

unifrog

Quick task:
Updating your CV

Using the Unifrog CV tool



The next few slides will show you how to use the CV tool.

- After logging into your Unifrog account, scroll down to 'Drafting application materials.'
- Click 'Start' on the 'CV / Resumé' tile.

Drafting application materials

The screenshot displays a grid of six colored tiles under the heading "Drafting application materials". Each tile represents a different tool and includes a status indicator and a button to access the tool. The "CV / Resumé" tile is highlighted with a red border and a mouse cursor pointing to its "Start" button.

Tool Name	Status	Action Button
UK Personal Statement	✘ Subject added	Go to tool >
Subject References	✘ 2 References, 2 missing	Edit >
CV / Resumé	✘ Write CVs tailored for each roles	Start >
Writing tool	✘ All marked as finished	Start >
Common App Essay	✘ Prompt chosen	Go to tool >
Notes for Reference writers	✘ 3 notes missing	Go to tool >

Using the Unifrog CV tool

You can write the following sections of your CV using the CV tool:

Your contact information

How can employers get in touch with you?

Skills

What are your strongest skills?

Work experience

What have you achieved in the past?

Personal introduction

How would you describe your strengths?

Education

What formal qualifications do you have?

Other interests

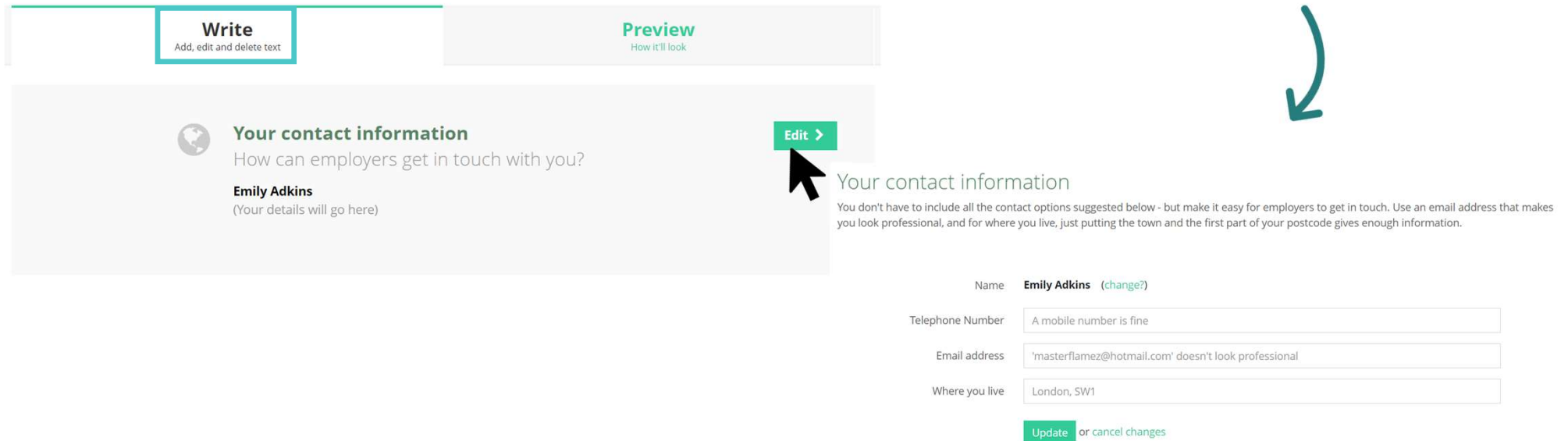
What else makes you an excellent candidate?

References *Who will say nice things about you?*

Using the Unifrog CV tool

In the 'Write' view, you can add, edit, and delete text in each section.

You'll be given helpful advice about what information to include in each section.



The screenshot illustrates the Unifrog CV tool interface. At the top, there are two tabs: 'Write' (Add, edit and delete text) and 'Preview' (How it'll look). Below the tabs, a section titled 'Your contact information' is shown. The section includes a globe icon, the title 'Your contact information', a question 'How can employers get in touch with you?', the name 'Emily Adkins', and a placeholder '(Your details will go here)'. An 'Edit >' button is visible next to the section. A large teal arrow points from the 'Write' tab area towards the detailed view of the contact information form on the right. The detailed view shows the following form fields:

- Name: **Emily Adkins** (change?)
- Telephone Number:
- Email address:
- Where you live:

At the bottom of the form, there is an 'Update' button followed by the text 'or cancel changes'.

Using the Unifrog CV tool

In the 'Write' view, you can add, edit, and delete text in each section.

Click the + symbol to read useful examples and tips to help you complete each section.

Personal introduction

Describe yourself, focusing on your strengths

How you might describe yourself when applying for:

Work experience at a law firm

"My experience of babysitting for demanding families whilst also studying has shown that I am a quick learner with a high level of enthusiasm and attention to detail to the tasks I am undertaking. I am now committed to exploring a career in law."

An apprenticeship in construction

Work as a barista

References

Either leave this section blank and we'll put 'References available on request' on your CV - or list specific referees.

Help to decide:

The Pros of using 'References available on request'

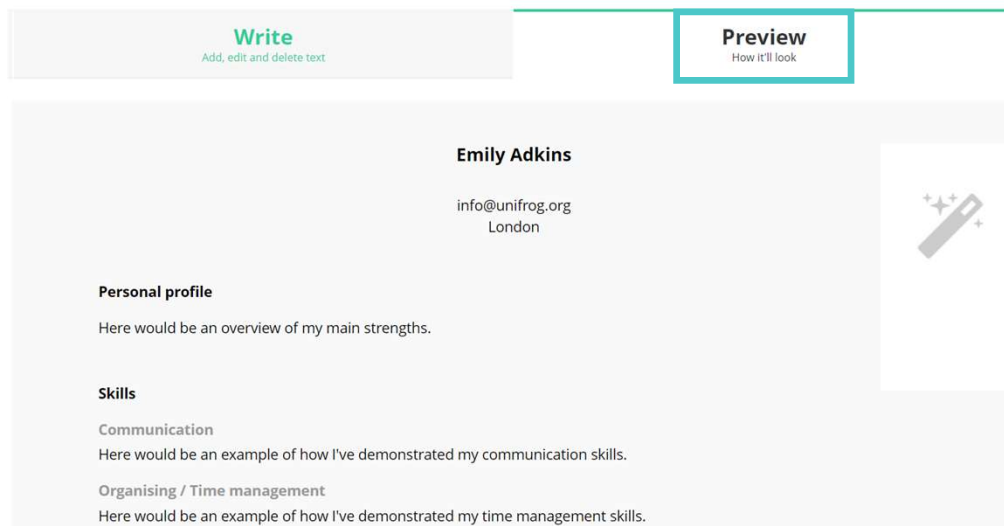
Every word on your CV / resumé should be packed with value. Typically, you have one to two pages to explain why you're qualified and well positioned for the role for which you are applying, and potential employers only have a short time to read it.

Because references are not always a part of the interview process, by listing specific referees, you are taking up limited CV / resumé space to provide what may end up being irrelevant to employers in this phase. Even including the phrase 'References upon request' on your CV / resumé can be unimportant, and you might decide to take this off entirely. If the potential employer's interview process includes references, they will eventually ask you to provide them.

Using the Unifrog CV tool

In the 'Preview' view, you can see what your CV looks like overall.

You can also add your CV to your Locker, email it to a teacher, email it to someone else, or download it.



The screenshot shows the Unifrog CV tool interface. At the top, there are two tabs: 'Write' (with subtext 'Add, edit and delete text') and 'Preview' (with subtext 'How it'll look'). The 'Preview' tab is selected. Below the tabs, the CV content is displayed for 'Emily Adkins'. The contact information is 'info@unifrog.org' and 'London'. Under the heading 'Personal profile', there is a placeholder text: 'Here would be an overview of my main strengths.' Under the heading 'Skills', there are two categories: 'Communication' with the text 'Here would be an example of how I've demonstrated my communication skills.' and 'Organising / Time management' with the text 'Here would be an example of how I've demonstrated my time management skills.'



Ready to push this into your Locker?

This creates a PDF which you can then use in your applications.

[Push to Locker >](#)



Updating your CV



Now it's your turn to update your CV!

Select at least one section to update today.

Drafting application materials

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Your contact information

Personal introduction

Skills

Work experience

Education

Other interests

References

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Sign in at:

unifrog.org/sign-in