



# Ways to Work

Helping people into employment by offering one to one training, advice and guidance

Learn how to:

- Write a CV
- Understand job adverts
- Use a computer to job search
- Create an email address and attach files
- Write cover letters
- Create online job applications
- Improve interview skills

Financial support may also be available for  
interview clothes training and travel

This programme is **free** for anyone living in Liverpool  
aged over 16 and not in paid work or self-employed

You can arrange to see one of our team at our **Adult Learning Centres**  
or other places where we run our **Job Clubs**

To book an appointment contact:

[liverpool.gov.uk/waystowork](http://liverpool.gov.uk/waystowork)

Telephone: 233 3026 (option 2)

E:mail: [Sophie.wilson@liverpool.gov.uk](mailto:Sophie.wilson@liverpool.gov.uk)



<b>Granby</b> <i>Granby Street, Eversley Street L8 2TU</i>	Monday	09:30 - 12:30
	Wednesday	09:30- 12:30 13:00 – 16:00
	Friday	09:30 - 12:30 13:00 – 16:00
<b>Park Rd</b> <i>155- 163, Park Road L8 6SE</i>	Tuesday	09:30 - 12:30 13:00 – 16:00
	Wednesday	09:30 - 12:30 13:00 – 16:00
<b>Newsham</b> <i>83, Newsham Drive L6 7UH</i>	Monday	09:30 – 12:30 13:00 - 16:00
	Tuesday	09:30 – 12:30 13:00 – 16:00
	Friday	09:30 – 12:30 13:00 – 16:00
<b>Norris Green</b> <i>(Clubmoor Children’s Centre) L11 1DQ</i>	Tuesday	09:30 - 13:00 13:30 - 16:00
	Wednesday	09:30 - 13:00 13:30 - 16:00
	Thursday	09:30 - 13:00 13:30 - 16:00

**Please call to make an appointment for specific one to one support  
with basic skills**