



## Adult Careers Service

### What can the Adult Careers Service do for you?

- Listen to your ideas
- Suggest ways to help you make career decisions
- Provide information on your opportunities
- Check your CV and application forms
- Provide access to good careers internet sites
- Help you find an appropriate training course
- Give you techniques for presenting yourself to employers and courses
- Teach you how to manage your career
- Job hunting, aptitude tests, and similar topics
- Organise and advertise recruitment fairs and employer events
- Provide information about further study, working in the UK, work permits,
- Help you network for unusual opportunities

