

User Guide

CVbuilder

cvbuilder Close Activity

Home Advice **Create** Manage

Create a CV

TIPS: [Which format is best for you?](#)

Give your CV a name

|

Choose your CV format

Reverse Chronological Functional

Close

Create CV

[FAQ](#) | [Privacy Statement](#) | [A](#) [A](#) [A](#)

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Home Advice **Create** Manage

4 steps to your new CV

The purpose of your CV is to arouse the prospective employer's interest and open the door for further communication.

Start Now

Content

Your CV is a critical marketing tool of the job search.

Name	Information
Example: My	
Language	English
	Import n

Style

Different opportunities may call for a different focus or emphasis.

Step 1. Choose a layout:

Export

Within a few easy steps download your CV into Word.

er	Functional	19:35
ation Architect	Functional	13:05
Architect	Chronological	17:42
er	Chronological	17:4

Finalise

Review your CV with your Career Consultant.

Is your CV ready?

[Review this checklist](#) to ensure your CV is complete.



CV builder Tutorial

This will guide you through each section of the CV, offering instruction, examples and resources to help you create a powerful CV. [Click here to begin](#)



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The Home Page

Home

The CV builder has 3 main sections that you can enter via the home page using the tabs at the top.



Create

Choose the format best suited to the opportunity, for you and your situation:

Reverse Chronological, Functional or Academic/Scientific.



Manage

You will be sending out your CV to a variety of organisations, recruiters and network contacts. In this section you can manage multiple CVs for each targeted opportunity.



Advice

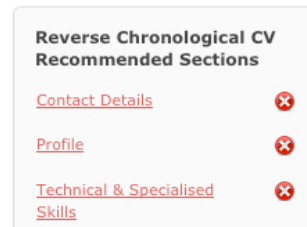
Tips on Best Practice, FAQs, things to consider before you start and a checklist to review when you have finished. The Advice tab offers a variety of topics to help you develop your CV.



Create

Recommended content sections

Each format presents recommended content sections that you can complete in any order as you gather the information. There are no mandatory sections.



Enter your information

After entering a section you can then edit/update the information by using the forms present on the page.

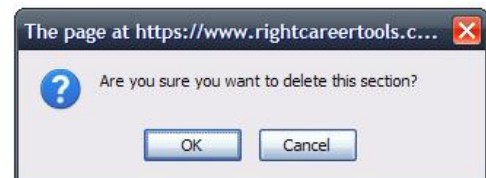
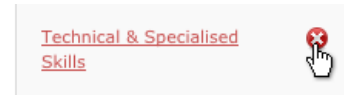
Name

Address

Removing a section

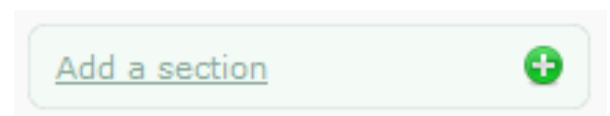
To remove a section from your CV simply click on the 'delete' icon.

A warning message will appear asking you if you are sure you want to delete. Click 'OK' to proceed, or 'CANCEL' to return without deleting.



Add and name new sections

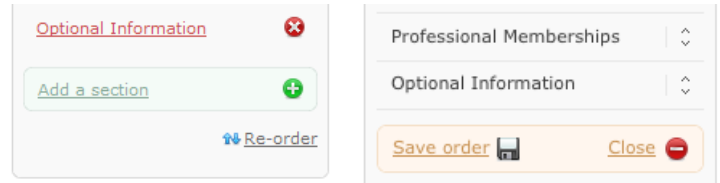
To create new sections within your CV simply click on the 'add a section' link. A pop-up will appear asking you to enter your own title.



Create continued...

Reorder sections

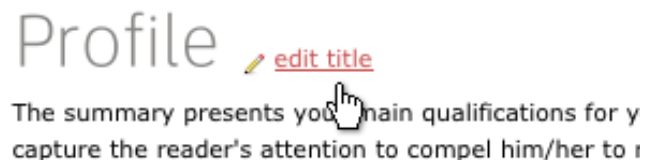
Reorder sections by dragging and dropping them into a new position.



Personalise section headings

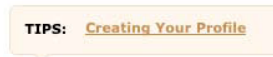
Personalise section headings by using the edit title feature.

Guidelines are presented in shaded boxes that appear as you enter text into the fields.



Tips

Click on the Tips icon to read examples for key sections.



Content segments

As you complete segments of the content, these will be presented in the middle area of the screen.

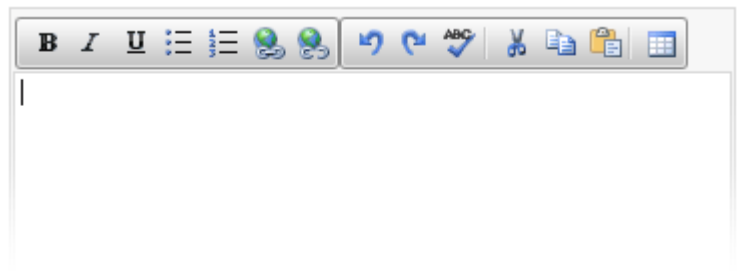
Drag and drop each content box to change the order within a section.



Create continued...

Using the text editor

Using the same icons you are familiar with in Word, you can style and format each section with bold, underlining, bullets, etc.

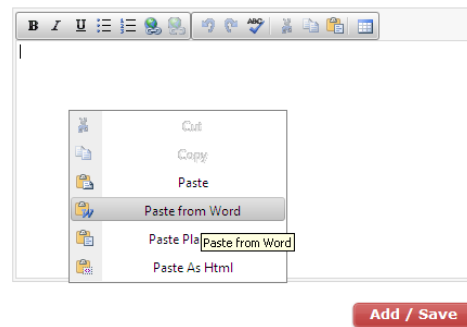


Cut and Paste from Word

If you already have a CV in Word, you can copy text from it and paste it into the Text Editor boxes. Just go to the word document, highlight the text you wish to copy, and click the Copy icon. (or right click and choose Copy). Then switch back to the CV Builder and in the text editor box, right click and choose Paste from Word.

see more examples in the tips.

TIPS: [Creating Your Profile](#), [Tailoring your profile](#)



Preview

The Preview page presents your CV on one page for easy viewing. CVBuilder offers two standard layouts and 4 fonts to choose from.



Create continued...

Download to Word

Once you download your CV into Word you can print it, share it with your consultant for a final review (if appropriate) or make any further changes to the content and format as needed.



Manage

In the Manage section you can:

- See the format type and the date the file was last updated.
- Copy a complete CV format and make changes.
- Edit and Preview.
- Download into Word.

Manage your CVs

You can manage your CVs from this screen. Use the links below to review, create a copy, download and delete any CVs.

[Create a new CV](#)

CV Name	Type	Last Updated	Edit	Copy	Preview	Download	Delete
fuse8	Reverse Chronological	12:50 14/04/10					
serko3	Reverse Chronological	06:30 08/04/10					

Advice and Guidance

The advice and guidance section is full of tips to help you with the creation of your CV. Use the arrows to the left and right of the grey section to browse through content.

Advice and Guidance



Get it right the first time
The purpose of your CV is to arouse the prospective employer's interest and open the door for further communication. [Read more](#)

Is your CV ready?
Review this checklist to ensure your CV is complete. [Read more](#)



Getting started

To create a new CV, begin by choosing which format best fits the opportunity and your situation. [Read more](#)



Frequently asked questions

Ideal length for a CV?
Other considerations?
[Browse all FAQs](#)