Personal Skills Development

A Cambridge education involves far more than going to lectures and passing exams because you are constantly surrounded by opportunities to help you develop your transferable skills. These are skills such as communication, organisation and motivation that will help you in your studies, your future career and throughout your life.

Some of these opportunities are formally organised but many can be found indirectly through getting involved in university and college activities like sports, music and debating. It is up to you as an individual to seek out these opportunities and make the most of your time here in Clare.

In addition, at Clare, we have arranged a variety of opportunities for you to develop transferable skills still further. These include:

- Introductory sessions in Freshers Week on study skills, time management and supervisions. These benefit not only the first-year students, but also the graduate students who run them.
- Regular occasions when graduates and undergraduates present their work and ideas to friendly College audiences.
- Active participation in all major College committees.
- Managing student facilities, such as the student bar, the Union of Clare Students (UCS) and the Middle Combination Room (MCR).
- Grants to attend conferences, language training courses, etc.
- Encouragement to attend external transferable skills training sessions.
- Funding for societies running social events, debates, financial investment and more.

Transkills

The University’s Transkills Project aims to facilitate the academic transition of first year undergraduates from school to university to enable them to take full advantage of the educational opportunities provided during their first year.

University-wide information on transferable skills for undergraduates can be found at: www.skills.cam.ac.uk/undergrads/index.html
Message from the Careers Tutor

Although a good degree from Cambridge University will provide you with an excellent foundation, the current working environment can be incredibly competitive. To secure the ideal job or postgraduate position, you need more than just good grades and a degree.

A well-rounded and internationally competitive candidate needs to be able to present him/herself with clarity, confidence and in a way that differentiates them from others. This requires the ability to write a clear and concise CV and to be able to interview well. When assessing and interviewing candidates, it’s usually clear who has training in these important skills. In addition, a majority of jobs or postgraduate positions expect work experience from one or more placement periods, usually conducted outside of term time. Being able to make links with people in your area of interest can be challenging, but relevant work experience can be a critical factor in securing the position you want.

The first year at University can feel overwhelming at times, but it is important that students start to think about these career related issues from the outset. This can help guide the options you pursue at University and can reveal opportunities beyond University. It also provides you with the complementary skills that are often required to be internationally competitive. People with refined presentation capabilities, relevant work experience and good reference letters tend to get the positions. As such, it’s prudent to plan ahead to stay ahead!

Fortunately, Clare provides support for what to do next, with numerous resources related to future careers. These include workshops, training sessions, information about undergraduate internships and a ready-made network of alumni. The careers service at Clare provides a wealth of useful information that will augment your development and education. We hope you choose to utilise these opportunities to maximize your potential and get the most out of your time in Cambridge. These are skills you will take with you for life.

Dr Jason Carroll

Clare Undergraduate Research Expenses (CURE) Fund

A small number of grants are available for Clare undergraduates wishing to undertake vacation study or courses of direct relevance to their degree. All proposals must have the support of the Director of Studies concerned. CURE forms are available from the Tutorial Office and should be submitted to the Financial Tutor.

Clare Undergraduate Internship Grants

Clare also has two competitive internship schemes at leading international institutions for students interested in medical and scientific research:

J D Watson Undergraduate Scholarship

Clare has established a J D Watson Undergraduate Scholarship in conjunction with the Watson School of Biological Sciences at Cold Spring Harbor Laboratory, USA. The Scholarship enables one Clare student each year to participate in the Undergraduate Research Program at the Watson School.

Mark Poznansky Undergraduate Scholarship

Each year, a Clare Undergraduate student has the opportunity to spend 3 months at Harvard working with a former Clare Research Fellow. Professor Mark Poznansky PhD FRCP, former Harrison-Watson Fellow, is a Consultant in Infectious Disease Medicine at Massachusetts General Hospital (MGH) in Boston.

Further information on these schemes is available on the Clare Careers webpage.

Further details of the schemes presented in this pamphlet along with weblinks and application details are available from the new Clare Careers webpage:

http://www.clare.cam.ac.uk/Careers-Support/
University Careers Service

The Careers Service provides careers information, advice and guidance to all current University of Cambridge undergraduate and postgraduate students, as well as a life-long service for Cambridge alumni.

The portal to all the Careers Service has to offer is its website (www.careers.cam.ac.uk). Here, for example, you can search for vacation work; sign up to receive “Click” emails on career issues of interest to you; check the online Diary for information, skills development and recruitment events run by the Careers Service or employers; use the online tests and career interest questionnaires, and information on a range of career sectors, to explore your career interests and options; and look to see how you can book a guidance session with a Careers Adviser.

In addition, the Careers Service publishes an annual Cambridge Careers Guide, which gives an overview of many careers areas, career choices and the services available via the Careers Service. It also includes sample CVs. Copies of The Guide are distributed via Colleges early in the Michaelmas Term. You can also collect a free copy from the Careers Service at Stuart House.

Other services provided by the Careers Service include:

- A guide to writing CVs and Cover Letters (available free from the Careers Service)
- GradLink – a database of Cambridge graduates who have agreed to be contacted informally by current students on career issues
- In addition to offering free, confidential, impartial short and long appointments to discuss career issues you can also book a practice interview and get feedback on your performance
- A Vacation Work Bursary scheme open to undergraduates who plan to volunteer or take unpaid work in the charity, arts or media sectors.

You are able to use the Careers Service for the rest of your life; access does not stop once you have left Cambridge.

Sources of careers information

College
- Business Contacts Service
- Alumni Careers Evenings and the Ambassadors’ Fund
- Competitive internships and vacation study grants
- Sessions on applying for internships, writing CVs and application forms
- Sessions on interview skills (for undergraduates and graduate students)
- Sessions on applying for postgraduate courses (run by the MCR)

University
- Careers Service
  Stuart House, Mill Lane, Cambridge CB2 1XE
  Telephone 01223 338283
  enquiries@careers.cam.ac.uk
  www.careers.cam.ac.uk
  Opening Hours:
  During Full Term: Monday to Friday, 09:15–17:15
  Outside Full Term: Monday to Friday, 09:15–13:00 and 14:15–17:00

Guidance from your College Tutor

All students have a personal Tutor who is separate from your Director of Studies and supervisors. Tutors have both a formal role and an informal role. Their formal role is as the main designated intermediary between you and the University or the College, or in some cases outside authorities.

More informally, your Tutor is available to advise and support you, especially if you come up against personal difficulties of any kind. Worries about work, health, personal and sexual relationships, family strains or financial problems are a common part of student experience. You can discuss all such matters with your Tutor.

Tutors are also a valuable source of advice about planning your life.
Development Office

If you are looking for advice about or contacts in a specific career, there is almost certainly a Clare graduate with whom you can be put in touch directly and who will be willing to help.

Please email the Development office (alumni@clare.cam.ac.uk) to discuss your requirements in more detail and then they will attempt to put you in touch with suitable alumni.

Examples of careers in which we can help:

- Civil Service
- Law (solicitor and barrister)
- Medicine
- Teaching
- Investment Banking
- Hedge Funds
- General business
- Charity work
- Music
- Sport
- Retail trade
- Engineering
- Armed Forces
- Human Resources

Job Opportunities

Periodically, alumni post specific messages about job opportunities on offer at their businesses. These are linked under Business Contacts on the Clare Careers webpage.

Annual work experience positions

Every year we compile work experience opportunities from our alumni, which are typically for places during the following long summer break. These are available only to Clare students and will be advertised in January.

Careers Sessions

Throughout the year, there are career support sessions designed to inform Clare students about the careers opportunities available and about how they might most effectively apply for them. These sessions will cover topics such as writing CVs and application forms, interview skills and internship opportunities. Announcements will be made by email to the relevant student groups.

Work Experience Opportunity Grants

Clare has a small amount of funding available to help students pursue career opportunities that would otherwise not be available to them. Details of all scheme, including application processes are available on the Clare Careers webpage.

Teach First Bursary

Teach First is an independent charity working to address one of the UK’s most damaging social issues - educational disadvantage. Thanks to a generous legacy from Robert McNeil (Clare 1965), the College offers two Teach First Bursaries per year, each with a value of £1,000. In line with Clare’s schools liaison priority areas, successful applicants are encouraged to nominate London, Coventry and Warwickshire as their preferred location for teaching placements.

Clare Bermondsey Trust Placement

Bede House Association is a community charity in the Bermondsey and Rotherhithe neighbourhoods of South London. Clare College has a long tradition of supporting Bede’s work with disadvantaged groups in the community, and the Clare Bermondsey Trust sponsor an annual full time, six month placement for a Clare College graduate at Bede.

University Vacation Work Bursary

The University Careers Service runs a Vacation Work Bursary scheme open to undergraduates who plan to volunteer or take unpaid work in the charity, arts or media sectors. Clare students in receipt of a College Career Development Award are still eligible to apply for the University Careers Service Vacation Work Bursary.

Stephen Jakobi Prize

The Stephen Jakobi Human Rights Internship and Prize, is a prize available to current Clare undergraduate or graduate students. It will be advertised in January.