

Would you like

help gaining skills

needed to improve your

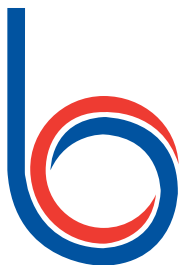
job chances?

Do you feel
you could
**benefit from
training?**



Bury College
is offering
you the
employment
skills you need...

For more information see overleaf >>>



• BURY •
COLLEGE

Funded by:



Your Passport to Employment

If you would like support writing job applications and preparing for interviews we can help you. **Bury College** is able to assist you with a wide range of skills to help **improve your chances when applying for jobs**. If you are unemployed and a resident in Bury, Oldham, Rochdale or Tameside, **this support is free***. Topics will be designed to meet your specific needs so you only cover areas you need more support with.

You will have the opportunity to take a **Literacy or Numeracy qualification** and could also gain a Food Safety or IT Certificate. There are no exams involved; **you will build a personal portfolio** as you complete work and you will receive a College Certificate when you finish. If you gain employment there will be **another free* training opportunity** to further improve your skills.

Topics covered include:

- » Communication skills
- » Customer service
- » Assertiveness
- » CVs
- » Job applications
- » Job searches
- » Interview skills

For more information and to apply please

Call: 0161 280 8280

or email: lynne.woods@burycollege.ac.uk

“Bury College is outstanding”

Government Ofsted Inspection

*This training is supported by the European Social Fund and is free to eligible learners. Terms and conditions apply.

