

I came in contact with ATN on 22nd January 2018. I have had a drop in face to face meeting with the NCS Adviser. I have been in contact with my adviser on a number of occasions since my initial meeting I have had continuous support from my Career Adviser.

I came seeking advice on updating my CV and gain skills to secure employment preferably as an admin assistant.

I found the one to one session with the adviser very useful. A session was arranged for me with an Employability Adviser at ATN and as a result I have gained an updated CV and the skills required to tailor my CV in future independently. I was advised to enrol on Functional Skills English and Maths qualification and continue till Level 2.

I was also advised to consider volunteering whilst applying for paid job.

I was also advised to research the job profile of Admin Assistant using the National Career Services website using the link below:

<https://nationalcareersservice.direct.gov.uk/job-profiles/admin-assistant>

I found this exercise very useful and informative.

Working with my advisor I have gained the CV building skills and an updated CV which I used to apply for jobs. I am using my new CV. I have enrolled on to Health and Safety course.

I am born and brought up in India and I attended secondary school in India but left without any formal qualification. I have previously worked as a Kitchen Crew at Burger King and as a Room Attendant & Housekeeper at Boston Manor Hotel. I was unemployed when I came to see career adviser at ATN and on identifying my skills I gained the confidence to pursue my dream of working in admin sector by seeking further education.

Working with my adviser I have been able to identify my skills and I am more confident now. My current job has also boosted my self-esteem and now I am focusing on enrolling in September for further education.

I feel more confident with the skills and information provided by my adviser. I have now a part-time job and I am applying the skills I have learnt from FS English course and communicating better.

I am happy with my current job but I would also like to continue with my education as advised by my NCS adviser as my goal is to work in an admin position and I need a minimum of Functional Skills English and Maths for it.

I found the adviser very friendly and approachable with good listening skills and a lot of knowledge to guide and advice and I found like to thank my adviser and ATN for my success.