates.com)



**New perspectives on finance**



# VENTURE@LSE CAREERS

[www.lse.ac.uk/venture](http://www.lse.ac.uk/venture)

**Are you thinking of starting your own business? Are you interested in social enterprise or entrepreneurship? Do you want to develop and enhance your CV?**

## Venture@LSE Careers

Venture@LSE Careers is a free entrepreneurship support programme run by LSE Careers, open to all students from undergraduate to PhD level. It is ideal if you are considering becoming self-employed, starting your own business or simply want to brush up your commercial skills.

Visit [www.lse.ac.uk/venture](http://www.lse.ac.uk/venture) for our full range of entrepreneurship information and advice as well as information on how to book any of the following services:

### Venture Business Surgeries

These pre-bookable 1-2-1 surgeries allow you to discuss specific issues on any business related topic, or just general advice on entrepreneurship/social entrepreneurship/self-employment/business plan competitions and related topics. Book via My Careers Service.

### Entrepreneurship Masterclass Series – every Wednesday at 3pm, starting October 2011.

This weekly programme includes a range of experts talking about everything you need to know when starting up in business. Attend the entire series or go to selected sessions; receive a certificate for attending a minimum number of sessions.

The 2011 Entrepreneurship Masterclass Series is kindly supported by:



### LSE Entrepreneur Internship Scheme – no specific deadline, ongoing.

Interested in working in an entrepreneurial environment? The LSE Entrepreneur Internship scheme enables current students to develop their enterprise skills whilst working as an intern with the brightest and most dynamic start ups and/or with well established organisations working on new ventures.

### Want to interact with other entrepreneurial students?

Our interactive Venture Moodle course includes discussion boards and the chance to win prizes, and allows you to network, find business plan competition team members, ask fellow students for business advice and read feedback from other LSE entrepreneurs. Visit moodle.lse.ac.uk (career section).

### Comprehensive online resources

Visit our comprehensive "essential start up resources" section at [lse.ac.uk/venture](http://lse.ac.uk/venture) for wide-ranging start up guidance.

### LSE Start Up Guide

LSE Careers has created a takeaway guide for entrepreneurially minded individuals interested in starting their own business. As well as useful start up information and sources, hear from LSE alumni who have successfully started their own business. Pick up from Tower 3, Floor 3 today.

Follow us on Twitter:  
[www.twitter.lse.ac.uk/lseventure](https://twitter.com/lseventure)

# INTERNSHIPS AND PART TIME JOBS

## How can I find a part time job?

- Search the vacancy board on My Careers Service
- Send a speculative CV to employers you would like to work for
- Look in your local newspaper for vacancies
- Look around your local area for companies with part time vacancies
- Search on national newspapers' websites

## Work while you study

Here are some points to think about when starting a new part-time job:

- Be organised – carry a diary or use your email to help you keep a record of deadlines
- Plan ahead to create a better balance
- Advise your employer as soon as you can if you can't work on a specific day
- Be realistic about what you can fit in
- Allow yourself time to relax and unwind away from studies and work commitments

## How many hours can I work?

The School recommends you work a maximum of 15 hours a week during term time, however during holiday periods you can work as many hours as you like assuming your visa permits.

## Can I work on campus?

On-campus jobs are advertised on My Careers Service. Because LSE is a small university, competition for on campus jobs is fierce, so make sure your CV is up to date before applying. You could even book a CV advice appointment with LSE Careers (see page 5).

## Questions about your visa?

Speak to the knowledgeable LSE International Student Immigration Service (ISIS). See [www.lse.ac.uk/isis](http://www.lse.ac.uk/isis) for visa information and ISIS contact details.



## Internships

Internships allow you to apply theory to the practicalities of working in a relevant sector. It's a great way to gather first hand knowledge of the sector you're interested in and see for yourself if a similar job would suit you. They provide the perfect platform to network and make key contacts that may assist in your future job search, while also gaining transferable skills.

## Where can I search for internships?

LSE Careers has many great resources to help you with your search. The internship and work experience pages on our website (see page 9) include introductions to internships in many sectors such as consultancy, media and international organisations, as well as deadline dates for popular internship schemes.

We source many internship opportunities exclusively for LSE students, you will find these and hundreds of other internship opportunities advertised on My Careers Service throughout the year (page 15).

## LSE Parliamentary Internships

Founded in 1998 by the LSE alumnus Barry Sheerman MP, LSE Parliamentary internships are open to postgraduate students from all academic departments.

Internships are available with Members of Parliament from all political parties, Members of the House of Lords and with the House administration. Opportunities are mostly research based and can include projects such as:

- Research and preparation of briefings for your parliamentarian
- Parliamentary monitoring
- Drafting of speeches and press releases
- Constituent casework support - including managing written, telephone and email correspondence

Internships are part time (up to 15 hours per week) and take place during Michaelmas and Lent term. For more information and to apply visit [www.lse.ac.uk/lseinternships](http://www.lse.ac.uk/lseinternships)



**"It was truly a great experience. I would certainly recommend the program to other students who are enrolling into LSE next year."**

LSE Parliamentary Intern 2010/11

# AFTER YOU GRADUATE

[lse.ac.uk/alumni/GraduateAdvance](http://lse.ac.uk/alumni/GraduateAdvance)

## LSE Graduate Advance

By now you'll know that LSE Careers are here to help from your first day on campus until your final exam. Did you also know that we're able to offer ongoing careers support after you graduate?

LSE Graduate Advance is a tailor-made programme of careers support for recent graduates which offers ongoing careers coaching, a range of careers workshops and targeted job email alerts. The programme has some great success stories, helping students find jobs after finishing their studies at LSE.

Students have used Graduate Advance coaching to help with all aspects of their career after LSE, from deciding what job and career path to take, to preparing CVs, interview skills and negotiating salaries. For graduates who don't plan to stay in London, appointments are available via telephone or Skype as well as face to face.

As an LSE graduate you can continue to use our information room and search through the job postings listed on My Careers Service. To do this you will need to register as an Alumni to receive a new graduate username and password. For more details see the Information

for Alumni at [lse.ac.uk/alumni/GraduateAdvance](http://lse.ac.uk/alumni/GraduateAdvance)

## The Alumni Professional Mentoring Network

An initiative by the Alumni Relations team that aims to help connect alumni of all ages and experience. The LSE Alumni Professional Mentoring Network now has a solid foundation of over 450 active mentors and 1350 active mentees in 75 countries covering 35 different professions and sectors. For more information contact Alumni Relations, via Houghton Street Online, the online network for LSE Alumni. [www.alumni.lse.ac.uk](http://www.alumni.lse.ac.uk)

## LSE Graduate Internships

Towards the end of your final year you will have the opportunity to fill in the Graduate Advance Survey. Using information from this survey you will receive targeted job alerts based on your interests and skills sets, which you are then invited to apply for either directly or via LSE Careers. If you are successful at this stage you will be invited for interview.

Since the scheme launched LSE Careers has sourced an incredibly diverse range of opportunities, and in many cases graduates have gone on to work full-time after their internships. The list below shows examples of some of the roles we have sourced for graduates:

- M & A analyst – Boutique investment banking organisation
- Business and marketing analyst – Multinational healthcare organisation
- Public affairs and communications assistant – Large multinational franchise
- Planner and buyer – Luxury retail multinational
- Business development intern – Multinational e-commerce organisation
- Trainee team leader – Social housing association
- Corporate & Government Ratings Intern – Large financial market intelligence provider
- Agricultural development intern – International development organisation

## Graduate Destinations

A degree from LSE is recognised internationally and our graduates go on to great things in a variety of sectors around the world.

We conduct research into the destinations of alumni six months and three years after graduation. This research continues to demonstrate the employability of LSE's graduates even within the early stages of their careers, with a proportion of graduate level jobs 30 per cent higher than the national average, and the highest starting salary in the UK.

As a result the School is heavily targeted by employers, and graduates from LSE are in great demand. But don't just take our word for it! Read about the experiences of alumni on our Graduate Destinations website.

[www.lse.ac.uk/graduatedestinations](http://www.lse.ac.uk/graduatedestinations)



# HOW TO FIND US



## Opening hours

Monday – Thursday from 10am – 5pm  
and Friday from 11am – 5pm.

## Telephone number

020 7955 7135  
During opening hours.

## Email

careers@lse.ac.uk

## Address

LSE Careers  
Tower 3, Floor 3  
LSE, Houghton Street  
London  
WC2A 2AZ



If you are dyslexic, disabled or require special assistance and would like to pre-book for any of our services and events, please contact LSE Careers. The School seeks to ensure that people are treated equitably, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation or personal circumstances.

The information in this leaflet can be made available in alternative formats, on request. Please email: [careers@lse.ac.uk](mailto:careers@lse.ac.uk)

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