

Your Employability Guide

Exploring, Connecting, Shaping

**Second Year
Bachelor Students**



Welcome to Sorbonne University Abu Dhabi.

You are currently in Year 2 of your Bachelor's studies at Sorbonne University Abu Dhabi (SUAD)—a pivotal point in your academic journey. With graduation only a year away, it is time to take a more deliberate step towards shaping your professional future and strengthening your employability.

Choosing a career path is one of the most important decisions you will make. Whether you are aiming for a graduate job, pursuing further studies, launching your own venture, or still exploring your options, now is the time to reflect, plan, and take action. Career planning is not limited to traditional employment; entrepreneurship is also a valid and valuable path, offering opportunities to innovate and create your own space in the professional world.

This Employability Guide will support you at this critical stage, helping you refine your personal goals, enhance your professional profile, and prepare for upcoming opportunities—such as internships, career fairs, and employer networking events.

Employability is not simply about securing a job after graduation—it is about developing the skills, mindset, and confidence to navigate an evolving and competitive job market. This guide is here to help you do just that: to take ownership of your career journey and move forward with purpose and clarity.



Step 1 : *Refine your CV*

What is it ?

Your CV is a critical tool for securing internships and graduate opportunities. By this stage, it should go beyond listing responsibilities to highlight your achievements, reflect your growing experience, and demonstrate clear progression since your first year.

Where can you find the information ?

Use the CV tools on JobTeaser, attend CV writing workshops, and book one-to-one sessions ([JobTeaser Appointment](#)) with The Career Centre.

Quick point :

Always adapt your CV to match the specific internship or job you're applying for.

Takeaways :

- Use the AI-powered CV checker available on JobTeaser to identify areas for improvement.
- Book a one-to-one appointment with a Career Adviser for personalised feedback and guidance.
- Update your CV to reflect the new skills, experiences, and achievements you've gained last year.



Start Early in Exploring Careers

Career exploration is a crucial part of your career planning process, and we encourage you to begin as early as possible. It involves conducting in-depth research based on your academic knowledge, interests, goals, and personality to identify the careers best suited to you. Once you've compiled an initial list of options, narrow it down carefully, avoiding quick judgements about specific professions. Continue your research and reach out to professionals in your network or on LinkedIn for insights into the fields you're considering. Additionally, you can explore resources from academic institutions, international organisations, and government websites to expand your understanding.

Step 2: *Shape your E-Brand and Reputation*

What is it ?

Your e-brand is how you present yourself online—especially on platforms like LinkedIn. Employers often search for candidates online, so it's essential to build a professional digital presence that complements your CV and highlights your strengths.

Where can you find the information ?

- Access LinkedIn workshops, digital branding sessions, and online reputation tips through JobTeaser's events and resource library. Explore the module [E-Reputation and Personal Branding](#) (Career Explorer section on JobTeaser) to learn how to create a compelling and professional LinkedIn presence.

Quick point :

Keep your personal and professional content separate. Set privacy settings appropriately and always think twice before posting.

Takeaways :

- Develop or update your LinkedIn profile.
- Strengthen your online presence by attending personal branding workshops offered by The Career Centre
- Regularly review your digital footprint to ensure it aligns with your professional image.

Step 3: *Unlock your Employability Potential*

What is it ?

Employers value more than academic knowledge—they look for communication skills, initiative, adaptability, and teamwork. Now is the time to start building your employability profile through active participation and reflection.

Where can you find the information ?

Participate in skill development workshops, join student clubs, and take part in extra-curricular projects advertised via Student Affairs and JobTeaser.

Quick point :

Employability skills are built both inside and outside the classroom—track your progress.

Takeaways :

- Engage in group work and leadership activities.
- Practice public speaking and critical thinking.
- Ask for feedback and take it constructively.



Step 4 : *Build your Network*

What is it ?

Building and maintaining connections—whether with peers, faculty, guest speakers, or professionals—is essential for future opportunities. These early connections can become valuable resources in your career journey.

Where can you find the information ?

Attend networking events, employer talks, and alumni panels listed on JobTeaser and promoted by The Career Centre. Discover the module : [Mastering the art of networking: a skill you can acquire \(Career Explorer section on JobTeaser\)](#).

Quick point :

Quality matters more than quantity—focus on authentic and mutually beneficial connections.

Takeaways :

- Attend career events, conferences, and workshops to gain insights and expand your professional network—both on and off campus.
- Practice your elevator pitch so you can confidently introduce yourself and your goals.
- Stay in touch with the people you meet.



Why internships Matter ?

Internships are more than just optional extras—they're essential experiences that help you turn theory into practice. They offer a real taste of the workplace, build your confidence, and teach you valuable skills that employers look for and value. Whether it's a one-week placement or a longer-term role, internships help you stand out, strengthen your CV, and clarify your career goals. They're a key step in making the leap from university to employment.

Step 5 : *Prepare for an Internship*

What is it ?

Internships give you a practical understanding of the workplace and help validate your career interests. Most SUAD students complete internships during Year 3—so now is the time to prepare.

Where can you find the information ?

Internship opportunities, application tips, and timelines are available on JobTeaser and through internship preparation workshops.

Quick point :

A strong internship application takes time to prepare—start early to stay ahead.

Takeaways :

- Learn how to craft strong applications and cover letters that reflect your skills and goals.
- Join internship readiness workshops to understand employer expectations.
- Explore the Career Explorer Module: [Establishing an action plan for your internship or job search \(Career Explorer section on JobTeaser\)](#).

Step 6 : *Make an Impact at the Career Fair*

What is it ?

The Career Fair is a key event where you can connect with a large number of employers and gather insights about industries, internships, and job opportunities.

Where can you find the information ?

Check announcements from the Career Centre, the JobTeaser calendar, and posters across campus.

Quick point :

Don't limit yourself—explore companies from various sectors.

Takeaways :

- Register via JobTeaser and review the list of participating employers.
- Visit as many employer booths as possible to explore a maximum of opportunities.
- Approach employers with confidence. Remember—they are here for you!



Step 7 : *Plan your Next Move: Employment, Entrepreneurship, or Academia?*

What is it ?

you're one year away from graduation. It's time to start thinking about your next move. Feel empowered to make informed decisions about your future, whether you choose to pursue a career in industry, start your own venture, or advance your studies. Learn about the benefits of each career trajectory. Reflect on your strengths, passions, and goals to align them with potential paths.

Where can you find the information ?

Career pathways, entrepreneurship sessions, and postgraduate study options are highlighted during Career Centre activities and through academic departments. In parallel, take the module: [Beyond constraints – build a fulfilling career](#) about the decision-making factors and explore five ideal professions.

Quick point :

There's no single path to success—choose what fits your aspirations and make time for self reflection.

Takeaways :

- Access dedicated support from your Career Adviser to help evaluate your options
- Attend career panels and interactive sessions with alumni, entrepreneurs, and industry leaders to gain real-world perspectives.
- Reflect on your motivations and goals by taking part in career workshops and individual advising sessions.

Entrepreneurship : Create Your Own Path

Considering entrepreneurship as a career path offers the freedom to create, lead, and grow your own venture. If you have a business idea or see an opportunity in the market, now is the time to explore it.

Entrepreneurship requires initiative, resilience, and problem-solving—but it also offers independence and purpose. Whether you aim to start a business or join a start-up, building entrepreneurial skills will strengthen your employability and adaptability. Support is available at SUAD to help you take the first step.



Step 8 : *Engage and Learn at Employability Day*

What is it ?

Employability Day is a flagship event featuring keynote talks, expert panels, and interactive workshops delivered by professionals, alumni, and industry leaders. It offers valuable insights into career paths, emerging trends, and the realities of different sectors.

Where can you find the information ?

The full programme and registration details are shared in advance via JobTeaser and official SUAD communications.

Quick point :

This is your chance to explore new career options, ask questions, and expand your professional awareness.

Takeaways :

- Review the programme and select sessions aligned with your goals and interests.
- Actively participate—ask questions, take notes, and engage with speakers when appropriate.
- Reflect on key messages and consider how the insights can inform your own career decisions.

Step 9 : *Practise Professional Communication and Etiquette*

What is it ?

Effective communication and professional behaviour are crucial in all stages of your career. Whether you're emailing a potential employer, participating in an interview, or attending a networking event, how you present yourself matters. Being courteous, responsive, and respectful builds credibility and helps you stand out.

Where can you find the information ?

Join employability workshops focused on interview preparation, communication skills, and workplace behaviour. JobTeaser often features articles and videos on professional etiquette.

Quick point :

A thoughtful follow-up or 'thank you' message after an interview or event can leave a lasting impression.

Takeaways :

- Write professional emails using a formal tone and correct grammar.
- Respect punctuality, dress codes, and professional norms at all engagements.
- Prepare and practise a brief, confident introduction for networking situations.



Employability Awards at SUAD

The Career Centre recognises students who take an active role in developing their employability. Awards such as the Career Planner and Career Engagement celebrate commitment, initiative, and growth. Additional categories may be introduced as the programme evolves. Stay updated via JobTeaser and Career Centre communications.

By the end of your Second Year at SUAD, you will:

- Have an updated CV reviewed by the Career Centre
- Have created or improved your LinkedIn profile
- Book a CV review session with the Career Centre
- Know where to find internship opportunities and how to apply
- Have increased your self-knowledge to better tell your story
- Be able to identify your preferred career path or at least narrow down your options.

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