

Internships and Placements Know-how

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**KING'S CAREERS
& EMPLOYABILITY**

Learning outcomes

By the end of the workshop you will be able to:

1. Refine your placement/internship search
2. Know how to promote your skills and interests
3. Prepare an effective CV
4. Know where to get additional support

A stylized landscape illustration in shades of gray. It features two rounded mountain peaks, with the one on the right being smaller and partially overlapping the larger one on the left. Above the mountains is a large, solid gray oval representing the sun or moon. The entire scene is set against a white background within a gray border.

ourcing placements and internships

Sourcing opportunities...



160
universities

40
London
unis



Offer only 20%
of opportunities



1,057
Over 80% SME's

Top 10 sites for prospecting



BioPharmGuy

#10000
ABLE
INTERNS

#10000
BLACK
INTERNS

/// GRADCRACKER
Where the STEM jobs are

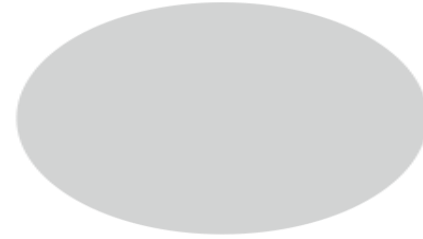
abpi

BRIGHT
NETWORK

one
nucleus

Linked in

Beauhurst



The Hidden Job Market

Large organisations are NOT the only employers of science graduates!

In fact over 70% of UK private sector organisations are small and medium sized. These include many interesting employers of science graduates, both in bioscience and beyond.



SBE Opportunities List

Register your 'K' number on circulating sheet to receive a copy of spreadsheet.

A minimalist landscape illustration. At the top right is a grey oval representing the sun. Below it are two grey mountain shapes: a larger one on the left and a smaller one on the right. The text 'Target your application' is written in a bold, white, sans-serif font across the bottom of the scene, partially overlapping the mountains.

Target your application

Preparation: The key to success

- Evaluate vacancy: person specification and job description
- Does your KASE and values align?
- Research organisation:
 - Check their website
 - Check their LinkedIn profile
 - Read any articles on ‘Google news’
 - GlassDoor them; what are previous employees saying
- Update your LinkedIn profile - follow/comment on posts
- Contact King’s alumni working there for insights/advice?



Differentiating your application

A more efficient and effective strategy

A typical student approach is to “flood” applications; create a generic CV and cover letter and apply in a scattergun approach. This strategy does NOT work, especially for top tier employers.

On average only 3-5% of internship and graduate scheme applications result in reaching assessment centre stage and only 1-2% in job offer.

Prepare

- Create a target list of companies
- Identifying opportunities and deadlines.
- Research employers
- Conduct information interviews and coffee chats.
- Understand the key stages and elements of application process
- Use tools and guides to prepare CV's and cover letters/emails

Practice

- On-demand psychometric tests, video interviews, and case interviews.
- [CaseCoach](#)
- [ShortListMe](#)
- Employer mock interview and assessment centre events (e.g. [Gradcracker company specific webinars](#))
- Actual interviews and assessment centres

Feedback

- Career Guidance Appointments to get feedback on CV's, cover letters/emails, and practice interviews/ performance coaching.
- [CareerSet](#) AI assisted CV and cover letter feedback
- On-campus mock assessment centres
- Alumni networking to get feedback on CV's, cover letters and recruitment experiences



Own your skills & interests

Employability *“What you’re hired for”*

KNOWLEDGE

- Biological subject knowledge
- Intellectual curiosity
- Inter-disciplinary understanding and respect
- Perspective, both scientific and ethical
- **Data and digital know-how**

ATTRIBUTES

- **Adaptable and copes with uncertainty**
- Applies a rigorous approach with attention to detail
- Committed to continuous development
- Engages in critical assessment
- Resilient and resourceful
- Scientific mindset

SKILLS

- Can deal with complexity
- Analysis and synthesis of information
- Attention to detail
- Collaboration and teamwork
- Problem solving
- Strategic thinking (understanding systems/structures)
- **Practical lab skills**

EXPERIENCE

- Academic study
- Competitions
- Extra-curricular activities
- Volunteering
- Work experience (e.g. part-time work, EMY, industrial placements, internships)

Assess your skills, strengths and values on [KEATS KC&E](#)



Your CV

How to differentiate your CV

Presentation

- Simple, one/two-page format
- White space/margins
- Clear section headings
- Consistent fonts (no colour)
- Spelling/grammar checked

Competencies

- Experiences and bullet points should demonstrate common competencies/skills outlined in vacancy (e.g. think KASE)
- Balance of competencies across CV

Impact

- Filled with action verbs
- 2/3 bullet points for each experience
- Quantify the impact of contribution
- Provides specific details/context

Tips:

- Do not include Summary unless career changer
- Do not include Hobbies/Interests if generic. Add as achievement.
- Do not include “References upon request”

Tips:

- Check for duplication or over-emphasis on one or two competencies

Tips:

- Difficulty in remembering specifics? Think about projects vs tasks.
- Each bullet no more than two lines in length
- Do not use proper nouns “I”, “the” and full punctuation (note form)

After drafting...

Career Set

More ▾

Dashboard

Re-score CV ↗

Overview

Breakdown

Sample CV Lines

Line-by-Line Analysis

Action Verbs

Impact

Quantifying Impact 4

Action Verb Use 8

Accomplishments 10

Repetition 10

Brevity

Length 6

Filler Words 9

Total Bullet Points 9

Bullet Points Length 8

Style

Sections 10

Personal Pronouns 8

Buzzwords & Clichés 7

Active Voice 10

Consistency 10

Good work! Your CV scored in the top 30% of all CVs we've analysed, but there's still room for improvement.

78

Overall Score

Impact

82

Brevity

78

Style

91

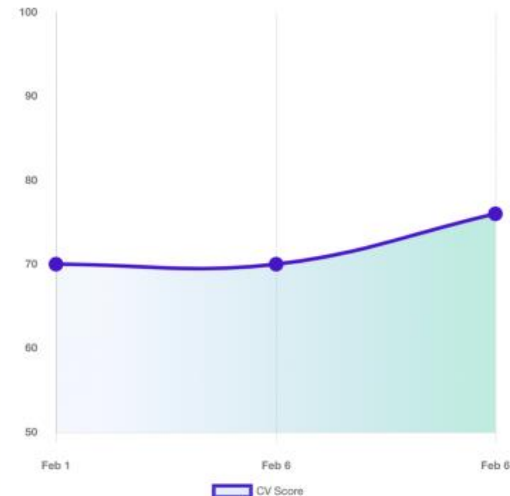
Average Bullet Score

72

SCORE HISTORY (RECENT UPLOADS)


HIGHEST SCORE: 76

PREVIOUS SCORE: 70



ALL SCORES ↗

Course: [King's Careers & Employability](https://www.kcl.ac.uk),
Topic: [How to write a CV](https://www.kcl.ac.uk)
([kcl.ac.uk](https://www.kcl.ac.uk))

A stylized, minimalist icon of a person's head and shoulders. The head is represented by a solid gray oval. The neck and shoulders are represented by two overlapping, rounded, gray shapes that form a silhouette of a person's upper body. The entire icon is centered in the upper half of the frame.

**Your cover letter/
motivational statement**

It's all about motivation

Motivational questions often repeated throughout the application process

	Format	Length
Cover letter/ email	Written	One page
Motivational statement (application form)	Written	200-300 words
Video interview	Recorded Answer	2 Minutes

Why do you want to work for our company?

Why did you choose to apply to this opportunity?

Why have you decided in a career in {insert sector}.

What makes you believe you would be a good fit for our organisation?

Exercise: Cover letter/email

1. Read the cover letter below and score it out of 10.
2. What is missing?
3. What changes would you suggest to give it more impact?

Quell Therapeutics (London)

I am writing to express my interest in the work experience opportunity in your bioscience lab. As a second year undergraduate studying a degree in biomedical science and a passion for research, I am excited to contribute my skills and gain hands-on experience in a professional laboratory setting.

Throughout my academic career, I have been fascinated by the intricacies of biological systems and the ways in which they can be studied and manipulated for the benefit of society. I have taken courses in genetics, cell biology, and biochemistry, and have gained experience in laboratory techniques such as PCR, gel electrophoresis, and microscopy.

In addition to my academic achievements, I have also been involved in various extracurricular activities that have strengthened my teamwork and leadership skills. As a member of the BSA club at my university, I organized and led a successful fundraiser for a local environmental organization, demonstrating my ability to work collaboratively and take initiative.

I am particularly interested in your lab's focus Treg cell therapies, as I believe that this field has the potential to make a significant impact on public health. I am eager to contribute to ongoing projects and learn from the experienced researchers in your lab.

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications and passion for bioscience research with you.

Cover letter example

I am writing to express my keen interest in gaining lab work experience at Quell Therapeutics. I am available until mid-August. As a highly motivated second-year undergraduate pursuing a degree in biomedical science, I have a growing interest in immunotherapy research. I am excited about the possibility of contributing my skills and gaining hands-on experience in your esteemed bioscience laboratory.

Throughout my academic journey, I have been captivated by the intricate complexities of biological systems and the remarkable potential they hold for the betterment of society. My coursework in genetics, cell biology, and biochemistry has provided me with a strong foundation in the fundamentals of these fields. Moreover, I have acquired practical experience in various laboratory techniques such as polymerase chain reaction (PCR), gel electrophoresis, and microscopy. These experiences have not only enhanced my technical proficiency but also instilled in me a deep appreciation for the rigorous and meticulous nature of laboratory work.

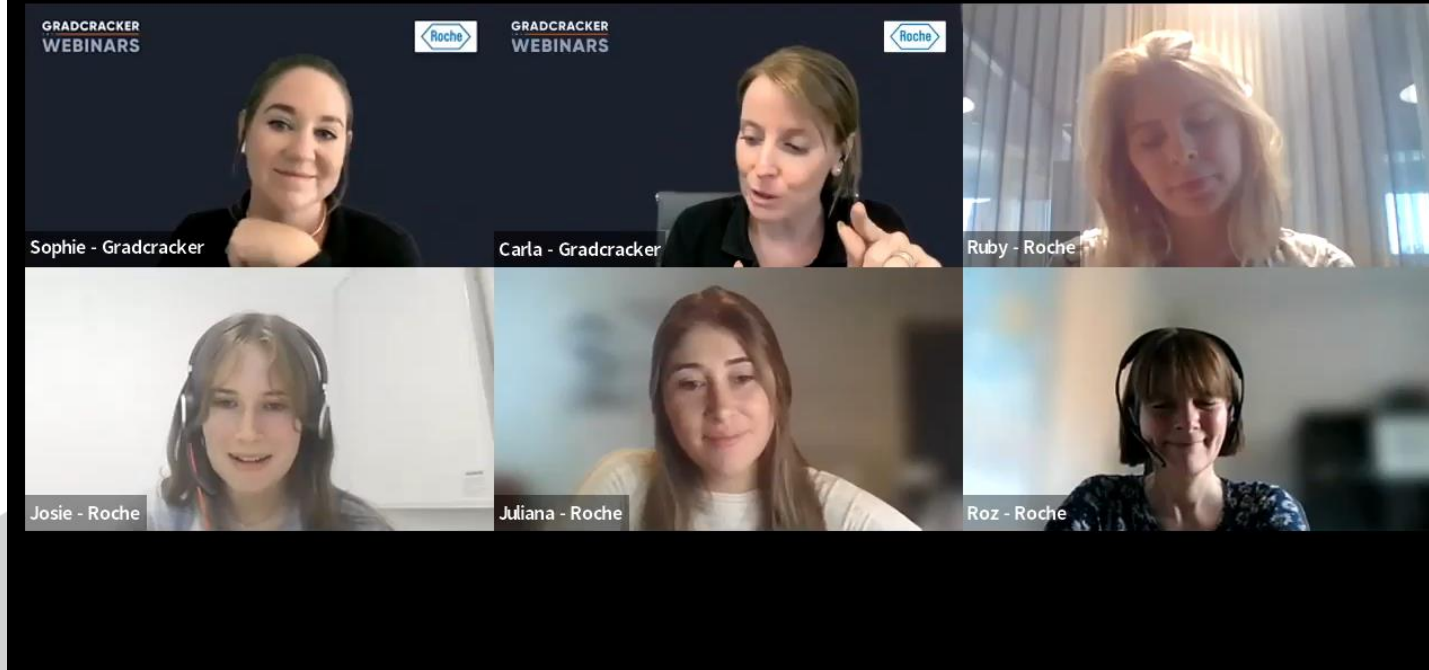
I am particularly drawn to Quell Therapeutics' focus on Treg cell therapies, recognizing the immense potential of this field to make a substantial impact on public health. The opportunity to contribute to ongoing projects and learn from the accomplished researchers in your lab would be both exhilarating and humbling. I am confident that my dedication, strong work ethic, and eagerness to learn will enable me to make meaningful contributions to your team.

Beyond my academic achievements, I have actively engaged in extracurricular activities that have honed my teamwork and leadership skills. As an active member of the Biomedicine Student Associate at King's, I organized and spearheaded a successful fundraiser for a local environmental organization. This endeavor showcased my collaborative skills, proactive approach, and ability to take initiative when confronted with challenges.

Attached is a copy of my CV for your reference. I would welcome the opportunity to discuss my application further. Thank you for your time and consideration of my application.

Yours sincerely

Roche: Tips on making a standout application

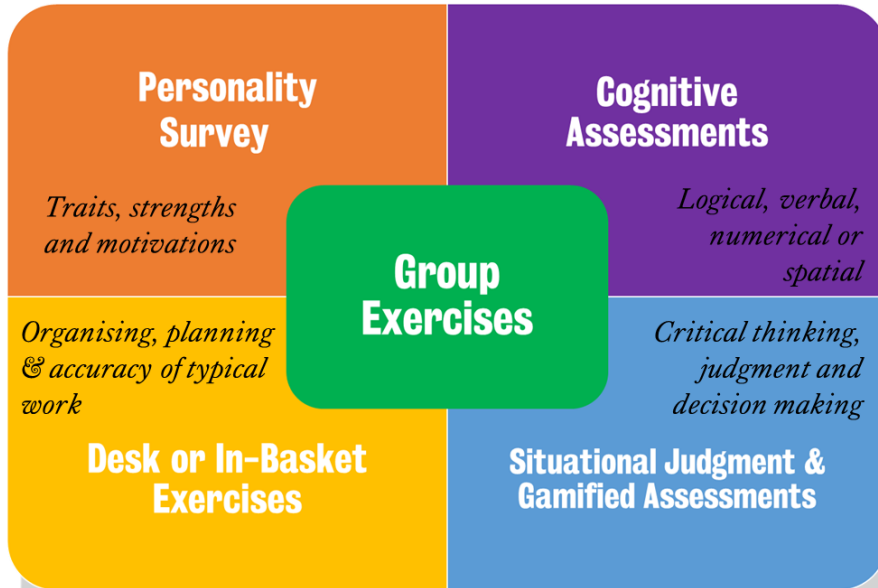


`<iframe width="560" height="350" src="https://www.gradcracker.com/gctv/embed/7162" frameborder="0" allowfullscreen></iframe>`

A stylized landscape illustration in shades of gray. It features a large mountain on the left, a smaller mountain on the right, and a sun or moon in the upper right sky. The text 'Assessment Centres' is overlaid on the bottom left of the scene.

Assessment Centres


Assessment Centres



- Multi-layered set of assessments in different forms to assess personal attributes (psychometric tests), workplace skills (group exercises and e-trays) and employee fit (interviews)
- 3-4 hours as many companies have moved to a virtual format, with some of the assessments (psychometric assessments) occurring prior to the assessment day.
- Assessors for these events are trained observers and are evaluating not only the exercises, but your interactions before, between and after the formal exercises.

Guides and tips

How to prepare for an assessment centre



Pathways

How to prepare for an assessment centre

65 mins

[Start Pathway](#)

free
online
learning

[KEATS KC&L
Assessment Centres](#)

[Target Jobs Tutorial](#)

[LinkedInLearning:
How to Prepare for
Assessment Centres](#)

Top Tips for Assessment Centres

- Break the ice; be interested in others
- Don't get stuck as follower; showcase your abilities
- Speak up and actively contribute, be seen and heard
- Demonstrate your initiative and step up when you see the group struggling
- Be calm and assertive; never aggressive
- Kindly interrupt a person dominating discussion or ideas by inviting others to contribute
- Demonstrate active listening; draw out and acknowledge other's contributions
- Stay positive and upbeat; mistakes happen.



#MyNextSteps Careers Workshops, Autumn 2023



Workshop name	Sept-Oct	Oct-Nov	Nov-Dec
What do I want from my career after university?	<u>Mon 25th Sept,</u> <u>12:05 [online]</u>	<u>Tue 17th Oct,</u> <u>12:05 [online]</u>	<u>Thu 9th Nov,</u> <u>12:05 [online]</u>
Searching for career opportunities.	<u>Thu 28th Sept,</u> <u>13:05 [Strand campus]</u>	<u>Thu 19th Oct,</u> <u>14:05 [online]</u>	<u>Tue 14th Nov,</u> <u>13:05 [online]</u>
Getting meaningful work experience and internships.	<u>Tue 3rd Oct,</u> <u>13:05 [online]</u>	<u>Mon 23rd Oct,</u> <u>12:05 [online]</u>	<u>Fri 24th Nov,</u> <u>13:05 [Strand campus]</u>
Networking for your career using LinkedIn and more.	<u>Thu 5th Oct,</u> <u>13:05 [online]</u>	<u>Wed 25th Oct,</u> <u>15:05 [Guy's campus]</u>	<u>Tue 28th Nov,</u> <u>12:05 [online]</u>
CVs, cover letters, personal statements and application forms.	<u>Wed 11th Oct,</u> <u>14:05 [online]</u>	<u>Thu 2nd Nov,</u> <u>12:05 [online]</u>	<u>Mon 4th Dec,</u> <u>14:05 [online]</u>
Job interviews, Psychometric Tests and Assessment Centres.	<u>Fri 13th Oct,</u> <u>12:05 [online]</u>	<u>Tue 7th Nov,</u> <u>13:05 [Strand campus]</u>	<u>Thu 7th Dec,</u> <u>13:05 [online]</u>

All sessions are 50 minutes in length.

Book your place now on [King's CareerConnect](#)

School of Bioscience Education Careers Events & Activities (Autumn 2023)

School of Bioscience Career Lounge

Informal on-campus careers discussions in collaboration with the Bioscience Student Association

11 Oct | 17:00 – 18:00 | [Sign-up \(Guy's\)](#)

How to... Make the Most Health & Life Science Event

15 Nov | 17:00 – 18:00 | [Sign-up \(Guy's\)](#)

How to... Prepare for Assessment Centres

13 Dec | 17:00 – 18:00 | [Sign-up \(Guy's\)](#)

How to... Use Linked in to Grow Your Network

Part-time Work Fair

Meet a range of organisations offering part-time work opportunities.

26 Sep | 11:30 – 15:30 | [Sign-up \(Strand\)](#)

School of Bioscience Education: Is a PhD for Me?

Everything you need to know if you are considering doing a PhD

04 Oct | 16:00 – 17:00 | [Sign-up \(Online\)](#)

King's Careers Fair 2023

A two-day event covering all sectors offering open days, work shadowing, internships, graduate opportunities and more. **Roche attending on 09 Oct!**

09 & 10 Oct | 11:30 – 15:30 | [Sign-up \(Strand\)](#)

Life & Health Science Careers Event 2023

Meet with employers who are offering a wide range of opportunities in life and health sciences.

16 Oct | 16:30 – 19:30 | [Sign-up \(Off-campus\)](#)

#MyNextSteps: CVs, cover letters, personal statements and application forms

Learn about CVs, cover letters, applications and personal statements

11 Oct | 14:05 – 14:55 | [Sign-up \(Online\)](#)

02 Nov | 12:05 – 12:55 | [Sign-up \(Online\)](#)

04 Dec | 14:05 – 14:55 | [Sign-up \(Online\)](#)

#MyNextSteps: Networking for your career using LinkedIn and more

Explore ways to connect with people, find career mentors and develop a personal brand

05 Oct | 13:05 – 13:55 | [Sign-up \(Online\)](#)

25 Oct | 15:05 – 15:55 | [Sign-up \(Guy's\)](#)

28 Nov | 12:05 – 12:55 | [Sign-up \(Online\)](#)

#MyNextSteps: Job interviews, psychometric tests and assessment centres

Learn about job interviews, psychometric tests and assessment centres

13 Oct | 12:05 – 12:55 | [Sign-up \(Online\)](#)

07 Nov | 13:05 – 13:55 | [Sign-up \(Strand\)](#)

07 Dec | 13:05 – 13:55 | [Sign-up \(Online\)](#)

These events are open to all students at any level of experience and stage in your degree.

To book and view our complete and up-to-date events programme, view full and part-time vacancies and sign up for your monthly Bioscience Careers Newsletter visit: kcl.ac.uk/careerconnect

For comprehensive careers information, multimedia, online courses, and more visit: [KEATS Careers & Employability](https://kcl.ac.uk/careerconnect)

To book 1-to-1 career coaching and planning, application advice, interview preparation appointments visit: kcl.ac.uk/careerconnect

To check if you are eligible for Careers+, our enhanced careers offer, visit [KEATS Careers & Employability](https://kcl.ac.uk/careerconnect)

KING'S CAREERS & EMPLOYABILITY

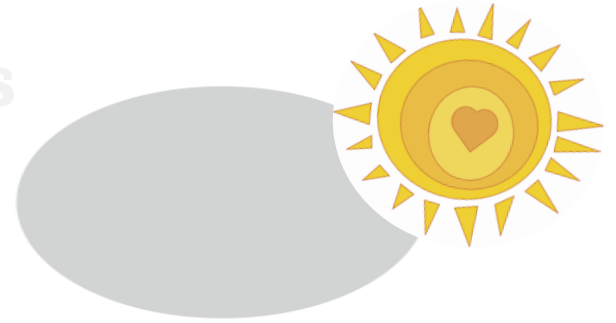
✉ careers@kcl.ac.uk

📷 🐦 📘 @kingscareers

King's Careers & Employability KEATS pages

Resources, Online learning, Multimedia

kcl.ac.uk/careerse-learning



King's Careerconnect

Careers guidance, practice interviews, application/CV advice, book events, find internships, work experience and jobs, sign up for newsletters and careers blog

kcl.ac.uk/careerconnect

Careers and Employability for the School of Bioscience Education

Careers information and recordings particularly relevant to YOU!

Perseverance WILL pay off



[Careers Lab: Dealing with rejection](#) (5 min video)



Thank you!

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**KING'S CAREERS
& EMPLOYABILITY**

KING'S CAREERS & EMPLOYABILITY



<https://bit.ly/3ADgXGy>

For further information email: ian.oriebar@kcl.ac.uk