

TAKE CONTROL

HULL
Training & Adult Education

16-29 years old?
It's your life,
it's your future

Text or call 07725 557 184
Or call (01482) 616 051
email YEI-HTAE@hullcc.gov.uk
and take control of your future.

Employability Skills

This course can help you gain skills and develop your abilities to apply for jobs, including on-line applications.

Topics covered will include how to:

- Produce a suitable CV and covering letter
- Search effectively for jobs online
- Identify where jobs are advertised
- Register with employment agencies
- Identify where to go for additional training
- Identify and explore techniques to gain the confidence to attend an interview

Completion of the course could enable you to progress into employment, further/higher education or training.



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www.hcctraining.ac.uk



HLC
Humber Learning Consortium
Passionate about learning



European Union
European Social Fund

COMMUNITY FUND

Humber Learning Consortium is the lead partner for the Springboard Hull and Humber partnership project, providing specialist support and training for young people to access work and learning. This activity is part financed by the European Union through the European Social Fund and supported by the Youth Employment Initiative and This-Ability on behalf of The National Lottery Community Fund.