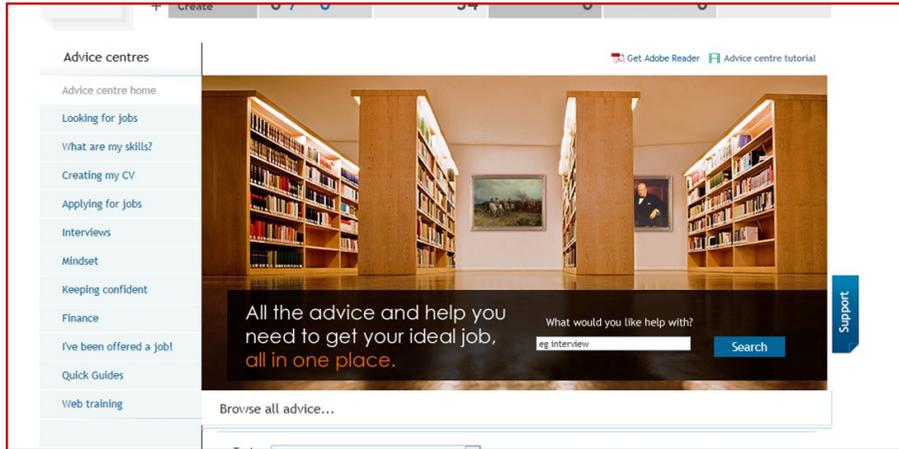


9. The Advice Centre also includes more general advice on topics such as building confidence and finance.



Other ways we can help you find the information you need:

- **Ask a Librarian** www.westsussex.gov.uk/askalibrarian
- **Local Clubs & Societies** www.westsussex.gov.uk/localclubs
- **Family History** www.westsussex.gov.uk/familyhistory

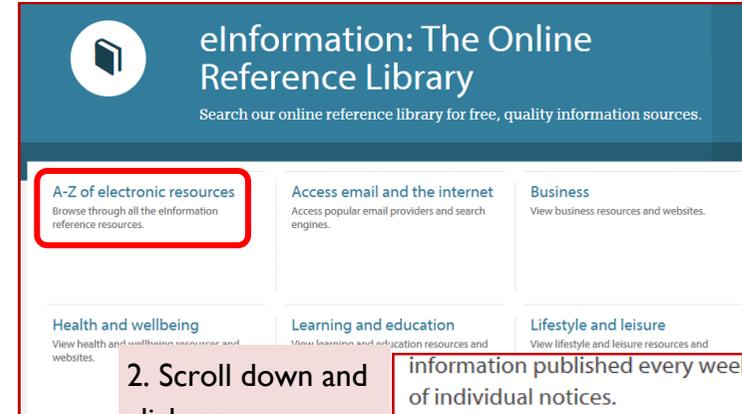
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Help With...

MyWorkSearch

This guide will show you how to register with MyWorkSearch, an online toolkit that can help you search for jobs, create CVs and much more. **You will need to sign up in the library for an individual account to access this resource.**

1. Go to www.westsussex.gov.uk/einformation and click on **A-Z of electronic resources**.



2. Scroll down and click on **MyWorkSearch**

information published every week day in the form of individual notices.

M

*[MyWorkSearch](#) - Online toolkit that helps jobseekers find job opportunities. Also contains a job finder and a CV builder. You will need to sign up in the library for an individual account to access this resource.

N

3. MyWorkSearch is an online toolkit that helps jobseekers to

- Find job opportunities
- Improve job search skills
- Create CVs

Click **sign up now**.

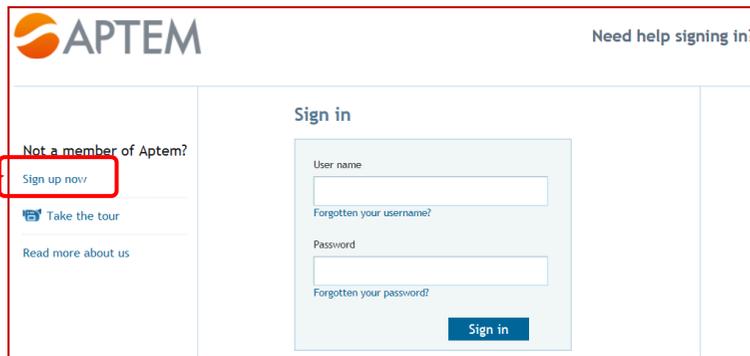


Fig. 1 The Sign in page

4. Complete the form to create a personal account.

5. Click **Register** and an activation email will be sent to you. You must now go to your email and click on the link within the activation email to complete the registration process.

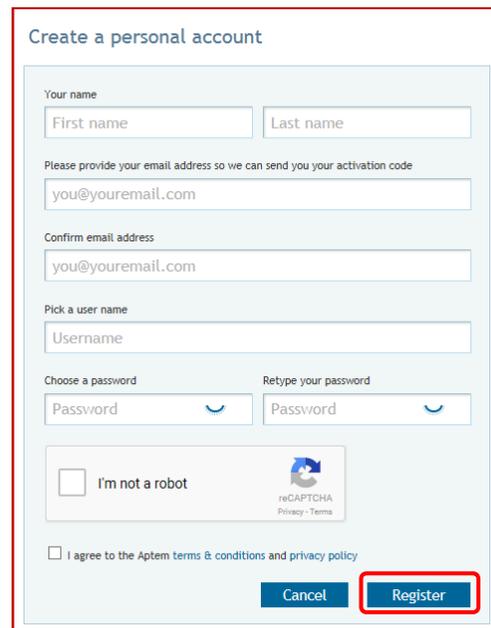


Fig. 2 Creating an account

6. Once you have registered, sign in to MyWorkSearch and you will see the following page with links to help pages e.g. writing a CV. To search for jobs, click the grey **Jobs** tile.

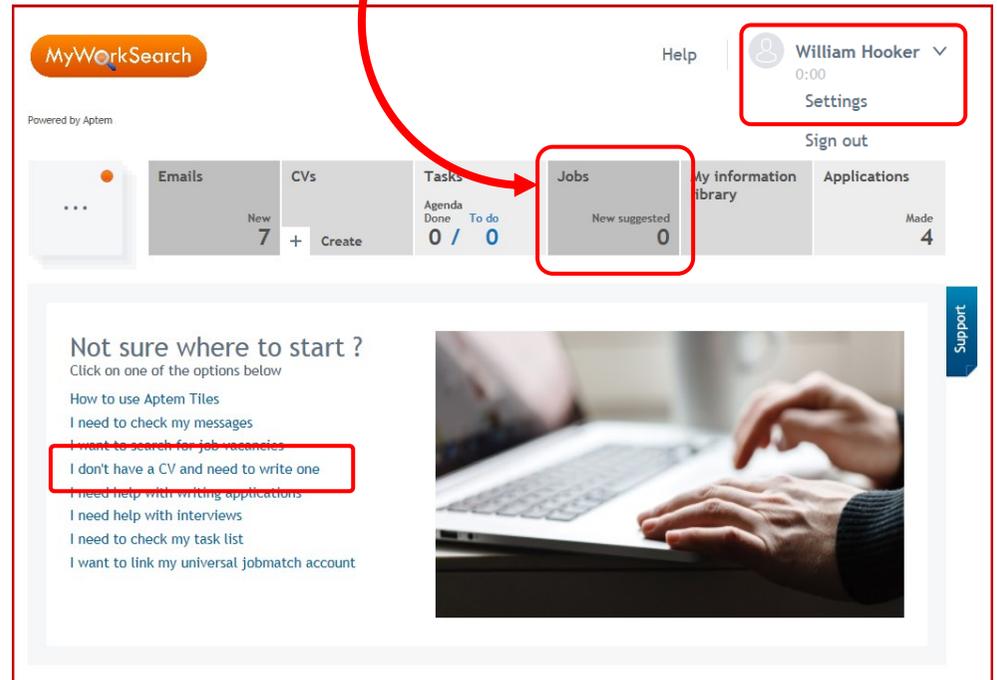


Fig. 3 The welcome page

7. When searching for jobs, you can specify the geographical area in which you'd like to work. You can also sort the results by job title, salary range and the date the job was first advertised.

8. MyWorkSearch has an Advice Centre containing a range of helpsheets, tutorials and webinars on subjects from job research to interviews to what happens when you have been offered a job.