

# Universal Job Match

## ➤ Login How?

Google search "Universal JobMatch"



Google Search

I'm Feeling Lucky

Click here



universal jobmatch



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About 1,410,000 results (0.41 seconds)

**Find a job with Universal Jobmatch - GOV.UK**

<https://www.gov.uk/jobsearch>

4 Apr 2016 - Find a job using the **Universal Jobmatch** service - jobseekers can match their CV and skills to jobs posted by companies.

You've visited this page 3 times. Last visit: 22/08/16

**Universal Jobmatch jobs and skills search -**

<https://jobsearch.direct.gov.uk/>

A job board initiated by the UK Department for Work and Pensions (DWP). Search jobs by title, skills, keywords and location or just browse all jobs by not ...

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**Universal Jobmatch jobs and skills search - DWP – browse jobs**

<https://jobsearch.direct.gov.uk/JobSearch/Browse.aspx>

**Universal Jobmatch.** Skip to content. Skip to search. Register or Login. Resize text: Resize text to standardA; Resize text to largerA; Resize text to largestA.

# Find a job with Universal Jobmatch

Search and apply for full or part-time jobs in Great Britain and abroad.

[Log in to Universal Jobmatch](#) if you have an account.

[Reset your password or user ID](#) if you've forgotten them.

You can still search and apply for jobs without an account.

This page is also available in Welsh ([Cymraeg](#)).

Job title

Postcode, town or place

<https://www.gov.uk/browse/working>

Click here

## Finding a job

[Jobseeker's Allowance \(JSA\)](#)

[Find an apprenticeship](#)

[Help with moving from benefits to work](#)

[Become an apprentice](#)

[More](#)

## Elsewhere on GOV.UK

[Advertise a job with Universal Jobmatch](#)

[Find a registered childminder](#)

## Elsewhere on the web

[Safer Jobs: advice on avoiding job scams](#)



## Universal Jobmatch

### Login

New user? [Register](#)

Enter your User ID & password:

User ID  [Forgotten your User ID?](#)

Password  [Forgotten your password?](#)

[Cancel](#) [Log in](#)

Type your user ID number

Type your password

Click "Log in"

- When you have finished your online session, you should either close the browser or log out.
- Please do not use the browser back button as it may not function as expected.

➤ Upload CV

Click "CV"

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[Home](#) | [Profile](#) | [CV](#) | [Jobs](#) | [Messages](#) | [Application history](#) | [Activity history](#) [Help](#) [Employers](#) [Register or Login](#)

Any job title    Any skills or keywords    in    city, county, or postcode    [Search](#) ➔

Search: [UK](#) | [Europe](#) | [International](#)    [Browse jobs](#) | [Search tips](#)    Resize text: [A](#) [A](#) [A](#)

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**Welcome to Universal Jobmatch**



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- post your CV
- create a job profile
- get updates on jobs that interest you

**Already have a Government Gateway account?**

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[Log in](#) ➔

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Any job title    Any skills, keywords or Jo    in    city, county, or postcode    [Search](#) ➔

Search: [UK](#) | [Europe](#) | [International](#)    [Browse jobs](#) | [Search tips](#)    Resize text: [A](#) [A](#) [A](#)

**CV**

**Saved CVs**

You have saved **1** of **5** possible CVs.

**Note:** You can save up to 5 CVs, **you may choose 1 CV to be public (searchable by employer) at a time.** If you want to make a different CV public, update the status below.

Name	Status	Source	Action
<a href="#">Administrative Officer</a>	Public <a href="#">Make private (not searchable)</a>	Built with CV Builder	<a href="#">View/edit</a> <a href="#">Print preview</a> <a href="#">Copy</a> <a href="#">Delete</a>

[Build CV](#) ➔

[Upload CV](#) ➔

[Copy and paste CV](#) ➔

Click Upload CV

**Job search notes**

Notes entered below will be recorded in your [Activity history](#).

For example, calling about a job you saw advertised in the newspaper or following up on a job referral.

250 characters limit

[SAVE](#) ➔

Job title Skills or keywords in Postcode or location [Search](#)

Search: [UK](#) | [Europe](#) | [International](#)

[Browse jobs](#) | [Search tips](#)

Resize text: [A](#) [A](#) [A](#)

## CV

### Upload CV

Give your CV a title and select a privacy status. Then use the 'Browse' button below to find the CV you would like to upload.

\* Required information

**CV information** ?

\* CV title  
JOE BLOGGS CV  
E.g. experienced sales manager, admin assistant

\* CV status  
 Public - I want employers to find my CV  
 Private - I don't want employers to find my CV

Name your CV

Choose Public (Employers find your CV)  
OR  
Choose Private (Only if apply, employers see your CV)

**Upload CV** ?

**Note:** Don't provide your bank account details, National Insurance Number, date of birth, or other information which appears not to be relevant to the application process in your CV or job applications.

Uploaded file type must be a Microsoft Word (.doc or .docx) or Adobe Acrobat (.pdf) file, 500 KB or smaller.

\* CV file to upload  
Browse No file selected

Click "Browse"

[Cancel](#) or [Upload CV](#)

Any job title      Any skills, keywords or Job ID      in      city, county, or postcode      **Search**

Search: [UK](#) | [Europe](#) | [International](#)      [Browse jobs](#) | [Search](#)

### CV

#### Upload CV

Give your CV a title

\* Required information

##### CV information

###### \* CV title

Experienced  
E.g. experienced

###### \* CV status

Public - I want employers to find my CV  
 Private - I don't want employers to find my CV

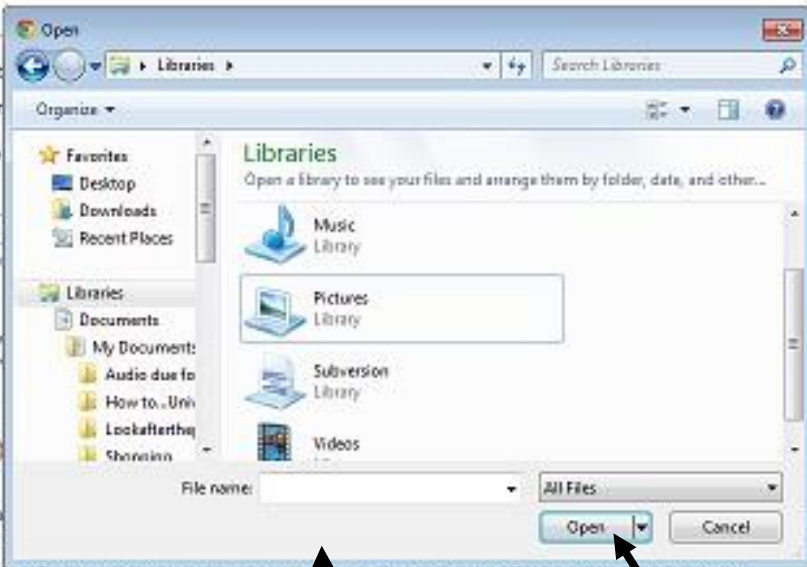
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###### \* CV file to upload

No file chosen



Find your CV  
(ask for help if don't know where)

Click "Open"

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##### CV information

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or

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Home | Profile | CV | Jobs | Messages | Application history | Activity history Help Employers Register or Login

Any job title Any skills or keywords in city, county, or postcode Search

Search: UK | Europe | International Browse jobs | Search tips Resize text: A A A

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Log in

## Search results for 'Administrative Assistant' ?

Search results

Save this search ★ Jobs you have saved ● Jobs saved by your adviser

Your search criteria:  
• Title: Administrative Assistant  
• Enter any location: London, Greater London, England  
• Distance: 20 miles  
[Clear All](#)

Refine results

Distance

- 2 miles
- 5 miles
- 10 miles
- 20 miles
- 30 miles
- 40 miles
- 50 miles
- 60 miles
- 75 miles
- 100 miles
- 150 miles
- 200 miles

Date	Job title	Company	Location
12/05/2016	<a href="#">Administrative Assistant/Reception</a>	reed.co.uk	London-London
12/05/2016	<a href="#">Arabic Speaking Administrative Assistant</a>	AdView	London-London
11/05/2016	<a href="#">Bursar's Administrative Assistant</a>	Adzuna	London-London
11/05/2016	<a href="#">Arabic Speaking Administrative Assistant</a>	Monster UK	London-City of London
10/05/2016	<a href="#">Administrative Assistant</a>	AdView	London-London
10/05/2016	<a href="#">Part time administrative assistant</a>	AdView	London-London

➤ Activity History how?

Click "Activity History"

Any job title

Any skills or keywords

in city, county, or postcode

Search

Search: UK | Europe | International

Browse jobs | Search tips

Resize text: A A A

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Activity History list

Type been doing what?

OR

Type job apply for: Ref Number, Company name, job title, etc.

Any job title

Any skills, keywords or Job ID

in city, county, or postcode

Search

Search: UK | Europe | International

Browse jobs | Search tips

Resize text: A A A

Activity history

Review all job activity, including CV updates and interviews. You can also add your own job search notes in the text box on the right.

To view all applications, access your Application History from the navigation bar above.

**NOTE:** Messages expire 91 days after the posted date.

3 of 3 Items

My notes

Page: [1] Page 1 of 1

Date	Activity detail
21/02/2013	Equality questionnaire
21/02/2013	Accept T & Cs: Universal Jobmatch website - Terms and Conditions for Jobseekers
21/02/2013	Account and profile setup completed

Page: [1] Page 1 of 1

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250 characters limit

SAVE

Click "Save"