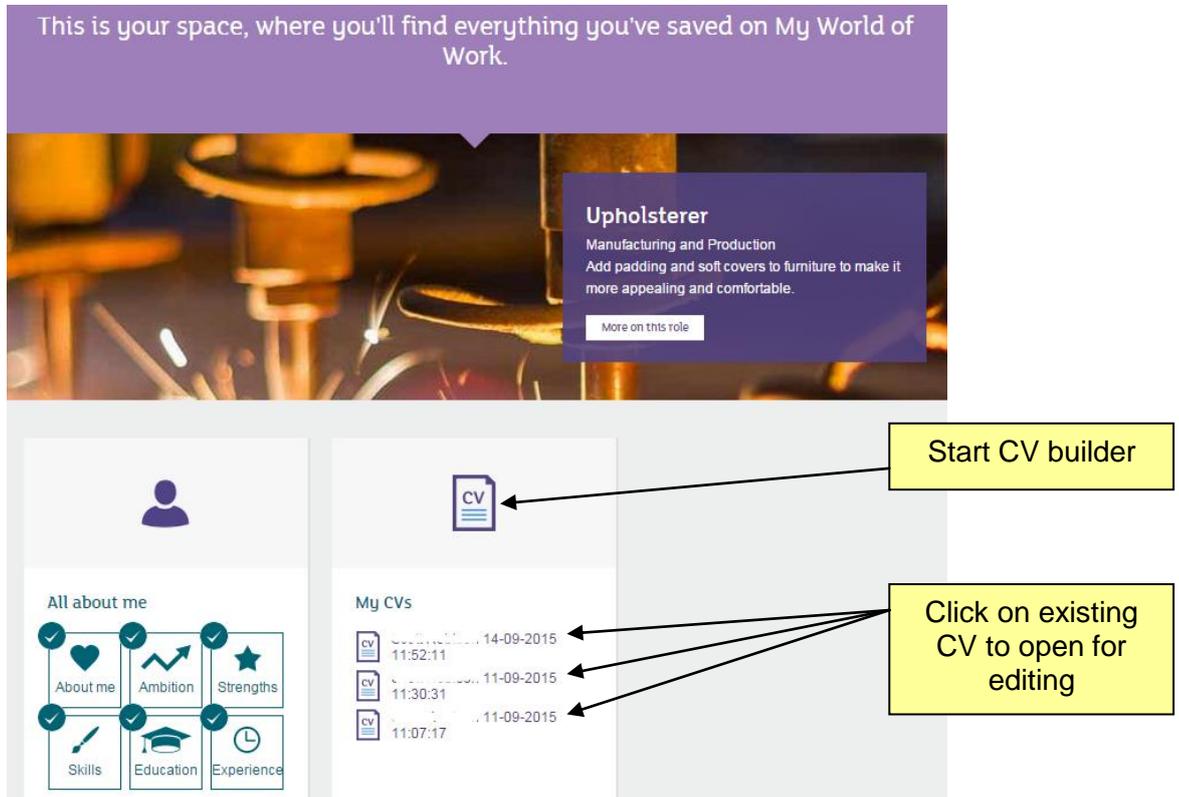


CV Builder

The CV builder allows customers to maintain up to 10 CVs on the site, either basing them on the customer's personal details, education and experience from their account, duplicating an existing CV as a starting point or starting from scratch. The CVs can be downloaded in a number of formats for printing, or emailed direct from the site.

The CV builder is accessible through customers "Account" page using the "CV" icon or by selecting an existing CV to edit.

Alternatively the customer may access the CV Builder via the "Getting a Job" intent, "CVs and applications" section, and the "Building a CV" link.



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](#)

Start CV builder

My CVs

CV Title	Date/Time
CV	11:52:11, 14-09-2015
CV	11:30:31, 11-09-2015
CV	11:07:17, 11-09-2015

Click on existing CV to open for editing

All about me

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

Existing CVs are listed by the title, or by the default of name and date/time the CV was created.

Clicking on the “CV” icon above the list (or going via the other routes through “Getting a Job”) will show the customer a more detailed list of their CVs, with buttons to allow various functions.

The screenshot shows a list of CVs with columns for Title and Last saved. Each row contains several action buttons. Callout boxes provide the following information:

- “Email” and “download” buttons:** Points to the first two buttons in the first row.
- “Preview”, “duplicate”, “edit” and “delete” buttons:** Points to the last four buttons in the first row.
- Click to create a new CV:** Points to the “Create new CV +” button at the bottom of the list.

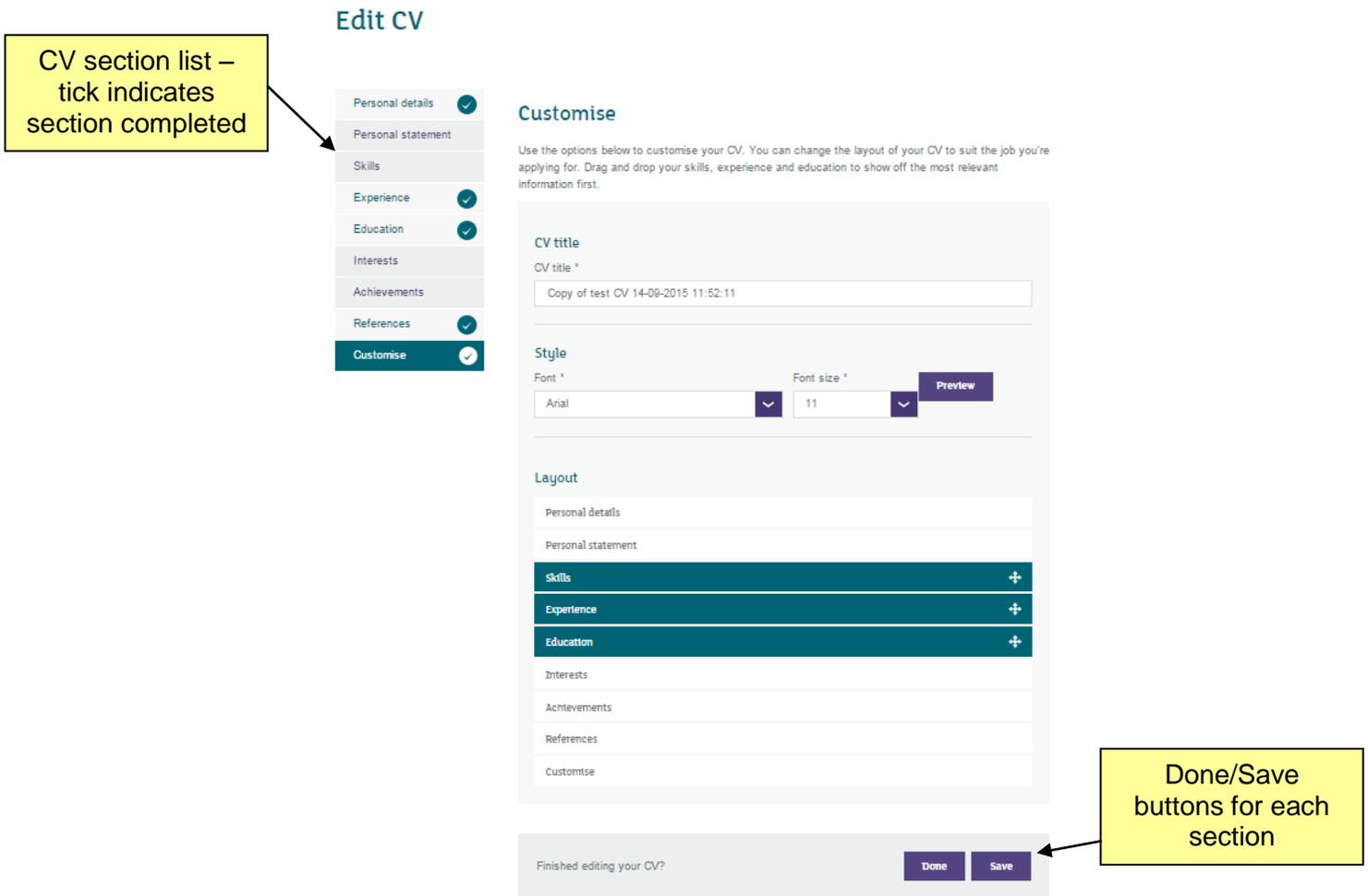
Title	Last saved	Buttons
test CV 14-09-2015 11:52:11	17/09/2015	Email, Download, Preview, Duplicate, Edit, Delete
Scott Robison 11-09-2015 11:30:31	11/09/2015	Email, Download, Preview, Duplicate, Edit, Delete
Scott Robison 11-09-2015 11:07:17	11/09/2015	Email, Download, Preview, Duplicate, Edit, Delete
Scott Robison 11-09-2015 11:04:16	11/09/2015	Email, Download, Preview, Duplicate, Edit, Delete
Scott Robison 10-09-2015 13:55:35	10/09/2015	Email, Download, Preview, Duplicate, Edit, Delete
Scott Robison 02-09-2015 11:57:53	10/09/2015	Email, Download, Preview, Duplicate, Edit, Delete
Test 25-08-2015 10:05:51	17/09/2015	Email, Download, Preview, Duplicate, Edit, Delete

To create a new CV, click on the button at the bottom of the list. This will create a CV using the personal details and any education or experience details entered into the account.

If there is an existing CV this may be duplicated by clicking on its “duplicate” button  - a new CV will be created with the title “copy of.....”, and the edit screen will appear for that new CV.

To edit an existing CV, click on the “edit” button . The edit screen shows the sections of the CV on the top left side of the page, the completed sections are ticked.

Select each section on the left as you want to work on it, and when finished click “Save” at the bottom right to go on and edit more sections, or if the CV is complete click ‘Save and Exit to close the CV.



The sections are as follows:

Personal details – name and contact details transferred from account, these details may be edited here, the changes will show on this CV only.

Personal statement – text field for entry of a statement. Uses results of Strengths section as prompts, or invites you to complete Strengths if not already done

Skills – a text field for you to complete, with the results of the skills section displayed as prompts, or invitation to complete Skills if not already done

Experience – transfers experience from your account, or can be entered here if nothing to transfer from account

Education - transfers education from your account, or can be entered here if nothing to transfer from account

Interests –free text field

Achievements – a section for awards, certificates or professional memberships that would not sit within education section

References – you can provide details of referees, or opt to have the text “References available on request” on your CV instead

Customise – allows you to select a font and size, and to rearrange the order of the main sections of your CV

To preview the final CV click on the “preview” button . This will show a version of the CV on screen.

To email the CV to (for example) an adviser, mentor or to yourself click on the email button . Select the format required (.pdf or .docx), plus destination email address, subject and message.

The download button  allows the CV to be downloaded in different types of format e.g. .pdf, .docx or .rtf.

The delete button  removes any CVs which are no longer required.