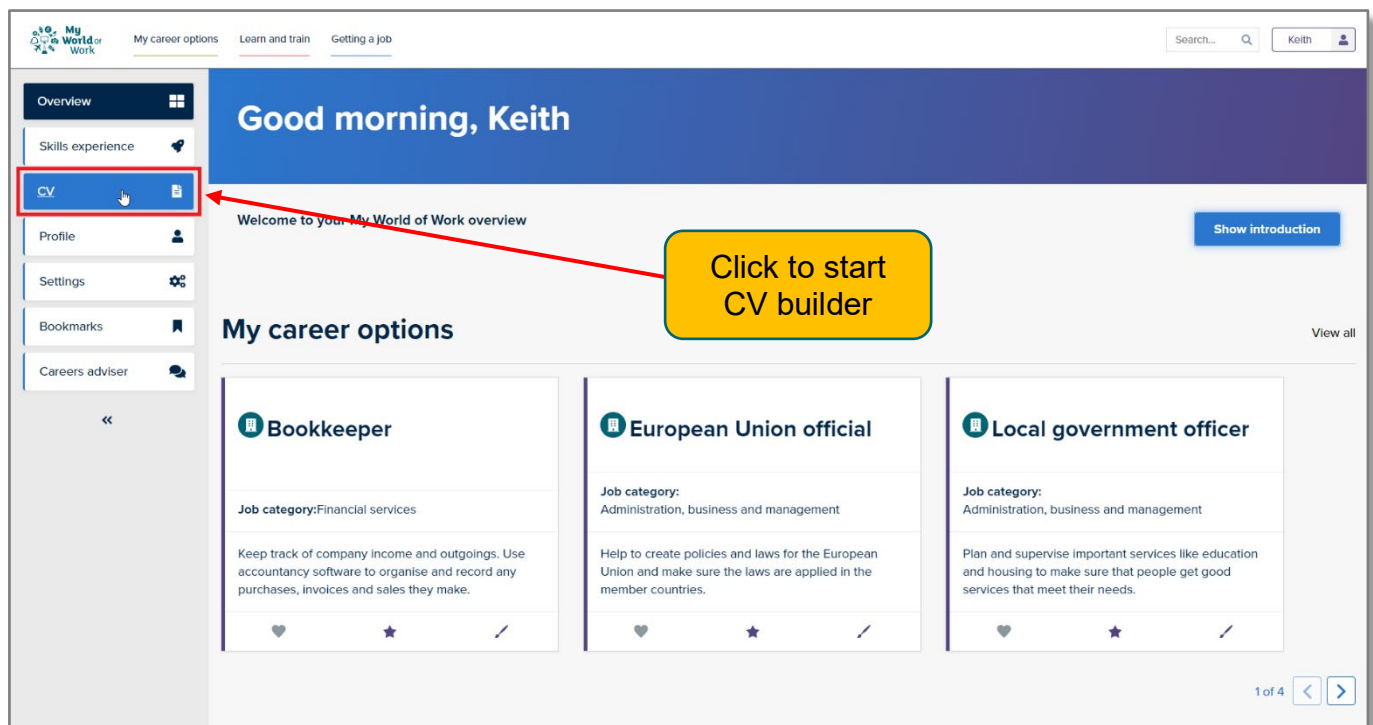


CV Builder

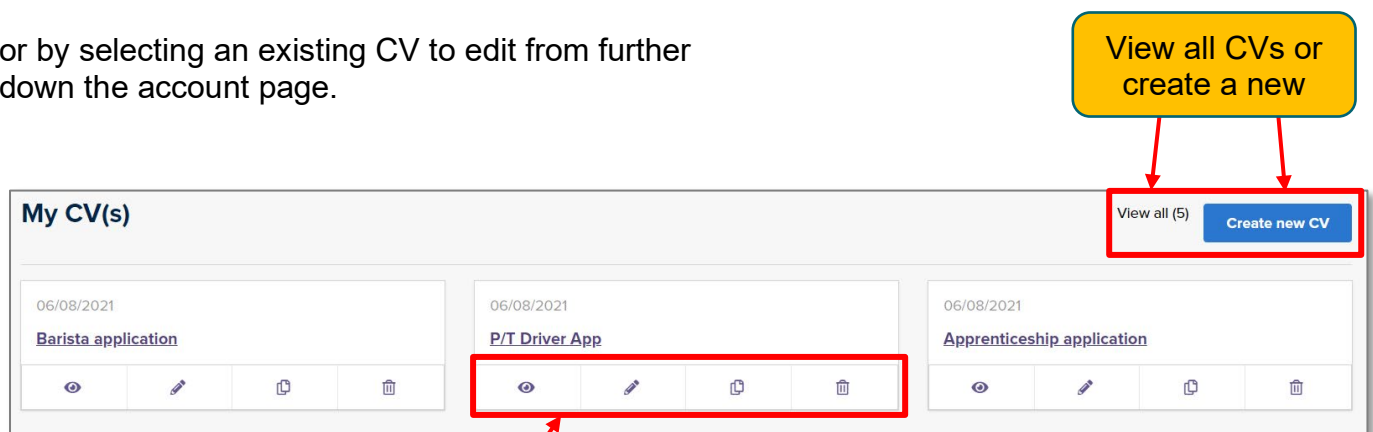
The CV builder allows you to maintain up to 10 CVs on the site, either creating a CV from scratch, using personal details from your account, or duplicating an existing CV to edit and change.

CVs can be downloaded in a number of formats for printing, or emailed direct from the site.

The CV builder is accessible through your “Account” page using the “CV” link on the left-hand side



or by selecting an existing CV to edit from further down the account page.



How to guides

Alternatively, you can access the CV Builder via the '[Getting a Job](#)' section, in '[CVs and applications](#)' and the '[Build your CV now](#)' link.

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 route through "Getting a Job") will show you a more detailed list of your CVs, with buttons to allow various functions.

The screenshot shows a table titled 'CVs' with two columns: 'Title' and 'Last saved'. The table lists five CVs: 'Barista application', 'P/T Driver App', 'Apprenticeship application', 'Engineering Apprenticeship', and 'Retail application'. Each row has a set of action buttons. A red box highlights the buttons for the first row. A yellow callout box points to the 'Create new CV +' button at the bottom right of the interface.

Title	Last saved	Buttons
Barista application	06/08/2021	[Email] [Download] [Preview] [Duplicate] [Edit] [Delete]
P/T Driver App	06/08/2021	[Email] [Download] [Preview] [Duplicate] [Edit] [Delete]
Apprenticeship application	06/08/2021	[Email] [Download] [Preview] [Duplicate] [Edit] [Delete]
Engineering Apprenticeship	03/06/2021	[Email] [Download] [Preview] [Duplicate] [Edit] [Delete]
Retail application	03/06/2021	[Email] [Download] [Preview] [Duplicate] [Edit] [Delete]

Click to create a new CV → Create new CV +

To create a new CV, click on the button at the bottom of the list. This will create a CV using the personal details in your account.

If there is an existing CV this may be duplicated by clicking on the "duplicate" button.

A close-up of the action buttons for a CV. The buttons are: Email, Download, Preview, Duplicate, Edit, and Delete. Yellow callout boxes label each button: 'Email' points to the envelope icon, 'Download' points to the download icon, 'Preview' points to the eye icon, 'Duplicate' points to the document icon, 'Edit' points to the pencil icon, and 'Delete' points to the trash can icon.

To edit an existing CV, click on the "edit" button.

To email the CV 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 formats e.g. .pdf, .docx or .rtf.

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

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The edit screen shows the sections of the CV on the top left side of the page, the accessed/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 screenshot shows the 'Edit CV' interface. On the left is a vertical list of CV sections: Personal details, Personal statement, Skills, Experience, Education, Interests, Achievements, References, and Customise. The first four sections have a green checkmark icon to their right. The 'Customise' section is highlighted in dark teal. A yellow callout box with a red arrow points to this list, containing the text: 'CV section list, tick indicates section accessed/completed'. The main area is titled 'Customise' and contains a text input field for 'CV title' with the value 'Retail application'. Below this is a 'Layout' section showing a vertical stack of CV sections: Personal details, Personal statement, Education, Skills, Experience, Interests, Achievements, References, and Customise. The Education, Skills, and Experience sections are highlighted in dark teal and each has a white double-headed arrow icon on its right side. A yellow callout box with a red arrow points to the bottom right of the interface, containing the text: 'Click on 'Save and exit' button to close CV'. At the bottom right, there is a dark purple button with the text 'Save and exit' inside, which is highlighted with a red rectangular box. At the bottom left, there is a question: 'Finished editing your CV?'.

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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. You can also copy and paste any personal statements created in your account 'Profile' section.

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

Experience – any work or volunteering experience can be entered here

Education – education history including qualifications achieved and any you might be working towards can be entered here

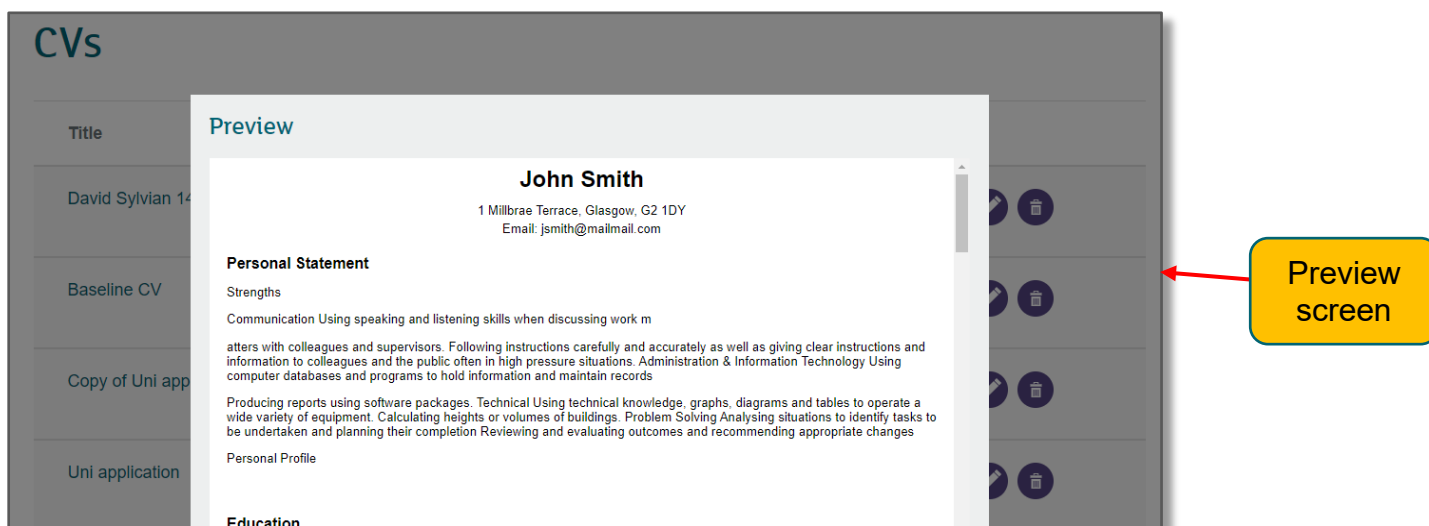
Interests – Share some of the things you do outside work, like sports or hobbies. Pick things that are connected with the job you're applying for and show the skills you've developed.

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.



The screenshot shows a web application interface for CVs. On the left, there is a sidebar with a list of CVs: 'Title', 'David Sylvian 14', 'Baseline CV', 'Copy of Uni app', and 'Uni application'. The main area displays a preview of a CV for 'John Smith'. The CV content includes contact information (1 Millbrae Terrace, Glasgow, G2 1DY, Email: jsmith@mailmail.com), a 'Personal Statement' section with a 'Strengths' subsection, and an 'Education' section. A yellow callout box with a red arrow points to the right side of the preview window, labeled 'Preview screen'.