



## Careers Calendar for Year 13 considering employment

### September

#### Research and preparation

- Check out your career ideas
- Look at careers information in your school/college resource centre
- Use 'Careers info' on ckcareersonline
- Talk over your plans with your careers adviser, tutors and family
- Use the JobsFAQs booklet for tips on job hunting, job opportunities for Year 13 leavers and when to apply – available in 'Careers info' on ckcareersonline
- Prepare a CV
- Draft a covering letter for speculative applications
- Be aware that some employers offering management training schemes start recruiting now – see Jobfaqs for the full range of jobs and apprenticeships that recruit A level/BTEC leavers
- Interested in work experience or work shadowing? Ask if your school/college has opportunities for this.

### January-April

#### Job searching

- Send out speculative applications
- Check out vacancies in the local, regional and national press
- Use the internet for job search. Check out the 'Recruitline vacancies' for new entrants on ckcareersonline
- Contact employment agencies (details in 'Careers info')
- Prepare for interviews

### May-June

- Exams? - Good luck!

### July - August

#### Moving on

- Exam results out
- Starting work with training or an apprenticeship

IMPORTANT! If you are thinking about leaving school/college, see your careers adviser first.

**Any problems, unsure, need more advice?** Call into your nearest Careers Centre or call 01484 225500 and ask for 'Infoline' or email [infoline@ckcareers.org.uk](mailto:infoline@ckcareers.org.uk)

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