

# **Job ideas/advice**

By Dr Robert Williamson Nov 2026 Rev 11

I retired over ten years ago, but I have a hobby doing research at Oxford Brookes (WW2, Films). I have been collecting useful resource links for anyone looking for a job (initially aimed at under-grads). Having had good feedback from under-grads that it has been useful, I now want to pass this on to the world. At the very least it may get you started on a career! Best of luck.

I welcome any feedback, so respond to P0097600@Brookes.ac.uk

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## Applying

Ask yourself: -

- What type of role are you going to be applying for?
- What is critical to success in the roles you are applying for?
- What are your best business skills?
- What are your top people skills?
- What leadership skills do you have?
- What are your best attributes?
- What technology skills and experience do you have?
- Have you got a complete career history?
- What are you identifying from the job description?
- What keywords do you need to ensure that you include?

Create a great CV:-

- Harvard CV etc help:- <https://hwpi.harvard.edu/files/ocs/files/gsas-cvs-and-cover-letters.pdf>
- Free Create CV: <https://flowcv.com/>
- Free CV create: [livecareer .com](http://livecareer.com)
- CV creator <https://www.kickresume.com/en/>

Recruitment websites

- UK Civil Service Jobs: <https://www.civilservicejobs.service.gov.uk/csr/index.cgi>
- UK University jobs (Academic and admin): <https://www.jobs.ac.uk/>
- What's it like to work for company:- <https://www.glassdoor.co.uk/index.htm>
- Job Website (can search with x miles of town Y). Also has job type/keyword searching:- <https://www.jobserve.com/gb/en/Job-Search/>
- Only Oxford University temporary jobs at their colleges or admin centres (note that they interview, but don't take everyone....I think looking for friendly people!). Also that jobs can vary from 1 week to 6 months..... photo copying, Web updates, helping on research projects etc: <https://www.jobs.ox.ac.uk/temporary-staffing-service>

## Job Ideas

### Work from home (UK)

- <https://forums.moneysavingexpert.com/categories/competitions-time> All online, enter comps. Both national and local (more chance of winning) etc...
- <https://www.moneysavingexpert.com/family/competitions-comping-win/>
- <https://www.moneysavingexpert.com/family/make-money-surveys/> All online, get paid for surveys, test websites etc
- <https://mumsmoney.com/uk/paid-surveys-uk-earn-extra-money/> Another list of paid for online surveys.
- <https://www.thepracticalsaver.com/surveys-that-pay-cash-instantly/> American, and not used it but they use pay pal.
- <https://www.moneysavingexpert.com/family/boost-your-income/> Loads of ideas. Mainly around online sales of stuff
- <https://www.moneysavingexpert.com/family/make-money-online/#n2k-1> More ideas
- <https://remoteok.com/>
- <https://www.flexjobs.com/>
- <https://remote.co/remote-jobs>
- <https://weworkremotely.com/>
- <https://justremote.co/>
- <https://stint.co/>
- <https://indeedflex.co.uk/>

### Work from home (Europe)

- <https://euremotejobs.com/>
- <https://jobicy.com/>
- <https://jobgether.com/>
- <https://www.totaljobs.com/>
- <https://jobboardsearch.com/>

### Remote Jobs in IT only

- <https://www.beginneritjobs.com/>
- <https://www.eurotechjobs.com/>

### Market Research

- <http://www.easyshiftapp.com/>

- <https://app.streetspotr.com/en>
- <https://shepper.com/become-a-shepherd/> checking buildings, queues etc
- [fieldagent.co.uk/agent-homepage](http://fieldagent.co.uk/agent-homepage) Secret agent...check prices in shops etc

#### Testing online

- <https://www.utest.com/>: Get paid to test websites and apps
- <https://careers.lionbridge.com/jobs/web-content-assessor-united-kingdom> Note you need a degree (which you have)!!

#### Create Apps and sell them (no coding required)

- <https://www.appypie.com/app-builder/appmaker>
- <https://www.adalo.com/>

#### Write and publish online, including Blogs (and get paid)

- [https://kdp.amazon.com/en\\_US/help](https://kdp.amazon.com/en_US/help)
- <https://contentlab.com/> up to \$500 for each Blog
- <https://hasura.io/blog/the-hasura-technical-writer-program/> \$300 for each Blog
- <https://neptune.ai/> \$300 and up for each Blog
- <https://www.contentturbine.com/freelance> \$150 per Blog
- <https://magicblog.ai/> AI help on Blogs
- 

#### Cyber Security (Very well paid)

- <https://www.coursera.org/learn/cybersecurity-for-everyone>
- <https://www.edx.org/course/introduction-to-cybersecurity>
- Playlist, very good. Enormous list of short courses!  
<https://www.youtube.com/playlist?list=PLEiEAq2VkUUJfPOj5nRounXvf3n17PCft>

#### Photography (examples follow):-

- <https://colin-rayner.pixels.com/>
- <https://www.stockimo.com/> Sell your photos
- <https://www.alamy.com/contributor/> Sell your photos

#### Transcription Services Online

- <https://quicktate.com/>
- <https://www.speechpad.com/>
- [translate.com](https://www.translate.com)
- <https://www.textmaster.com/>

Other ideas (software related)

- Coding: <https://scratch.mit.edu/>
- Create websites: <https://www.wix.com/>
- NFTs: <https://www.bbc.co.uk/news/technology-56371912>
- Cheat Sheet python: [quickref.me/python](https://quickref.me/python)
- Cheat Sheet Javascript: [htmlcheatshett.com/js](https://htmlcheatshett.com/js)
- Cheat Sheet SQL: [sqltutorial.org/sql-cheat-sheet](https://sqltutorial.org/sql-cheat-sheet)
- Coding assistance [www.useblackbox.io](https://www.useblackbox.io)
- Code reviews: <https://www.deepcode.ai/>
- All aspects of testing software: <https://www.mabl.com/>

Film/TV

- <https://thetcn.com/need-advice-on-how-to-find-jobs-within-the-tv-film-industry/> :  
sign up for newsletter
- <https://jobs.thetcn.com/jobs/Careers>
- <https://shootingpeople.org/>
- <https://careers.sky.com/> jobs at Elstree
- <https://pinewoodgroup.com/careers/> Jobs at Pinewood studios

Extras in TV/Movies

- <https://www.theextrasdept.com/faq>
- <https://actinginlondon.co.uk/how-to-be-an-extra-in-a-movie/>

Recruitment Agencies

- <https://uk.indeed.com/?from=gnav-jobsearch--indeedmobile>
- <https://www.hays.co.uk/>

## Interview Questions

- *What do you consider your greatest weakness?* • Start with "I'm not sure about my greatest weakness but I can talk about a weakness in the past and how I overcame it".
  - Use this question to highlight a past weakness and how you overcame it.
- *What is your greatest strength?* • Use question to show why you are a great fit for this role. Look at the job description and only talk about strengths directly related to the role you are interviewing for. Explain how you have the skills that the current role demands
- *Tell me a time you couldn't meet a goal/deadline & how you handled it* • Use this question to explain how you handle situations that don't go as planned. Talk about a time when things didn't go as planned, how you fixed the situation & lessons learned .
- *What have been your most significant accomplishments?* • Use this to talk about problems that you've solved, related to this role. You want to illustrate your significant achievements related to this role, so the interviewer understands the value you bring to the company
- *(VERY COMMON) ...Why do you want to work for us/ this company?* • Research the company, and use this as a chance to talk about all the things you love about the company you're interviewing for. Also touch on why you like the position itself and why it's a great match.
- *If you were to tell a friend about our company, how would you describe what we do?* Time to test your preparedness. How much do you know about the business? Mission. Vision. Values.
- *Do you have written goals? How often do you revisit these?* Driven people tend to have goals.
- *What was your greatest contribution to your last company?* Giving you a chance to show off your work. I want to see if you mention your team.
- *What are the characteristics of the best boss you've ever had?* This is a nice way to see what kind of leader you respond well to.
- *What Salary is required?*

## Useful CHAT-GPT prompts (to assess suitability)

### Create/update CV

1/ Grab Your Resume + Job Description Great resumes are all personalized. ChatGPT can only do that if we feed it the right info. So open a copy of your updated resume. Then grab a copy of the job description you want to target.

2/ Tailor Your Entire Resume Start by having ChatGPT tailor your entire resume. Ask it: "Rewrite my resume and tailor it to the job description below. Here is my resume: [Resume]. Here is the job description: [Job Description]."

3/ Make Top Level Optimizations The first pass usually isn't the best. But we can easily ask ChatGPT to tweak its rewrite. I like asking it to rewrite: - To fit on a single page - With more emphasis on X experience - With more measurable outcomes - Etc.

4/ Proof & Personalize Finally, proofread the whole resume. You want to make sure it's: - Grammatically correct - Accurate to your background - Authentic to your values

### Personnel statements and cover letters.

Generate an outline for a 1000-word essay based on the following prompt. [your essay details here]. Example:-



Tony Dang I want you to act as a research paper summarizer. I will provide you with a research paper on a specific topic, and you will create a summary of the main points and findings of the paper. Your summary should be concise and should accurately and objectively communicate the key points of the paper. You should not include any personal opinions or interpretations in your summary, but rather focus on objectively presenting the information from the paper. Your summary should be written in your own words and should not include any direct quotes from the paper. Please ensure that your summary is clear, concise, and accurately reflects the content of the original paper.



Sure, I'd be happy to help you summarize a research paper. Please provide me with the research paper and the specific topic you would like me to summarize. I'll do my best to provide you with a concise and accurate summary of the main points and findings of the paper.



Using GPT acting as an interviewer.

I will be the candidate and you will ask me the interview questions for the position. I want you to only reply as the interviewer. Do not write all the conversation at once. I want you to only do the interview with me. Example:-



I want you to act as an software engineer internship interviewer. I will be the candidate and you will ask me the interview questions for the position position. I want you to only reply as the interviewer. Do not write all the conversation at once. I want you to only do the interview with me. Ask me the questions and wait for my answers. Do not write explanations. Ask me the questions one by one like an interviewer does and wait for my answers. My first sentence is "Hi"



Hi! Thank you for applying for the software engineering internship at our company. Could you tell me a bit about yourself and your background in software development?



Sure, My name is Jay and I am a second year CS student at UC Berkeley. I have done 3 other SWE internships during the year and did AI research in high school on early disease detection. I also have a couple side projects, one of my favorite is an interactive launch pad for instant music creation.



Great, Jay. It sounds like you have a strong background in software development. Can you tell me

## Career Counsellor

Act as a career counsellor. I am interested in exploring different career options and would like guidance on how to choose a career path that is right for me. You should ask questions, one question each conversation, interactively to learn about my background. Example:-



8 / 8I want you to act as a career counselor. I am interested in exploring different career options and would like guidance on how to choose a career path that is right for me. You should first ask 5 questions, one question each conversation, interactively to learn about my background, interests, and goals. Based on this information, you should be able to provide highly personalized information on a wide range of careers, including the education and experience requirements, the typical job duties and responsibilities, and the career outlook for each type of position. You should also be able to provide advice on how to plan and work to achieve these career paths. Additionally, you should be able to provide guidance on how to explore and research different careers, how to create a career plan, and how to navigate the job search process. Do not write explanations.



1. What are your current skills and areas of expertise?
2. What do you enjoy doing in your free time and what are your personal interests?
3. What are your long-term career goals and what do you hope to achieve in your career?
4. Have you had any previous work experience or internships that have helped you gain valuable skills or knowledge in a particular field?
5. Are you willing to commit to further education or training in order to pursue a specific career path?

Act as a cover letter writer.

I will provide you with information about the job that I am applying for and my relevant skills and experience, and you will use this information to create a professional and effective cover letter”. Example:-



I want you to act as a cover letter writer. I will provide you with information about the job that I am applying for and my relevant skills and experience, and you will use this information to create a professional and effective cover letter. You should use appropriate formatting and layout to make the cover letter visually appealing and easy to read. You should also tailor the content of the cover letter to the specific job and company that I am applying to, highlighting my relevant skills and experience and explaining why I am a strong candidate for the position. Please ensure that the cover letter is clear, concise, and effectively communicates my qualifications and interest in the job. Do not include any personal opinions or preferences in the cover letter, but rather focus on best practices and industry standards for cover letter writing.



I'd be happy to help you write a cover letter! To get started, please provide me with the following information:

The job you are applying for, including the job title and a brief description of the role and responsibilities

Your relevant skills and experience, including any specific accomplishments or achievements that you'd like to highlight

The name and contact information of the company you are applying to, as well as any information you have about the culture or values of the organization

Act as a research paper summarizer.

I will provide you with a research paper on a specific topic, and you will create a summary of the main points and findings of the paper. Your summary should be concise and should be accurate. Example:-



Tony Dang I want you to act as a research paper summarizer. I will provide you with a research paper on a specific topic, and you will create a summary of the main points and findings of the paper. Your summary should be concise and should accurately and objectively communicate the key points of the paper. You should not include any personal opinions or interpretations in your summary, but rather focus on objectively presenting the information from the paper. Your summary should be written in your own words and should not include any direct quotes from the paper. Please ensure that your summary is clear, concise, and accurately reflects the content of the original paper.

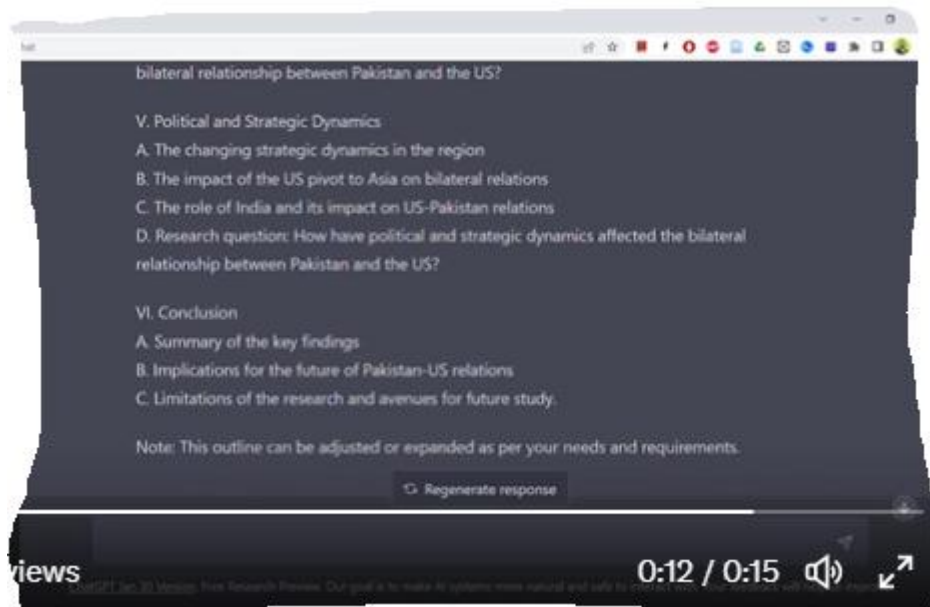
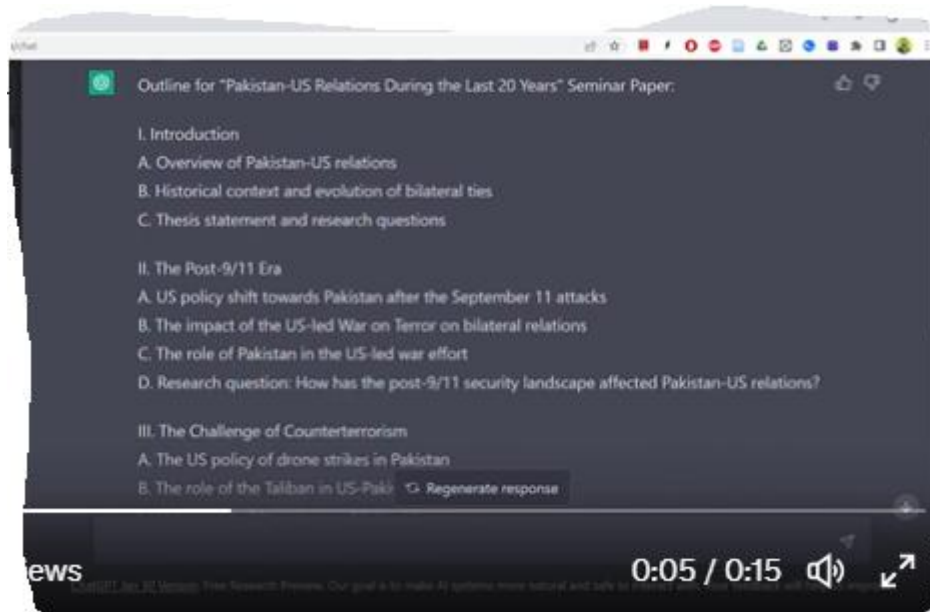


Sure, I'd be happy to help you summarize a research paper. Please provide me with the research paper and the specific topic you would like me to summarize. I'll do my best to provide you with a concise and accurate summary of the main points and findings of the paper.

## CHAT-GPT: Academic advice

Outline for a research/seminar paper

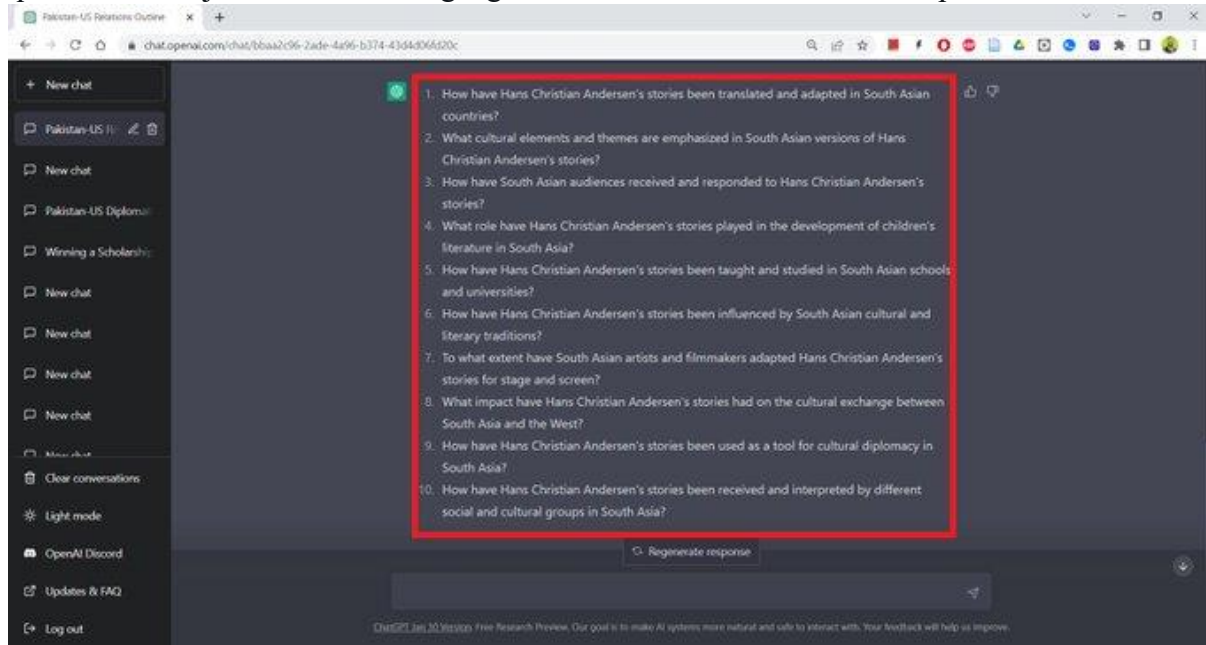
Example prompt: Topic: Pakistan-US relations during last 20 years Context: Graduate seminar at School of Advanced International Studies Requirement: Outline for a seminar paper with research questions Language: Academic Tone: Formal. Example:-



## Brainstorm research questions

Example prompt: Topic: How Hans Christian Andersen's stories are read in South Asia

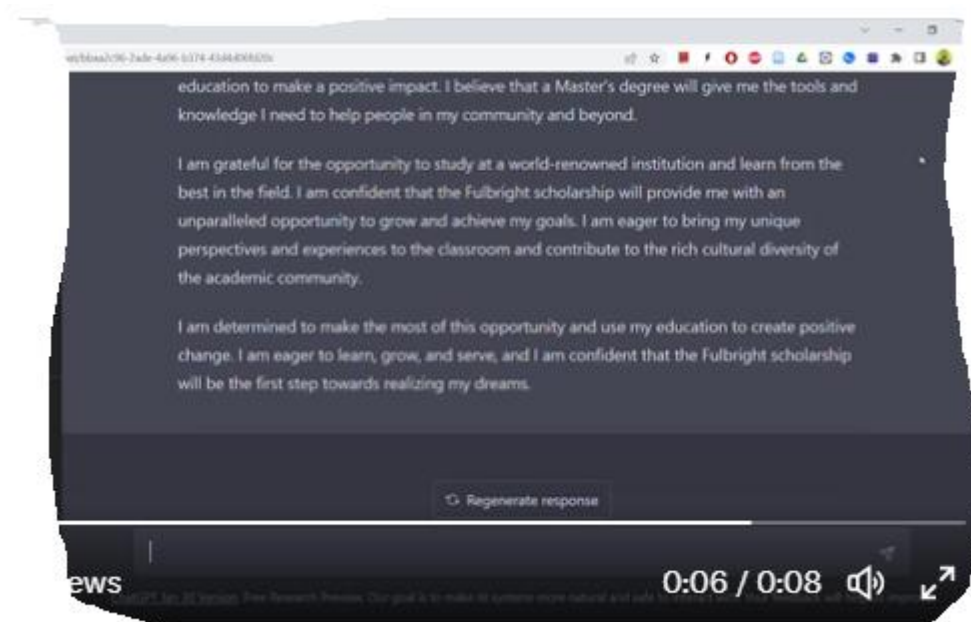
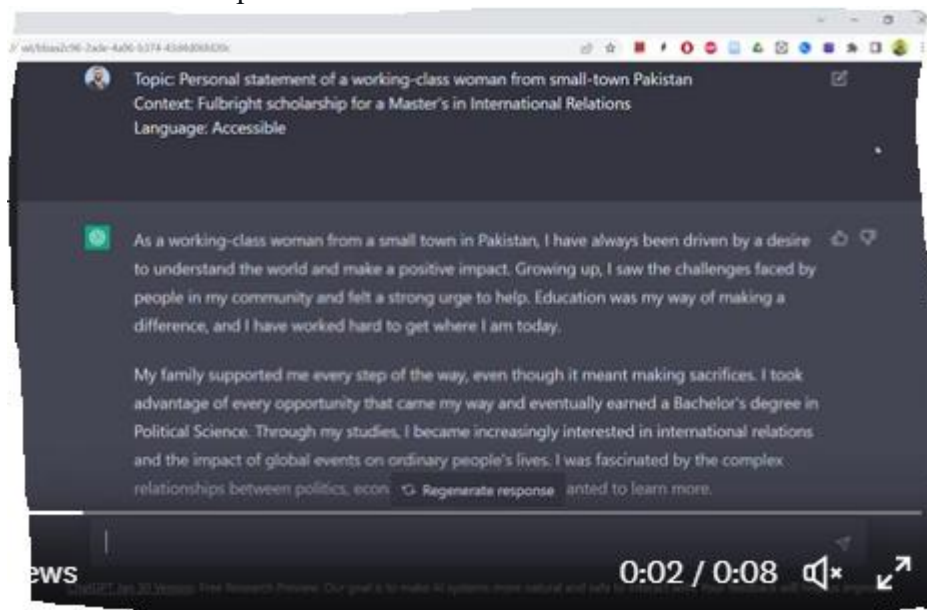
Context: Hans Christian Andersen as World Literature Requirement: Generate ten research questions for a journal article Language: Academic Tone: Formal. Example:-





Draft a personal statement for a scholarship/graduate school

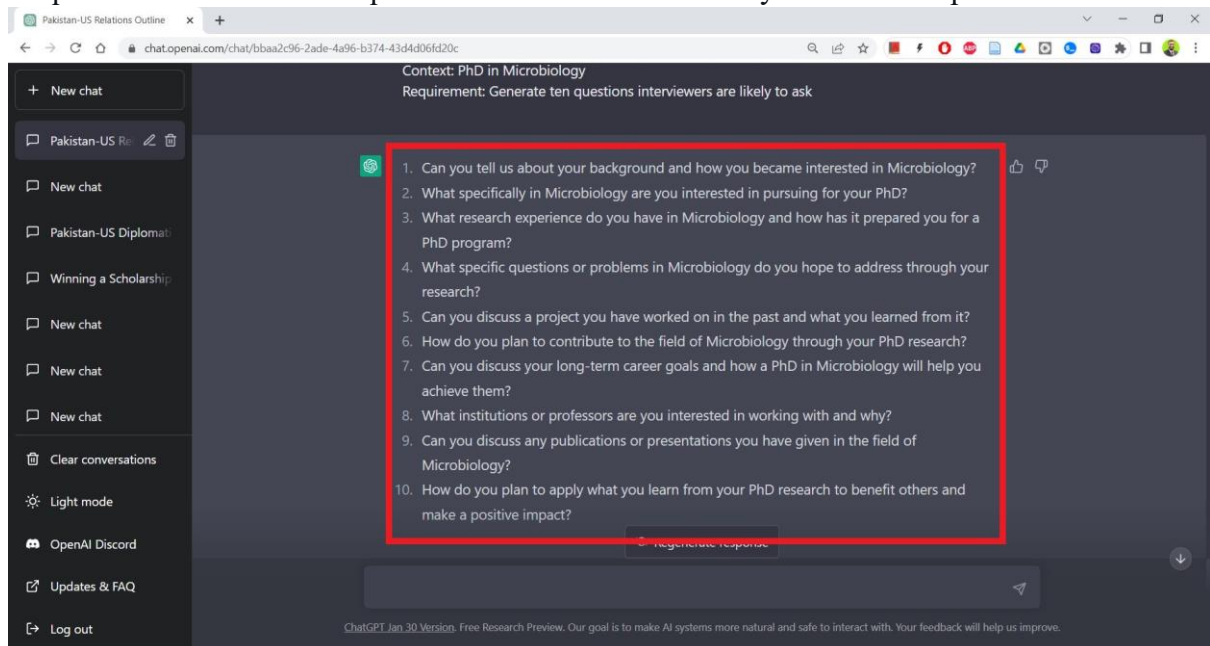
Example prompt: Topic: Personal statement of a working-class woman from small-town Pakistan Context: Fulbright scholarship for a Master's in International Relations Language: Accessible. Example-



## Interview preparation

Example prompt: Topic: Interview for a Fulbright scholarship Context: PhD in Microbiology

Requirement: Generate ten questions interviewers are likely to ask. Example:-






# JOB INTERVIEW QUESTIONS & THEIR POSSIBLE ANSWERS


## COMPANY & ROLE UNDERSTANDING

QUESTIONS	POSSIBLE ANSWERS
1. What do you know about our company?	I know your company is known for [product/service] and values innovation and teamwork. I've read about your recent projects and they really impressed me.
2. Why do you want this role?	I want this role because it matches my skills and interests. I also like the direction your company is going and would like to be part of it.
3. How do your skills align with this position?	My skills in [key skill] and [another skill] match the main responsibilities of this job. I'm confident I can contribute from day one.
4. What do you think are the most important qualities for someone in this role?	I think being reliable, a good communicator, and someone who solves problems quickly are key qualities for this position.
5. How do you handle changing priorities?	I stay flexible and re-organize my tasks based on what's most urgent. I also talk with my manager or team to make sure I understand the new priorities.
6. What makes you a good fit for our team culture?	I value teamwork, communication, and respect, which I understand are also important to your company's culture.
7. How do you prepare for a new role or project?	I try to learn as much as I can, ask questions, and review any materials or tools I'll be using so I can start strong.
8. What do you expect from a manager or team leader?	I appreciate clear communication, support, and feedback from a manager. I like working with someone who helps the team grow.
9. What challenges do you think you might face in this role?	Every role has learning curves, but I'm ready to ask questions, practice, and adapt quickly to meet expectations.
10. How do you stay updated with industry trends related to this job?	I follow industry blogs, attend webinars, and stay active in professional networks to keep my knowledge fresh and relevant.

## Interview Red Flags



# Interview Red Flags



## What Not to Say — And What to Say Instead

1. ✗ "I don't know."  
Why it's a red flag: Shows lack of preparation or critical thinking.  
✔ Try this instead:  
• "That's a great question. While I haven't encountered that before, here's how I'd approach it..."  
• "I'm not certain right now, but I'd research it and consult with my team if needed."

2. ✗ "It's listed on my resume."  
Why it's a red flag: Can sound impatient or dismissive.  
✔ Try this instead:  
• "Of course — I'd be happy to walk you through my experience with [X] in more detail."

3. ✗ "My last manager was awful."  
Why it's a red flag: Criticizing former employers reflects poorly on your professionalism.  
✔ Try this instead:  
• "That experience taught me a lot and helped me grow. I'm ready to take on new challenges in a better environment."

4. ✗ "I don't have any weaknesses."  
Why it's a red flag: Sounds unrealistic and shows poor self-awareness.  
✔ Try this instead:  
• "One area I'm improving in is [skill]. I've been working on it by [action], and I've seen progress."

5. ✗ "What does your company do?"  
Why it's a red flag: Signals you didn't research the company.  
✔ Try this instead:  
• "I understand your company focuses on [industry/area]. I'm especially drawn to your work in [project/initiative]. Could you tell me more about that?"

6. ✗ "That's not part of my job."  
Why it's a red flag: Implies rigidity or unwillingness to be a team player.  
✔ Try this instead:  
• "I'm always open to supporting the team where needed and contributing to shared goals."

7. ✗ "I just need a job."  
Why it's a red flag: Lacks passion or long-term interest.  
✔ Try this instead:  
• "I'm excited about this role because it combines my background in [X] with my passion for [Y]."

8. ✗ "I don't have any questions."  
Why it's a red flag: Suggests lack of curiosity or engagement.  
✔ Try this instead:  
• "Yes, I'd love to hear more about the team culture and what success looks like in this role."

## Presentation preparation

Example prompt: Topic: Academic writing for non-native speakers Context: Presentation at the University of Southern Denmark Requirement: Break down of presentation Language: Accessible Tone: Formal. Example:-

