



LSBU Employability Service

The Job Shop offers direct support helping you into the world of work.

If you are looking for part time job opportunities, internships, placements or graduate positions please visit us today.

At the Job Shop we provide you with direct support on:

- Tailoring your CVs, covering letters and application forms
- Delivering one to one mock interviews
- Securing part time jobs, placements, internships and graduate roles
- Understanding the needs of employers
- Sourcing relevant employability related online resources and services

The Job Shop offers drop-in sessions Monday – Friday 11.00am - 4.00pm however student support is available by phone and email Monday – Friday 9.00am - 5.00pm.

There is also the opportunity to book a one to one appointment for direct employment related support with our Employability Consultants. If you would like to book an appointment please get in touch.

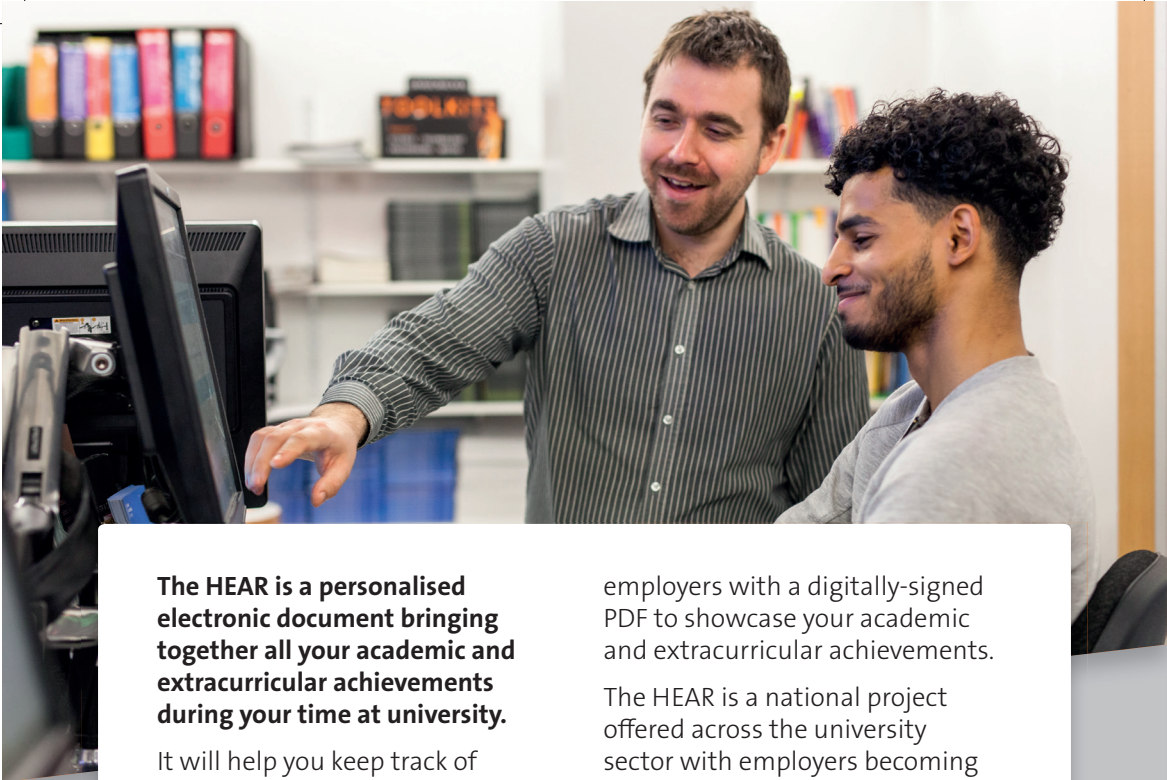
Email: jobshop@lsbu.ac.uk

Tel: 0207 815 6441



**London
South Bank
University**

EST 1892



The HEAR is a personalised electronic document bringing together all your academic and extracurricular achievements during your time at university.

It will help you keep track of the experience and abilities you develop from your course and any extracurricular activities you engage in.

You will be able to use your HEAR, with its evidence of the employability skills you build up, to assist you in completing job applications and preparing for job interviews. Upon graduation your HEAR will be complete and you will be able to provide prospective

employers with a digitally-signed PDF to showcase your academic and extracurricular achievements.

The HEAR is a national project offered across the university sector with employers becoming increasingly aware of its use. For more information you can visit the HEAR national website: **www.hear.ac.uk**

There are lots of HEAR-approved extracurricular activities you can take part in which count towards your HEAR, to help you stand out from the crowd.

For more information please email: **hear@lsbu.ac.uk**



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