

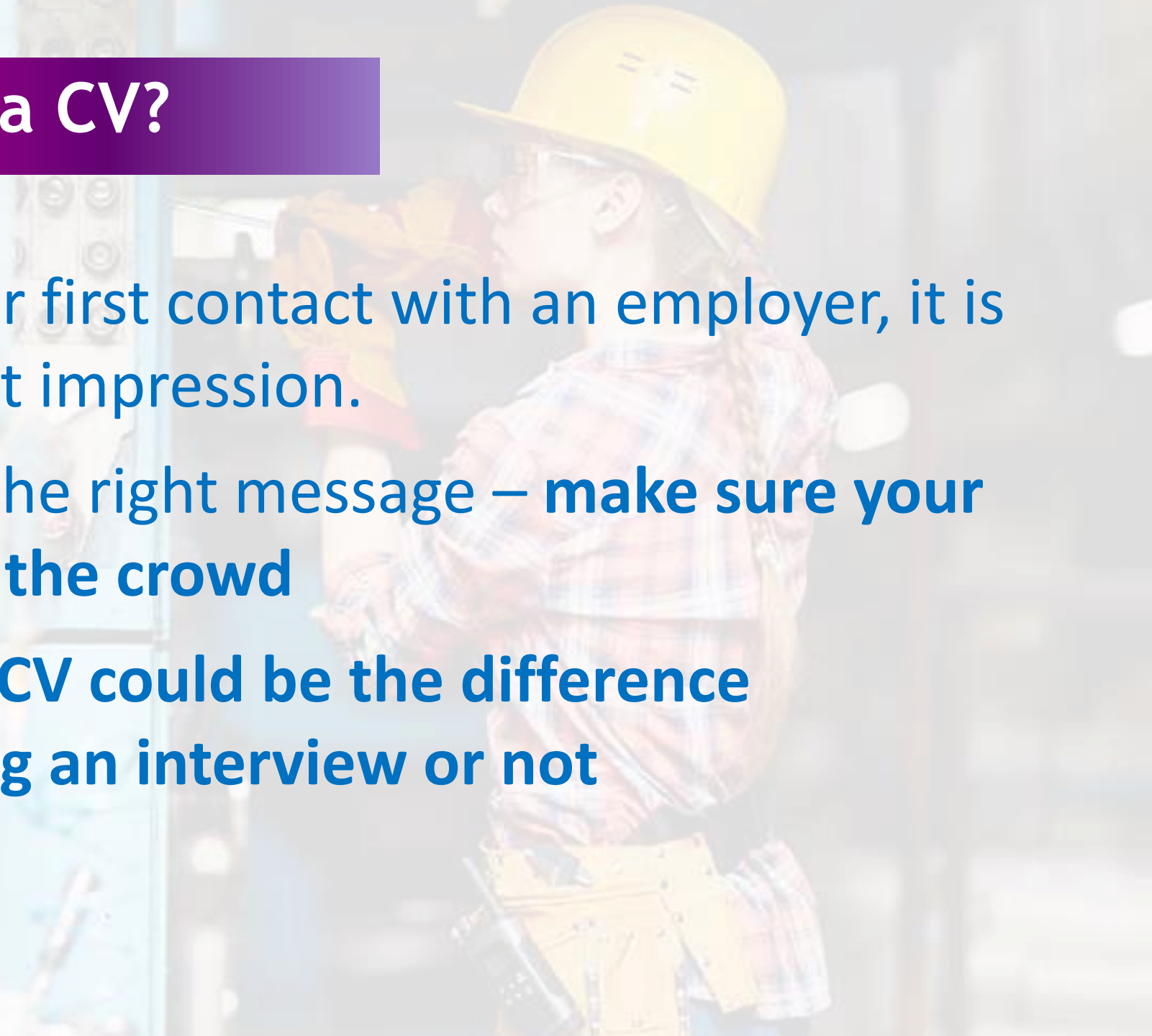


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CV workshop

Why do we need a CV?

- Your CV is often your first contact with an employer, it is how you make a first impression.
- It needs to deliver the right message – **make sure your CV stands out from the crowd**
- **A well-constructed CV could be the difference between you getting an interview or not**





CV Wizard

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Carole Feb 2022

EDUCATION ✓ >

WORK HISTORY ✓ >

SKILLS AND ATTRIBUTES ✓ >

REFERENCES ✓ >

PREVIEW & PRINT >

EXTRACURRICULAR ACTIVITY ✓ >

PERSONAL STATEMENT ✓ >

HOBBIES AND INTERESTS ✓ >

PERSONAL DETAILS ✓ >

STUDENT

JOB SEEKER

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Welcome



Quickly create a CV in the PDF format from a phone or computer, using your free icanbea... account. This tool includes a fast-track personal statement builder that uses suggestions. This allows you to create a statement that you should then personalise. If your browser is not running a spell checker, make sure that you check manually or via another service. For further hints and tips on CVs, please see [our support pages](#).

We only use your CV data to help you create a document. If you want to know more about this and GDPR, please see [our T&Cs](#).



Start Now



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Icanbea... CV Wizard

1. Logon to your computer and go to <https://www.icanbea.org.uk/>
2. Go to CV Wizard
3. Go to Register Now (Make a note or memorise your password)
4. Go back to CV Wizard and Sign in
5. Click 'Start Now'
6. Click on 'New CV'
7. Click on Student
8. Enter a CV title which could be today's date
9. **You need to complete all sections and can do this in any order you wish – once the section has turned blue it is complete.**

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- **Personal Statement** – This is one of the most important parts of your CV
 - Choose which type of opportunity you are looking for
 - Choose what you wish to prioritise
 - You will be presented with the first line of a statement – fill in the blanks. if the sentence does not sound like you, choose 'next statement'
 - Keep choosing next sentence and filling in the blanks until you have completed your statement
- **Education**
 - Secondary Education – Enter your school name and dates that you attended
 - Remove the GCSE's that you are not taking and confirm (if you are taking a qualification that is not listed – add it in)
 - Enter your grades
- **Work History**
 - Enter any work experience or jobs that you have had
 - If you have not had a job or work experience – just click done
- **Skills & Attributes**
 - Pick around 5-6 but no more (if you scroll down, it will give you a description of each skill)
 - Enter information about an event, project, club or anything else you are involved in, which supports the skills that you have gained and provides examples.

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- Extracurricular Activity
 - Enter details of any clubs/volunteering/work related training you are involved in. Add the activity if it is not listed
- Hobbies and Interests
 - Choose your hobbies and interests from the list – don't choose more than 7
 - You can add any that are not listed using the button at the bottom
- Personal details
 - You will need to enter your name, email address, town and county
 - **You do not have to enter your phone number or postcode unless you wish to**
- **Once each section has turned blue you can preview your CV**
 - Choose your template
 - Choose your font (we recommend Open Sans as this allows you to open your CV as a word document)
 - Choose your colour
 - Click Next
- **You can now download your CV**



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				 Sales & Retail	
				 Travel & Tourism	 Sports & Leisure