



University of Brighton

Careers Service

Guidance
Employment
Volunteering
Enterprise

CVs and covering letters

There is no single perfect format for a winning CV. In fact, you may receive conflicting advice on this. The Careers Service can help you decide what works for you.

This leaflet includes tips and examples to help you write and format a professional CV and covering letter. It also shows you how to target your CV by matching your varied experience to specific jobs.

We also include advice on how to manage and clean up your online profile to make sure your use of social media doesn't undermine your hard work in applying for jobs.

These guidelines have worked effectively for University of Brighton graduates looking for work **within the UK**. See the end of the leaflet for details of resources for applying for jobs internationally.

Your CV

When to use a CV

- To reply to advertised jobs. Do **not** send a CV if an employer specifically requests an application form
- To make speculative applications, e.g. to look for unadvertised opportunities or freelance work
- To contact recruitment agencies. Find out whether they have a preferred format before sending your CV.

Layout - the basics

There is no one perfect layout for a good CV; In fact you may receive conflicting advice on this. You should decide how best to present your strengths and experiences without being confined by a restrictive format. The Careers Service can help you decide what works for you.

Do

- Keep your CV to **two pages maximum**
- Use a clear, commonly available font in size 10-12. Arial is a good choice
- Use **bold** for section headings and your contact details to make the layout clear and to direct the reader to key information
- Use bullet points and avoid long sentences and paragraphs
- Present your education and work experience in reverse chronological order, i.e. most recent experience first
- Check very carefully for spelling, grammar and typing errors - do not rely on spell check
- Show your CV to a tutor, friend or careers counsellor to check and get feedback
- If you need to print your CV use good quality A4 paper.

Don't

- Don't use the header 'Curriculum Vitae' or 'CV' - the first line of your CV should have your name only
- Don't give an unprofessional or inappropriate email address. If in doubt, ask us
- Don't include a photograph, your age or your marital status. These are not required in the UK

- Don't copy another person's CV and be careful when using CV templates – it is best to find a format and style that suits your own purposes
- Don't send your CV without checking for spelling, grammar and typing errors - such mistakes could mean your application is rejected straight away
- Don't rely on spell check to identify errors. Print a copy of your CV and read it carefully line by line. You may be surprised how many errors you find!
- Never fold a paper CV - submit it in an A4 envelope (unless an employer gives you a smaller return envelope).

Writing your CV

We will now look at what to include in each section of your CV, and also the different types of CV and when to use each one. We'll also look at how companies use software to scan applications and how to make sure your CV gets through the scanning process.

CV content - the basics

Here are guidelines on what to include (and what not to include) in your CV, section by section.

Start with the factual content (education and employment history) then summarise your key skills and draft your profile (if you are including one) using this content as source material.

Personal details

The employer needs to see at a glance who the CV is from and how to contact you. Show only your:

- Name
- Address - either your term-time or home address depending on where you are seeking employment
- Telephone number
- Professional email address - informal or humorous addresses are not appropriate
- Website (if you have a professional one), LinkedIn or similar profile (if you have one)

Profile/Career aim (optional)

This can be an effective way to target your CV:

- A short statement of 3 - 4 lines, summarising your key attributes and suitability for the job
- The rest of your CV must contain evidence to back up this section
- Avoid using general and meaningless phrases such as 'I am a self-starter and a motivated team player'.

Education and training

Start with your most recent education/training. You should include:

- Your place of study
- Course title
- Subject studied
- An outline of the course such as key/relevant modules covered and your dissertation topic if this seems relevant. Also include any project which may be of interest
- Give an indication of the skills you have acquired, e.g. working in a team on projects, using communication skills in seminars etc.

Employment history

This section should include full and part-time paid and voluntary work, sandwich placements, internships and holiday jobs. All are of equal value when it comes to selling your skills and experience.

- Start with your most recent employment and work backwards
- Describe your responsibilities and achievements in each job
- Where appropriate give figures to show the volume of work undertaken and to emphasise your successes, e.g. 'serving on average 200 customers per day', 'raised £60,000 in donations, exceeding our target by 20%'
- Highlight those details which best illustrate your ability to do the job and emphasise your transferable skills. See **Target your CV** below for more on this.

Key skills/Relevant skills

This is particularly important for a targeted or skills-based CV where you are emphasising skills relevant to a specific job, e.g.

- Organisational skills - what did you organise, how, in what context?
- IT literacy - including details of which IT packages you can use

Use the person specification as a guide. This will tell you which skills the employer is prioritising and what you need to emphasise. See **Target your CV** below for more on this.

Achievements (optional)

Include things like leadership roles, prizes and awards.

Interests

Include things which demonstrate positive personal qualities and activities.

References

- If you have space, include full contact details for your referees. Otherwise it is acceptable to put 'References are available on request'
- The first referee should be your course leader or tutor. The second should preferably be an employer or someone who knows you well in a personal capacity. Family members should not be given as referees
- Give names, professional titles (if appropriate), addresses, telephone numbers and email addresses. You must get your referees' consent before putting their names forward
- It is a good idea to send a copy of your CV to your referees to keep them informed.

When describing your skills, experience and achievements make sure the language you use conveys a positive and dynamic image. See the list of action verbs on our page **CVs and interviews/Your CV/Writing your CV** for examples of terms you may wish to use.

Types of CV

We will now look at three types of CV, giving examples of chronological and targeted CVs.

Chronological CV

- Lists your work and education and includes details of skills under each job
- Most useful for applying for jobs where you already have a history of employment in that area
- Also useful to keep as a complete record of everything you have achieved, with dates. This can then be used to create a targeted CV where you select the content most relevant to the job you are applying for.

Lee Fong

21 Volterra Road, Crawley, West Sussex RH10 9ZZ

M: 07901 000100 • H: 01293 000100

E: l.fong@imaginarymail.com

Capable and confident final year student with a keen interest in developing a career within civil engineering. Dedicated and ambitious with an innovative and analytical approach to problem solving; consistently recognised for effective communication, strong organisational skills and ability to work in both team and self-directed environments.

Education

2010-2014 University of Brighton
BEng (Hons) Civil Engineering

Modules included:

Geomechanics	Mechanics of Structures	Design Practice
Waste Management	Design of Structures	Applied Hydraulics

Dissertation: Effects of flooding on structures in Laufen, Germany, and analysis of possible counter-measures.

Awards: Won the Thomas Woollard Partnership Prize for Best First Year Undergraduate, consisting of a bursary and summer placement.

2007-2009 Central Sussex College
A-levels: Physics A; Mathematics B; Geography B

2002-2007 St Edward's High School, Crawley
9 GCSEs at A*-C including English, Maths and Science

Professional Experience

Bauingenieur Salzach GmbH, Laufen, Germany Jul 2012 – Aug 2013
Industrial Placement Year

- Responsible for a high volume of CAD work during my work placement, as well as assisting engineers in site work and through all stages of the design process
- Acquired substantial understanding and experience of the flood defences and bridges sectors, although I am not limited to those in terms of career interest.

Thomas Woollard Partnership, Guildford Jul – Sep 2011
Summer Placement

- Observed the work of civil engineers both in the field and at the office.
- Helped to produce a feasibility study on a railway station redevelopment to include residential units, retail floorspace and commercial office space, using a reinforced concrete frame to provide subterranean parking.

Other Experience

Barista Sep 2013 – Present

Café Latour, Crawley

Role requires technical skill under time pressure, cash handling and first rate customer service at all times.

Fundraising Administrator Mar – May 2012

Development and Alumni Office, University of Brighton

Provided full administrative support, including database management and mail merging, to a telephone fundraising campaign which generated £45,000 for my university.

Event Steward

May – Sep 2010

Hawkeye Security Ltd

Received full Health & Safety training before stewarding at various UK summer events, including Royal Ascot, V Festival and Farnborough Air Show. Teamwork, attention to detail and communication skills were all of paramount importance.

Technical Skills

Drawing tools: AutoCAD, Pro Engineer.

Fully competent in the use of Microsoft Office: Excel, Word, PowerPoint, Outlook.

Fluent in 3 languages: English, Cantonese and German.

Interests and Activities

Course representative, negotiating solutions to students' problems through liaison with departmental staff.

Student member of the Institution of Civil Engineers (ICE). Attended an ICE communication skills seminar in Birmingham in January 2014.

Currently training to compete in my first ever triathlon, aiming to raise at least £500 for Diabetes UK.

References available on request

Skills-based CV

- Separates the information about your skills into sections covering similar skill areas
- Most useful if you are using skills gained from different times or places to apply for a job you haven't done before.

Jo Mahal

12 Pavilion Drive, Brighton BN2 4AA

01273 325778

0777 8886677

jo.mahal@hotmail.com

PERSONAL PROFILE

Highly motivated Humanities graduate with experience in magazine reporting. Able to write concise copy on a wide variety of subjects. An effective communicator who is confident and quick to learn.

RELEVANT SKILLS

Journalism

- Confident researching and writing articles covering a wide range of subjects.
- Published articles in Yachting World and our student magazine The Verse.
- Work effectively under pressure to meet submission deadlines while maintaining the house style.

Communication

- Interviewed students and landlords for an article on student accommodation in Brighton for student magazine.
- Enjoy motivating team members to meet shared goals. Promoted to team leader after one year at Aquasports.
- Regularly give presentations as part of university degree.

Mac and PC literacy

- Advanced: QuarkXpress, Word, PowerPoint.
- Intermediate: Photoshop, Illustrator, Dreamweaver.
- Basic: Project, Excel.

Analytical skills

- Analysed data from over 100 respondents to dissertation survey
- Produced a financial plan which enabled university Windsurfing Society to hold down membership fees for another year without incurring a loss.

EDUCATION / QUALIFICATIONS

University of Brighton

2011 – 2014

BA (Hons) Humanities - Predicted 2:1

- Modules include: Historical/Philosophical Inquiry, Modern World Studies, Critical Traditions in Western Thought, Self & Society, Politics of Ideology/Human Nature.
- Dissertation: A qualitative and quantitative analysis of the popularity of reality TV.
- Won a merit-based scholarship of £1,000 for second year of degree.

Poole College, Dorset

2011 - A-Levels: English C, History C, Psychology D

2009 - 8 GCSEs (A*-C) including English, Maths.

WORK EXPERIENCE

The Verse, University of Brighton

Feb 2012 – present

Our student magazine. Regular contributor and active member of editorial team.

Work placement, Yachting World, London July - Sep 2011

Wrote articles and contributed ideas for the structure of the magazine.

EMPLOYMENT

Sales Assistant

WH Smith, Brighton

Oct 2012 – present

Duties include cash handling, customer service and working under pressure as part of a team.

Retail Assistant/Team Leader

Aquasports, Poole

June 2009 – Sep 2011

Responsibilities included training new staff, customer service and stock control.

ACTIVITIES / INTERESTS

- Windsurfing – Treasurer of the Windsurfing Society at university. Responsible for annual budget of over £10,000 and for processing subscriptions.
- Music – self-taught classical guitarist.

REFERENCES AVAILABLE ON REQUEST

Academic/Research

Academic CVs are used when applying for lecturing or research-based roles, including post-doctoral research. Like any other CV, the aim is to demonstrate skills and experience relevant to the job you are applying for. However the academic CV is different in some ways:

- Unless specifically stated, there is no page limit; this is because in-depth information is important, though your CV still needs to be concise and targeted to the requirements of the role
- Ensure your writing style is scholarly but clearly understandable to those outside your field of interest
- An academic CV is usually structured around three main sections: Research, teaching and administration
- It can include information on your research and research interest, academic achievements and specialist skills, funding and awarded grants, conferences attended, professional memberships and publications
- The academic CV focuses on professional information only; there is no content on extracurricular activities, interests or hobbies.

Detailed information on academic CVs, covering letters and much more can be found at the University of Manchester's page 'An Academic Career' - <http://www.academiccareer.manchester.ac.uk/applications/>

Scanning software - Make sure your application gets read

Recent media reports indicate that many large companies use software to scan applications and CVs looking for keywords. If the keywords aren't found the application is rejected before it gets seen by a human being.

Software will often be company and role-specific, so it's more important than ever to tailor your application to the job you are applying for. You should repeat back to the employer specific words and phrases they use in the job description.

Use the links below to get more information about scanning software and how to 'beat' it;

- Lifehacker - <http://bit.ly/UoBlifehacker>
Tips on working with and getting past scanning software.
- Quintessential Careers - <http://bit.ly/UoBquintessential>
Advice on effective use of keywords in CVs.
- Resume-Help - <http://bit.ly/UoBresumehelp>
Information on use of scanning, use of keywords and general tips on writing applications.

Target your CV

The key skills required to do any job are given in the job advert, job description and/or person specification. Your CV should target the job you are applying for by demonstrating how you meet the specific requirements of the role.

Similarly, when targeting a CV for speculative applications you should identify and sell the skills you have that are relevant to the industry or type of work you want to get into.

By doing this you will get the employer's interest and maximise your chances of being invited to interview.

How do I sell my skills?

As well as specific skills (e.g. ability to use particular software applications), employers often look for more general Employability skills, e.g. communication, team-working, time management etc.

Employability skills can be developed in many ways; through part-time work, volunteering, studies and hobbies. *All experience is of value in demonstrating and selling your skills.*

The example below shows how to approach this.



Events and Administration Assistant
Brighton, F/time, 16-18k D.O.E.

The ideal candidate will be educated to degree level and be able to demonstrate:

- Good IT skills, particularly Word and Excel
- Exceptional verbal and written communication skills
- Ability to multitask and keep to deadlines
- Exceptional organisational skills
- Close attention to detail
- Negotiation skills
- Team player

Prior events experience desirable but not essential.
If this sounds like you, please send us your CV

Fantastic job opportunities

In targeting your CV to this job you would stress your relevant skills without making false claims about what you have done/can do.

The employer wants to see evidence of how you can demonstrate the skills they are looking for; bland 'I have experience of...' statements will not convince them.

Here are three examples of how you would sell your relevant skills to this employer, even though your specific experience is very different to the job you are applying for.

1. Activity: I work part-time in a supermarket

So what?

Skills:

As a Customer Service Assistant, I communicate with customers and work as part of the team.

Better, but so what?

Evidence:

Working at the Customer Service desk, I have developed excellent communication skills dealing with customer queries and complaints, both face-to-face and on the telephone. Using my active listening skills and my creative problem solving skills I have been able to resolve problems and issues successfully, with a positive outcome for both the customer and the supermarket.

I support members of my team by offering assistance with customer care issues on a daily basis and by sharing good practice, and by giving positive feedback and encouragement to peers to contribute to high team morale.

You've evidenced;

- ✓ **verbal communication skills**
- ✓ **negotiation skills**
- ✓ **team player**

2. Activity: I helped out at a youth club

So what?

Skills:

As a Voluntary Youth Club Leader, I dealt with different situations.

Again, better - but so what?

Evidence:

As Team Leader at a youth club, I was entrusted with the safety of the children in their parents' absence. I learnt how to resolve conflicts between members through mediation.

I was also able to adopt a professional, multitasking approach in order to troubleshoot difficult situations while maintaining a safe and welcoming atmosphere for all members by liaising frequently with and actively listening to other team members.

You've evidenced;

- ✓ **verbal communication skills**
- ✓ **multitasking**
- ✓ **organisational skills**
- ✓ **team player**

3. Activity: I am Treasurer for the Law Society

So what?

Skills:

As Treasurer for the Law Society I have developed skills in budget management, record keeping and event organisation.

Pretty good, but so what?

Evidence:

My role as a Treasurer involves setting and managing the society's annual budget of £5000 through ongoing negotiation with the membership. I need to be well organised and proficient in the use of Excel and Word in order to keep accurate, detailed records of

expenditure and to present reports to the union to meet annual deadlines.

Working with other society members I have played a key role in planning and delivering social events for members, as well as promotional events to attract new members at the start of the academic year.

You've evidenced;

- ✓ **IT skills**
- ✓ **verbal and written communication skills**
- ✓ **negotiation skills**
- ✓ **close attention to detail**
- ✓ **multitasking**
- ✓ **keeping to deadlines**
- ✓ **event planning and delivery**

Covering letters

You should always send a covering letter with your CV. This letter will usually be the first thing anyone reads, so it must make a good impression. It should always be tailored to each application.

The aim of your letter is to gain the reader's attention and arouse their curiosity so that they want to know more about you.

What your letter needs to show:

You know about the organisation

It is essential to show that you know about the organisation you are applying to, so research the company before you write your letter. Mention that you have visited the company website or anything else that demonstrates your interest in them and their line of business.

You are interested in and suitable for the job

Explain why you are interested in the job, and suggest why you think that you would be especially suitable for the job.

You have the skills and qualifications to do the job

If the advertisement specifies certain qualities or qualifications, make sure you show how you meet them and be as positive as you can. Even if you feel you do not fully meet every specification try and provide evidence of comparable skills and experience.

If you are replying to an advertisement, quote the job title and reference number and mention where you saw the advertisement.

Always remember: if you are writing to someone whose name you know then sign off with 'yours sincerely'. If you don't know the name, sign off with 'yours faithfully'.

To achieve maximum impact your letter should be:

- **Printed on good quality paper.** Use the same paper for your CV. Do not use brightly coloured paper or ruled paper
- **No longer than one A4 page**
- **Typed**, unless the job advertisement asks for a written letter, or your handwriting is a selling point
- **Personalised.** Find out the name and the job title of the person to whom you are writing. If you are unsure, telephone the company. If it is a woman, check whether she is Miss, Mrs or Ms. Only use 'Dear Sir or Madam' if you have no other option
- **Using verbs indicating action** such as: achieved, developed, organised, produced, persuaded, rather than saying, *I did*.
- **Businesslike.** This does not mean being pompous or using jargon: simply be clear and to the point
- **Carefully checked** for the correct use of grammar and spelling. **Never** rely on spell-check alone to do this.

Stay organised

Keep copies of your applications, so that you can remind yourself of what you wrote before an interview.

78b Norton Road
Hove BN3 3DG
01273 378675
0777 8899765

Ms Abigail Phelan
The Recruitment Manager
Southern F.M. Radio House
Brighton BN41 2SS

18 May 2012

Dear Ms Phelan, (*only use 'Dear Sir or Madam' if you can't identify an addressee*)

The first paragraph:

Make clear what you want to achieve e.g. a work placement (give dates and your specific objectives) or if you would like advice on how to get into the industry. You should say why you are writing to that particular company. The more personalised you can make it, the better your chances of getting a positive response.

If you are applying to an advertised post, identify what post you are applying for, including reference number and how you heard about it.

Write in a straightforward and interesting way. Put some energy into it without sounding over the top – it must sound like you!

Useful phrases: I was interested to see your advertisement / following our recent telephone conversation / I am writing to enquire whether...

The middle paragraph(s):

- Give details of why you want to join the organisation and do that particular job. Sound keen and enthusiastic; show that you have researched the employer and the job. Visit their website or use newspaper or magazine archives for articles.
- Give your main 'selling' points and how they may benefit the company and why they should be interested in you. Say what you feel you have to offer, showing clearly what skills, interests and personal qualities you have and their relevance to the company.

Highlight the relevant points in your CV although don't repeat it word-for-word. Imply you understand their needs. Never apologise for what you have or haven't done so far!

Deal with any negative aspects of your application. If you can, explain any potential weak points; for example, poor A-levels due to illness.

Possible selling points: relevant work experience, related interests and skills, aspects of your course that are particularly relevant.

Useful phrases: as you can see from my CV.../ attracted to working for you because.../ I believe that I can offer.../ I am especially interested in.../ I feel that my main skills are...

The last paragraph:

Make clear what you want to happen next. If the letter is speculative, indicate what you intend to do next, e.g. you could telephone to discuss your request or arrange when you could visit.

You must be prepared to initiate the follow up communication and let your prospective employer/placement know you will be doing this. By contrast, 'I look forward to hearing from you' can sound rather passive.

End on a polite and optimistic note.

Useful phrases: 'I look forward to further demonstrating my relevant skills, experience and motivation at interview' / 'I would welcome the opportunity to meet with you to further discuss my application' / 'I will be happy to supply you with any additional information or examples of my work' / 'I can be available for interview at any time'

- Sign off with 'Yours sincerely', or 'Yours faithfully' if the letter started with Dear Sir/Madam, and print your name clearly underneath.

Yours sincerely

Jo Mahal

JO MAHAL (Miss)

Your online presence

A recent survey of more than 7000 recruiters and HR managers in the UK found that 64% had rejected a job application after looking at the candidate's social media profile. You need to make sure all the good work you've put into your CV isn't undone by inappropriate or unflattering content that is undermining your online presence.

What is your online presence?

Your online presence consists of all the information about you on the internet. This comes from your social network profiles (like Facebook, Twitter, LinkedIn and Google+), photographs that you, your friends or family have posted online (and tagged), anything you have written or that has been written about you on blogs, wikis or forums.

It's quite likely that you are already using social media; keeping in touch with friends, finding and sharing information, etc. Having social networking profiles and regularly engaging with others through social media is generally seen by employers as a good thing. It shows you can use new technologies and gives employers an idea of what you are like beyond your CV.

However, rightly or wrongly, employers are also using social media as a method of screening candidates, so what you say and do online could prevent you from getting an interview or even cause you to lose your job.

Common reasons for rejecting applicants include poor communication skills (poor grammar or spelling), inappropriate photos, information about drinking/drug use, lying about qualifications/experience, unprofessional screen names and racist/sexist/otherwise offensive comments.

Stories that illustrate the potential pitfalls of using social media

- Don't blame Facebook'
<http://www.channel4.com/programmes/dont-blame-facebook/4od>
- Twitter firings
<http://www.slideshare.net/philstott/twitter-firings1>
- <http://www.brightonbusiness.co.uk/htm/ni20130517.028999.htm>

'In the age of social media, public sharing of personal information has become the norm. It's not unheard of for someone to air their grievances, share their frustrations, post photos of their antics, or simply share too much information. But social media users are also realizing that there can be major consequences for over-sharing — especially when it comes to employment.' (Flowtown)

Before you begin to apply for jobs, it is important that your online presence says the right things about you. Use the links below to search for yourself to check what recruiters will see when they do the same:

- www.123people.com/
- www.google.co.uk/
- www.nowlookhear.co.uk/katiepiatt/digital_identity.html

Ask yourself the following questions:

- Do I have an online presence?
- Does it give a positive impression?
- What can people find out about me?
- What have people said about me?
- Is there anything I wouldn't want people to know about?

A positive footprint should show employers that you have a wide range of interests, ideas, achievements, qualifications, experience and awards as well as being able to communicate in a professional way.

Clean up your online profile

Everything you do online is permanent, direct and immediate - often the information becomes public by default. You don't own much of your online content, and simply removing something from the web doesn't always mean that people won't find it. Below are some tips for ensuring people only see what you want them to see:

- Set up privacy settings: Unless you set appropriate privacy settings and limit who has access to your accounts/information your social network page will come up in a web search
- Don't assume that your comments won't be seen by people outside your network; social media sites are designed for sharing. You never know when a friend-of-a-friend may also be a friend-of-the-boss. You can't control what other people will do with your information

- Make sure any negative information (a compromising photo or comments from a night out for example) is not available to the general public
- Remove anything that is no longer true of you
- Leave any Facebook groups/fan pages that might undermine your image. Similarly, delete any unsuitable followers
- Consider having separate accounts for 'business' and 'personal' use, or using different sites for different functions. Use LinkedIn as your professional profile and Facebook for your personal networking for example
- Don't talk negatively about your current or previous employers using social media. If in doubt, don't mention your job at all
- Always avoid inappropriate language, ill-advised comments or jokes
- Un-tag yourself from photos
- Be aware of your own privacy and the need to protect your identity. Don't give out information that can be used against you
- If in doubt, think "Would I be happy for a prospective employer to see this?"
- Simplest of all – check your spelling and grammar!

Make your online presence positive

Once you have everything in order you can start to build a good online portfolio - highlighting your achievements, success stories and good qualities. When employers put your name into Google, ensure they see you at your best.

Show you know what you are doing with social media, write an interesting blog or get recommended on LinkedIn. Be confident, use the right terminology and get to know all the applications, sites and trends that social networkers are using.

See this infographic on managing your personal e-reputation - <http://visual.ly/managing-your-personal-e-reputation>

Further information

Online resources

- www.brighton.ac.uk/careers/cvs-and-interviews
- targetjobs.co.uk/careers-advice/applications-and-cvs
- targetjobs.co.uk/careers-advice/working-abroad
- www.prospects.ac.uk/cvs
- www.prospects.ac.uk/country_profiles

Paper resources

- How to Write a Great CV (How To Books)
- Ultimate CV (Kogan Page)
- Ultimate Jobsearch (Kogan Page)
- Best Resumes and CVs for International Jobs (Impact pubs.)
- The Creative CV Guide (University College Falmouth)

*Availability varies according to site, please contact your local careers centre for details

Contact the Careers Service where you study

Come and carry out your research, speak to a member of the team or make an individual appointment to discuss your plans (or lack of them).

Eastbourne

Room 113, Trevin Towers, Gaudick Road, Eastbourne,
East Sussex BN20 7SP
(01273) 643845
careers.eastbourne@brighton.ac.uk

Falmer

E Wing, Checkland Building, Village Way, Falmer
Brighton BN1 9PH
(01273) 643584
careers.falmer@brighton.ac.uk

Grand Parade

Student Services, First Floor, Grand Parade
Brighton BN2 0JY
(01273) 643187
careers.grandparade@brighton.ac.uk

Hastings

Priory Square Building,
Hastings, East Sussex TN34 1EA
(01273) 644643
hastingsstudentservices@brighton.ac.uk

Moulsecoomb

First Floor, Manor House, Moulsecoomb Place,
Brighton BN2 4GA
(01273) 642855
careers@brighton.ac.uk

Careers Centres are usually open Monday - Friday 9.30am - 4.30 pm

This leaflet and related information is available online at www.brighton.ac.uk/careers or in alternative formats – please ask for details.

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