



MDXworks
Tell your story | Shape your career

CLASS OF 2024

**A Guide to Sourcing
And Securing A
Graduate Job**

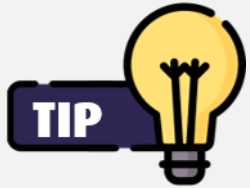


CONTENTS

- What can you do with your degree
- Finding graduate jobs
 - Job search websites
 - Speculative applications
 - Networking
 - Recruitment agencies
- Applying for jobs
- Settling into the workforce
- Further study



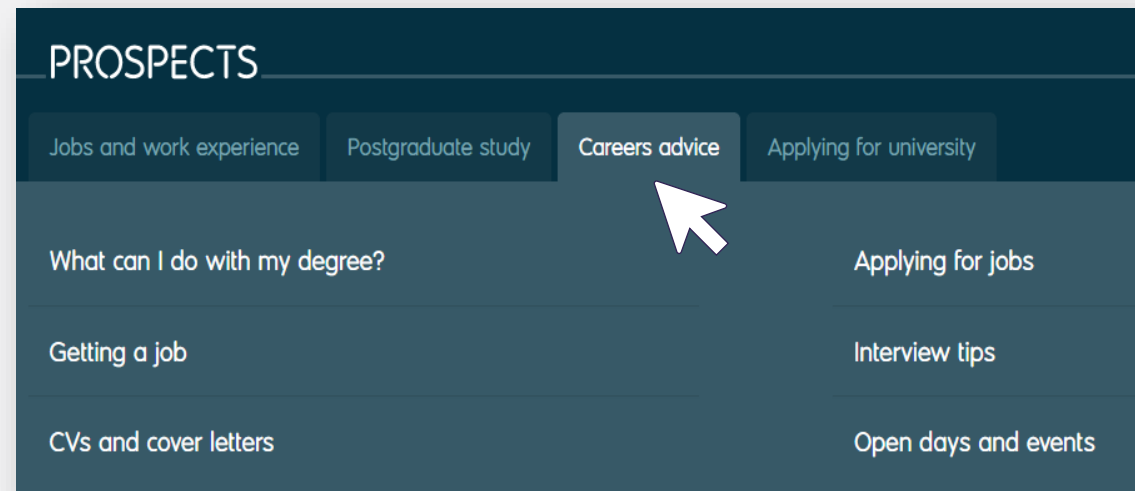
WHAT CAN YOU DO WITH YOUR DEGREE?



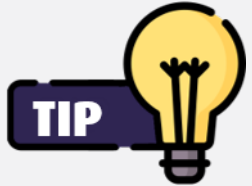
Before you start looking for vacancies, you need to know what you're looking for. There may be jobs you don't even know about yet, that would be a great match for your skills and interests.

Visiting [Prospects.ac.uk](https://prospect.ac.uk) is a good place to start.

It tells you some of the typical job roles that follow on from your degree, and who the major employers are, for each type of role.



FINDING GRADUATE JOBS



TIP

Collate a list of your favourite job-search sites. Sign up for regular email alerts.

Here's a selection of general job sites with graduate opportunities:

glassdoor

- [Target Jobs](#)
- [Graduate Jobs](#)
- [Grad Jobs](#)
- [Milkround](#)
- [Huzzle](#)
- [Glassdoor](#)
- [LinkedIn](#)
- [Charity Jobs](#)
- [Reed](#)
- [Jobsite](#)
- [Trovit](#)
- [Monster](#)
- [Total Jobs](#)
- [CV Library](#)
- [The Guardian](#)
- [Work in Start-ups](#)
- [Independent Jobs](#)
- [Graduate Recruitment Bureau](#)
- [Bright Network](#)

FINDING GRADUATE JOBS

Here's a selection of a few more specific graduate job sites:

Science and Technology:

- [New Scientist Jobs](#)
- [Technojobs](#)
- [Gradcracker](#)
- [STEM Graduates](#)
- [Engineering Jobs](#)
- [NHS Jobs](#)
- [CW Jobs](#)
- [Techno Jobs](#)

Law:

- [LawCareers](#)
- [TheLawyerPortal](#)
- [TotallyLegal](#)
- [LawGazetteJobs](#)
- [All About Law](#)

Creative Industries:

- [Creative Pool](#)
- [The Dots](#)
- [Design Week Jobs](#)
- [Behance](#)
- [Dribbble](#)

Education:

- [TES Jobs](#)
- [Education Jobs](#)
- [FE Jobs](#)

Health and Social Care:

- [NHS Jobs](#)
- [CommunityCare](#)
- [BMJ Careers](#)

Finance:

- [City Jobs](#)
- [eFinancialCareers](#)
- [ICAEW Jobs](#)

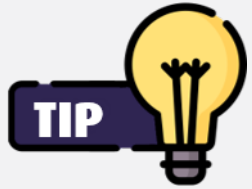
Marketing:

- [Campaign Jobs](#)
- [Simply Marketing Jobs](#)
- [The Drum](#)
- [Marketing Week Jobs](#)

Sports:

- [BUCS](#)
- [Jobs in Sports | UK Sports](#)
- [Careers in Sports](#)
- [Sport England](#)

FINDING GRADUATE JOBS



Most people only think about searching for jobs on jobs-boards like Indeed or Reed! However, your job-search strategy will show more potential if you use a wide range of sources to identify vacancies.

Here are a few different ways in which you could approach employers:

- Speculative Applications
- Networking
- Social Media
- Specialist Recruitment Agencies

FINDING GRADUATE JOBS

SPECULATIVE APPLICATIONS

'Speculative applications' are when you proactively contact an organisation to enquire about working for them. You're not responding to a vacancy advert.

This speculative approach works for many students and graduates, particularly in creative industries or if you're looking for very specific or specialised work.

Research suggests that perhaps 60% of vacancies are not advertised ([The Guardian](#), 2023).

You'll only access these hidden opportunities by knowing the right person or making speculative applications.



FINDING GRADUATE JOBS

SPECULATIVE APPLICATIONS

How to identify companies to approach

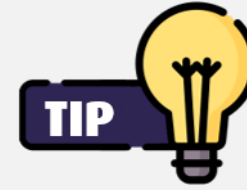
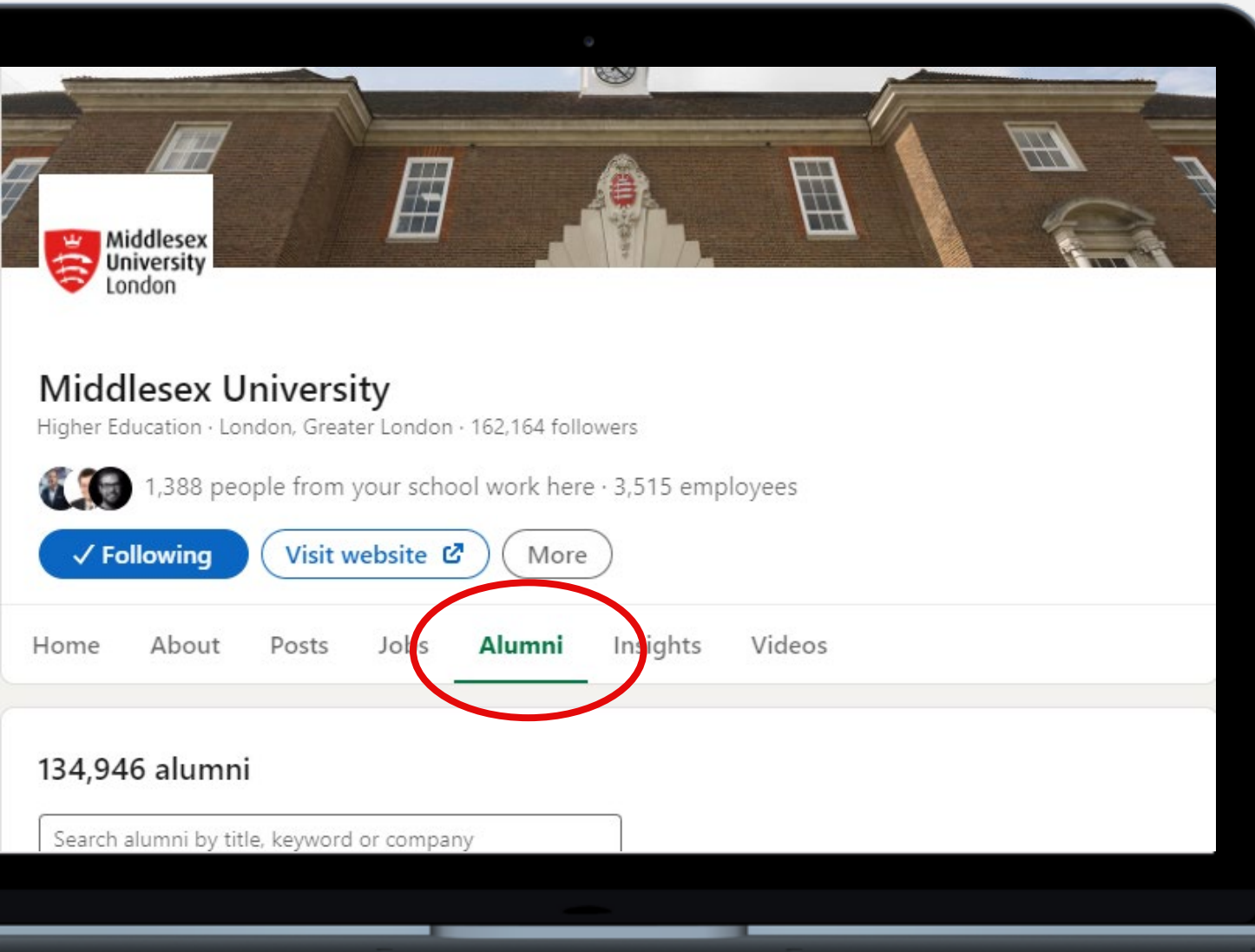
- Do some research to help you build up a ‘picture’ of who the employers are in your industry. Don’t just focus on the obvious ‘big names’.
- Take some interest in what’s happening in your industry and make notes when you hear about interesting companies.
- Sign up for industry newsletters/email alerts, read relevant blogs/magazines, watch the news, join LinkedIn groups, attend talks/screenings/exhibitions/other events.
- Follow inspirational professionals on social media, look at alumni profiles on LinkedIn and see where they started their careers.
- Look at companies (not vacancies) on job boards. If you find a vacancy that’s beyond your level of experience you could still ask about doing something else.

FINDING GRADUATE JOBS

NETWORKING WITH LINKEDIN

- Some creative or specialist organisations prefer to hire through recommendations rather than applications.
- 'Professional networking' is about making useful professional connections. Attending industry-specific events, job fairs, or talks can be a great way to build your network of contacts and raise your profile within your chosen industry.
- Join an online network such as LinkedIn, or The-Dots.com (Network for creative professionals)
- Carry out your own research to see which networking sites people in your industry are currently using.

Do you have a
LinkedIn
Profile?



USE THE LINKEDIN ALUMNI TOOL

Find alumni who work in jobs, companies, and cities that interest you

#1 way companies recruit is through employees referring people they know



Maria Olariu ✓ • 1st

Programme and Relationships Management | Pre-seed Startup Consulting | Strategic...
Hitchin

Current: Project and Digital Coordinator at **MDXworks**

👤 Aarya Thomas, Dalilah Kalla, and 271 other mutual connections

Message



Alan Stuart • 1st

Founder and Trainer: SanBaoWay Training / Co-founder & Director: The Calzy Foundation C.I.C
London

Past: Director for Careers and Employability at **MDXworks**: Middlesex University

👤 Olga Mourouti, Eddie McCaffrey, and 241 other mutual connections

Message



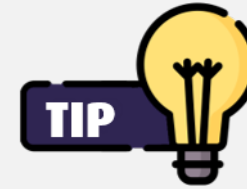
Dina Haweel • 1st

University and Careers Counsellor - Qualified CEIAG practitioner/FHEA/AFHEA
Abu Dhabi

Past: Employability Adviser - **MDXworks** Careers and Employability Service at Middlesex University

👤 Charles Hardy, Aarya Thomas, and 159 other mutual connections

Message



IDENTIFY PEOPLE IN YOUR DREAM JOB

Search job titles/companies and find employees

Identify their career path and journey

Reach out to them to learn about their career and network for potential opportunities and insights

FINDING GRADUATE JOBS

NETWORKING THROUGH EVENTS

For external events and networking opportunities, use resources such as [Eventbrite](#) and [Meetup](#).



However, don't forget to engage with networking [events on campus](#), at MDX.



FINDING GRADUATE JOBS

SOCIAL MEDIA

- Follow relevant groups, companies or inspirational professionals on social media to help you discover opportunities and keep your industry knowledge up-to-date.
- You may also find societies, unions, industry think-tanks and other groups that share relevant information.
- With a quick search of sites such as LinkedIn or Facebook, you'll discover a number of job-search groups relating to a particular industry.
- These job-search groups often also share useful insights and information as well as vacancies.



FINDING GRADUATE JOBS

RECRUITMENT AGENCIES

With a quick internet search, you may be able to identify recruitment agencies that specialise in particular industries, such as Media, Publishing, PR or advertising.

Agencies will usually require you to register online and upload your CV .

Follow-up with a quick call to introduce yourself and to discuss your job goal. This will help them to remember you, and they may give you some extra tips.

Contact agencies regularly

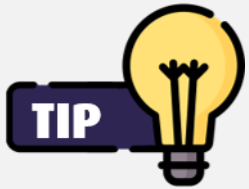
After registering, to let them know you're still looking for work, and to find out about new opportunities. You could also follow them on LinkedIn, to receive updates.

Be flexible with your availability

To make yourself more employable.

FINDING GRADUATE JOBS

RECRUITMENT AGENCIES



Agency Central is a useful site in helping you to find industry-specific agencies using keyword searches.

Recruitment agencies are free to use (they make their money through the employers) We would never recommend paying to join a recruitment agency or paying for vacancy matching services.

APPLYING FOR JOBS

You may face a few rejections before you succeed.

If you're repeatedly getting rejected, we recommend making changes to your applications, or trying a different job-search approach!

- Try giving your application documents a re-write, a new layout, or a different style to get people's attention. If writing is not your strength, perhaps try sending a video CV.
- Don't just focus on the obvious '[big name' companies](#). You'll have less competition from other applicants if you seek out less well-known organisations or [start-ups](#).
- You may get a higher response rate if you follow up your applications with a polite phone call a few days later (be ready with your 'elevator pitch'!).
- Ask for feedback from recruiters to help you make improvements.
- insights and information as well as vacancies.

APPLYING FOR JOBS

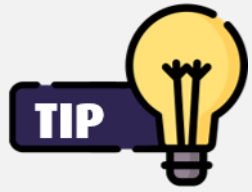
TAILORING YOUR APPLICATION

It's not a good use of your time to apply for 100 jobs if the applications aren't actually focused on the roles you're applying for.

- Understand what the company is looking for
- Fine-tune your keywords
- Tailor your CV / Cover Letter and application forms to match the Job Description
- Highlight your relevant experiences and accomplishments
- Have your applications reviewed by MDX

Check [Prospects](#) for advice on CVs and cover letters.

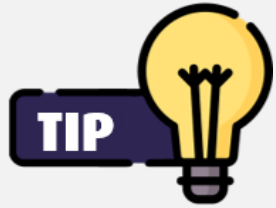




APPLYING FOR JOBS

TIPS FOR APPLICATIONS

- To maximise your chances in the process, make sure you're clued up on the applications and interview methods used by employers (check out Target Jobs' [employer profiles](#) with tips to get hired) or [Glassdoor](#) for reviews of both the scheme and recruitment process of a number of companies.
- Research the company you are applying to! Never submit an application without extensive research into both the employer and sector.
- Only apply for the grad schemes and jobs you actually want to do – this will ensure that they're not generic applications.
- Have an up-to-date professional identity – CV, LinkedIn profile, website, blogs etc. This will help you with online applications.
- Ensure that you have a professional-sounding email address (not MDX) and voicemail on your phone.
- We recommend that you always get your application reviewed before you apply for any role. Contact MDXworks@MDX.ac.uk

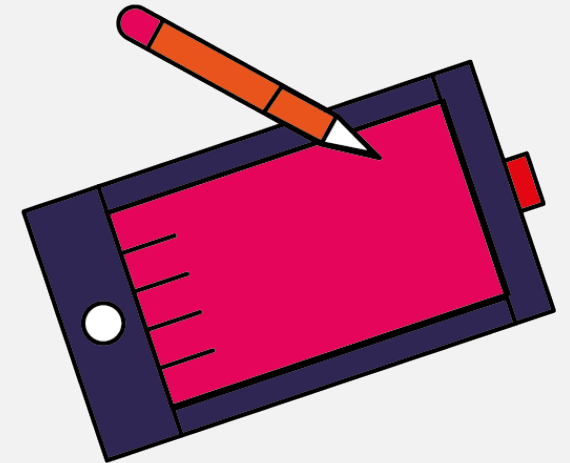


TIP

APPLYING FOR JOBS

THINGS TO REMEMBER

- Know your career goals – this can only come through self-reflection and proactive research
- Change-up how you search for jobs – we have seen multiple ways you can do this today
- Leverage social media to your advantage – it's not just a tool for food and sunset photos
- Create a professional network and utilise your connections – learn from others, seek out opportunities to engage
- Hone in on your transferable skills and look beyond the obvious – expand your search into other industries



SETTLING INTO THE WORKFORCE

SETTLING INTO A NEW WORKFORCE AS A GRADUATE

MDXworks
Tell your story | Shape your career



BEFORE YOUR FIRST DAY	1
ON YOUR FIRST DAY	2
SOME TYPICAL EXPECTATIONS WHILST AT WORK	3
WHEN YOU SHOULD BE PAID FOR WORK	4
HARASSMENT AND BULLYING	5
HOW LONG DOES IT REALISTICALLY TAKE TO GET PROMOTED?	5
COMING TO WORK IN THE UK	6
GET MORE HELP FROM MDX WORKS	6

[Download our guide](#)
for an in-depth read.



A NOTE ON PURSUING FURTHER STUDY

Ask yourself...

- Am I ready to do a Masters?
- Will a Masters help me to get the job I aspire for?
- Is it worth the cost?
- Can I do the Masters I want to do with my current grades?
- Will I have time to do a Masters?

Check [Prospects](#) for advice on whether you should pursue a Master's Degree or not.

WHY POSTGRADUATE STUDY?

Postgraduate study is a great way to further your subject knowledge, specialise in a particular area, or change subjects to give you more career options.

There are some great benefits including:

- **Earning potential:** Your master's means that you're more likely to earn than someone with a bachelor's degree. Research shows that on average you can expect to make £200,000 more over the course of your working life being a postgrad student (Sutton Trust).
- **Career trajectory:** 18% more likely to be in a senior role with a postgraduate qualification
- **Career satisfaction:** Postgraduates are 4% more likely to think that their current employment is more meaningful than graduates** (HESA, 2022).



Middlesex
University
London

THE FUTURE YOU WANT

Postgraduate study at Middlesex



WHY POSTGRADUATE STUDY AT MIDDLESEX?



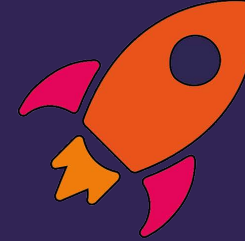
EMPLOYMENT PROSPECTS

95% of our postgraduates are in work or further study* (HESA, 2022)



EXCELLENT REPUTATION

Top 2 university in the UK (Times Higher Young University, 2022)



CAREER PROGRESSION

Top 20 university for business leaders and CEOs (Business Money, 2023)

WHY POSTGRADUATE STUDY AT MIDDLESEX?

- **Save on your tuition fees:** As a Middlesex University graduate, you get a 20% alumni discount on your postgraduate fees and up to 40% off for those interested in studying an MBA at MDX, and there are other scholarships, bursaries as well as a £12,167 postgraduate loan available.
- **Easy application process:** As a current student your application will be very straightforward, this means you won't need to submit transcripts or references as part of your application process.
- **Lifetime career support:** We are always here for you with our award-winning MDXworks career team who are able to support you in a way that suits you.
- **Excellent industry links:** We have over 1000 links with multinational and local organisations including PWC, Google and Deloitte for work placements and live projects.
- **Flexible study options:** We offer flexible learning from full, part-time, online, and distance learning to fit study around your work and life.



MDXworks
Tell your story | Shape your career

**FOR FOLLOW-UP
ENQUIRIES,
CONTACT US:**

MDXWORKS@MDX.AC.UK

