

I M P E R I A L

Disability Advisory Service

Disability Advisory Service & Careers

How assistive technology can support your job hunting.

Assistive Technology includes software and tools that help you work more efficiently, stay organised, and communicate your ideas clearly.

AT can support you with:



Planning for
applications



Personal
statement



Cover Letter

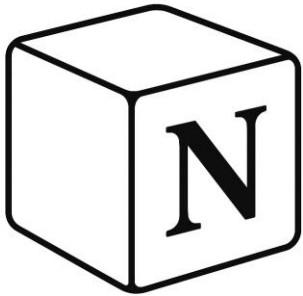


Interview

Organising and planning your applications



Todoist



Notion

You can use these tools to:

- save and organise job adverts
- keep track of application deadlines
- store notes about roles and employers

Marketplace / Niko / Job Tracker: The Ultimat...



Job Finder

Welcome to stress-free job hunting! Our template streamlines your search, keeping you organized as you track applications and explore opportunities. With curated tools to help you prepare like a pro, you're ready to land your dream role. Believe in yourself—your career starts here!

 Interview Preparation

 CV

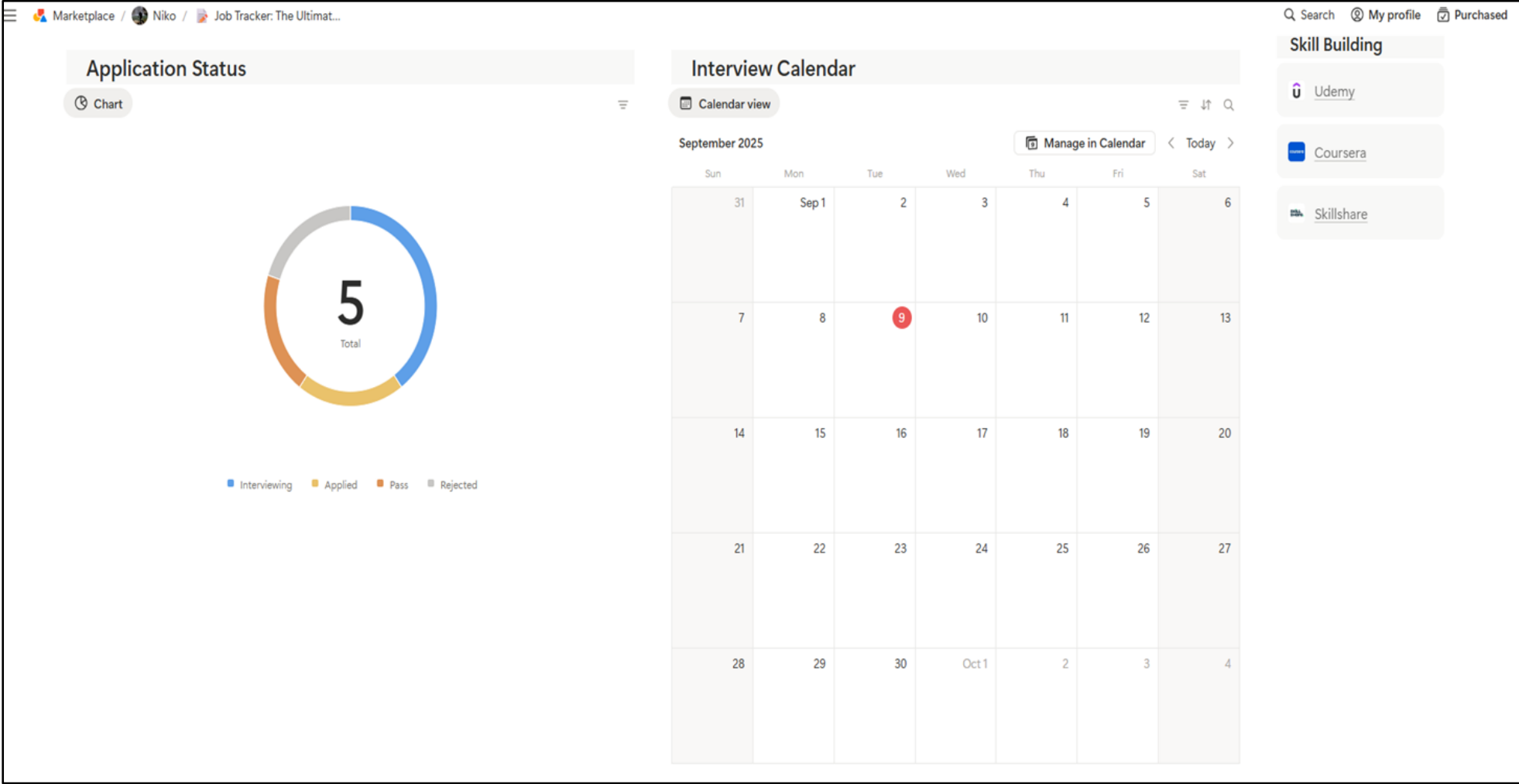
 Cover Letter Template

TableBoard

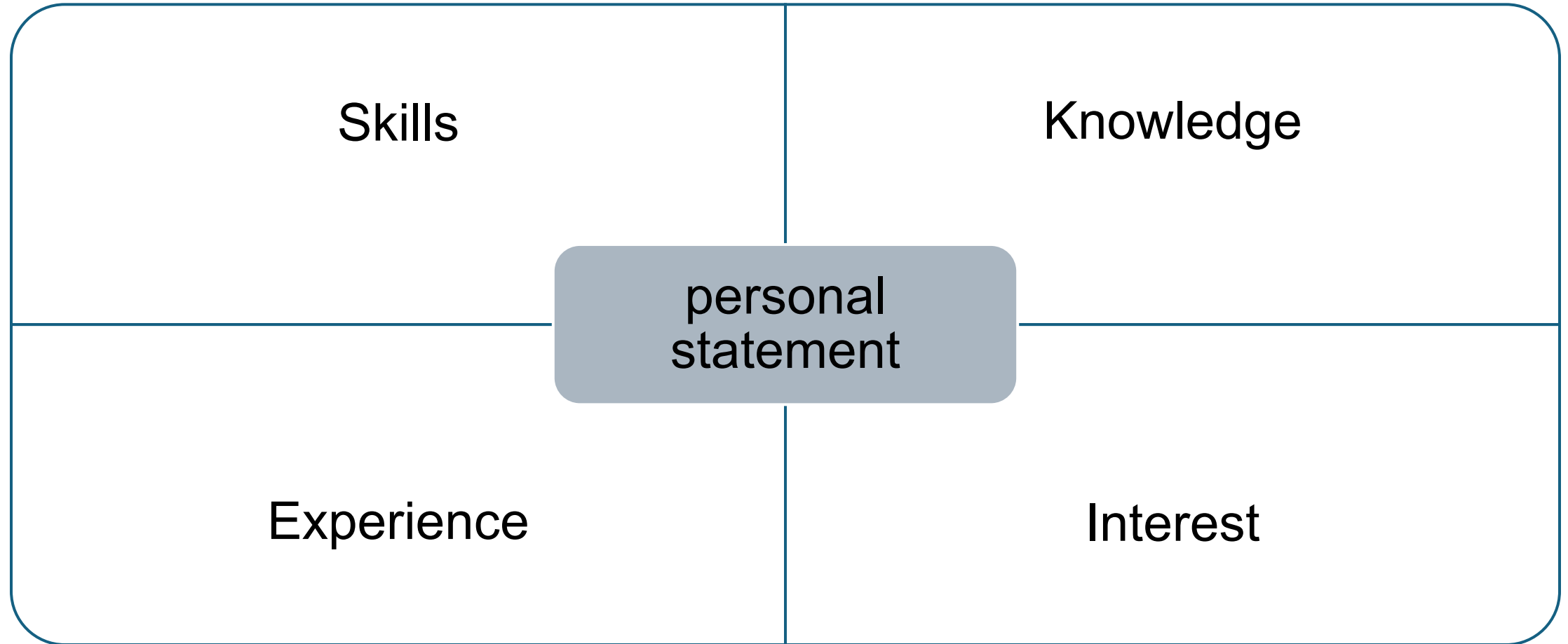
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Company	Position	Location	Flexibility	Status	Salary Range	Interview ...	In-touch Person	Notes
 Celonis	Project Manager	London, UK	Remote	Interviewing	\$3200 - \$3800/mo	12/10/2024	Mary Malkovich	
 Revolut	Product Manager	London, UK	Remote	Applied	\$3000-\$3500/mo		John Cena	
 Q Agency	Project Manager	Berlin, DE	On-site	Pass	\$2000-\$2200/mo		Abe L. Coln	
 HNBC	Project Manager	New York, US	Remote	Rejected	\$5000-\$6500/mo	11/27/2024	Marty Nebraska	
 Shell	Project Manager	London, UK	On-site	Interviewing	\$3200 - \$3800/mo	11/28/2024	Mike Ox	

COUNT 5



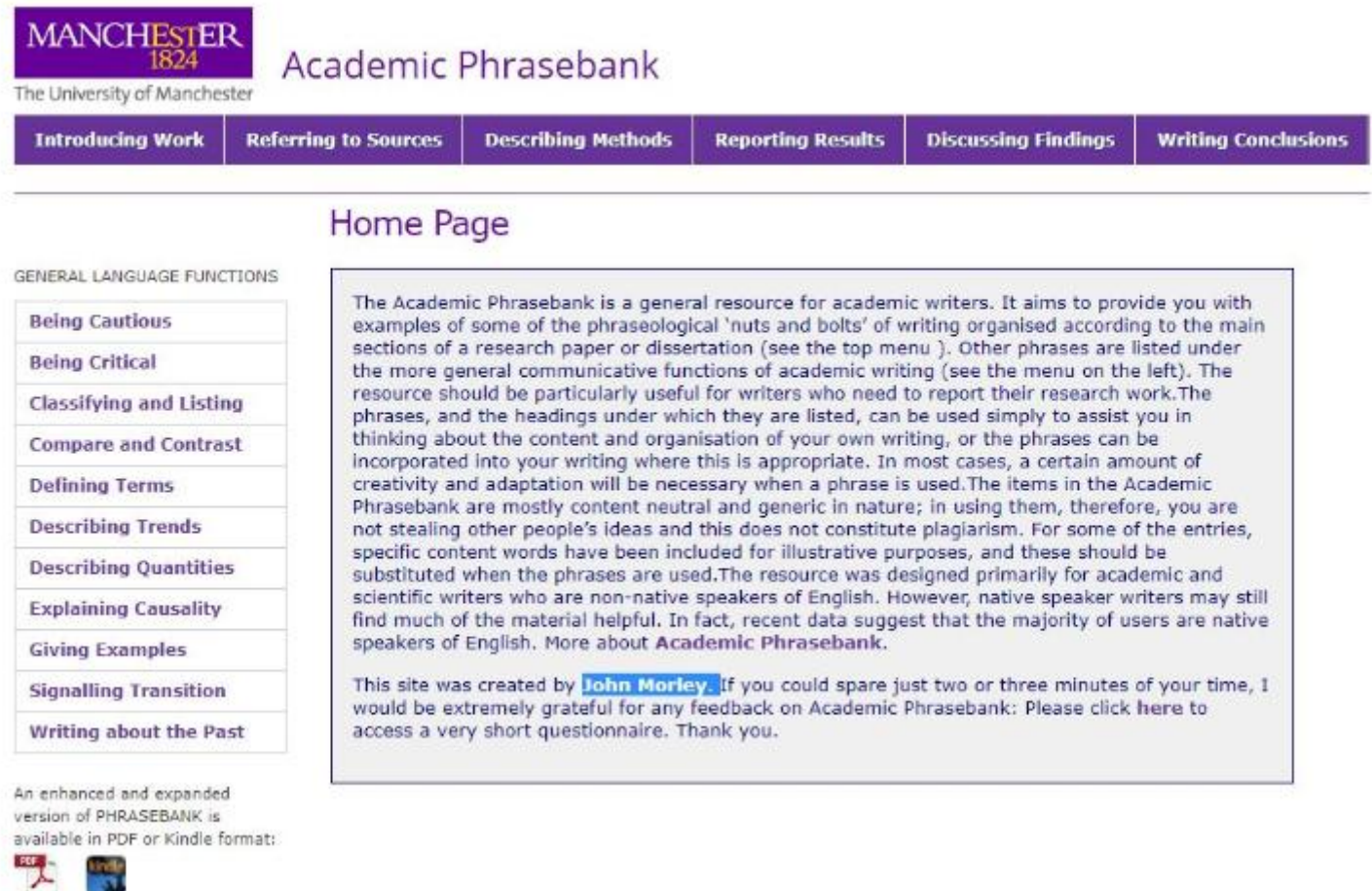
The 4 sections of a personal statement



help with writing, proofreading and editing

Manchester Academic Phrasebank

provides examples of professional and academic phrasing, helps with writing and editing



The screenshot shows the Manchester Academic Phrasebank website. At the top is the University of Manchester logo (1824) and the title 'Academic Phrasebank'. Below this is a navigation bar with six tabs: 'Introducing Work', 'Referring to Sources', 'Describing Methods', 'Reporting Results', 'Discussing Findings', and 'Writing Conclusions'. The main content area is titled 'Home Page'. On the left, under 'GENERAL LANGUAGE FUNCTIONS', is a list of categories: 'Being Cautious', 'Being Critical', 'Classifying and Listing', 'Compare and Contrast', 'Defining Terms', 'Describing Trends', 'Describing Quantities', 'Explaining Causality', 'Giving Examples', 'Signalling Transition', and 'Writing about the Past'. The main text area on the right contains a paragraph explaining the resource's purpose and a link to a questionnaire. At the bottom, it mentions an enhanced PDF version is available and shows icons for PDF and Kindle formats.

MANCHESTER
1824
The University of Manchester

Academic Phrasebank

Introducing Work Referring to Sources Describing Methods Reporting Results Discussing Findings Writing Conclusions

Home Page

GENERAL LANGUAGE FUNCTIONS

- Being Cautious
- Being Critical
- Classifying and Listing
- Compare and Contrast
- Defining Terms
- Describing Trends
- Describing Quantities
- Explaining Causality
- Giving Examples
- Signalling Transition
- Writing about the Past

The Academic Phrasebank is a general resource for academic writers. It aims to provide you with examples of some of the phraseological 'nuts and bolts' of writing organised according to the main sections of a research paper or dissertation (see the top menu). Other phrases are listed under the more general communicative functions of academic writing (see the menu on the left). The resource should be particularly useful for writers who need to report their research work. The phrases, and the headings under which they are listed, can be used simply to assist you in thinking about the content and organisation of your own writing, or the phrases can be incorporated into your writing where this is appropriate. In most cases, a certain amount of creativity and adaptation will be necessary when a phrase is used. The items in the Academic Phrasebank are mostly content neutral and generic in nature; in using them, therefore, you are not stealing other people's ideas and this does not constitute plagiarism. For some of the entries, specific content words have been included for illustrative purposes, and these should be substituted when the phrases are used. The resource was designed primarily for academic and scientific writers who are non-native speakers of English. However, native speaker writers may still find much of the material helpful. In fact, recent data suggest that the majority of users are native speakers of English. More about **Academic Phrasebank**.

This site was created by **John Morley**. If you could spare just two or three minutes of your time, I would be extremely grateful for any feedback on Academic Phrasebank: Please click [here](#) to access a very short questionnaire. Thank you.

An enhanced and expanded version of PHRASEBANK is available in PDF or Kindle format:

PDF Kindle

The cover letter personal statement



Immersive Reader

Supports reading
and understanding
text, proofreading
and editing

[Immersive Reader](#)

Immersive Reader

WRITING YOUR RESEARCH REPORTS – WET LAB PROJECTS

WARNING: This always takes much longer than you think it will, so you should start well in advance of the submission date.

General

- The thesis is limited to **10,000 words** (see below).
- Please clearly state the word count on the title page.
- Please note that 65% of the project mark will be for the written report and 35% for the project presentation. Together, these marks will contribute 50% of the overall MSc mark.

The report and presentation will be marked by independent markers which were not involved with the project.

AA [Icon] [Icon]

Text Size

AA 20 AA

Increase Spacing ☒

Font

☒ Calibri

☐ Sitka

☐ Comic Sans

Themes

✓ Aa Aa

Aa Aa Aa

More colours ▾

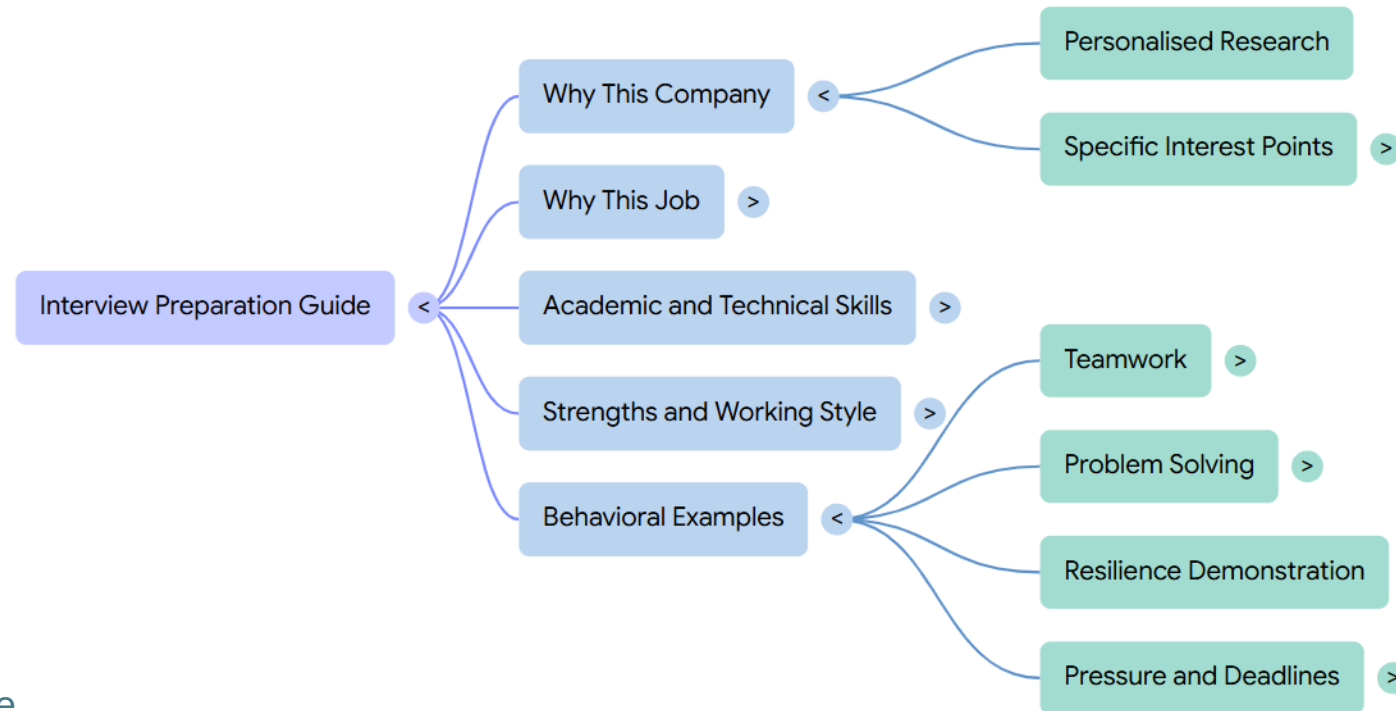
Show Source Formatting ☒



Interview preparation: using mind maps

- Make mind maps to create visual prompts of questions and your responses

Mind mapping using NotebookLM



Interview preparation: practising responses

You can make flash cards and use the **STAR** framework to prepare and practice answers

Situation → Task → Action → Result

1.

How did you manage multiple deadlines during your studies?

2.

What was the most **challenging project** or assignment you worked on?

3.

Tell me about a time you faced a **difficult problem**.
How did you solve it?

Interview preparation: practising responses

The **STAR** framework can be used to respond to most questions. It helps you set out and remember answers.

It is important to note that in interviews, showing what you learned from an experience is usually considered more important than success or failure.

2.

What was the most
challenging project or
assignment you worked on?

2. Challenging project

S: Final year project with unfamiliar technology

T: Lead team to deliver solution on time

A: Researched technology, organised session with specialist

R: learned enough to work with and submitted on time

3.

Tell me about a time you
faced a **difficult problem**.
How did you solve it?

3. Difficult Problem

S: Design fault discovered just before submission

T: Identify and fix problem in 24 hours

A: Used code to test alternatives

R: Resolved issue and completed the project in time

Thank you!

Links to AT and AI tools

Todoist: [Todoist](#)

Notion: [Notion](#)

Immersive reader: [Immersive reader](#)

Manchester Academic Phrasebank: [Manchester Phrasebank](#)

NotebookLM: [Google NotebookLM](#)