

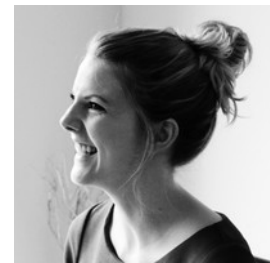
Build a Career in the City

Hannah Salton & Jake Schogger

Bespoke career coaching programme for students and graduates targeting City careers including commercial law, investment banking, consulting, finance, and professional services. Includes 12 hours of one-to-one contact time.

Hannah Salton www.linkedin.com/in/hannah-salton-coaching

Hannah is a qualified executive coach, career consultant and former corporate recruiter.



- She spent the first eight years of her career recruiting graduate talent for leading international corporations, including global telecoms giant BT and elite magic circle law firm Allen & Overy
- In 2017 she transitioned to a career in coaching and professional development, specialising in helping graduates and young professionals achieve ambitious career goals
- This included two years as a career consultant at Imperial College Business School, where she helped MSc and MBA students secure jobs in the finance, consulting, FMCG and tech sectors
- Hannah authors a popular blog series focusing on career development, and has been featured in leading publications including The Guardian, The Telegraph, The Lawyer, Career Experts and Grazia.

Jake Schogger www.linkedin.com/in/jakeschogger

Jake is a qualified lawyer, entrepreneur, author, copywriter and start-up consultant.



- He is the founder and CEO of City Career Series, a publishing company that has sold over 40,000 handbooks designed to help students secure City careers.
- He trained at Freshfields Bruckhaus Deringer LLP and now acts as a legal adviser to funded start-ups, whilst also delivering career-related presentations at universities across the UK.
- He continues to run a variety of small businesses and has accumulated extensive copywriting, consulting, business development and marketing experience whilst working with organisations including Booking.com, WorldLabs, The Big Issue, Bright Network, Warwick University, BBQ Jack, Earthful and Ignition Law.

Suggested Programme Structure

6 hours with Hannah and 6 hours with Jake that can include:

Step 1: Creating an Impact *with Hannah*

- **Personal brand:** what it is and how it can be used to your advantage.
- **Self-awareness:** understand your strengths, skills and preferences.
- **Confidence:** overcome your skills gaps and stretch your comfort zone.
- **LinkedIn:** how to use it to support your career journey.
- **Application strategy:** create an initial plan to keep you focused and on track.
- **Networking:** learn how to do it (and love it) on your own terms.
- **CV essentials:** high level advice and feedback.

Step 2: Quality Applications & Online Tests *with Hannah & Jake*

- **Research:** how to conduct focused and thorough research.
- **Career and firm motivation:** how to properly articulate your motivation for pursuing your chosen career and for wanting to join a particular firm.
- **Skills and competencies:** how to draw key skills and competencies out of your professional, academic, extracurricular and voluntary experiences and articulate these effectively.
- **Feedback:** detailed verbal feedback on your draft CVs, cover letters or applications.
- **Psychometric tests:** introductions to different types of tests, advice on how to approach these and recommendations of which resources to use to help you succeed.

Step 3: Interview Success *with Hannah and Jake*

- **Content and structure:** get to know yourself and your experiences so well that you can structure answers effectively, without having to memorise lengthy responses.
- **Delivery:** manage your nerves, body language and delivery to improve your impact.
- **A graduate recruiter's perspective:** how to avoid common interview mistakes.
- **An experienced interviewee's perspective:** how to answer difficult or unexpected questions whilst remaining composed.
- **Mock interviews:** simulated competency, strengths or motivation interviews, including detailed verbal feedback.

Step 4: Building Commercial Awareness *with Jake*

- **Commercial awareness:** practical advice to help you develop commercial awareness.
- **Mock commercial interview:** simulated interview focusing on technical business questions, commercial case studies and broader commercial awareness themes.

Step 5: Advanced Interviews & Assessment Centres *with Hannah and Jake*

- **Rejection:** How to deal with inevitable setbacks such as rejection, and how to take away crucial learning points from any failure.
- **Advanced mock interviews:** further in-depth interviews focusing on competencies, strengths, motivations or commercial awareness with detailed verbal feedback.
- **Mock presentation or role-play exercise:** with detailed verbal feedback.
- **Group exercises:** a summary of what you may encounter, what recruiters look for, and how to avoid common mistakes.
- **Assessment centre debrief:** reflect on your experience and feedback after interviews or assessment centres to ensure continuous improvement.

Step 6: Starting your new job? Hit the ground running

- Once you've secured an internship or graduate role, you will need to learn how to efficiently manage your workload, as well as effectively interact with your manager, peers and senior directors. You will also want to demonstrate initiative and enthusiasm and successfully tackle the tasks you are set.
- Use in-depth coaching sessions to explore the challenges you are likely to face and discuss how you can overcome them, drawing on Hannah's and Jake's personal experiences of working in the City.

Also included in the programme

- **2 x City Career Series publications:** Commercial Law Handbook, Investment Banking Handbook or Consultancy Handbook, plus Application, Interview and Internship Handbook (RRP £20.98).
- **Recommended resources:** Links to articles, videos and books for further reading for the steps listed above as well as other important topics.
- **Programme materials:** goal setting worksheet and workbook to track progress between sessions. Application tracker to plan and monitor applications.
- **Exercises:** self-reflection exercises focusing on strengths and values.
- **Mentoring:** email mentoring between sessions.

For more information, contact: hello@hannahsalton.co.uk

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