

# Create and add your own custom template to

## Curriculum Vitae Builder

- First of all create your template using MSWord as below and save with your desired file name

CURRICULUM VITAE	
<b>EMMANUEL UCHE</b>	
PHONE NO: 081xxxxxxx	
CONTACT ADDRESS: Plot 22, Owoseni Street, Sango Ota	
<b><u>OBJECTIVES</u></b>	
I aim to promote the operations of the company	
<b><u>PERSONAL DATA</u></b>	
Date of Birth:	Monday, December 4, 2017
Sex:	Male
Marital Status:	Single
Place of Birth:	Lagos
State of Origin:	Enugu
Local Government Area:	Afikpo Local Government.
Nationality:	Nigerian
Religion:	Christianity
Language Spoken:	English
<b><u>EDUCATIONAL BACKGROUND</u></b>	
Omolola International Schools	2001 - 2010
Iganmode Grammar School	2010 - 2016
University of Lagos	2016 - 2020
<b><u>CERTIFICATE OBTAINED WITH DATE</u></b>	
First School Leaving Certificate	
Omolola International Schools	2001 - 2010
Secondary School Leaving Certificate	
Iganmode Grammar School	2010 - 2016
B.Sc in Computer	
University of Lagos	2016 - 2020
<b><u>HOBBIES</u></b>	
Coding and Reading	
<b><u>REFEREES</u></b>	
Mr. Sunesis	
CEO of Solyworth Corporation	
081xxxxxxx	

- Secondly we introduce the SuneTags which are very essential in the creation of the **Custom CV**

The SuneTags are as below:

1. Address
2. Birth
3. Certificates
4. DOB
5. Education
6. Fullname
7. Hobbies
8. Language
9. LGA
10. Marital
11. Nationality
12. Objectives
13. Phone
14. Referee
15. Religion
16. Sex
17. State
18. Work

- This is how they are being used, you add them as replacement in your custom document as below

**CURRICULUM VITAE**

**<Fullname>**

PHONE NO: <Phone numbers>  
CONTACT ADDRESS: <Address>

**OBJECTIVES**  
<Objectives>

**PERSONAL DATA**

Date of Birth:	<DOB>
Sex:	<Sex>
Marital Status:	<Marital Status>
Place of Birth:	<Place of Birth>
State of Origin:	<State>
Local Government Area:	<LGA> Local Government.
Nationality:	<Nationality>
Religion:	<Religion>
Language Spoken:	<Language>

**EDUCATIONAL BACKGROUND**  
<Educational Background>

**CERTIFICATE OBTAINED WITH DATE**  
<Certificates>

**HOBBIES**  
<Hobbies>

**REFEREES**  
<Referees>

- Now no much change in the design at the top and the last above just what is called SuneTags replacement. Do not forget to save after above alteration.
- Finally we add **Bookmarks** to each SuneTag mind you must be careful in this aspect and ensure you type what you are asked to. Here are the SuneTags:

1. Address
2. Birth
3. Certificates
4. DOB
5. Education
6. Fullname
7. Hobbies
8. Language
9. LGA
10. Marital
11. Nationality
12. Objectives
13. Phone
14. Referee
15. Religion
16. Sex
17. State
18. Work

- Select/Highlight each SuneTag, then press **Ctrl+Shift+F5** the **Bookmarks** dialog opens, now add each SuneTags to the Bookmarks as shown below

**CURRICULUM VITAE**  
**<Fullname>**  
PHONE NO: <Phone numbers>  
CONTACT ADDRESS: <Address>

**OBJECTIVES**  
<Objectives>

**PERSONAL DATA**  
Date of Birth:  
Sex:  
Marital Status:  
Place of Birth:  
State of Origin:  
Local Government Area:  
Nationality:  
Religion:  
Language Spoken:

**EDUCATIONAL BACKGROUND**  
<Educational Background>

**CERTIFICATE OBTAINED**  
<Certificates>

**HOBBIES**  
<Hobbies>

**REFEREES**  
<Referees>

Bookmark

?

×

Bookmark name:  
Fullname  
Address  
Birth  
Certificates  
DOB  
Education  
Fullname  
Hobbies  
Language  
LGA  
Marital  
Nationality  
Objectives

Add  
Delete  
Go To

Sort by: ☒ Name  
☐ Location

☐ Hidden bookmarks

Cancel

- The above image shows all the SuneTags added to the **Bookmarks**, note that the respective tag must be first highlighted in the document then **Ctrl+Shift+F5** to add the SuneTag of the respective highlighted text in the document. Once you are done save and close the file.
- Now two more requirements for the custom template. Firstly a list picture for your custom template; be free to use any design but it should be specifically saved in .png format. Here is our sample below



- Finally you need to make a preview picture for your template so as to show as enlarged size of the custom template and don't forget that this also must be save as .png

Curriculum Vitae Builder

**CURRICULUM VITAE**  
**EMMANUEL SUNESIS UCHE**  
 ADDRESS: PLOT 2002, CODEHUB STREET, LIVE ESTATE.  
 NUMBER: 08142412522, 09099999299

**PERSONAL INFORMATION**

Date of Birth: 17<sup>th</sup> August, 1997  
 Sex: Male  
 Marital Status: Single  
 Place of Birth: Strong  
 State of Origin: Funny  
 Local Government Area: Ota Local Government.  
 Nationality: Nigerian  
 Religion: Christian  
 Language Spoken: English, Machine

**OBJECTIVE:**  
 I have the ability to work independently with minimum supervision and possess good inter personal skills and excellent public communications.

**EDUCATIONAL BACKGROUND WITH DATE**

Iganmode Grammar School 2012-2018  
 Omolola Nursery & Primary School 2006-2012

**CERTIFICATES OBATAINED WITH DATE**

Primary School Leaving Certificate 2012  
 Senior Secondary School Certificate Examination 2018

**WORKING EXPERIENCE**

Punchline Technologies  
 23, Unknown arena, Lagos  
 Post: Software Engineer

**HOBBIES**  
 Reading

**REFEREE**  
 Mr. Sunesis  
 08142412522.

- Once done, then launch Curriculum Vitae and navigate to **File->Import** and provide the needed files location and Import. Viola your template is on **C.V.B**
- To switch between Default Templates and Custom Template use **File->Default Templates** or **File->Custom Template**

**Now you can play with other desired designs of your choice just don't forget to add the SuneTags and Bookmarks they are essential.**

**Still not clear about something,**

**Feel free to contact us on**

**Whatsapp: +2348142412522**

**Email: [kingsonesis1@gmail.com](mailto:kingsonesis1@gmail.com)**

**Signed: Solvworth Corporation**

**Jesus is coming soon, why don't you accept Him now that you can? He loves you, He is knocking at the door of your heart please open up for Him. Thanks**