



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'

The screenshot shows the ICAEW Training Vacancies website interface. At the top, there is a navigation bar with the ICAEW logo, 'TRAINING VACANCIES', and links for 'Find a job', 'Jobs', 'Recruiters', 'Careers advice', and 'Events'. A user profile dropdown menu is open, showing options for 'Your jobs', 'Your profile', and 'Your account'. Below the navigation bar, there is a search section titled 'Bright futures start here' with the subtitle 'Careers with ICAEW training'. The search filters include 'KEYWORDS' (e.g. ACA Trainee), 'LOCATION' (e.g. Manchester), and a distance filter set to 'Within 5 miles'. A red 'Search' button is visible. Below the search filters, there are three promotional tiles: 'Graduate schemes' with a graduation cap icon, 'School leavers programmes' with a school building icon, and 'AAT-ACA fast track' with a rocket icon.

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?

Are you: *

- An ICAEW member
- A student
- A volunteer

Length of time in training agreement? (students only)

What exams have you passed? (students only)

- Advanced Level ▶
- Certificate Level ▶
- Professional Level ▶
- None

Level of experience? (students only)

▶ 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.