

Where to find us

Specialist Institutions' Careers Service
1st Floor, Stewart House
32 Russell Square
London WC1B 5DN

How to contact us

Tel: 020 7863 6030
sics@careers.lon.ac.uk
www.careers.lon.ac.uk/sics

Opening times

Information Library: Monday – Friday 9:30 am – 5:00 pm
Drop in appointments: Monday – Thursday 2:00 pm – 4:30 pm
Late opening: Wednesday until 7:00 pm

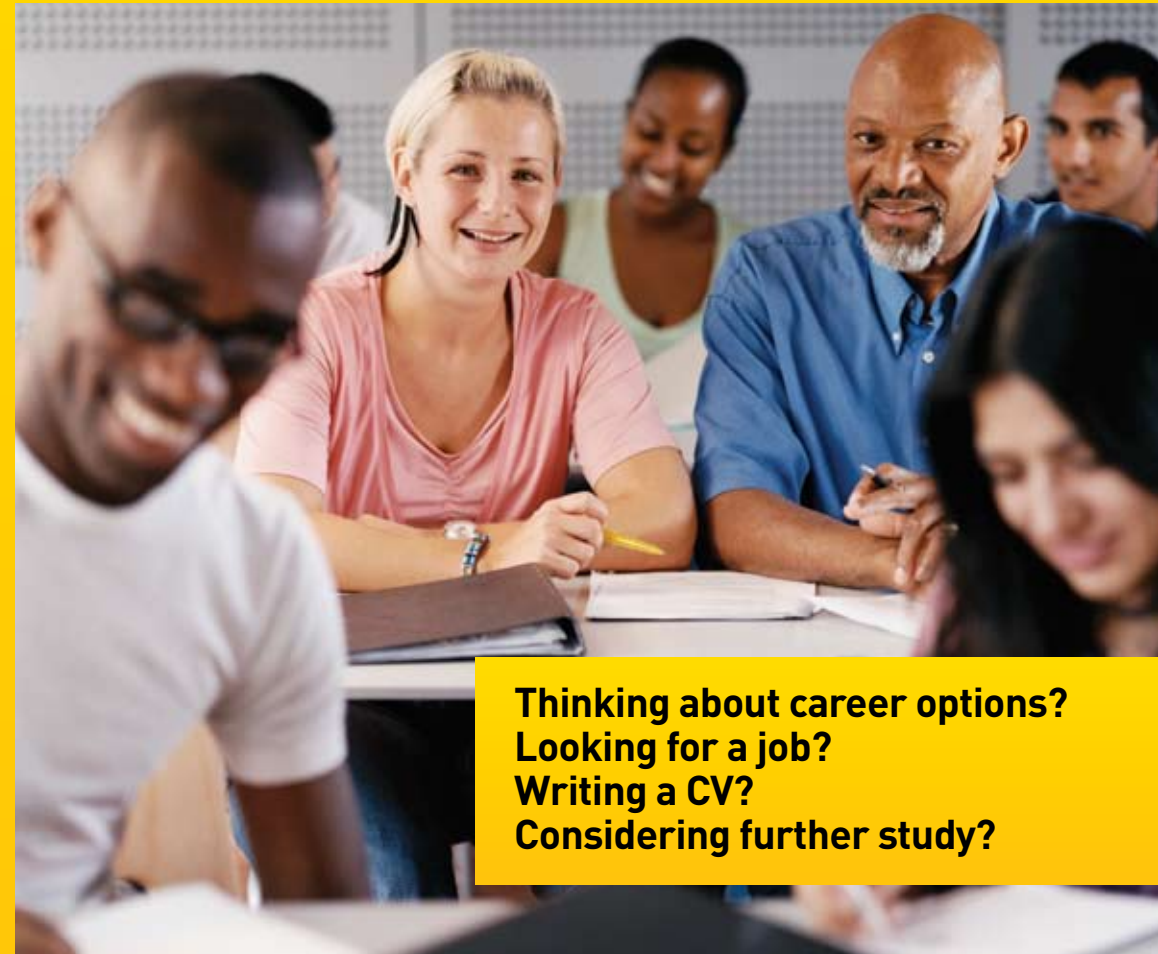
Visit us on Facebook

www.careers.lon.ac.uk/facebook/sics

Our aim is to ensure that all our clients have access to the Careers Service resources. If you require any alternative equipment or facilities please inform us beforehand and we will endeavour to meet your needs. The Careers Service is also accessible to wheelchair users.

SICS

Specialist Institutions' Careers Service



SICS is a part of

the
CareersGroup
University of London –

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SICS offers a comprehensive and highly focused service to students, graduates, post-graduates and research staff attending the following institutions:

Birkbeck University of London; Heythrop College; Institute of Education; London School of Hygiene & Tropical Medicine; Royal Veterinary College; School of Advanced Study; School of Pharmacy; St George's University of London; The Institute of Cancer Research; University of London Institute in Paris and University Marine Biological Station Millport

Some of the services available:

I need a job.....

- ▶ You can find full and part-time job and internship information in our Careers Information Library and at www.careers.lon.ac.uk/sics/jobs
- ▶ Sign up to get jobs by email: www.careers.lon.ac.uk/sics/alert
- ▶ You can also get copies of employer directories, guides to recruitment agencies and vacation opportunities and much more
- ▶ Or see a careers adviser for a 'drop-in' session (more in-depth discussion available by referral)

I want to improve my CV.....

- ▶ You can pick up free copies of help-sheets and booklets to create powerful CVs and application forms and promote your skills effectively
- ▶ See a careers adviser for a confidential 15 minute 'drop in' session. No need to book, just turn up any time between 2:00pm - 4:30pm on Monday to Thursdays
- ▶ Why not take advantage of our term-time late opening on Wednesday evenings 5:00pm-7:00pm, you must pre book by 12 pm on the day

I want to prepare for interviews and aptitude tests.....

- ▶ If you have an interview coming up, why not book a practice session with a careers adviser
- ▶ You can also practice aptitude/psychometric tests. Recruiters sometimes use these to assess your logical reasoning and other mental abilities as part of their selection process

I am finishing my degree, what next?

- ▶ Why not try one of the online career planning and information tools
SORT-IT: www.careers.lon.ac.uk/sortit/
Careers Tagged: www.careerstagged.co.uk
Prospects Planner: www.prospects.ac.uk/links/onlinetests
- ▶ Or attend one of our customised seminars.....
 - ▶ Planning your Career
 - ▶ Securing that job, (effective CVs, applications and interviews)
 - ▶ Aptitude tests (with feedback)
 - ▶ MBTI personality profiling workshop

I want to talk with employers.....

Come along and find out what it's like to work in different career areas and what these employers have to offer you.

- ▶ Careers in Charities and International Development (NGO's)*
- ▶ Careers in the City*
- ▶ Careers in Marketing, Advertising & PR*
- ▶ International Futures*
- ▶ Graduate Select: Finance, Consultancy & I.T.*
- ▶ The Guardian London Graduate Fair from The Careers Group*
- ▶ ...and more; see www.careers.lon.ac.uk/events

*Events run by The Careers Group, University of London

Can I afford postgraduate study?

- ▶ Thinking about funding? Come along to our Information Library and pick up funding guides, look through our funding directories or access 'Funder Finder' a database of over 3,500 funding organisations
- ▶ You can also talk with a careers adviser about identifying courses, making applications, preparing for interviews etc...

I am postgraduate student.....

- ▶ We offer a programme of bespoke one-to-one sessions and seminars about career planning for postgraduates students in and outside academia, skills assessment, personality profiling, CV writing, applications, interview techniques and more

Check www.careers.lon.ac.uk/sics for full details of all events