

Find a Job

Uploading your CV

Find a Job is the UK Government website for searching and applying for jobs.

If you are claiming Jobseeker's Allowance or Universal Credit, you may need to demonstrate that you are looking for work. Using Find a Job can help you to prove this.

You can save a copy of your CV onto your account on Find a Job. This will make it easier for you to apply for jobs through the website.

Logging in

Log into your account at <https://findajob.dwp.gov.uk/> by clicking "sign in," and entering your email address and your Find A Job password.

The next page will look like this. Click on "Your CVs."

Please choose one of the following options:

<p><u>Search for jobs</u> Search for job adverts in the UK</p>	<p><u>Your activity</u> View the job searches, job ads and job applications you've done in the past</p>	<p><u>Your CVs</u> Manage CVs you have uploaded</p>
<p><u>Your email alerts</u> Manage the email alerts you have set up</p>	<p><u>Your favourite jobs</u> Manage the jobs you favourited</p>	<p><u>Manage account</u> Change your password and delete your account</p>

Uploading a CV

You will need to have a CV saved on your computer or on a USB memory stick.

If your CV is saved in your emails or in a cloud storage service like DropBox or iCloud, you will first need to download it to your PC.

On the “Your CVs” page, click the “Choose File” button.

Your CVs

Upload a CV

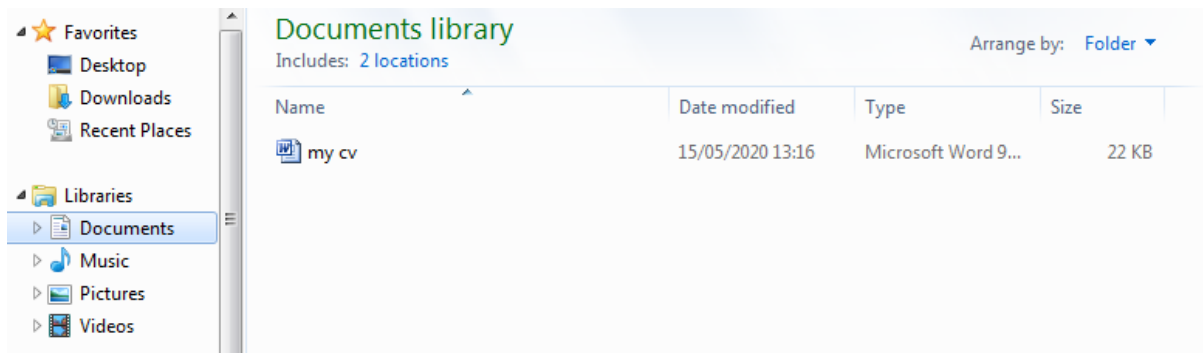
Accepted extensions: PDF, DOC, DOCX, RTF and ODT. File should not be larger than 1MB. Maximum 5 CVs per user.

No file chosen

[« Return to your account overview](#)

A Windows Explorer box will open.

Find your CV document on your computer, and double-click it, or click to highlight it and then click “Open.”



Back on the “Your CVs” screen, you then need to click the green “Upload CV” button.

You should see a message telling you that your CV has been uploaded.



Please note the instructions that a CV has to be a certain document type – a Word document (.doc or .docx), a PDF, or a text file (.rtf or .odt). The file should also be no bigger than 1MB. A two-page CV in a Word document or PDF should be a lot smaller than 1MB.

Managing your CVs

You can have up to five CVs at a time saved to your account, and if you want to, you can choose a different one for each job application you make.

Uploaded CVs

Filename	Actions
my_cv.doc	Download Delete

From the “My CVs” page, the “Uploaded CVs” section will let you download a copy of your CV. This means you can get a copy of your CV anywhere as long as you have an internet connection.

If you don’t need a CV anymore because it is out of date or there is a mistake on it, you can also click to delete it. Find A Job will double-check that you really do want to delete the CV before you lose it.