

UCAS

CV BUILDER

A USER GUIDE FOR ADVISERS

5 minutes to read



WHAT IS CV BUILDER?



MAKING CVS SIMPLE

The CV Builder is a user-friendly tool which helps students to:

Showcase their unique skills and achievements in a clear, professional format.


Build confidence by providing structure and guidance, ensuring nothing important is overlooked.

Create a template of key information they can quickly tailor for different applications and encounters all stored in their Hub profile.

- ✓ Gatsby Benchmark 3: Addressing the needs of each young person
- ✓ Gatsby Benchmark 5: Encounters with employers and employees

CV BUILDER

Need help structuring your CV?
Try our CV builder.



[Go to CV builder](#)

Skills

Skills and competencies

Personal attributes, communication skills
[Read more about skills and competencies](#)

Select your skills and competencies or use your own*

*Please add a new 'Other' box for each additional skill or competency

- Analytical Skills
- Problem Solving
- Customer Focus
- Creativity
- Product Management

[+ Add another](#)

HOW DOES IT WORK IN THE HUB?



APPRENTICESHIP DISCOVERY JOURNEY

START A UCAS HUB ACCOUNT

TAKE THE CAREERS QUIZ

ATTEND A UCAS DISCOVERY EVENT

CREATE A CV

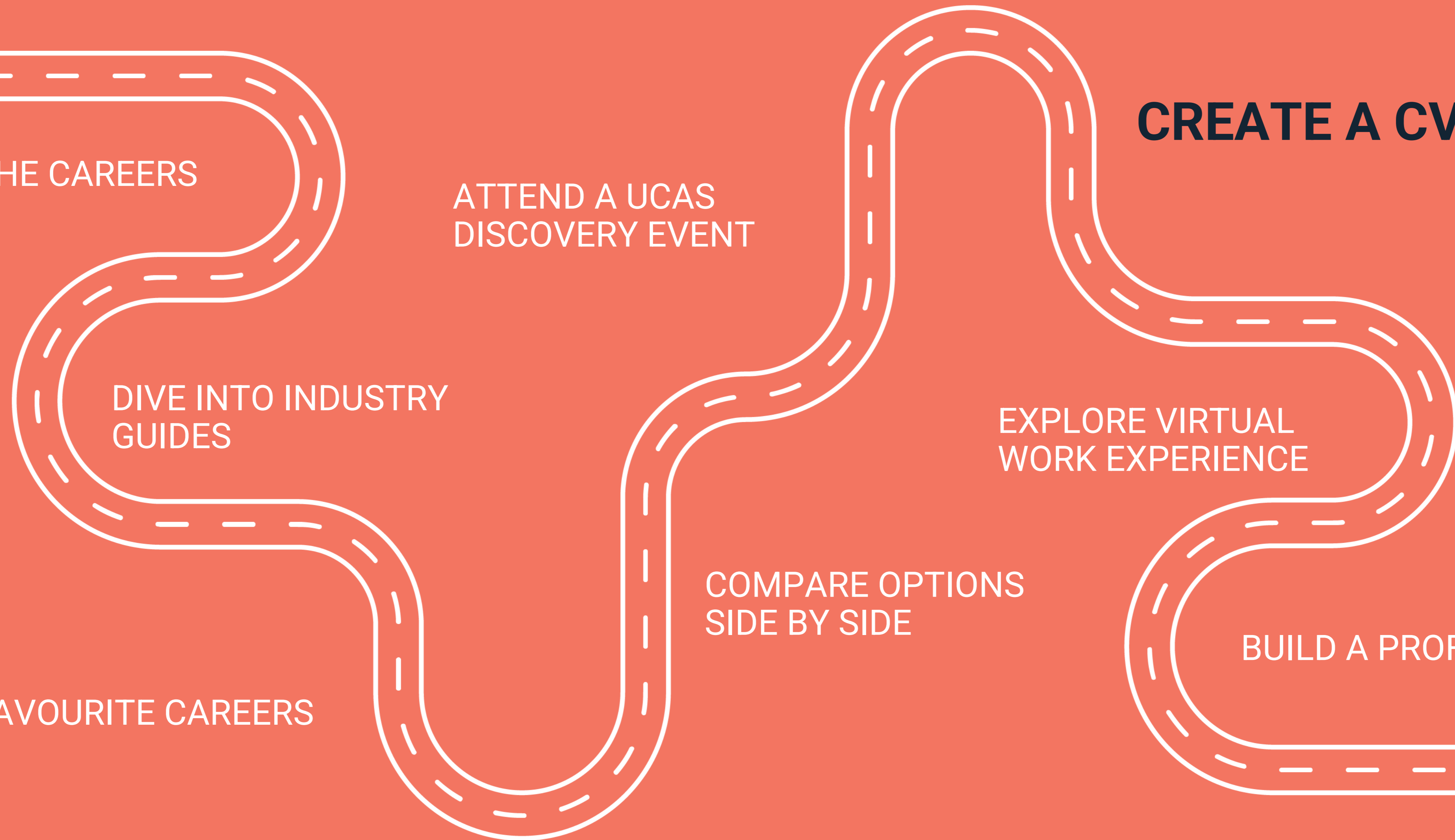
DIVE INTO INDUSTRY GUIDES

EXPLORE VIRTUAL WORK EXPERIENCE

COMPARE OPTIONS SIDE BY SIDE

BUILD A PROFILE

FAVOURITE CAREERS



PREPARING FOR APPLICATIONS

Students are guided through the tool to fill in each relevant section. All the information can be stored in the Hub to tailor for different applications.

Sections

- Personal details
- All about you
- Education
- Work experience
- Volunteering
- Additional information

Volunteering

If you have any volunteer experience, make sure your future employers are aware.

I have volunteering experience.

Volunteering experience

Organisation name

E.g. Charity Association

Role title

E.g. Fundraiser

Responsibilities and achievements

Details regarding tasks performed and accomplishments achieved

Describe your responsibilities and achievements

1000 characters left

Volunteering experience

From start to end of volunteering

Are you currently volunteering here?

Start month

12

Start year

2024

End month

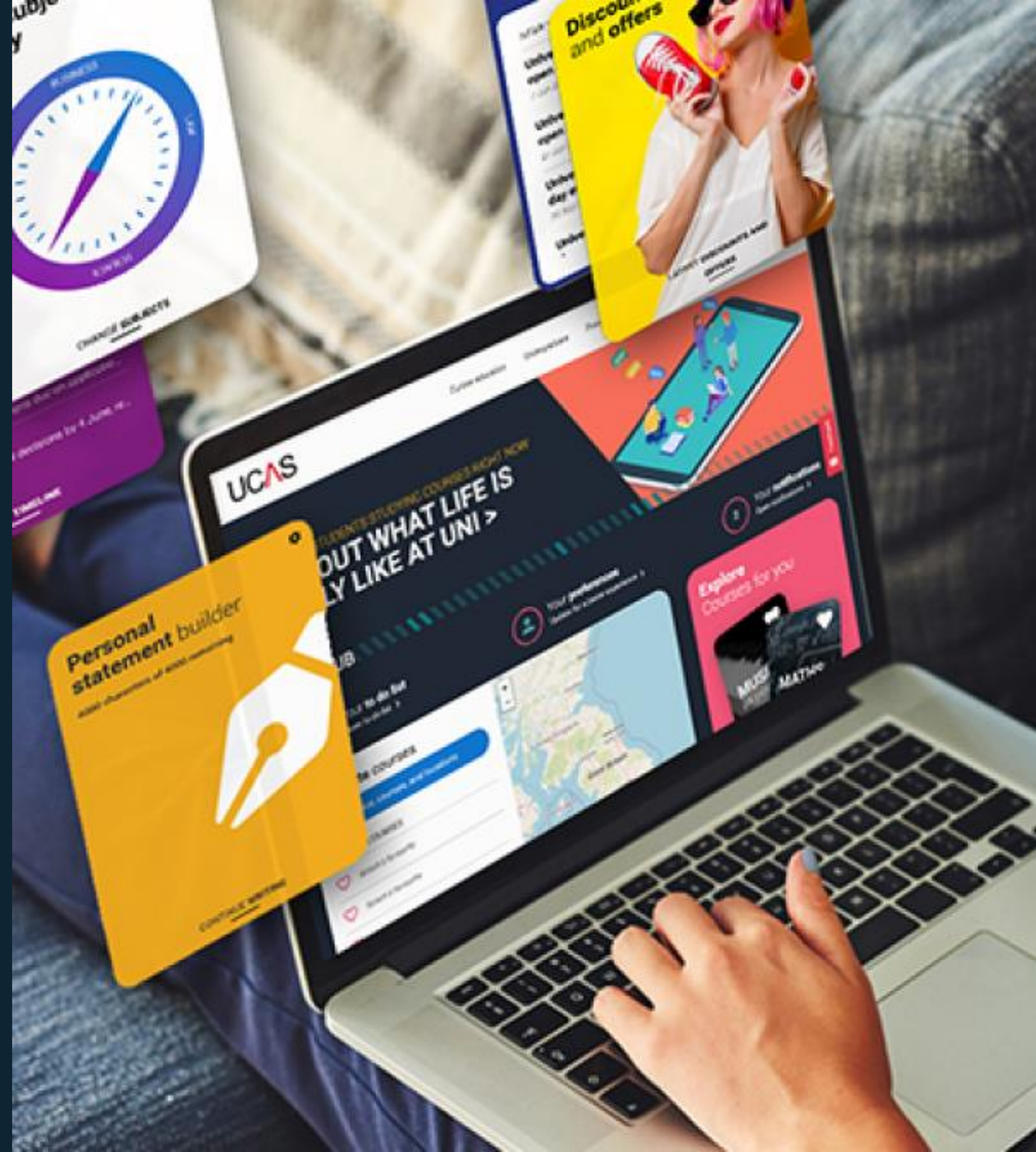
--MM--

End year

--YYYY--

HOW DO WE START?

- 1 Login to your UCAS Hub account or register today at [UCAS.COM/HUB](https://ucas.com/hub).
- 2 Students should use their school email address when in class to access the verification code.
- 3 Click on the CV Builder tile.



COMING NEXT

1

National Apprenticeship Week 2025 Support Pack.

2

CV Builder Lesson Plan.

3

More resources to help students explore their options.



STAY UP TO DATE

[UCAS.COM/ADVISERS](https://ucas.com/advisers)