

CV Advisor

About Careers Springboard

Careers Springboard is a registered charity, founded in 1991, helping job seekers return to employment.

We are looking for **two experienced CV Advisors** to join our volunteer team.

What will you do?

You will provide practical CV advice to job seekers and help them create CVs targeted towards the roles they want.

You will:

- Review CVs submitted by members.
- Provide practical advice and recommendations.
- Help members communicate their skills and achievements effectively.
- Provide CV templates and guidance.
- Support members with skill-based CVs.
- Help graduates with little or no work experience.
- Advise on keywords and job specifications.
- Help members tailor CVs to specific vacancies.
- Support members with cover letters.
- Explain appropriate use of ChatGPT and other AI tools for CVs and cover letters.
- Maintain basic contact with job seekers to understand the effectiveness of the advice.
- Maintain a simple report of CV advice provided.
- Occasionally attend Monday evening Zoom meetings.

What are we looking for?

You should have:

- At least **3 years' professional experience in HR, CV writing/composition or a related field.**
- Professional experience using CV-writing or HR skills.
- Current knowledge of effective CV-writing practices.
- Excellent communication and interpersonal skills.
- Strong attention to detail.
- Self-motivation and good time management.
- A positive and encouraging approach.

You must live in the UK and be authorised to work in the UK.

Training will be provided on skill-based CVs.

Make a difference

A strong, relevant CV can make an important difference to someone looking for work.

You will help job seekers communicate their experience, achievements and skills more effectively while building confidence in their job search.