

# CV

**The CV building tool allows you create a CV by drawing upon information entered into the About Me section, as well as your other DeskSpace assets. Your CV content is customisable; you can choose to include information about: personal details, current studies, education, employment, skills, achievements, personal statement and references.**

CVs are treated just like any other asset in DeskSpace, this means you can create as many as you need and then share them with others. CV assets can be shared with your contacts, other DeskSpace users, potential employees, published to gateways or printed. DeskSpace CVs can also be opened and edited in Microsoft Word, which allows you to make layout and design changes to your CV.

Click the **create new** button and choose **more** and then select CV.

In the pad that opens there are areas to add a **Title**, select a **Tag** and add a **Description** for your CV. Click on **edit CV** to start adding information to your CV.



The CV builder takes your **personal details** from the About Me section.

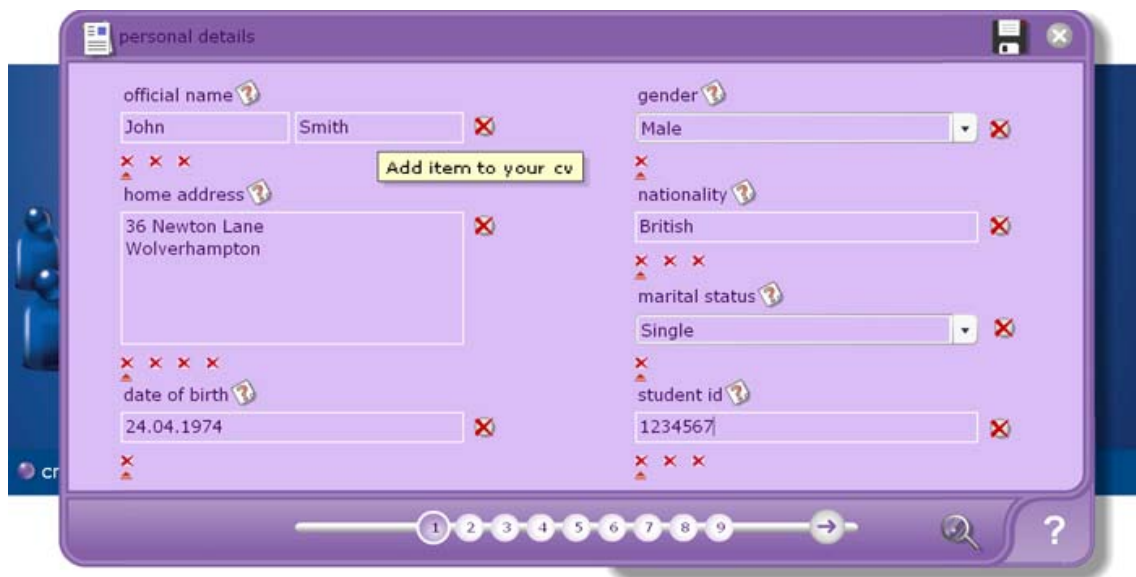
If you have not previously added any information in the About me area you can add details into the **CV** builder, and they will be added to your **About me** section.

**Remember** you can view your **CV** at anytime by clicking on the magnifying class in the bottom right corner.

- The **first section** is where you select the personal details to appear in your CV. This includes your name, address, date of birth, gender, nationality, marital status and ID numbers.

Each item has a red cross on the right of each category indicating that it is not currently selected to appear on your CV. By clicking on a red cross you will select the item and it will appear on your CV. The red cross will change to a blue tick to show it is to be included.

Most of the items have multiple options which you can select by clicking on the boxes below each of the items. This enables you to choose exactly what appears on your CV. For example you may wish to include your home address or you may prefer to include your work address. To view the different options, click on the small boxes below the address field in turn until the appropriate item appears, then click on the red cross to add the item to the CV.



- Click either the **numbered button** or the **next arrow** on the navigation bar to move to the next section..

The second section includes more **personal details**. As in the previous section, for some options there are red crosses to click on to select particular personal details. In this section you may also want to place a photograph of yourself. See 'Upload File' for help with this.

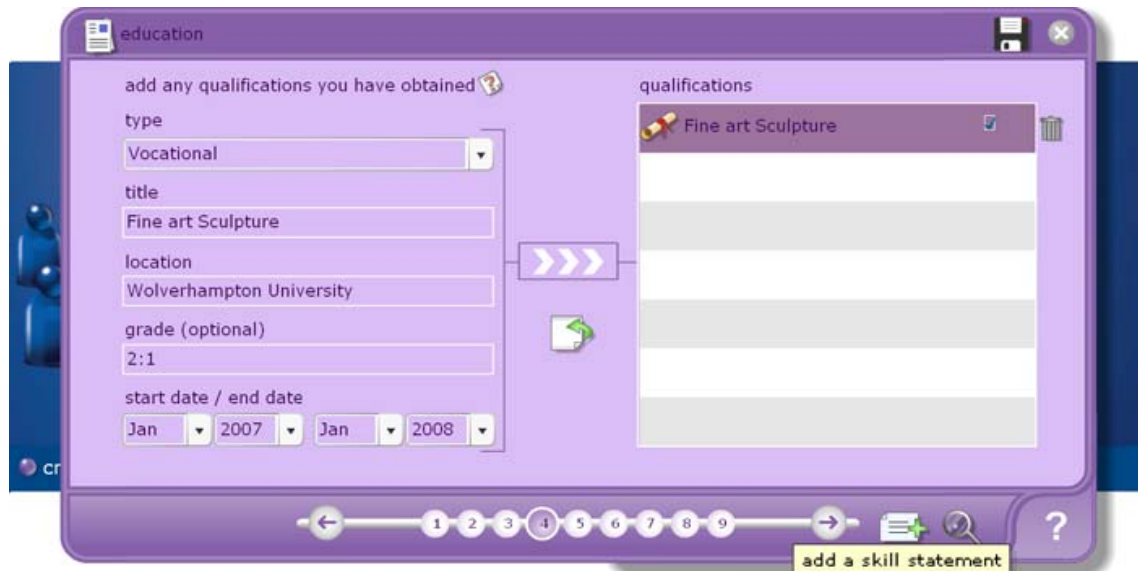
- Click to move to **Section 3** enables you to add details of any courses you are currently studying. If you have added details of your current studies in the About me area, the courses will be placed in the right window with a red cross next to them. You can add these to your **CV** by clicking the red cross so it turns into a blue tick.

You can also add new courses by filling in the details on the left part of the section and then clicking the arrows pointing right, in the middle of the pad. This will then place the course in the right hand box. You can place multiple courses or modules using the same technique.

Once the course has been added to your CV, you can add a skills statement which acts as introductory text for this section on your CV. This is done via the skills statement icon

which can be found at the bottom right of the pad. When clicking this icon a new area opens so you can type in some information about the course you are studying.

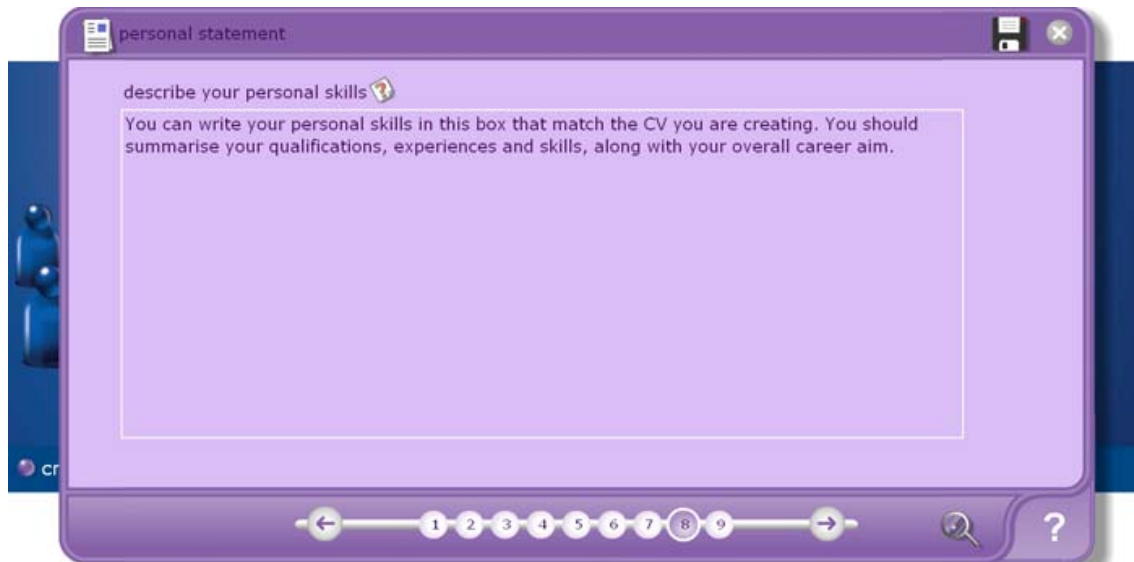
- **Click to move to Section 4** which is similar to **section 3**; however this section relates to qualifications you have already attained. Using the same technique as before, you can add details of your prior **qualifications**.



- **Click to move to Section 5** which gives you the opportunity to link in Experience assets you may have created at an early stage. You will see the assets that you have created in the left window. You can select an Experience asset by clicking on it and then clicking the right pointing arrows that are in the middle of the pad. This means that the asset is now linked with your CV.
- **Click to move to Section 6**. Like in section 5, **section 6** gives you the opportunity to add assets that recognise your Abilities. You will see the list of your Abilities in the left window in the pad. Select the ability you want to add to the CV and click the right pointing arrows in the centre of the pad.



- Click to move to **Section 7** which gives you the opportunity to add assets that recognise your Achievement. You will see the list of your Achievements in the left window in the pad. Select the Achievements you want to add to the CV and click the right pointing arrows in the centre of the pad.
- Click to move to **Section 8**. This section allows you to describe your personal skills. In this you can write a short statement that will summarise your main qualifications, experiences, and skills, along with your career aim. Unless you reorder it this statement will appear at the beginning of you completed CV.



- Click to move to **Section 9**. This pad allows you to set the order of your CV sections and sub sections. You can click on the items on the window and use the arrows to change the order depending on how you want the CV to look.

Once you have finished with the CV you can click the save icon in the top right corner or the green tick which will save and close the CV builder.

You can choose to do a number of things with the **CV** asset you have just created

- view it;
- send it to a Person, Gateway, Blog or Printer;
- add an End Note;
- add/edit a Link;
- tag it

You can also simply click on the **tick button** to save and close your asset.