

Product:

CV BUILDER



Who is it for?

For Information, Advice and Guidance (IAG) practitioners and the people they help.

What is it?

An essential online resource for people who need to create a CV, application form or covering letter. Packed with tips and expert advice, CV Builder helps users create a document which looks great and gives employers the information they want.

What does it do?

It encourages individuals to reflect on their previous employment and the skills they've acquired through everyday life. CV Builder is perfect for people who lack confidence or career experience and might have difficulty selling their skills on a CV or application form.

What's included?

Valuable tips on what to put in and how to present a CV, covering letter or application form. The **Life Skills tool** helps users identify their skills, **workouts** build their knowledge and the **CV builder tool** takes them through the CV-building process, step-by-step.

How long does it take?

10 minutes to complete a workout and 30 minutes to build a CV. So it is quick and easy to use – suitable for everyone.

Where can I get it from?

To order your CD-ROM call 01623 469030 or access CV Builder online at www.advice-resources.co.uk

How is it used?

Users can work through CV Builder on their own or with your help. It's also a great tool to use in workshops. Offering several different levels of support – from Build My Confidence to Build My CV – there's something for everyone, regardless of their experience.

How much does it cost?

It's free to anyone in the UK.

Is there any help available to users once they get started?

Yes. They can download our step-by-step help sheets or click on our friendly online guide.

What are the key benefits?

The tool is:

- Free to anyone in the UK.
- Suitable for all – from those writing their first CV to more experienced job-hunters who want to update their knowledge.
- User focused – you can save your CV and print it or come back to it later.
- Flexible – can be used in either a supported or unsupported environment.
- Quick and easy to use – no complicated registration process, simple navigation, large friendly buttons.
- Accessible – available on CD-ROM or online at www.advice-resources.co.uk

How does this fit in with other tools?

CV builder is the perfect partner for our Occupational Profiles database which contains over 700 job profiles covering a wide range of professions, with information on the work, hours, income and much more.

This could be teamed with the Skills and Interests Assessment; users work through a series of statements about your skills and interests and it will create a list of suggested occupations to investigate further.

What else is available from advice-resources?

Raise your awareness of disability issues such as disclosing a disability, the Disability Discrimination act (DDA), funding and making a complaint with our free Disability Awareness Resource for information advice and guidance practitioners.

Our Learning Directory offers information on hundreds of thousands of courses from many different providers across the UK, from PhDs in philosophy at University, to flower arranging at your local community centre.

What is the technical specification for this product?

Minimum system requirements:

Windows	Apple Macintosh
300 MHz Intel Pentium II processor (or equivalent) and later	Power Mac Power PC (G4 or higher recommended)
128MB RAM	128MB RAM
Colour display	Colour display
CD-ROM drive	CD-ROM
Windows 98 or above	OSX 10.2 or later

Built using Macromedia Flash Professional

Can I contact anyone for technical support?

You can call 08000 156050 for technical support or further information.