Epcot Career Solutions:

Getting Started and Systems Requirement

Using our responsive tool, you can create a professional quality, base-line two-page CV in around 20 minutes. To make it stand out and shout about your successes to prospective employers, you then need to spend time customising and enhancing it. Without customisation, your CV won't accurately reflect your achievements, experience, qualifications and transferable skills, nor will it be tailored to the specific job for which you're applying.

Employers tell us all the time it is this customisation that makes CVs shine. You are far more likely to be successful with a fully customised CV that is adapted specifically for each job application. Our tool enables you to do just that – efficiently and with confidence. Here's how…

When you're creating your CV using our tool, you'll be prompted to search for a job at the point where you complete the all-important profile section. Customise your CV for a specific job from the outset and the tool will train you how to transfer that knowledge and tweak your CV to target any job application.

Five easy steps to creating your customised CV

1. Read the 'Systems Requirement' section below to ensure you have the correct software and settings to run the tool. Currently our tool works solely with Microsoft platforms, although we plan to develop versions for Apple and Android using the contributions our users kindly make. If you are an Apple or Android user, please visit your local library or education establishment in the meantime, as they will have hardware compatible with our tool.

2. [Create a FREE account](#) and complete the information on our registration page. This will generate an email link for you to verify the new user account and complete the registration process. We recommend that you create the account from the device you will use to access the tool: a PC or laptop rather than your phone or tablet and using your personal email account. Then simply login to the tool and start to create your own employer-written, fully customised CV. It's that simple!

3. Login to our tool and view the 'First Time User Document' and view the associated Training Videos in order to understand and benefit fully from our tool. We've created two brief overview videos to introduce you to the tool and how to use it (Executive Overview and How to create a new Job Profile), plus several more detailed, in-depth videos specific to job type and experience.

- Overview (5 minutes long)
- 'How to create a new Job Profile' (3 minutes)
- Creating a CV for the first time – ideal for students and jobseekers, creating their first CV or wanting to understand how to create a great CV (24 minutes)
- Writing a graduate CV (10 minutes)
- Compiling an IT / technical CV (4 minutes)
- Producing a CV for a management position or other profession (7 minutes)

4. Customise your profile, key skills and career history to target each individual job application. Employers tell us that CVs customised to reflect their specific requirements are those that stand out and perform best. Keep it concise and always avoid pronouns such as 'I' or 'we' when you're customising your CV, as our CV tool creates your CV in the third person, as recommended by employers.

Please note, our CV tool uses 'tables' to create an effective structure and layout of your CV in Microsoft Word, therefore when editing your CV, please 'view gridlines', therefore you can easily customise your CV.

Guidance on customising your CV:

We've built functionality into our tool that teaches you how to customise your CV for every job application. When you click on the profile section, a new window will open, directing you to an online Job Board in your country. Simply enter the type of job you're seeking and your preferred location; then select a job. Don't worry if there are no suitable jobs at this point; just select any job for the purposes of learning how to customise your CV to target a specific role.

Review the job advertisement and identify the skills required for the role. For example, employers may include the following skills for a Retail Assistant: extensive retail experience, excellent customer service and communication skills.

Include two of the required skills in the first two bullet points of the key skills section, as well as within your career history. Then update your profile to make reference to your retail experience.

And the final step – once you have created your CV and are fully satisfied that it is professional, customised and relevant – is to make your voluntary contribution, as well as upload your CV to CV-Library via our website.

5. Please contribute as much as you can so that we can commit to making our free tool – and other invaluable careers advice services such as professional elearning, interview and career development videos – available and readily accessible to all.

Systems Requirement

Please follow these steps to gain safe and secure access to our tool.

Software
You'll need to use:

- Microsoft Word 2007 or above
- Adobe Flash Player 10.3 or above
- Microsoft Internet Explorer 8.0 or above

Please note that our tool does work on Chrome downloaded after 1st January 2015; however, if you experience any issues due to Flash, please use Microsoft Internet Explorer as an alternative browser.

Our tool is not currently compatible with Safari (Apple), Firefox, Tablet (except Microsoft Surface and Book) or mobile browsers. Please keep your contributions coming because we have plans to reinvest them in developing a version of the tool for Apple and Android users.

Settings
You'll need to allow:

- POP-UPs
- YouTube videos (our training videos are hosted here)

Additional information for all users:
Please note that there is no technical or customer support with the free version of our tool, since we reinvest all voluntary contributions into the tool's ongoing development and associated careers advice services. We feel confident you will find it a straightforward, user-friendly process. Between 1st Feb to 31st March 2019, we will offer support to government and educational establishments, via contact us.

We recommend you use your personal email address rather than a work email to set up your account, as some education establishments and employers will have firewalls in place that may block the verification registration email, unless they action the important information below.

Further information for educational establishments and organisations:

Please ensure your IT department actions the following points to maximise the use your clients can get from our tool…

1. Add the following to your 'safe list'
   - our email address: no-reply@epcotcs.com, because an activation email is sent to everyone who registers to use our tool
   - our website: https://www.epcotcs.com/

2. Set ActiveX settings to allow Flash player

Security and GDPR

The security of your data is a top priority for us. Our SQL database is encrypted to 256bit encryption with SSL Certificate, allowing for secure connection between our server and your browser. In regards to GDPR, you have our guarantee, your data, will NEVER be sold or marketed to any external organisation and we will not send more than 4 emails a year to keep you updated on upgrades we will be making to the CV tool, as well as additional free or highly affordable career services, via email.