



How to build a CV on Universal Jobmatch Factsheet

What is a CV?

A CV is a short list of facts about you and your work history, skills, qualifications and experience. A good CV is essential when looking for work and it is worth spending time getting it right so it sells you to an employer.



Building a CV on Universal Jobmatch

When you register with Universal Jobmatch you can use the CV options to help ensure you get successful job matches. Using the CV builder function on Universal Jobmatch is recommended as it will help to ensure that your CV contains all the information needed for the right vacancies to be identified for you.

- Universal Jobmatch gives you the 3 options to create a CV:
 - Build a new CV
 - Upload a saved CV from your computer
 - Copy and paste from a CV on your computer.
- Before you create or upload your CV, you must select a CV title and privacy status. Since employers will see your CV title first, you should choose a title that describes your skills (e.g. graphic designer, experienced electrician and administration assistant).
- A public CV is used by Universal Jobmatch to support employers with their searches for suitable jobseekers/candidates.
A public CV does not mean that the CV will be viewable by the public. Instead it means that employers who post jobs on the site will receive anonymous matches of any potential candidates meeting their criteria. However, the employer only sees high level information about the jobseeker's skills and no personal information about the jobseeker is exchanged with the employer until the jobseeker applies for a job or sends the employer personal information in an email or message.
- A private CV is not used by Universal Jobmatch to support searches by employers/DWP.

There is additional CV help on the Universal Jobmatch service or if you need further support speak to your Job Centre Plus Work Coach when you next see them.



Details you will need to build your CV on Universal Jobmatch

If you have never created a CV before you can use the CV builder template which will ask for the following information:

Contact Information

- Name, Address Details
- Contact details: Phone Number and an Email address – ensuring that the content of the email address doesn't put recruiters off.

Experience

- Career level achieved
- Work Experience – Enter your most recent job first, employers will be more interested in what you have done recently. In free text boxes use bullet points and “positive action words”
- Education – include any Qualifications and enter the most recent first.

References

- It’s good to have at least two or more people who can provide a work or personal reference. Ideally, one should be a professional reference, like your most recent employer. If you haven’t worked for a while it could be someone who has known you for a long time. It should be someone who can comment on your qualities in relation to the job. You should ask the person to agree to this beforehand.
- Language Skills – this is an optional section to include languages that you can effectively use in the workplace.
- Additional information – use this free text box to include information that doesn’t fit in other sections, you could include achievements, Relevant Skills, Interests / Hobbies that are relevant to the job you are applying for and any other information that may explain gaps in your CV.

Job Preferences

- Availability - Use this section to let employers know what type of job you are seeking e.g. a Full time / Permanent job. Also indicate when you are available to start, and how much travel you are willing to do.
- Additional Job preferences – this is an optional section to include your desired wage.
- Work Considerations – This is an optional section to indicate any potential conflicts but should be worded carefully as it could appear negative. If there are any conflicts state what action you are taking to address the issue.



Every Job is different

Remember every job is different and requires different skills and knowledge. Carefully review each job description and make adjustments to your CV before applying. You can create and save up to 5 CVs, you may choose 1 CV to be public (searchable by employer) at any one time. .



Staying safe online

You should not be asked to reveal personal details such as bank account details, National Insurance number, date of birth, driving licence or utility bill information as these items are not relevant to an application process. Such information should also not be included in your CV.

jobcentreplus

**Department for
Work and Pensions**