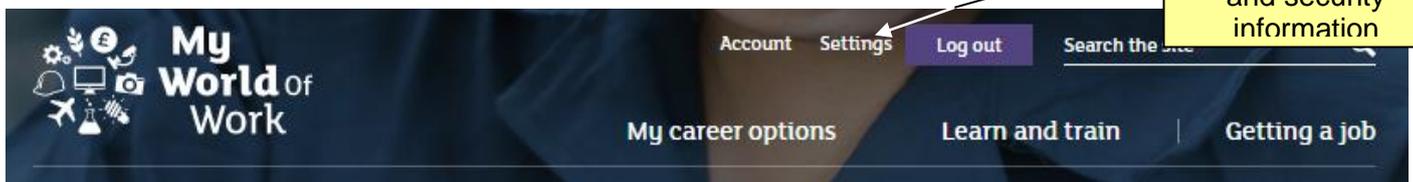


Account

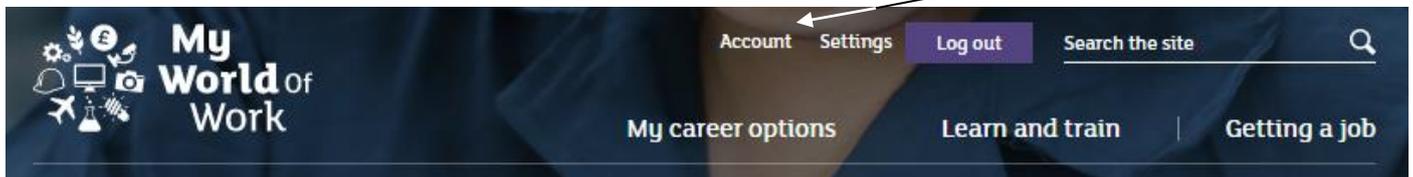
Your My World of Work account is where you can find out more about yourself and what you're good at, and explore suggestions for careers, industries, Modern Apprenticeships and more that might suit you.

The more information you enter, the more personalised the suggestions will be. Find out more about you, and what you're naturally good at and enjoy. Explore your options, and see how the skills you already have, or those you're developing, could lead to that dream job.

From the homepage, click on "Settings" to review or amend your contact information, password and account security.



To access your account, click on "Account"



This will take you to a screen where you can access "All about me", the space where you start to build the profile that will power your career suggestions. You can also access the CV builder from here, and use your profile information to create a new CV, or edit any CVs you already have.

This is your space, where you'll find everything you've saved on My World of Work.

Upholsterer
 Manufacturing and Production
 Add padding and soft covers to furniture to make it more appealing and comfortable.
 More on this role

Select each of the six "All about me" sections to add information – those already completed are ticked

This reflects your chosen ambition – see the "Ambition" section of "All about me" to review/amend, or click "More on this role" to find out more

All about me

- ✓ About me
- ✓ Ambition
- ✓ Strengths
- ✓ Skills
- ✓ Education
- ✓ Experience

My CVs

CV Icon	Time	Date
CV	11:52:11	14-09-2015
CV	11:30:31	11-09-2015
CV	11:07:17	11-09-2015

Click on "CV" icon to start using the CV builder, or click on an existing CV to edit it.

On your account page you can use see the "All about me" section. This allows you to tell us more about you, which lets us tell you more about the options and choices available to you. "All about me" is in six sections:

About Me – a short quiz in which you select images in response to questions, and which identifies your personality type

Ambition – lets you choose your dream job from the hundreds of profiles available on site. This is used as a reminder to help keep you focused, and to influence career suggestions.

Strengths – a quiz to identify the things you're naturally good at, and that you enjoy, helping to find careers that match you

Skills – identify the skills you have developed during school, study, work or volunteering and find the careers to match

Education – enter details of your education, and find matching career options.

Experience – enter details of your previous work or volunteering experience and use it to find similar jobs

You can compete as few or as many of the sections as you wish, but the more information is entered, the more information on your career options is returned. At any point in time the sections may be switched off or on while reviewing your career suggestions, in order to get the best match for you.

To see the career suggestions provided by the "All about me" tools, click on the button at the end of each section, or go to "My Career Options" from the site homepage.

Also on your account page is a list of your CVs and access the CV builder. Your account will hold up to 10 CVs.

CVs

List of CVs, with title and date last saved

Buttons to email or download CV

Buttons to preview, duplicate, edit or delete CV

Title	Last saved							
CV [redacted]	14-09-2015 11:52:11	14/09/2015						
CV [redacted]	11-09-2015 11:30:31	11/09/2015						
CV [redacted]	11-09-2015 11:07:17	11/09/2015						
CV [redacted]	11-09-2015 11:04:16	11/09/2015						
CV [redacted]	10-09-2015 13:55:35	10/09/2015						
CV [redacted]	02-09-2015 11:57:53	10/09/2015						
CV [redacted]	25-08-2015 10:05:51	02/09/2015						

Create new CV +

Example CVs and cover letters: The school leaver

This example CV and cover letter shows how a school leaver might apply for an apprenticeship.

Go to Example CVs and cover letters: The school leaver >

Start a new CV based on your account data by clicking here

You can create a new CV using your personal details, education and experience from your account; alternatively, you can start from a copy of an existing CV you have on the site. Each CV can be edited, or emailed or downloaded for printing.

You can edit the CV after downloading, but it's much easier to make any changes to your information in the CV builder therefore saved for future use.

If you'd like to find out more about what should be in your CV or cover letter, there is plenty of guidance available via the link below the CVs