

Welcome to Works for Us

We're here to support your journey towards digital and employment success. Our comprehensive service includes flexible digital and career coaching through a range of courses, as well as support via phone, email, Zoom or face-to-face. Whether you're just starting out or aiming to advance your career, we will guide you every step of the way.



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How we support your journey



Career and Training Advice: Expert guidance to identify your strengths and career pathways that match your goals.



Personal coaching: One-to-one support tailored to your needs, helping you build confidence and overcome barriers.



Job Searching and Networking: Master the art of finding opportunities and building connections to get your ideal job.



Interview Preparation: Practice with confidence through mock interviews and receive expert coaching to help you shine.



Digital Skills Training: From complete beginners to advanced users, we'll build your confidence with technology and workplace apps.



CV Workshops: Learn to create compelling CVs to stand out to employers and navigate modern AI recruitment systems.



AI and Recruitment: Understand how artificial intelligence is changing hiring processes and learn to optimise apps accordingly.



Working Wardrobe: Access guidance on presenting yourself at interviews.

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Digital Skills training programmes

Introduction to Digital

New to computers? Our beginner course covers all essentials to build confidence with technology.

- Different devices
- Getting online
- Emails
- Online safety
- Saving documents
- Cloud storage/drives
- Sending attachments
- Shopping online
- Formatting
- Intro to AI

Next Steps

Ready to advance? Our Next Steps Course builds foundational skills for essential workplace applications.

- Introduction to Microsoft Office
- Word
- Excel
- PowerPoint
- How to share documents



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Your complete guide to job searching

Transform your job search with our comprehensive course designed to increase your chances of landing the role you want. This isn't just theory, it's a practical, step-by-step system for success.

Planning your journey

Set clear goals and create a strategic roadmap for your job search.

Finding your why

Discover what truly motivates you and align your search with your values and aspirations.

Creating your CV with AI

Learn to craft CVs using modern AI tools that pass automated screening.

Mastering interviews

Develop confidence and techniques to excel in interviews and assessment centres.

And so much more

Networking strategies, being pro-active, salary negotiation, ongoing career development

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Personalised one-to-one support

Sometimes you need individual attention to really make progress. Our one-to-one appointments provide personalised support that makes all the difference in your employment journey.

Skills Practice Sessions

Reinforce what you've learnt in our courses with practice and expert feedback.

Career Guidance Discussions

Talk through your aspirations, concerns and options with an experienced adviser who understands the job market.

CV Perfection

Work together to create a CV that's optimised for AI screening systems while showing your strengths and experience.



These sessions compliment our courses, giving you the confidence and tools to succeed in today's competitive job market.

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AI is revolutionising job searching

The world of recruitment has transformed dramatically with artificial intelligence. Understanding and leveraging these tools isn't optional any more. It is essential for job searches today.

Master AI tools

Learn to use ChatGPT, Google Gemini and other tools to enhance your CV, cover letters and application materials.

Understand recruiter AI

Discover how employers use AI to screen applications and learn to optimise your materials to get past automated systems.

Gain the competitive edge

Position yourself ahead of other candidates by embracing AI tools to make your job search more effective.



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How AI can transform every stage



Research and Planning

Use AI to research companies, identify opportunities and understand industry trends faster than ever before.



Application Creation

Generate tailored CVs and cover letters that speak directly to recruiters while maintaining your authentic voices.



Interview Preparation

Practice with AI powered interview simulations and receive instant feedback on your responses and presentation.



Ongoing Development

Continue using AI for career advice, skills development and staying current with workplace trends.

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Real results with AI powered job searching

“Understanding how AI works in recruitment completely changed my approach. Within 3 weeks of learning these techniques, I had 2 interviews and landed my ideal role. The Works for Us team showed me exactly how to make technology work for me rather than against me”



3x faster applications:

Create tailored applications in a fraction of the time.

67% more interviews

AI optimised CVs significantly increase callback rates.

24/7 availability

Access AI assistance whenever you need it.

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Additional workshops

Compliment your core learning with our specialist workshops, designed to give you specific skills that employers value. Keep an eye out for these popular sessions throughout the year.



Beginners guide to LinkedIn

Build your professional presence on the UK's most important business network and connect.



Get more from your mobile

Transform your phone into a powerful job search tool with essential apps and techniques.



The modern workplace

Understand contemporary work environments, remote working and the digital tools that employers will expect.



Interview and assessment practice

Hands-on practice sessions to build confidence and master the techniques that impress interviewers.

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Ready to start your journey?

Your path to employment success starts here. Whether you are taking your first steps with computers, refining your job search strategy or mastering AI tools, Works for Us is here to support you every step of the way.

Flexible support

Choose phone, email, Zoom or face-to-face to suit your needs or schedule.

Expert guidance

Experienced career advisers and trainers who understand the UK job market and recruitment.

Proven results

Join hundreds of successful job seekers who have achieved their goals with our support.

Get in touch today to book your first session.



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