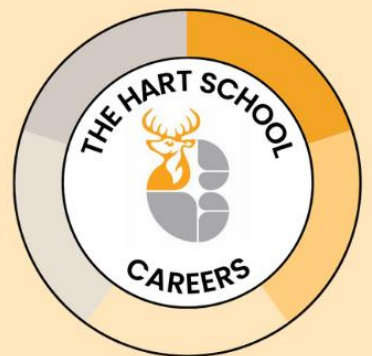


SUMMER 2025

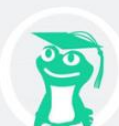
LEAVERS

booklet



in partnership with

unifrog



Make the most out of UniFrog over the summer – this booklet has some key information to help you out, but don't forget to have a look on your profile to prepare yourself as much as possible for this new chapter of your life.

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Make the most of the UniFrog CV/ Resumé tool while you can!

In a nutshell

A CV (sometimes referred to as a resumé) is a summary (normally one page) of your work experience, education, and skills, which you show to a potential employer. It's a way of marketing yourself to someone to persuade them to give you a job.

One important tip is to tailor your CV to every new role that you apply for, editing it to show how you meet the specific requirements for each role.

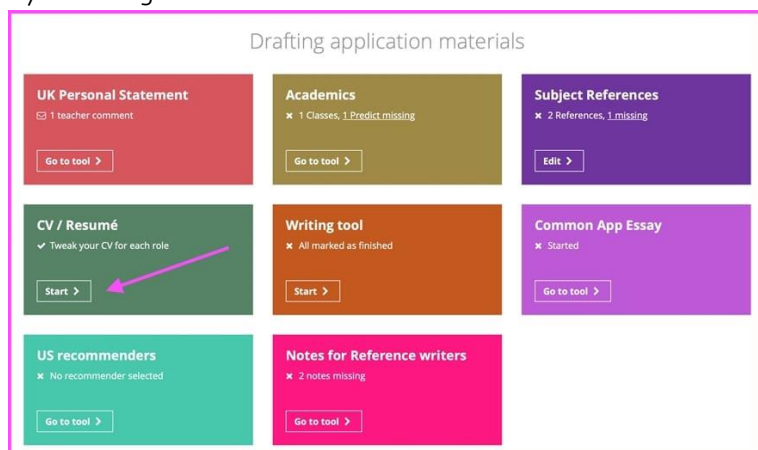
If you're a student, you can use Unifrog's CV / Resumé tool to:

- create a CV, and easily tweak it every time you apply for a new role
- get feedback from teachers on your CV

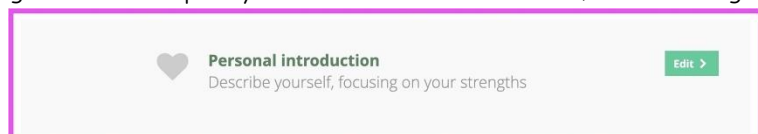
How to create a CV

First things first - here's how to use the tool to create a CV.

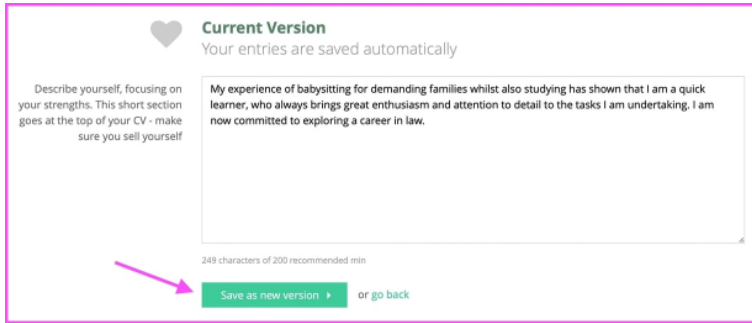
- Log into Unifrog and find the CV / Resumé tool in the 'Drafting application materials' section. Open the tool by selecting 'Start':



- The CV / Resumé tool is split into several sections. You don't have to complete all of the sections, though we recommend that you do!
- Let's take the 'Personal introduction' section as an example. This is a short statement about yourself that goes at the top of your CV. To edit this section, select the green 'Edit' button:



- Type your personal introduction into the box and select 'Save as a new version':



Current Version
Your entries are saved automatically

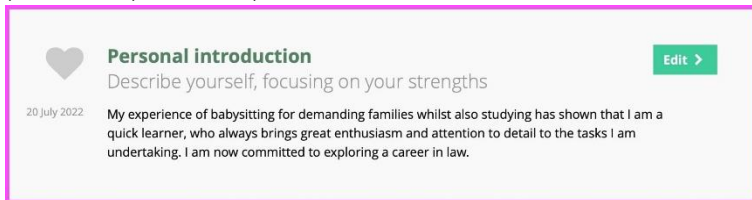
Describe yourself, focusing on your strengths. This short section goes at the top of your CV - make sure you sell yourself

My experience of babysitting for demanding families whilst also studying has shown that I am a quick learner, who always brings great enthusiasm and attention to detail to the tasks I am undertaking. I am now committed to exploring a career in law.

248 characters of 200 recommended min

[Save as new version](#) or [go back](#)

- After selecting 'Save as a new version', you'll be taken back to the CV / Resumé tool's start page, where you'll see your new personal introduction:



Personal introduction
Describe yourself, focusing on your strengths

20 July 2022

My experience of babysitting for demanding families whilst also studying has shown that I am a quick learner, who always brings great enthusiasm and attention to detail to the tasks I am undertaking. I am now committed to exploring a career in law.

[Edit](#)

- If you save several versions of your personal introduction, only one version will appear on your CV at any time. To change the version that appears:
 - Select 'Edit' again
 - Scroll down to the version you want
 - Select 'Promote this version'



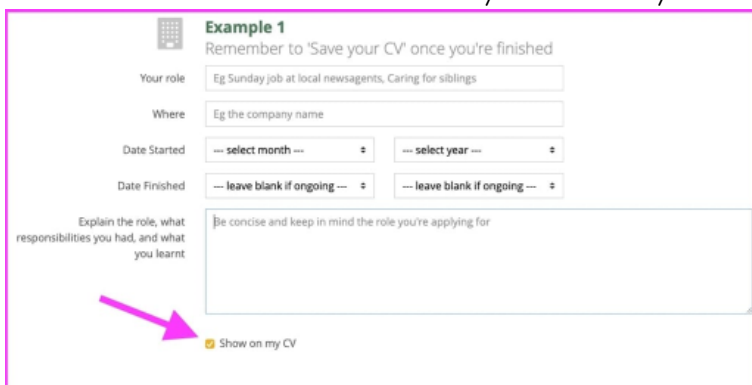
Version 3

18 July 2022

I am dedicated, organised and hard working. I love getting involved in a wide range of activities including sport and drama, and these have taught me to interact well with others. I think I would thrive in a customer facing, skilful role, like being a barista in a busy cafe.

[Promote this version](#)

- For other sections, like the 'Work experience' one, you can add several examples, and then you can tick a box to choose which ones to show on your CV at any time:



Example 1
Remember to 'Save your CV' once you're finished

Your role:

Where:

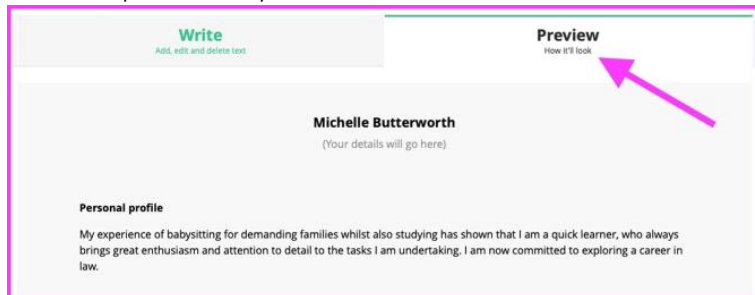
Date Started:

Date Finished:

Explain the role, what responsibilities you had, and what you learnt

☒ Show on my CV

- To see a preview of your CV, select the 'Preview' tab at the top of the start page:



- To request feedback on your CV, scroll down to the bottom of the start page, where you have the option to 'Email my whole CV to a teacher for feedback', or email it to anyone by entering the recipient's email address:

The screenshot shows the bottom of the CV start page. It has three sections:

- Email my whole CV to a teacher for feedback:** A dropdown menu shows 'Mr Victor Bamigboye' with a plus icon. Below it is a green '+ add a note' link and a green 'Send' button.
- Or email it to:** A text input field contains 'An email address'. Below it is a green '+ add a note' link and a green 'Email my CV' button.
- Or download it:** A link that says 'As a PDF Document or Word Document (docx)'.

- At the very bottom of the start page, there's also an option to download a copy of your CV as a word document or as a PDF.

Becoming a CV boss

We've put together some materials to help you become a CV boss.

- Power words like 'adaptable' and 'resourceful' can add impact to your CV. To see a list of them, select the dropdown link at the top of the CV start page:

The screenshot shows a section titled 'Market yourself to the world'. Below the title is a paragraph: 'Your CV is your opportunity to sell yourself. Think about the competencies and activities the recruiter is looking for - and tweak your CV every time you apply for a new role. Consider using [these power words](#) ~'. A pink arrow points to the link 'these power words ~'. Below this is a table with two columns: 'Power word' and 'Definition'.

Power word	Definition
Accurate	right, correct, spot on, exact
Active	alert, lively
Adaptable	able to adjust to new conditions
Analytical	logical, detailed, searching
Articulate	speaking clearly and being understood
Business-minded	efficient, practical
Bilingual	speaking two languages well
Calm	peaceful, not being nervous or angry

- Read specific examples and guidance for each CV section on the relevant 'Edit' page:

Work experience
Explain what responsibilities you've had, and what you've learnt

How you might write about your experience of work when applying for:

- **Work experience at a doctors' surgery**
"I often look after my siblings for up to 3 hours in evenings. I ensure they are following our family rules, doing their homework, and getting ready for bed on time. I've learnt caring skills that would be useful working in healthcare, as well as the need to be firm and consistent when giving instructions."
- An apprenticeship at a hair and beauty salon
- A job as a retail assistant

Example 1
Remember to 'Save your CV' once you're finished

Your role: Eg Sunday job at local newsagents, Caring for siblings

Where: Eg the company name

Date Started: --- select month --- | --- select year ---

Date Finished: --- leave blank if ongoing --- | --- leave blank if ongoing ---

Explain the role, what responsibilities you had, and what you learnt

Be concise and keep in mind the role you're applying for

Show on my CV

You can find more support and guidance on UniFrog.

The Courses Tool

In a nutshell

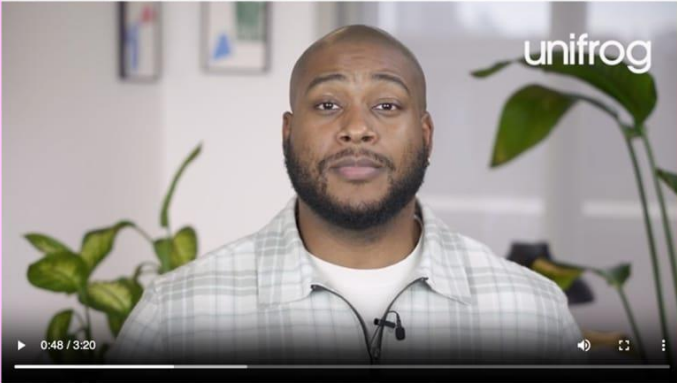
Courses fit into two different categories:

- **Careers and virtual work experience:** These courses will help you to explore different careers, do virtual work experience, and develop career readiness skills (e.g. 'How to start a business', experience being an architect by designing a structure for animals, and courses on how to behave in the workplace)
- **Subject tasters:** These courses will give you an idea of what it is like to study a particular subject at university (helpful if you are going onto your A Levels with the intention of going to university).

- The courses are on-demand, 6-8 sessions long, with each session designed to take 20-60 minutes.

Reaching your potential

1. Introduction Finished 30 June 2023
The what, the why, and the how



What is potential, and how does it apply to you?

Potential is unique to everyone, and what reaching yours looks like might change throughout your life.

So, what does reaching your potential actually mean?

Reaching your potential isn't about achieving absolutely everything and living up to everyone else's expectations; it's about doing the best you can with that you have, and feeling the maximum amount of satisfaction with life. Considering that most people spend about 80,000 hours at work on average, it makes sense to have a career that helps you meet your potential.

Benefits for you:

The courses allow you to:

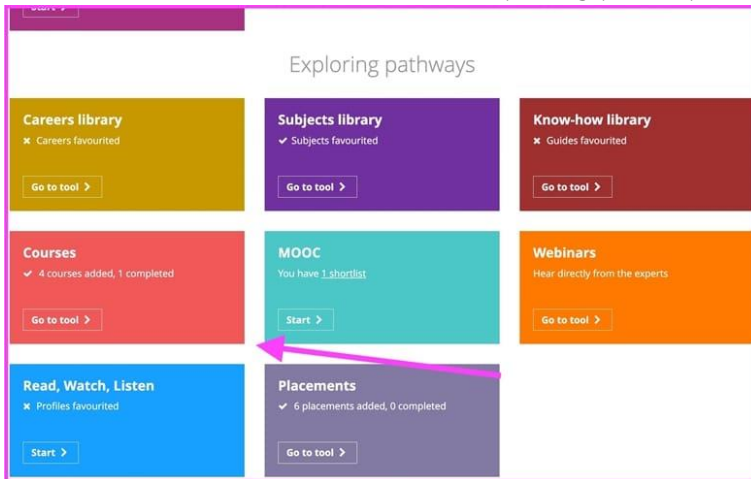
- Learn new skills or new things about a subject (even getting ahead on the university syllabus).
- Check if you are genuinely interested in a subject or career path, and evidence that interest.
- Show that you are prepared to do things in your own time.
- Potentially impress partner universities and employers, who might invite you to apply for further opportunities (e.g. in-person work experience).

Doing courses provides you with awesome things to talk about in your applications!

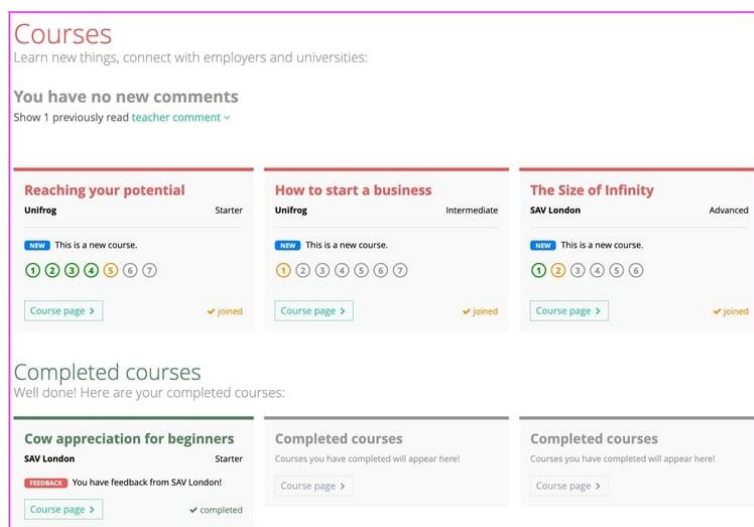
Navigating the courses tool

- Finding the tool

The tile for the Courses tool is in the *Exploring pathways* section of the student homepage:



- Start page:
 - Courses that you have joined but not yet completed are at the top.
 - Below are the courses that you have completed.
 - Further down you can search by keyword, by Career area, by Subject area, and by level (Starter, Intermediate and Advanced)



- Course page
 - You have to join a course before being able to access any course pages, and you have to do each session consecutively.
 - After joining a course you can delete it at the bottom of the page - though when you've completed a course you can't delete it anymore.
 - If a course has been sponsored by an employer or a university, you have the option to share you work with the partner. This means you can get feedback from the partner once you've completed the course, and the partner can invite you to do further related activities - for example to apply for in-person work experience. Feedback from a partner will show on the course page.

Cow appreciation for beginners

Starter level. This is a new course.

Share

This course is sponsored by:

Completed

You can choose to share your answers and contact details with **SAV London**. If your answers stand out they may offer you feedback, invite you to work experience and more. If you opt in, **SAV London** will only see your details once you have completed the course.

Share

[my data with SAV London](#)
[\(change?\)](#)

You have been sent the following feedback by SAV London:

This is SUCH good work. Well done, Alex!

FEEDBACK

A course for aspiring farmers and cow enthusiasts! Get ready to embark on an adventure into the fascinating world of bovines.

- Session page
 - A session's prompt material can be any combination of video, image, and text. For example, in one session you could have to watch a video, read some text about it, look at an infographic, read some more text, then watch another video.
 - Most sessions have in-session activities - things that you have to do within the session.
 - After you have marked a session as finished you can't go back to edit your answers.
 - Back on the course page you can see a summary of the work you've done in sessions you've finished. This includes seeing your scores in multiple-choice questions, and seeing automated feedback to help you understand whether your responses match what was

Question 4

*** How will you differentiate yourself from your competitors?**

Do some googling to see what already exists. How will your business be different from the competitors?

Character count: 0 of 300 maximum. Recommended minimum: 15.

expected.

Completion certificate

- When you have finished all the sessions in a course you can download your completion certificate.
- All the work you have done in the sessions is shown on this course completion certificate.

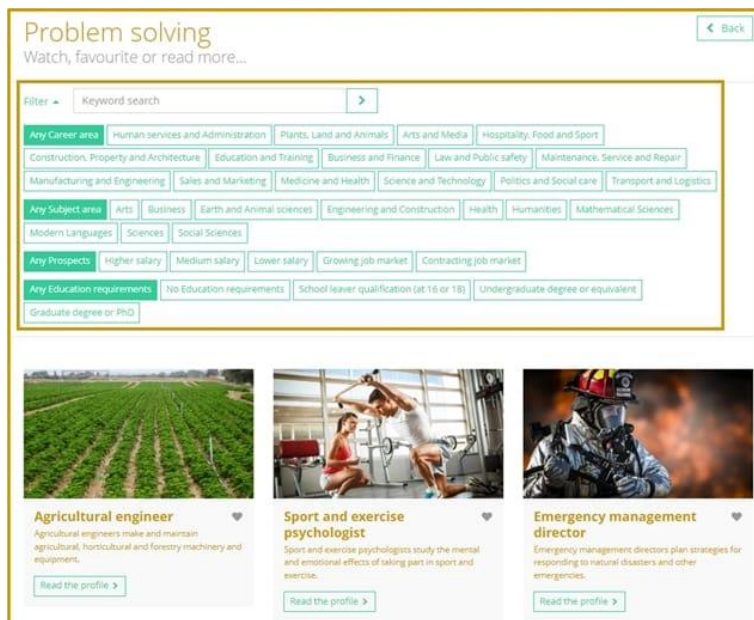
How to use the Careers Library

The Careers library helps you explore careers across a range of sectors. You can:

- Search the library by keyword, school subject, career sector, competency, subject group, theme, working environment, and personality/interests type
- Filter by subject area, prospects, and education requirements
- Favourite career profiles you like so you can come back to them easily

How to start searching

- To get started, log into Unifrog and open the Careers library in the Exploring opportunities section by clicking 'Go to tool'.
- You'll see any careers you've previously favoured at the top of your page. Underneath, you'll see lots of different ways you can explore the library.
- You can search by keyword or by your favourite subjects you're studying at school, or browse careers grouped by things like career sector, personality and interest types, work environments, and more.
- After you use one of these options, you'll be shown a list of results that match your search.
- You can use the filter button to reduce the number of careers in your search further, based on things like career or subject area, career and salary prospects, or education requirements:

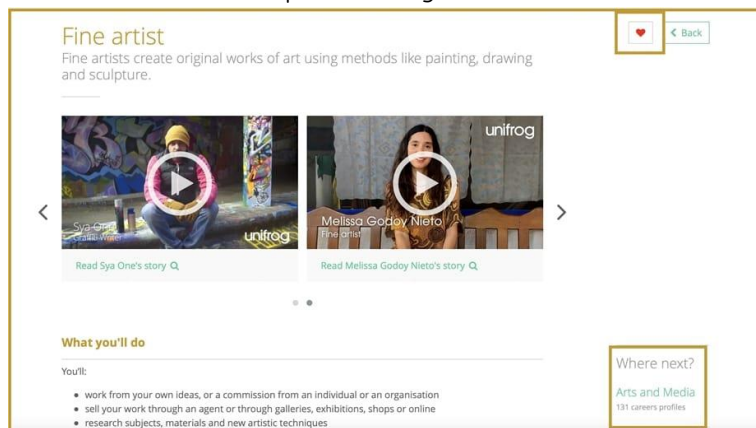


Profiles and favouriting

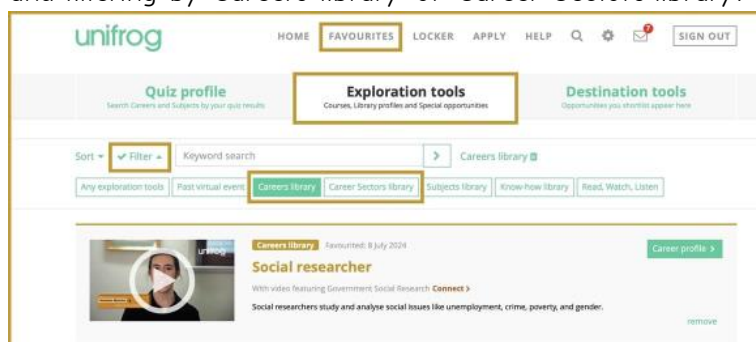
Opening up a profile will give you detailed information like what you'll do in this role, the skills you'll need, entry requirements, and labour market information (i.e. how many jobs there are and how much money someone in this job earns in your local area); and you'll also be shown suggestions of similar careers and industries as well as relevant Know-how library guides you can read.

For some profiles, you'll be able to watch videos of people in that job discussing their career.

You can favourite the profile using the heart button:



You can find your favourites by going to 'Favourites' on the top menu of the site, then 'Exploration tools', and filtering by 'Careers library' or 'Career Sectors library':



On the Careers library, any profiles you've favoured will go to the top of the Careers library start page.

How to use the MOOC (Massive Open Online Course) Tool – great for padding out your CV!

MOOCs can take anything from an hour to several months to complete, and they sometimes have flexible start dates and durations. They are usually unlimited by participant numbers, available for open access via the web.

Studying a MOOC will help you understand if you're genuinely interested in a topic, and learn more about the stuff you're interested in. If you complete a MOOC, you might choose to talk about it in applications to jobs or university courses, and the knowledge you've gained will help you feel more prepared for further study or careers.

In a nutshell

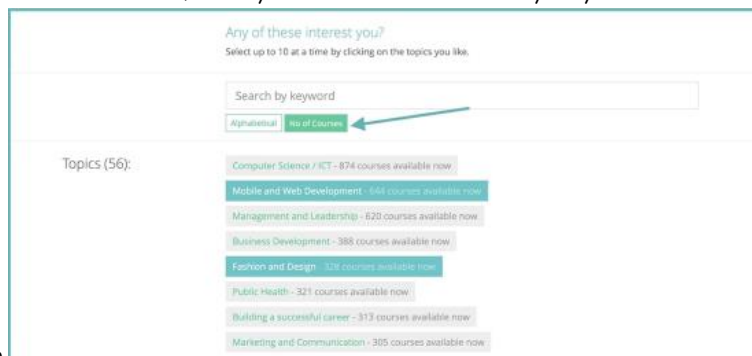
The MOOC tool helps you find online courses provided by universities, businesses, and organisations around the world.

- You can search for MOOCs by keywords and topics.
- You can rank, apply filters, and make a shortlist of MOOCs that interest you.
- You can download your shortlist and easily click through to enrol on courses.

*While many MOOCs are free, some do charge. Check with the course provider **before** signing up.*

How to start searching

- To get started, log into Unifrog, scroll down to the Exploring pathways section, and click 'Go to tool' on the MOOCs tool.
- You'll be guided through a step-by-step process including saving your work at the end. If you don't save your shortlist, you'll lose all that great information and all the hard work you've put in!
- To start using the tool, click 'next' and you'll see a list of topics. You can choose to order these alphabetically or by the number of courses available from most to least, and you can also search by keyword if there's a



topic you already know you're interested in.

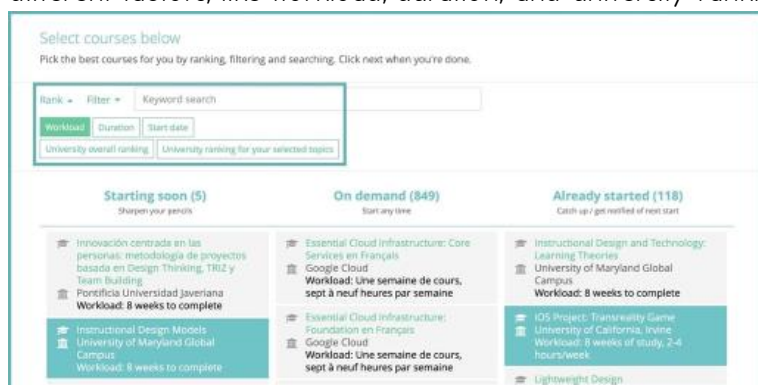
- You can select up to 10 topics, then click 'next' to generate your longlist, which will show all the courses that meet your criteria.
- The longlist is divided into three columns: MOOCs that are 'Starting soon'; MOOCs that are 'On demand' so you can start them any time; and MOOCs that have 'Already started', which you may be able to join now or start at a later date when you become available again.



Refining your results

You can use the 'Filter' options to remove courses that don't meet certain criteria – for example, you might want to hide any courses that aren't taught in your native language, or at an introductory level.

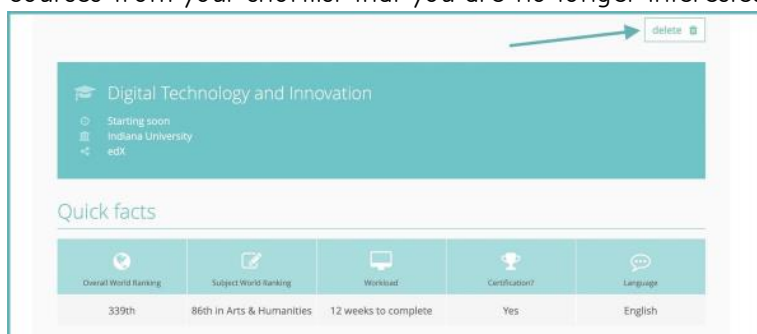
You can use the 'Rank' options to change which courses appear at the top of the list based on a range of different factors, like workload, duration, and university ranking for courses delivered by universities.



Using both the rankings and filters that matter to you, browse the list of courses to select the ones you're interested in by clicking on them. When you've selected everything you want – at least one course – click 'next' to go to the shortlist page.

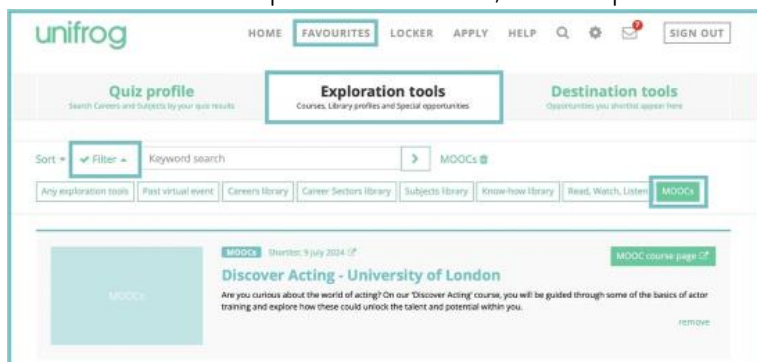
If you've chosen less than five courses, you'll see a prompt to encourage you to go back and choose more. You can follow the prompt or ignore it.

On the shortlist page, you'll see more information about those courses, like course content, start and end dates, and any fees, as well as links to relevant pages on providers' websites. You can also delete any courses from your shortlist that you are no longer interested in using the 'delete' button.

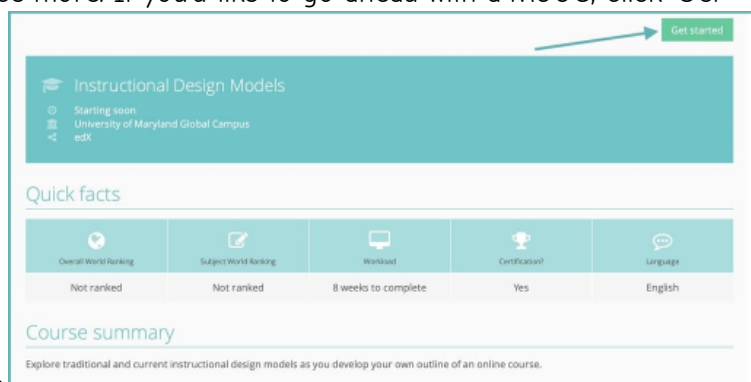


Once you are happy with your shortlist, click 'save' to save all the information (you need to have five courses or fewer in the list to be able to save it). This bit is **important** – if you don't click 'save', your research will be lost and you won't be able to come back to your shortlist!

Your shortlist will now be emailed to you. You can revisit your saved shortlists at any time by going to 'Favourites' on the top menu of the site, then 'Exploration tools', and filtering by 'MOOCs':



Click 'Open' on your shortlist to review it once more. If you'd like to go ahead with a MOOC, click 'Get



started' to go directly to the enrolment page.

What to expect on results day

Preparing for results day

First, breathe. You can't change your grades now, so try to relax and get a good night's sleep the night before.

If you know you might find it hard to get results day off your mind, plan something fun to do with your friends or family. Or, if you're more of a talker, sit down with someone and share how you're feeling—it might help to get all your thoughts and feelings out.

You could also do some research to make a list of possible outcomes and plan your next steps. This way, whatever happens, you'll feel more prepared.

After you receive your results

Once you've got your results, you'll need to confirm your place at the college, school, sixth form, or apprenticeship provider you applied to.

Sixth form at your own school

If you're planning on going to the same school you're already at, you won't need to send them your results, but you will need to confirm that you still plan on attending. The sixth form team will be around on the day to enrol you and check you meet the entry requirements for your chosen subjects (or offer you alternatives if you don't).

College or sixth form at a different school

If you're planning on going elsewhere, you'll normally get invited in to enrol in person. You'll need to bring your results, your ID, your acceptance letter, and a trusted adult. Normally, you'll sit down with a teacher or member of staff at the school or college and go through your choices with them. You'll check you meet the entry requirements (or offer you alternatives if you don't) and register your place, then you'll sign a document to confirm that you'll be attending.

Apprenticeships

If you're starting an apprenticeship, you'll need to send a copy of your results to your learning provider (which might be different to your employer!). You might not need to do this on results day itself; your provider might ask for proof of your results on your first day, or on an assessment day if you apply after you receive your results. Either way, you should be able to email them a copy or you can take a photocopy when you get there.

Receiving lower results than you expected

This can be a hard pill to swallow, especially if you feel like you did your best. Allow yourself some time to be upset if that's how you feel, then pick yourself up and focus on your next steps. Low results are not the end of the world, and you still have lots of options.

You could:

- Resit some of your exams*
- Request for your papers to be remarked*
- Resit Year 11 / fifth year (if your school allows you to)
- Choose an alternative college, school, or sixth form
- See if you can study your chosen subjects at a lower level (e.g. a level 2 BTEC instead of a level 3)
- Apply for a job or apprenticeship

**It often costs to resit exams or have papers remarked, and there's no guarantee that your grades will improve.*

You might not know this, but in the UK you get three years of funding for post-16 study. This means you can go to college and redo your GCSEs or level 2 equivalents, then continue on to level 3 study (e.g. A levels, level 3 BTECs, etc.) the following academic year.

Speak to your teachers and the careers team for help and advice on your options.

Receiving higher results than you expected

Congratulations! Knowing your hard work paid off in your exams is one of the best feelings in the world. But, it doesn't mean anything has to change if you don't want it to.

When you get higher results than you thought you would, you often feel pressured to change your chosen post-16 qualifications or subjects for more prestigious ones, or even change your chosen place of study for one higher up on the school league tables. You can do this if you want to, but you don't have to.

Just remember that this is *your* choice, and you probably spent a long time deciding what it was you wanted to do and where you wanted to do it. Changing your course, place of study, or apprenticeship should take just as long as it did to make that decision the first time.

If you're having a change of heart, follow the steps below to make sure the choice really is the right one for you:

- **Changing subjects:** fully research any alternative subject options using Unifrog's [Subjects library](#) and school / college prospectus, especially if it's a subject you've not studied before—level 3 courses can actually be very different to your level 2 counterparts. English language at A level, for example, is nothing like it is at GCSE.
- **Changing college, school, or sixth form:** visit any institutions you're considering if you haven't already attended an open day. You'll be there for at least two years, so you want to make sure you're going to like it and that it has the right facilities for you. You can use the UniFrog [College / sixth form shortlisting tool](#) to help you.
- **Changing apprenticeship:** research and speak to any alternative apprenticeship providers / places of work you're considering. You'll be working in that environment for up to 80% of your apprenticeship so you need to know the company's ethos and values, and what the team you'll be working with is like.

Whatever happens on the big day, remember that your choices don't have to be permanent. If you feel like you made the 'wrong' decision or you aren't enjoying your course, you might be able to change subjects after you enrol depending on the space in the class and your results. Speak to the head of sixth form or your tutor if you want to make any changes after you start.

Curating an Online Profile: How to use LinkedIn like a pro

LinkedIn is a great free platform to build up your work profile. With millions of people all around the world using it to advertise themselves and network with others, it has now become the world's most prominent platform for creating professional profiles and job hunting. This guide will help you get started.

How does LinkedIn work?

LinkedIn is sort of like a fancy CV: you create a profile that lists all of your skills, work experience, and other interests like volunteering or language skills. You can connect to people you've worked with in the past, and employers and recruiters can find your profile while searching for people with certain skills. You can also apply to jobs directly on LinkedIn.

More than just a CV

A CV (or resume, as it's called in the US) usually is a maximum of 1-2 pages and is still the most usual form of applying for a job. The length means that you can only really list very relevant or your most recent work experience. On LinkedIn, you can log all the work experience you have ever had to build up an in-depth profile. That way, employers can see your entire job history.

You can also use LinkedIn to showcase a digital portfolio which is especially useful if you want to get into the creative sectors.

You can set your profile up so not only can all potential employers see it, but that can actually find it when you're looking for new people to hire. This also means you can use LinkedIn to build up a professional network of connections online. You might be employers, mentors, coaches, or people already in the industry you want to get into. You might share interesting developments in your chosen industry, or even offer you advice and answer your questions.

How to build a LinkedIn profile: the 'About' section

This is like the 'Personal bio' or 'Professional profile' some people have on you CV or Resume. Lots of people refer to this as your 'personal brand' and it should represent how you want other people to see you. It's the first thing employers and other LinkedIn users will see about you, so this is your chance to make a good first impression!

It can be tricky to write about yourself without seeming like you're 'showing off'. Try answering the questions below to help you come up with 5-7 sentences that will make up your personal brand:

- What makes you unique / sets you apart from other people with your interests or experience?
- What are you passionate about and what do you do to explore this at school, work, or on the weekend?
- What achievements or awards are you proud of?
- What challenges have you faced and how have you shaped who you are today?
- What extracurricular activities do you do and what have you learned from them?

Imagine what you'd like people in a place of work to say about you behind your back or to your supervisor / manager: that's what your 'About' section or personal brand should be.

Still not sure what to write? Check out other LinkedIn users' 'About' sections for inspiration (but don't copy them!).

How to build a LinkedIn profile: the 'Experience' section

If you've had a job before — paid or unpaid — or are currently working, you can start to add in your work experience to your profile. You can also add voluntary work, or even any relevant activities that have helped you to build employability skills, like The Duke of Edinburgh's Award.

When you log your experiences, you should:

- **Keep it succinct.** Employers will most likely scan over your whole profile, looking for key things you're interested in so keep it short and sweet.
- **Mention your skills.** You should show off the skills you developed that make you a great candidate, not just what you did or what your role was.
- **Consider the role you want.** Write about previous experience with this in mind. If you want to work in a specific industry, make sure your experience shows that you've built key skills to support you working in that area.

What else can you add?

- **Education:** list the qualifications you have achieved so far, or ones you are working towards. Put your most recent qualifications first and don't forget about non-academic qualifications like first-aid or sports coaching certificates.
- **Skills:** Your skills reflect your ability to perform in a work environment so list as many relevant ones as you can!
- **Accomplishments:** Won an award? Completed a MOOC? Make sure to add your certificate in here.

- **Interests:** You're more than just a piece of paper: What hobbies set you apart?

And that's it – you're ready to start connecting with people! If you're sending a connect request to someone you don't know very well or haven't even met, it's polite to add a short message explaining who you are, the career you're pursuing, and why you'd like to connect with them.

Some people have a policy of only connecting with those you know personally or have worked with directly, so if you don't get responses, don't be discouraged. And don't worry about rushing to get as many contacts as possible right away: as you move through your career, you'll naturally gain new connections.

Volunteering

Volunteering helps you to build new skills, try out new things, and make a positive difference. It also looks great on your applications! Use this guide to see what you can do and how to start.



Why volunteer?

- You'll learn skills like **teamwork, communication, and resilience**. This will help your CV and applications to **stand out**.
- You can try **something new**, without giving too much time.
- You'll meet people who can help with your **future career**.

Ideas for volunteering locally

You don't have to volunteer in the role you want to go into. **Any** placement will help you to build skills. But we've listed relevant careers for each idea, in case it's helpful.

Help at your local library

- Libraries need volunteers to read to children, plan events, and organise books.
- Great if you're interested in: education, publishing, or office work.

Support children at a camp or youth club

- You can plan activities, prepare meals, or help children to feel welcome.
- Youth clubs run weekly, and camps happen during school breaks.
- Great if you're interested in: teaching, sport, outdoor work, or childcare.

Write for a paper or blog

- Schools often have newspapers, blogs, or newsletters.
- Send them an article about something that interests you. Try to mimic the style of your other articles.
- Great if you're interested in: writing, journalism, or publishing.

Help in a hospital or care home

- You can talk to patients, help in the kitchen, or do office work.
- Great if you're interested in: nursing, medicine, or social care.

Feed people at a soup kitchen or food bank

- Soup kitchens give free meals to people in need.
- You get more help around Christmas, so try volunteering at other times.
- If you're too young for kitchen work, you can serve food or clean up.
- Great if you're interested in: catering, hospitality, or charity work.

Ideas for volunteering abroad

If you're 16 or older, you can volunteer in another country. It's a great way to help others while living somewhere new.

Build homes with Habitat for Humanity

- Help to build safe homes for those in need.
- Great if you're interested in: construction, engineering, or architecture.

Support human rights with Amnesty International

- Work on issues like refugee rights and women's rights.
- You can join a protest, plan events, or raise money.
- Great if you're interested in: law, politics, or activism.

Save lives with the Red Cross

- Help with blood donations, charity shops, or first aid training.
- Check your website for roles in your area.
- Great if you're interested in: healthcare, emergency work, or charities.

How to apply

- Big groups (like the Red Cross) post roles online. Apply on their **websites**.
- Small groups (like soup kitchens) may not post online. If they have a website, use it to get their contact details and **call or email them**.
- Local places may prefer if you **visit in person** to ask about roles.

However you decide to apply, **be prepared to explain why you want to volunteer there**. Learn about the group first, and give a reason related to your work.

How to make the most of volunteering

- Keep track of what you do and learn with Unifrog's [Activities tool](#) and [Skills tool](#).
- Update your CV

- Ask your volunteer manager if you can use them as a referee.

How to ace your job or apprenticeship interviews

Prepare, prepare, prepare!

Prepping for an interview may not sound fun (or even possible - how can you guess what they'll ask?) but it'll be your secret weapon. It'll give you confidence going in, show that you care about the job, and there actually are common questions that you can prepare for, so you'll know exactly what to say if they ask them.

How to prepare:

1. Research the employer

Don't just rely on the info provided in the job description. Head over to the company's website and look at their mission and their recent projects. Check out their social media feeds, blogs, or any news stories they've been featured in, if you can find them.

The goal: Find out what makes this company unique. You're likely to be asked why you want to work at this company in particular, and it's great to be able to point to specific things about them. Plus, it might give you ideas for questions to ask at the interview.

2. Find out what you're looking for

A lot of interviewers use a technique called 'skill-based questions', which basically means they want you to prove you have the right skills for the job. Start by using the job description to create a list of five key skills required for the role. If you're lucky, these will be listed explicitly (e.g. good problem-solving skills); if not, you may need to read between the lines. If there's really nothing to go on, head over to Unifrog's [Careers library](#), search for the role that most closely matches the one you're going for and note down the 'Skills required'.

The goal: Understand exactly which skills you're hoping to see you demonstrate. Even if you don't use skill-based questions, these will be good skills to find ways to highlight in the interview.

3. Match your experience to the job

Now for the tricky bit - think back over your experience to date and try to find examples of how you've demonstrated those skills. Think outside the box and draw on a wide range of experiences - anything from helping out with a school assembly to work experience placements. Look through your CV for inspiration (the employer will likely base a few of your questions on your CV anyway). If you've been diligently filling in your Unifrog [Skills](#) and [Activities](#) sections, awesome - this is when all that hard work will really pay off. You really want to be coming up with specific examples, even anecdotes.

Here's an example to get you going:

Interviewer: If you join us as a waiter, you'll often be in high-pressure situations with a lot of competing demands. How are you at prioritising tasks?

Applicant: I have a lot of experience with that, actually. I'm still a student, so balancing the work for my different courses is something I've gotten used to - but I also am captain of my football team and look after my younger siblings when my parents have to work late. One week last autumn, I had essays due, I needed to help out with try-outs for the team, and my parents needed me to mind my siblings. I sat down and worked out a careful schedule, balancing out things that couldn't be changed - I couldn't just leave my siblings home alone, so that of course had to take priority - and places where I might have a little more flexibility, like starting the essays early so that I wouldn't actually be finishing them during that crazy week, or trading off with the co-captain to show up at try-outs a little bit late. Of course, in a restaurant setting I wouldn't have time to make plans this way, but the experience has helped me get better at sorting out priorities on the fly, too.

It's easy to panic and say, 'Yes, I'm really good at balancing different things, I think it's a really important skill,' but that doesn't actually show the interviewer that you're good at it. A specific story lets them see a time you've put that trait into action.

The goal: Be ready with specific, concrete examples, so that instead of racking your brains in a panic, or answering really vaguely, you have really specific evidence to demonstrate your skills.

4. Prep other common questions

In addition to skill-based questions, you might be asked something that has nothing to do with the job you're applying for and it's easy to think that the interviewer is trying to catch you out. Honestly, they're not - often, they're using some odd questions to ask *something else* in a less direct way. Here are a few examples of odd interview questions with explanations of what they might really be getting at:

Question – What's your biggest weakness?

Meaning – Are you able to identify areas you can improve in, and admit to them? Also, are you going to struggle with any aspects of the job?

Reason – Everyone can always improve on something. Employers want to see that you're aware of areas you may not perform as well in and willing to work on them to improve your performance. It's also useful for them to know if you see yourself struggling with something you know is going to be really important to the job!

Useful tip – Don't be cocky, and don't try to think of something which sounds impressive ('I'm too much of a perfectionist' is a typical example of this). No-one is perfect and there's no harm in being honest.

Question – Where do you see yourself in five years' time?

Meaning – Do you have a plan? Are you going to stay with the company or is this a stop-gap? Are you ambitious?

Reason – Employers are usually interested in developing you staff, but you can't help you progress if you don't know what you want to do! You also want to see how your ambition lines up with you company.

Useful tip– You don't need to have a full five-year plan for this; you just need to show that you have an idea of how you could grow with the company.

Question – If you were a piece of stationary, what would you be and why? What kind of dog would you be? What's the best gift you've ever been given?

Reason – This kind of random question is becoming more common and you're used for loads of reasons. Firstly, employers want to see how you react when you're put in a situation you can't possibly have prepared for: Do you panic or take it in your stride? Secondly, you sometimes just want to lighten the mood a little. Interviews are stressful and employers know that. Throwing this kind of question in can help to break the ice. Most importantly, employers want to see your personality, and your answer to this kind of question can give them an insight into how you'll fit into you team.

Useful tip– Don't overthink it - there's no 'right' answer to this. Answer with your instincts and don't take yourself too seriously.

5. Ask questions of your own

Almost every interview will end with the interviewer turning things around and asking if you have any questions. You might think it makes you seem clever not to have any, but it's actually better if you do!

Obviously don't waste their time making up questions just for the sake of asking them, but here are the types of things you could consider asking:

- What's one thing you think someone starting this job should understand going in?
- What does successful performance in this role look like?
- How would you describe the company culture? What is your work/life balance like?
- Ask about specific projects or goals that you came across in your research
- If it's an apprenticeship - How many apprentices have successfully completed the programme? What employment opportunities will there be at the end of the apprenticeship?

On the day...

- Dress smartly – you probably won't need to go out and buy a full suit but aim to dress as smartly as possible whilst remaining comfortable.
- Take a copy of your CV and a copy of your preparation notes in case you're asked to wait a while.
- Set off half an hour earlier than you need to, just in case.
- At the interview, keep an eye on your body language – smile and shake the interviewer's hand when you meet them, avoid slouching in your seat and maintain eye contact where appropriate. It's also usually okay to take notes, but ask first.
- Don't rush your answers – take the time to think them through before you answer.

After the event...

Remember you don't need to accept a job if you realise it isn't right for you. If the interview makes you uncomfortable for some reason, or you realise the position they're describing isn't quite like the job description, you're allowed to say no! Be polite, but don't feel guilty or think you need to make excuses to them.

If you don't get the job, you can ask for feedback so that you know how to improve for next time. It's always possible that you were a really strong candidate and there just happened to be someone else who was even stronger. Every interview is good practice, so just keep going!

Good luck!