Appear in employer's searches for partly qualified students

CV SEARCH

What is the CV Search?

The CV search is a function on the ICAEW Training Vacancies website that allows employers to search for their perfect candidate from a list of CVs. Candidates must accept permission for their CV to show on the list.

Are you eligible to join the list?

Anyone who has a profile on ICAEW Training Vacancies will appear on the CV search if they have accepted permission for their CV to show. Employers regularly look for students who are partly qualified. You are considered partly qualified if you have studied;
- the AAT level 4,
- any of the ACA certificate, professional or advanced exams,
- ICAEW CFAB, and,
- ICAEW BFP.

You can show this on your profile by ticking the relevant boxes.

How do you join the list?

To join the list, follow these steps.

Step 1. Log in or create an account on ICAEW Training Vacancies

Step 2. Click on 'Your Profile'

Step 3. Go through the tabs and fill in your details.

Your profile

Current attached CV: **test cv.docx**

[Change CV]

▼ Personal details ✓

First name ★
▬▬▬▬▬

Last name ★
▬▬▬▬▬

▶ Career summary

▶ Your current resume

▶ Your new role ✓

▶ Who can view your profile? ✓

Delete profile

[Save changes]

Step 4. Upload your current experience. This section is one of the most popular ones by employers.

▶ **Career summary**

▼ **Your current resume**

Where are you currently based?

What is your current job title?

Which sectors have you worked in?
- ☐ Accounting - practice
- ☐ Agriculture and landscaping
- ☐ Arts and culture
- ☐ Banking, finance and investment
- ☐ Business and management
- ☐ Charity and not for profit ▶
- ☐ Construction and property

What is your current annual salary?
Please select... ⌄

Are you: ★
- ☐ An ICAEW member
- ☐ A student
- ☐ A volunteer

Length of time in training agreement? (students only)
Please select... ⌄

What exams have you passed? (students only)
- ☐ Advanced Level ▶
- ☐ Certificate Level ▶
- ☐ Professional Level ▶
- ☐ None

Level of experience? (students only)
Please select... ⌄

▶ **Your new role** ✓

Step 5. The final step is to make sure that you click 'Yes' to 'Allow recruiters to see your profile and attached CV'. Don't forget to save changes.

Level of experience? (students only)

Please select...

▶ Your new role ✔

▼ Who can view your profile? ✔

Allow recruiters to see your profile and attached CV

● Yes   ○ No

Exclude a recruiter

Start typing…

Delete profile   Save changes

Need CV guidance? These are our top tips in how to make your CV stand out.