

unifrog

How to use the CV Tool

The Benefits

- ✓ **Easy Recording**

A template for creating your own unique, well-presented, well-structured and comprehensive CV.

- ✓ **Enhanced Applications**

Significantly saves you time in writing and modifying your CV for targeting particular vacancies.

- ✓ **Heightened Employability and Career Prospects**

Easily demonstrate your ability to communicate your suitability to potential employers

Making Applications

Personal Statement

- ✗ Subject added
- ✓ Started
- ✗ Character count
- ✓ Marked as finished

Go to tool >

Teacher References

- ✗ Business Studies
Predicted grade: B
- ✗ Politics
Predicted grade: A
- ✗ Psychology
Predicted grade: -
- ✗ Overall Reference

Edit >

Post 18 Intentions

- ✗ Plan A:
Plan not finished.
- ✗ Plan B:
Plan not finished.

Start >

UCAS

- ✓ You've shortlisted UK university courses - now pick your top 5

Start >

CV Creator

- ✓ Tweak your CV for each role you apply for

Start >



From the main dashboard, click the start button on the CV Creator box.

Market yourself to the world

Your CV is your opportunity to sell yourself to employers. Think about what competencies and experience the employer is looking for - and tweak your CV every time you apply for a new role.



Your contact information

How can employers get in touch with you?

Alice Haywood

(Your details will go here)

Edit >



Personal introduction

Describe yourself, focusing on your strengths

2 September 2016

I am very reliable... Excellent communication skills and being able to work well under pressure have ensured that I.....

Edit >



Work experience

What you've achieved in the past

2 September 2016

Waitress

Present

I was responsible for....

Edit >



Education

Your formal qualifications

Edit >



Other interests

What else makes you an excellent candidate

Edit >

The tool is designed so that you can quickly update your CV whenever your circumstances change, and whenever you apply for a different role.

The CV is split into 5 sections. You can do these sections in any order and leave out any that you don't want to include.

Personal introduction

Describe yourself, focusing on your strengths

[← Back](#)

How you might describe yourself when applying for:

- ⊕ Work experience at a law firm
- ⊕ An apprenticeship in construction
- ⊕ A job as a barista



Current Version

Your entries are saved automatically

Describe yourself, focusing on your strengths. This short section goes at the top of your CV - make sure you sell yourself

I am very reliable...
Excellent communication skills and being able to work well under pressure have ensured that I.....

125 characters of 200 recommended min

Last saved: 07/09/2016 11:32:21

[Save as new version ▶](#) or go back

The personal introduction is a short statement that will go at the top of your CV. Type yours into this box.

Everything saves automatically so don't worry about hitting a save button, just save it as a new version when you're ready.



Current Version

Your entries are saved automatically

Describe yourself, focusing on your strengths. This short section goes at the top of your CV - make sure you sell yourself

I am very reliable...
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125 characters of 200 recommended min

Last saved: 07/09/2016 11:32:21

Save as new version ▶ or go back

Version 2

2 September 2016

I am very reliable... Excellent communication skills and being able to work well under pressure have ensured that I.....

Version 1

2 September 2016

Excellent communication skills and being able to work well under pressure have ensured that I.....

👍 Promote this version

Only one version will appear on your CV. Choose an earlier version by clicking 'Promote this version'.

How you might write about your experience of work when applying for:

- Work experience at a doctors' surgery
- An apprenticeship at a hair and beauty salon
- A job as a retail assistant



Example 1

Your entries are saved automatically

Your role

Waitress

Where

Eg the company name

Date Started

--- select month ---

--- select year ---

Date Finished

--- select month ---

--- select year ---

Explain the role, what responsibilities you had, and what you learnt

I was responsible for....

Show on my CV

Your entries are saved automatically

[+ Add new example](#)

or [go back](#)

Continue filling the remaining sections in the same way.

You'll see some examples at the top to get you started if you're stuck. Don't try to use these as templates; your entries need to be personal to you, and the role you're applying for.

How you might write about your experience of work when applying for:

- Work experience at a doctors' surgery
- An apprenticeship at a hair and beauty salon
- A job as a retail assistant



Example 1

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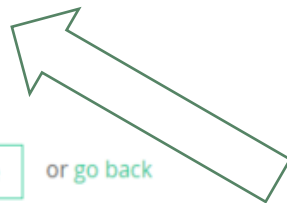
I was responsible for....

Show on my CV

Your entries are saved automatically

[+ Add new example](#)

[or go back](#)



It is essential to tailor your CV for different jobs so if you don't want a particular example to appear on your CV then you can uncheck this box.

The unused example will stay saved on the tool so you can include it in another version of the CV if you want.

Email the whole CV to your form teacher:

testc@test.com >

Or email it to:

An email address

Email my CV

Or download it:

As a PDF Document or Word Document (docx)

Click here to send your CV straight to your form teacher for them to check.

Type an email address here to send it to someone else. Please note that we do not recommend using this function to send it straight to employers, as you should send it from your own email account.

You can also download it as a Word or PDF document.

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Sign in at:

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