

# Creating and updating your CV Worksheet

## Learning outcomes

### This activity will help you to:

- ★ access information about CVs on My World of Work
- ★ learn how to write a CV
- ★ access the CV builder to create or update your CV

## Activity

### Introduction

A CV is a written document of your skills, education and experience, which you can send to potential employers to apply for jobs.

This activity will help you find out more information about writing a CV and how to use the CV builder to create or update your CV.

Activity on next page...

## Instructions



### Before you start

- ★ Make sure you have set up an account on My World of Work, [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) and sign in
- ★ If you do not have an account, click 'register' at the top right-hand side of the homepage. If you need help to do this, watch this [video](#) on how to register



### How to write a CV

A CV is your opportunity to tell potential employers the story of what you've done and could do

- ★ Read [www.myworldofwork.co.uk/getting-job/building-cv](http://www.myworldofwork.co.uk/getting-job/building-cv) to learn how to write a CV
- ★ The personal statement is the first thing people will read on your CV. You need to make the employer want to read more
- ★ For advice on writing your personal statement read <https://www.myworldofwork.co.uk/tutorial-creating-personal-statement-cv>



### Using CV builder to create or update your CV

- ★ You can access the CV builder from your account
- ★ You can use the 'Creating and updating your CV guide' below to help you
- ★ In the appropriate parts of the CV builder add your:
  - Personal details
  - Personal statement
  - Skills
  - Experience
  - Education
  - Interests
  - Achievements
  - References
- ★ You can save up to 10 CVs on My World of Work

**Activity on next page...**



### Tips to help you

- ★ You can use information from your profile to help you complete your CV
- ★ If you are applying for a job, you should tailor your CV for the opportunity
- ★ Make sure your personal statement sounds positive and shows enthusiasm
- ★ You can share your CV at any stage to get advice from others
- ★ A good cover letter will support your CV and application
- ★ Check out the information on cover letters here  
[www.myworldofwork.co.uk/cover-letters](http://www.myworldofwork.co.uk/cover-letters)

### Next

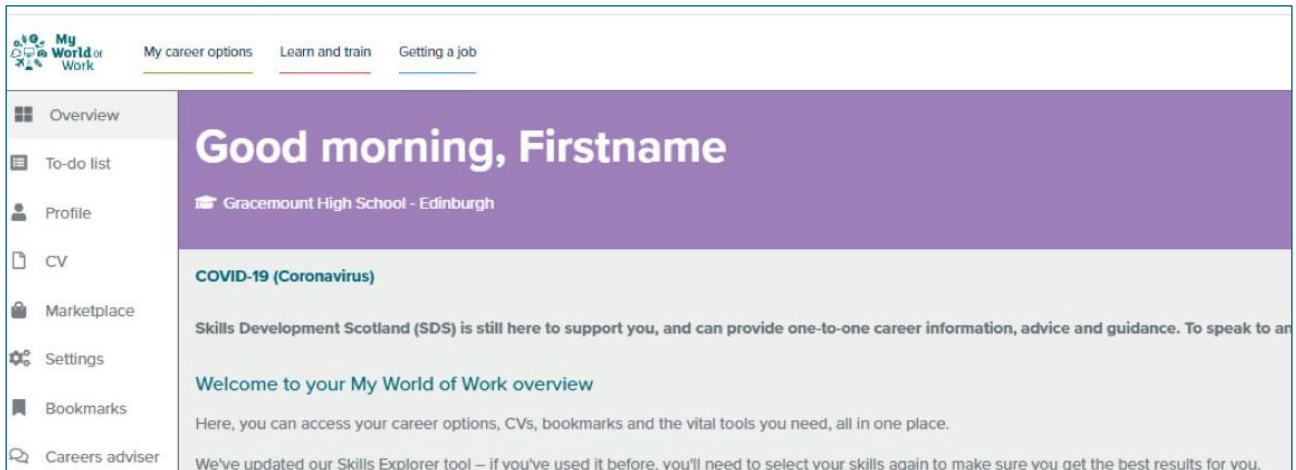
It is important that you continue to review and update your CV.

**Activity on next page...**

# Creating and updating your CV Guide

## Log in and access CV builder

1. Sign in to [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) to open your account. It will open on the account overview page
2. Access the CV builder through your “Account” page using the “CV” link on the left-hand side:



**Click to start CV builder**

3. If you are accessing the CV builder for the first time you will be presented with the page below. Click on “Get started” to begin to build your CV.

### Build a CV

Our CV builder is an easy way to write your CV. It includes everything you need to impress an employer.

It's simple. Just go through the tool section by section. Read our expert advice on what to enter. Once you've finished, you'll have a great professional CV to send to

**Click to start CV builder**

Activity on next page...

4. If you have existing CVs you will be presented with the page below.

The screenshot shows a table titled "CVs" with columns for "Title" and "Last saved". It lists five CVs with associated action buttons. Three callout boxes provide instructions:

- “Email” and “Download” buttons**: Points to the envelope and download icons in the first row.
- “Preview”, “Copy”, “Edit” and “Delete” buttons**: Points to the eye, document, pencil, and trash icons in the first row.
- Click “Create new CV”**: Points to the "Create new CV +" button at the bottom right.

| Title  | Last saved | Buttons                                      |
|--|------------|--|
| Copy of Copy of Most Recent CV for AB Building | 19/05/2020 | Email, Download, Preview, Copy, Edit, Delete |
| New Job  | 19/05/2020 | Email, Download, Preview, Copy, Edit, Delete |
| Copy of Copy of Jim Smith CV1                  | 28/04/2020 | Email, Download, Preview, Copy, Edit, Delete |
| Copy of Jim Smith CV1                          | 12/02/2020 | Email, Download, Preview, Copy, Edit, Delete |
| Copy of Most Recent CV for AB Building         | 26/06/2019 | Email, Download, Preview, Copy, Edit, Delete |

Create new CV +

- ★ The buttons displayed provide you with the options to email, download, preview, copy, edit and delete your existing CVs
  - ★ Hover over the buttons if you are unsure what each one does
5. If you have existing CVs, you can choose to edit and update them, or you can select “Create new CV” to start a new one

Activity on next page...

## Completing sections within a CV

6. You can now start to work your way through the different sections of your CV
7. You can see all sections of your CV on the left-hand side of the screen and can select the one you want to work on
8. When you have finished editing a section click “Save” at the bottom right-hand side of the page
9. Select the next section you want to work on
- ★ The “Save and exit” button will take you to your list of CVs

The screenshot shows the 'Edit CV' interface. On the left is a 'CV section list' with the following items: Personal details (checked), Personal statement, Skills, Experience, Education, Interests, Achievements, References, and Customise. The main area is titled 'Personal details' and contains a form with fields for First name (Jim), Last name (Smith), Email, Telephone, Address (Country: United Kingdom, Address 1, Address 2, Town/City, County, Postcode), and a 'Save' button. At the bottom, there is a 'Save and exit' button and a 'Finished editing your CV?' prompt. A dark teal bar is at the very bottom. Three callout boxes provide instructions: one pointing to the 'Personal details' section in the list, one pointing to the 'Save' button, and one pointing to the 'Save and exit' button.

**CV section list – tick indicates section completed**

**Click “Save” to save changes in section**

**Click “Save and exit“ if finished editing CV**

Activity on next page...

In each section of the CV there is relevant information and advice.

In your personal statement and skills sections, you will be presented with the results from your core tools or encouraged to complete them. These core tool results can be used as prompts for completing the sections.

**Edit CV**

Personal details ✓

**Personal statement**

Skills

Experience

Education

Interests

Achievements

References

Customise

### Personal statement

Many CVs start with a personal statement, also known as a personal profile or career objective. Keep it short and highlight reasons you'd be a good fit for the job.

Your strengths results Use the strengths tool again

Strengths I use often

Creativity Persuasion Debater Curiosity Pride

Strengths I use less often

Service Orderly Emotional Awareness Hard Worker Responsible

My personal statement

Disable rich-text

**Advice on completing sections**

**Results from Strengths tool**

**Edit CV**

Personal details ✓

Personal statement

**Skills**

Experience

Education

Interests

Achievements

References

Customise

### Skills

Tell the employer about your skills, and how they relate to the job. Remember skills can come from other jobs, volunteering, work experience or studying.

Your skills Use the Skills Explorer tool again

Persevering Building relationships Listening Problem solving

Working with numbers Questioning Concentrating Developing a plan

Delegating Making decisions

My skills

Disable rich-text

**Advice on completing sections**

**Results from Skills tool**

Activity on next page...

10. Follow the advice in the remaining sections to complete your CV
  11. Once you have completed all sections, you can customise your CV. This allows you to rearrange the order of the Skills, Experience and Education sections.
  12. When you finish your CV select "Save and exit". This will take you to your list of CVs
- ★ You can email your CV or download it to print

The screenshot shows a table titled "CVs" with two columns: "Title" and "Last saved". There are two rows of CVs:

| Title  | Last saved | Actions   |
|--|------------|---|
| Copy of Copy of Most Recent CV for AB Building | 19/05/2020 | [Email] [Download] [View] [Print] [Edit] [Delete] |
| New Job  | 19/05/2020 | [Email] [Download] [View] [Print] [Edit] [Delete] |

A blue arrow points from a callout box to the "Download" icon of the "New Job" CV. The callout box contains the text: "Click to email or download your CV".

- ★ If you choose to email your CV, you can do this direct from the site

The screenshot shows the "CVs" interface with a form for emailing a CV. The form includes:

- CV format:  .pdf  .docx  .rtf
- Input field: "Enter an e-mail address"
- Input field: "Enter a subject, eg [Your name] CV, application for [job title and reference number]"
- Text area: "Add your message here"
- Disclaimer: "By clicking send, I understand I am responsible for making sure everything on my CV is accurate and up-to-date when sharing by email. A copy of your email and CV will also be sent to your email address."
- Button: "Send"

A blue arrow points from a callout box to the subject line input field. The callout box contains the text: "Enter the email address, subject and your message".