

## Careers information, advice and guidance

‘The future depends on what you do today.’ - Mahatma Gandhi

### Overview

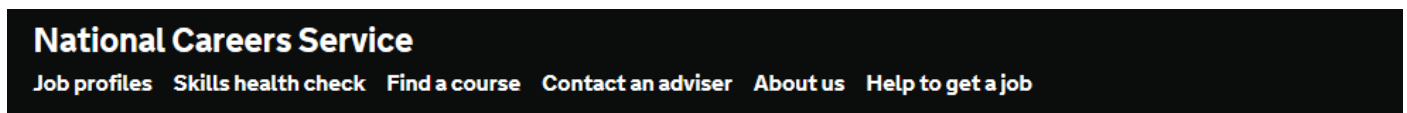
Our programmes of careers, information and guidance will help young people make decisions and manage transitions as learners and workers. As we develop career awareness and broaden horizons, we are supporting the vision and mission of the school that all learners ‘Think Big, Chase Dreams, Succeed Together’.

### Additional on-line support

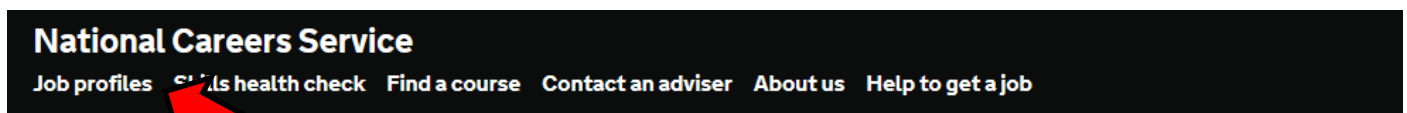
Home page.



Click on the tabs. Each provides additional information.



Use to find out about different industry sectors and linked careers.



**A to Z index**

Choose a letter below to view jobs.

<b>A</b>	<a href="#">A</a>	<a href="#">B</a>	<a href="#">C</a>	<a href="#">D</a>	<a href="#">E</a>	<a href="#">F</a>	<a href="#">G</a>	<a href="#">H</a>	<a href="#">I</a>	<a href="#">J</a>	<a href="#">K</a>
	<a href="#">L</a>	<a href="#">M</a>	<a href="#">N</a>	<a href="#">O</a>	<a href="#">P</a>	<a href="#">Q</a>	<a href="#">R</a>	<a href="#">S</a>	<a href="#">T</a>	<a href="#">U</a>	<a href="#">V</a>
	<a href="#">W</a>	<a href="#">X</a>	<a href="#">Y</a>	<a href="#">Z</a>							

**Alternatively select from the list below**

<a href="#">Administrative and clerical</a>	<a href="#">Manufacturing and engineering</a>
<a href="#">Alternative therapies</a>	<a href="#">Marketing, selling and advertising</a>
<a href="#">Animals, plants and land</a>	<a href="#">Medical technology</a>
<a href="#">Arts, crafts and design</a>	<a href="#">Medicine and nursing</a>
<a href="#">Catering services</a>	<a href="#">Performing arts, broadcast and media</a>
<a href="#">Construction</a>	<a href="#">Publishing and journalism</a>
<a href="#">Education and training</a>	<a href="#">Retail sales and customer service</a>
<a href="#">Environmental sciences</a>	<a href="#">Science and research</a>
<a href="#">Financial services</a>	<a href="#">Security and uniformed services</a>
<a href="#">General and personal services</a>	<a href="#">Social services</a>
<a href="#">Information technology and information management</a>	<a href="#">Sport, leisure and tourism</a>
<a href="#">Legal services</a>	<a href="#">Storage, dispatching and delivery</a>
<a href="#">Maintenance, service and repair</a>	<a href="#">Transport</a>
<a href="#">Management and planning</a>	

Use this if you are undecided.

## National Careers Service

[Job profiles](#) [Skills health check](#) [Find a course](#) [Contact an adviser](#) [About us](#) [Help to get a job](#)

# Skills Health Check

The Skills Health Check is a set of quizzes and activities designed to help you explore your skills, interests and motivations.

Working through the Skills Health Check can help you decide what kind of jobs might be right for you.

You'll be able to download your report once you've completed at least one assessment.

This offers individual advice (including textphone and those who speak other languages)

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### Contact an adviser

#### Webchat

Chat with an adviser using [webchat](#) (8am to 10pm, 7 days a week).

#### Phone

Call 0800 100 900 to speak to an adviser (8am to 10pm, 7 days a week). Calls are free from landlines and most mobile numbers. Find out more about [call charges and freephone numbers](#).

#### Email

[Email](#) your question or query and we'll get back to you as soon as possible.

#### Callback

Tell us your number and we'll [call you back](#).

#### Face-to-face advice

Call 0800 100 900 to make an appointment with an adviser at your nearest National Careers Service office.

#### Text

Text us on 07766 413219 for simple information like telephone numbers or addresses. We can't open pictures sent by text.

If you want more in-depth information and advice, call us on 0800 100 900.

#### Textphone

If you are deaf, hard of hearing or have speech difficulties contact us

Use to support your job applications.

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# Advice on how to look for and apply for jobs

Get advice on the different stages of a job hunt, including how to improve your interview technique and write an effective CV. You can get help to search for your first job, get back into work or change career direction.

### [How to find advertised job vacancies](#)

Where to find job adverts, from the internet to recruitment agencies.

### [Networking: how to use it to find a job](#)

Find out how to find a job by word of mouth.

### [Your CV: what to include in each section](#)

Learn what to include and what to leave out of the main CV sections.

### [CV tips](#)

Find out how to avoid common mistakes and make your CV stand out.

### [How to write covering letters](#)

They aren't just to introduce your CV - they should highlight your strengths and enthusiasm.

