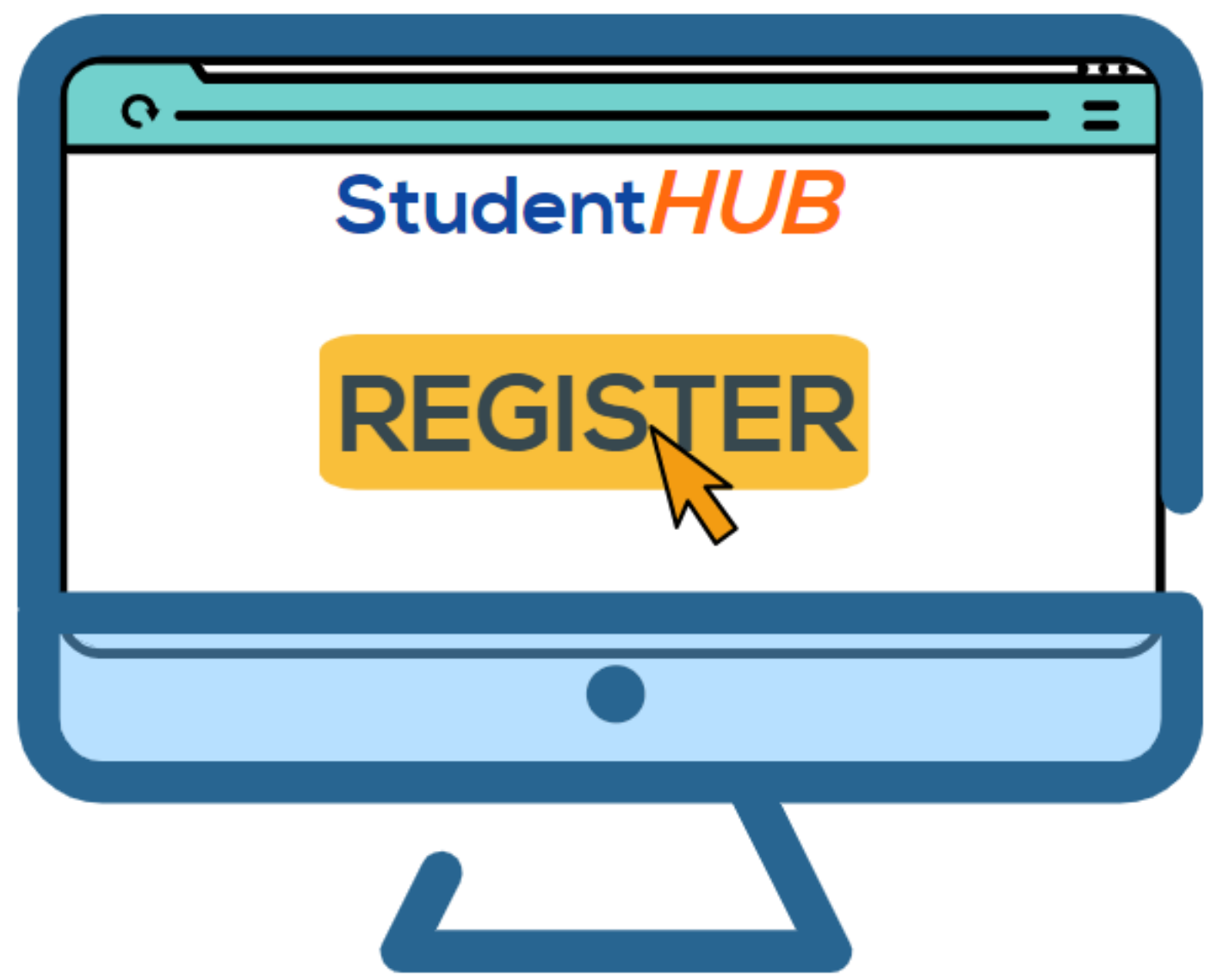


## Employability checklist

### REGISTER WITH STUDENTHUB

Be sure to visit <https://studenthub.bolton.ac.uk> and familiarise yourself with the Hub.



### BOOK AN APPOINTMENT

Meeting with a Careers Adviser will help you make more informed decisions about your future.



### UNDERTAKE A SKILLS ANALYSIS

Use the GAME model to assess your skills and qualities to become more self-aware of who you are now and where you aspire to be.



### CREATE AN ACTION PLAN

After meeting an adviser, use their feedback to develop your Careers Action Plan.



### SEARCH FOR OPPORTUNITIES

Research the careers you are aiming for using StudentHub, online sources, social media, agencies, job platforms and more.



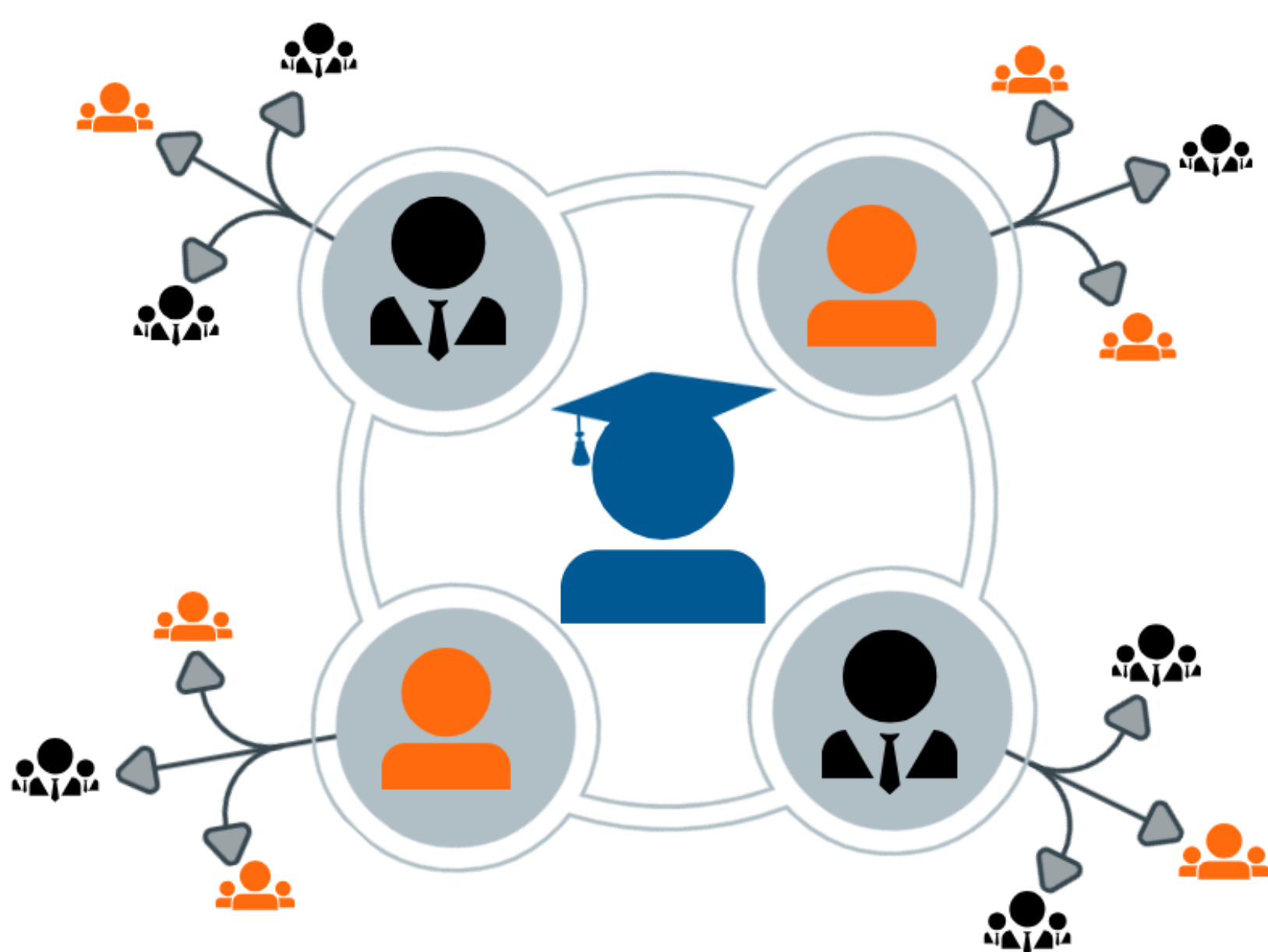
### DEVELOP YOUR LINKEDIN PROFILE

Complete our LinkedIn Academy and learn how to effectively showcase your achievements, explore opportunities and connect directly to employers.



### BUILD YOUR NETWORK

Attend the annual Careers Fair and join our workshops to meet and engage with employers.



### WRITE A CV & COVER LETTER

Use the resource page on StudentHub to help you develop and tailor an effective CV and covering letter.



### STAR YOUR INTERVIEW STYLE

Use the STAR technique to master an interview. Our advisers will help you identify your strengths and develop your style.

