

# University Careers Service

## Key Support

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### CVs and Cover letters

The careers service provides a 24/7 automated service (CareerSet) which allows you to upload your CV and receive expert feedback instantly. You can also upload a job description and find out how to tailor your CV to a specific role, based on keywords and skills. The [Getting Started Guide](#) provides a quick introduction to the software which you can access [here](#).

### Psychometric Tests

Psychometric tests are used by many employers during the recruitment process. You can access practice psychometric tests written by several leading test suppliers [here](#).

### Interviews

The careers service provides a range of resources to prepare for [interviews](#), including access to [two platforms](#) to help you practice interviews along with information about the different stages and types of interview, preparing for the interview, what to do during and after an interview, guidance on Skype and phone interviews, and sample open-ended interview questions.

### Careers Guide

The [Careers Sector A-Z](#) page contains 40 introductory sector briefings to help you to find out if you're suited to the sector of your choice, how to get the experience to be credible, how to find positions and funding, tips for success, and what Cambridge offers to help with this career.

## Vacancies

The Careers Service provides multiple approaches to help in your job search. On the [finding jobs and work experience](#) pages you can sign up to [Handshake](#) to view vacancies. You can also find [external vacancy sources](#), advice on how to write [speculative applications](#), how to use [recruitment agencies](#), and how to [stay safe](#) when job hunting.

## Self-reflection toolkit

The [Self-Reflection Toolkit](#) guides you through the process of reflecting on past experiences, skills and motivations in order to move forward in planning your next steps.

## Negotiating job offers

You can find tips for negotiating and answers to common questions you may have about negotiating on the [negotiating job offers](#) webpage.

## Shortlist Me

This [service](#) allows you to practice role specific interviews (designed by the world's leading employers), record, evaluate and review them with guidance on what the interviewer was looking for. The technology simulates a real interview. Interviewees can rehearse their answers under the pressures of an interview, play them back and compare them against the expert guidance provided.

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## Further Information:



For further guidance on right to work checks, please visit the Careers Service webpages: <https://www.careers.cam.ac.uk/>