

CV Set Up Guide



Phase: Establish

Session Objective:

For the participant to set up a base CV.

Outcome:

The participant will have a better understanding of how to write a base CV, understand the elements of their CV they can tailor, and how to navigate our app to support the process.

Session Objective:	For the participant to set up a base CV.
Task:	For the participant to use the Jobs 22 App CV builder to create their base CV.
Outcome:	The participant will have a better understanding of how to write a base CV.
Potential Discoveries:	<ul style="list-style-type: none"> • The participant will understand what elements of their CV they need to tailor going forward. • The participant will become more confident navigating our app.
Ideas for follow up activities:	<ul style="list-style-type: none"> • For the participant to begin exploring roles that fit their needs, values and circumstances, to begin tailoring their CV too. • For the participant to use the CV360 checker within our app to score their base CV. • https://jobs22.careercentre.me/CV360

Getting to the CV Builder

From the home page of the Jobs 22 App, click career tools from the menu at the top, and select CV builder from the drop down.

CV360
Score your CV against 50+ checks

CV Builder
Create an expert CV based on employer requirements

Interview360
Practise your interview technique and get instant feedback

Cover Letter Builder
Create a compelling cover letter quickly & easily

Elevator Pitch Builder
Create a 60-second summary about you to engage your listeners

Assessment Centre Tool
Find out everything you need to know about assessment centres

On the first page, the CV builder will give you a quick overview to state how the process will work. Watch the quick video for an overview on how to create your CV! When you are ready to begin, click the green start button.

CV Builder

Welcome Details Profile Education Work Skills Interests References Other

Welcome

 Download

Create a professional, ATS-friendly CV to suit your skills and experience.

Getting started:

- 1 Watch the video for a useful overview of how to create a CV
- 2 Work through the sections, following the advice provided
- 3 Pick your template, download your CV & tailor it for each role

 Start

Creating
your CV
EXPLAINED

Navigating the CV Builder

Every page will ask you to provide select information.

Click the tabs at the top of the CV builder to navigate through the CV sections:

The white question marks in the black speech bubbles will give you 'Dos' & 'Don'ts' for the field it is against.

Every page will have a video on the right will give you a quick overview of the details section and tell you what to include.

CV Builder

Welcome Details Profile Education Work Skills Interests References Other

About You

First name: Emily

Last Name: Jones

Phone: 07653298876

Email: emily.jones97@gmail.com

Address: 1 Clifton Rd
Isleworth
Middlesex
TW7 4HL

LinkedIn profile: <https://www.linkedin.com/>

Save

CV Advice Centre: news, advice, help...

The content of your CV: What to include

TIP: your personal details should always be included on your CV. Providing the correct level of information shows professionalism. Including an online professional profile, such as, LinkedIn can be helpful to employers and recruiters.

Once you have completed each part of the CV Builder, click the green 'Save' button – you can leave the app and come back to this at any time.

At the bottom of the page, you will have a link to the CV Advice Centre, which will give you further insights to what makes your CV great.

You will always have tips to the right hand side of the page, giving guidance on the section you are providing information for.

Elements of the CV Builder

Make sure to spell check your information before proceeding to the next step.

CV Builder

Welcome Details **Profile** Education Work Skills Interests References Other

Personal Profile

Profile statement

Highly adaptable and quick-learning professional with [Number] years of experience in [Previous Role]. Seeking a challenging role in [Target Profession] where I can leverage my [Transferable Skills, e.g., strong communication, project management, analytical] skills and enthusiasm for [Target Industry/Field].

Save ABC

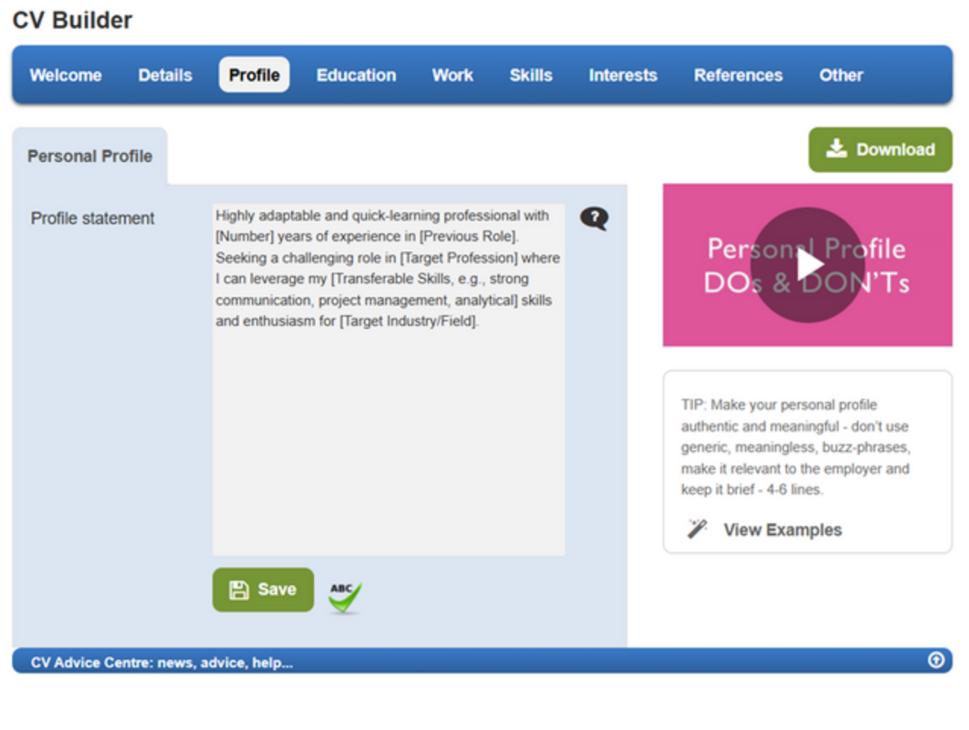
Download

Personal Profile DOs & DON'Ts

TIP: Make your personal profile authentic and meaningful - don't use generic, meaningless, buzz-phrases, make it relevant to the employer and keep it brief - 4-6 lines.

View Examples

CV Advice Centre: news, advice, help... ①



You will notice there are two parts to this page: Qualifications & Training. Some pages have multiple tabs, click on them to complete each one.

CV Builder

Welcome Details **Profile** **Education** Work Skills Interests References Other

Qualifications Training

School/College/Uni Oak Heights Independent School

Qualification GCSE

Subject(s) & grade(s)
Maths - Grade B
Science - Grade B
Spanish - Grade C
Art - Grade A
History - Grade A

Dates From 2009 to 2014

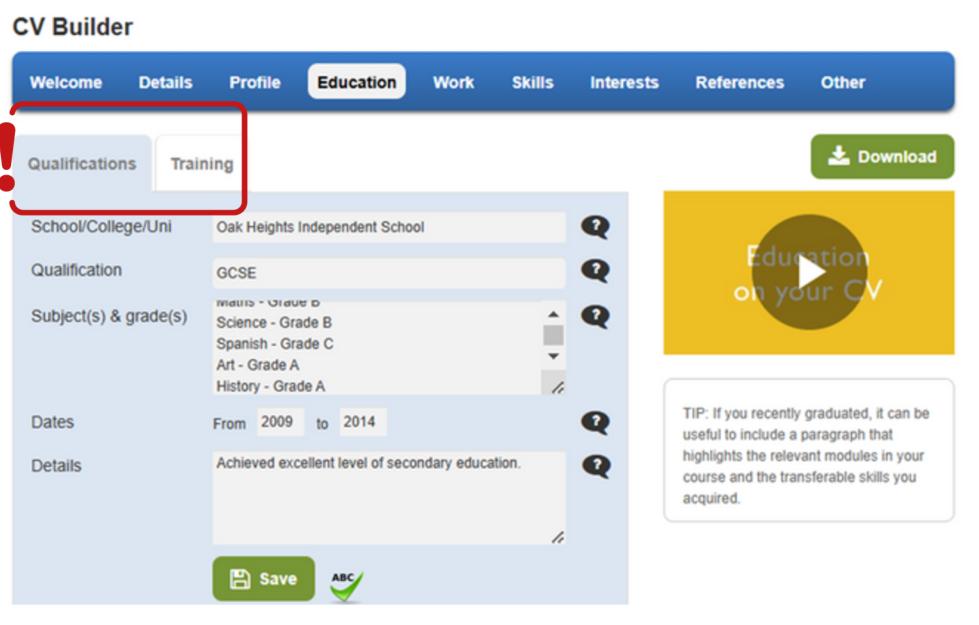
Details Achieved excellent level of secondary education.

Save ABC

Download

Education on your CV

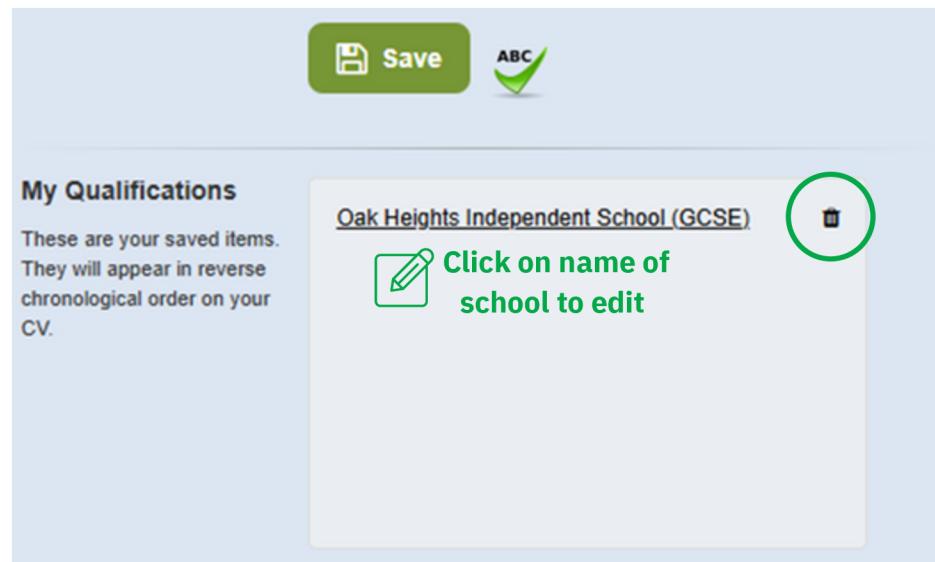
TIP: If you recently graduated, it can be useful to include a paragraph that highlights the relevant modules in your course and the transferable skills you acquired.



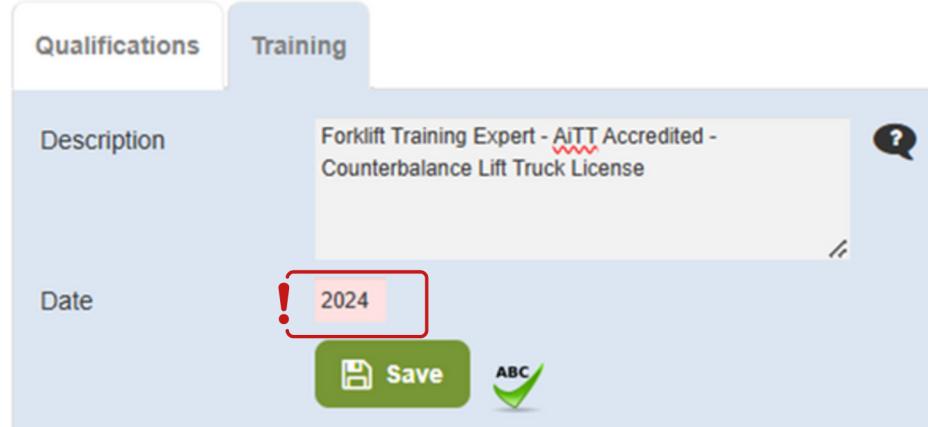
Adding Multiple Entries

The CV builder will save multiple entries for education, work, skills, interests, references and other. When you click save, you can repeat the process of adding a new entry into the CV by filling out the fields again.

If you wish to delete the any entries you have submitted, click the bin item to the right. If you wish to edit an entry, simply click on the name.



Be aware – the 'Date' fields, as and when you come across them, will only allow you to enter the year of completion.



References

For the references, we would advise you to input ‘References available upon request’ as opposed to detailing your referee’s details on your CV.

Sharing your references’ contact information without their consent can be considered a privacy violation, and providing references upon request gives you more control over the timing and the specific referees you choose for each application.



Now you have entered all the necessary information needed to produce your CV, you can now click on the ‘Download your CV’ button.

 Download

You will then be able to choose the type of format you would like your CV in from the drop-down list – if you have completed the Understanding your CV session, you should have a good understanding of which CV type this is, but you can always ask for guidance from your Employment Coach.

Download your CV

Select your template:

Entry-level Chronological

 Review CV

 Download CV

Templates Guide



Entry-level Chronological

Prioritises education; no key skills section. Suggested for student, school leaver, limited work experience, researcher/academic



Entry-level Skills-based

Prioritises education, then skills. Suggested for student, graduate, limited work experience



Entry-level Hybrid

Prioritises education; includes key skills section. Suggested for student, graduate, limited work experience



Experienced Chronological

Prioritises skills and work experience: suggested for 2+ years' work experience; continuous employment



Skills-based

Prioritises skills; contains skills-related advice: suggested for career change, return to work; career break; technical roles; also suitable for students and graduates



Technical

Prioritises technical skills: suggested for a technical specialist

CV Advice Centre: news, advice, help...

 Download CV

 Save to My Documents

Your CV

You will then be able to save this to your files.

Emily Jones

Emily Jones

1 Clifton Rd
Isleworth
Middlesex
TW7 4HL

07653298876 | emily.jones97@gmail.com | <https://www.linkedin.com/>

PROFILE

Highly adaptable and quick-learning professional with [Number] years of experience in [Previous Role]. Seeking a challenging role in [Target Profession] where I can leverage my [Transferable Skills, e.g., strong communication, project management, analytical] skills and enthusiasm for [Target Industry/Field].

EDUCATION & QUALIFICATIONS

Oak Heights Independent School - GCSE English Language - Grade B
Maths - Grade B
Science - Grade B
Spanish - Grade C
Art - Grade A
History - Grade A

Achieved excellent level of secondary education. 2014

WORK EXPERIENCE

Junior Marketing Assistant | Green Leaf Organics Mar 2022 to Sep 2024

A local farm-to-table company dedicated to providing fresh, organic produce to the community.

- Managed social media content across platforms (Instagram, Facebook) to engage audiences and increase brand visibility.
- Assisted in the creation and distribution of email marketing campaigns to promote seasonal specials and engage subscribers.
- Supported the planning and execution of local events such as farmers' markets, building brand awareness within the community.
- Conducted basic market research to gather insights for targeted marketing campaigns.
- Contributed to the creation of website content and other marketing materials.
- Increased social media engagement by 15% within two months by implementing a new content strategy focused on user-generated content and interactive polls.

ADDITIONAL INFORMATION

Successfully organised and led a team of volunteers to raise over \$500 for a local community garden through a bake sale and plant raffle.
Training – Forklift Training Expert - AITT Accredited - Counterbalance Lift Truck License (2024)
Languages – French

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Please ensure that both you and your Employment Coach have a copy of your CV.

Please ensure any next steps or follow-up actions that have been identified within this session are detailed within your participant's action plan.