

Finding Part-time Work in Aberystwyth

Finding part-time or casual work in Aberystwyth and the local area can be a challenge. Aberystwyth is a small town in a rural area, so both the number and variety of job opportunities are not as great as in larger towns and cities. Lots of other students and local people are also looking for work, so it is a competitive job market.

Job Opportunities

Typically, the types of businesses in Aberystwyth include:

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| Hospitality | Pubs, cafés, restaurants and hotels |
| Retail | Shops (branches of national chains as well as small, independently run outlets) |
| Service sector | Garages, accountants, solicitors, delivery services etc |
| Social care | Residential care homes, personal care support |
| Manufacturing | Usually based on the Glanrafon Industrial Estate or Science Park |
| Public sector | Ceredigion County Council, NHS / Bronglais Hospital, Aberystwyth University (the University's HR department runs the AberWorks scheme to recruit students for on-campus jobs) |
| Third sector | Charities and voluntary organisations, often unpaid, voluntary roles |

Right to Work

You will need to prove to employers that you have the right to work in the UK. This is a particular issue for overseas students, who might need to obtain a National Insurance number (the Careers Service can help with this). Documents such as your passport or ID card need to be readily available.

Where to find vacancies

- Notices / posters in the windows of shops, cafés, pubs etc
- Noticeboards in public / community areas or large shops such as supermarkets
- Social media: like / follow the organisations / businesses where you'd like to work (if they are on social media); also follow / join local community groups where local businesses post their job vacancies (the Careers Service can help you to locate these, they are mostly on Facebook)
- Online job sites: job searches on websites such as Indeed can be filtered to list only local jobs
- Websites of large employers, such as supermarkets, will have a 'Jobs', 'Careers' or 'Work with us' type section. Many small businesses will have their own website too, particularly those in the hospitality, retail and service sectors, and will provide links to their vacancies on their home page
- Recruitment agencies
- Job advertisements in the local newspaper (Cambrian News), available in hard copy or online
- "Word of Mouth": make others aware you are looking for a job, they might know of something
- **ABERcareers**: the Careers Service's online portal that provides details of a large number of jobs, including some local jobs, in the 'Opportunities' section
- 'Speculative' applications: many jobs are not advertised so it's a good idea to research the jobs market in Aberystwyth and, if there is a shop, pub, restaurant or other business where you feel your skills would fit, approach them direct with your CV, asking them to consider you for any vacancies, now or in the future. Plan to follow-up a few weeks later with a phone call or by calling in.

Hints and Tips

Take it seriously: Employers in Aberystwyth, as in any University town, receive many applications to their vacancies, as well as CVs and speculative enquiries. It is essential that you take appropriate time to consider your application, no matter what type of job it is for, and submit the best application / CV that you can.

If you have a 'laissez-faire', ambivalent attitude to the role, it will show in your application. Whatever the role, remember that you will be competing against other candidates who really want (or need) the job, and the employer will likely favour the most focused, committed and enthusiastic applicant.

Are you contactable? Make sure you've provided the employer with your correct contact details, and not an out-of-date CV; they are unlikely to pursue you if they can't get a reply straightaway or can't leave a message, and will move on to the next applicant. If you receive a missed call or message, call them back as soon as is practically possible. Check your Junk email for missed messages too.

What's your availability? Potential employers will need to know when you will be available to work. Can you work mornings, afternoons, evenings, weekdays, weekends, term-time only, all year round etc? Consider this carefully before any interview / discussion. If you know your academic timetable, you can be clear about when you will and won't be available to work. Make sure you only take on shifts that leave you sufficient time to complete your studies, prepare for exams and assessments and achieve your academic qualifications!

Interviews with local businesses: If you are invited for a job interview with a small, local business, be aware that the process might be much less formal than that for graduate-level work. You might be given little notice, for instance, you might receive a text asking you to pop in for a chat that day. Prepare properly for the interview: re-read your CV / application, research the business, make sure you know how to get to the location of the interview and how long the journey will take, think about the type of questions you'd like to ask. Be smart but not "over the top"... try to present yourself in a way that is compatible with the job role.

Be positive and enthusiastic: Showing a positive, professional and proactive attitude will help ensure you give yourself the best possible chance of being successful. Applying for part-time jobs, and hopefully securing work, will also be excellent practice and preparation for your future – you can start cultivating ways of thinking and acting now that will help you when applying for graduate-level opportunities.

Value yourself and what you can offer an employer: Reflect on your experience and appreciate what you have achieved. All work experience is useful. It is easy to dismiss part-time or casual work experience, but it can provide valuable skills. For example, to work as a waiter / waitress, you need good communication skills, reliability, teamwork, cash handling responsibility etc. Competencies like these are attractive to potential employers. Also recognise the benefits of any extra-curricular activities, memberships of societies, sports, qualifications and so on, as well as skills and competencies you have acquired from your degree course (for example, meeting deadlines as a result of submitting work on time).

Develop a good CV: A short, 1-page CV will be perfectly acceptable for part-time work. No CV should be longer than 2 pages of A4! For part-time or casual roles, an employer is probably going to be more interested in your work-related skills than your educational history. So prioritise the skills you can offer, gained from your work experience and achievements to date. Lots of detail about your education, grades, modules etc isn't necessary, nor is personal information such as your date of birth or nationality. But DO make sure your up-to-date contact details are clearly provided, and preferably the contact details of at least one person, if not two, who have given you permission to name them as someone who can provide a reference (don't just write "references available upon request").

It goes without saying that the CV should be error-free – all dates should tally, and no spelling mistakes!

Tailor your CV: Modify your CV for each job application, according to the type of work / employer. If you are applying for a specific job and have direct experience in that kind of work, you can emphasise this by listing it first as 'RELEVANT WORK EXPERIENCE', and then describe any other roles as 'OTHER WORK EXPERIENCE'. For example, if you were applying for a job in a shop, you could present any retail, customer service or sales experience under a 'RELEVANT' heading, and not mix it in with other types of experience, where it could get lost.

If you have included a 'Personal Objective' or 'Personal Profile' in your CV, you should amend this too to match the role to which you're applying. Also, consider how you describe other activities, such as hobbies and interests, and make sure you tease out the responsibilities and skills gained from these activities that are also relevant to the job role.

Ask for help: The Careers Service is always here to help you to create a CV, or to check, proof-read or give feedback on a CV you've written before you send it off to an employer.

Example: The following template is a simple, clear and conventional CV, tailored to retail work. It is only an example, however, to help give you ideas about writing your own CV. You shouldn't feel you have to replicate it; you will want to stand out from the crowd, so express yourself as you see fit.

JOHN BRAHMS

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PERSONAL OBJECTIVE

I am a hard-working and reliable Aberystwyth University student, who has proven customer service and cash handling experience, and is seeking regular retail work in the local area.

EMPLOYMENT AND WORK EXPERIENCE

2018 & 2019 Mail Order Assistant, Cycle World, Ormskirk (summer vacation work)

- Responsibility for sales and handling money
- Customer service and telephone interaction
- Accurate data-entry and record-keeping requiring excellent attention to detail
- Stock-taking and ordering

2016-2019 Cleaner, Bellini's Italian Restaurant, Eccleston (part-time work whilst at school)

- Maintained high standards of cleanliness and hygiene in kitchens
- Received training in Hygiene, Food Safety and Health & Safety
- Prioritised duties and organised workload
- Worked effectively alone, unsupervised, and also as part of a team

2015 Editorial Assistant, Ormskirk Advertiser, Ormskirk (2-week work placement)

- Telephone contact with companies and media agencies
- Involved in writing copy and editing, requiring precision and English language skills

EDUCATION AND QUALIFICATIONS

2019-present Aberystwyth University: BA (Hons) English Literature (due to graduate in June 2022)

2012-2019 Cavendish High School, Chorley

A Level: English (B), History (B), Media (C)

GCSE: 10 at grade A*-C (including Maths and English)

ADDITIONAL SKILLS

Health & Safety Course, Nov 2016

Languages German (basic)

IT Competent use of MS Office (Word, Excel and PowerPoint), email and internet software

OTHER ACHIEVEMENTS

2017-2019 Cavendish Arts (Music & Literature Magazine): Co-Editor & Contributor

- Produced articles for successful student magazine
- Performed editing duties to deadlines and was involved in administration of publication

2012-2017 Cavendish High School, Football Team

- Team Captain for 3 years consecutively
- Competed in County Championships 2013-2015

INTERESTS

Writing: I have a passion for literature and writing and have had poetry published in a collection.

Sports: I am interested in sports, particularly football, and have played regularly for a local team.

Travel/Culture: I also enjoy travelling and experiencing new cultures.

REFEREES

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