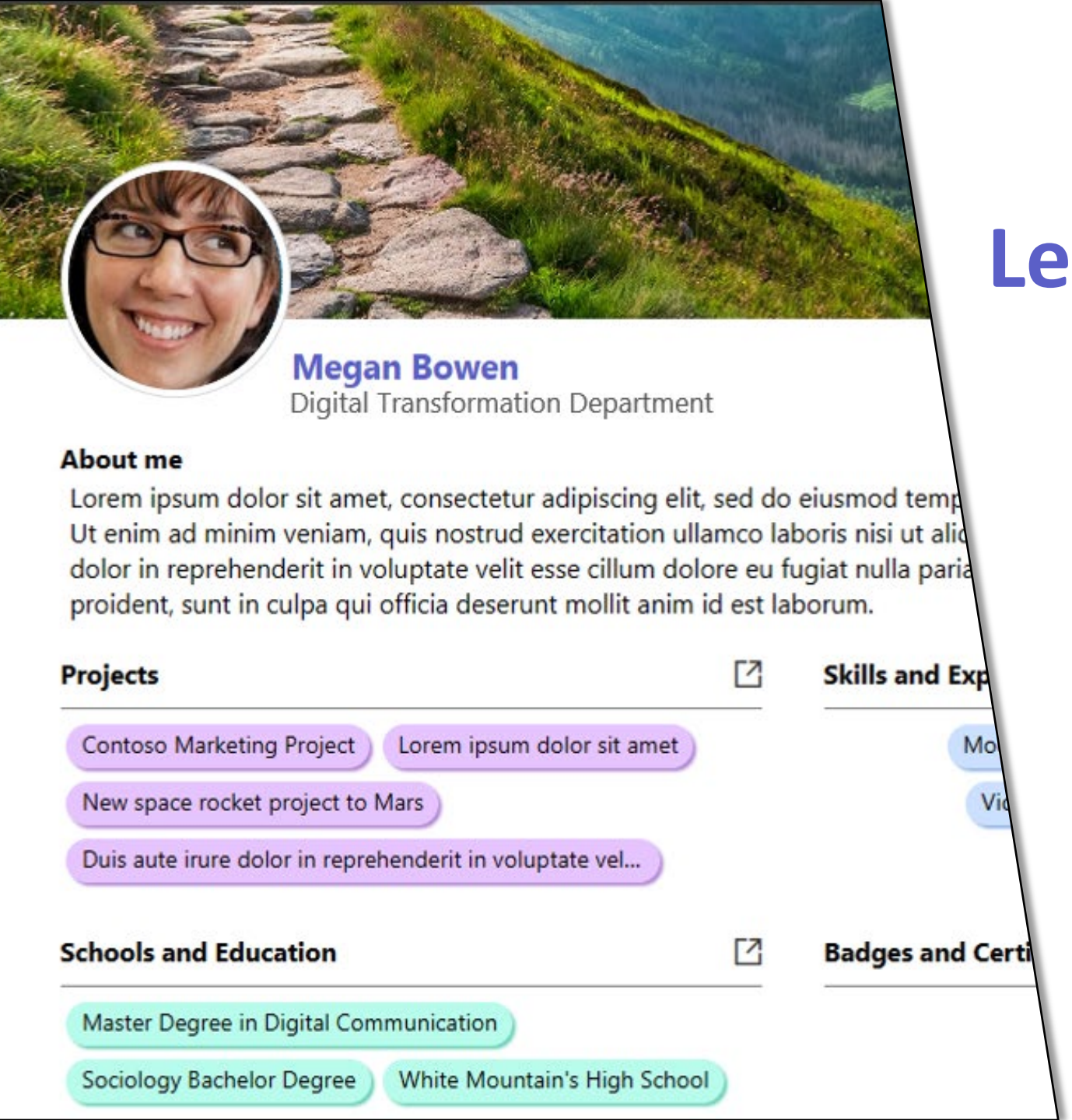
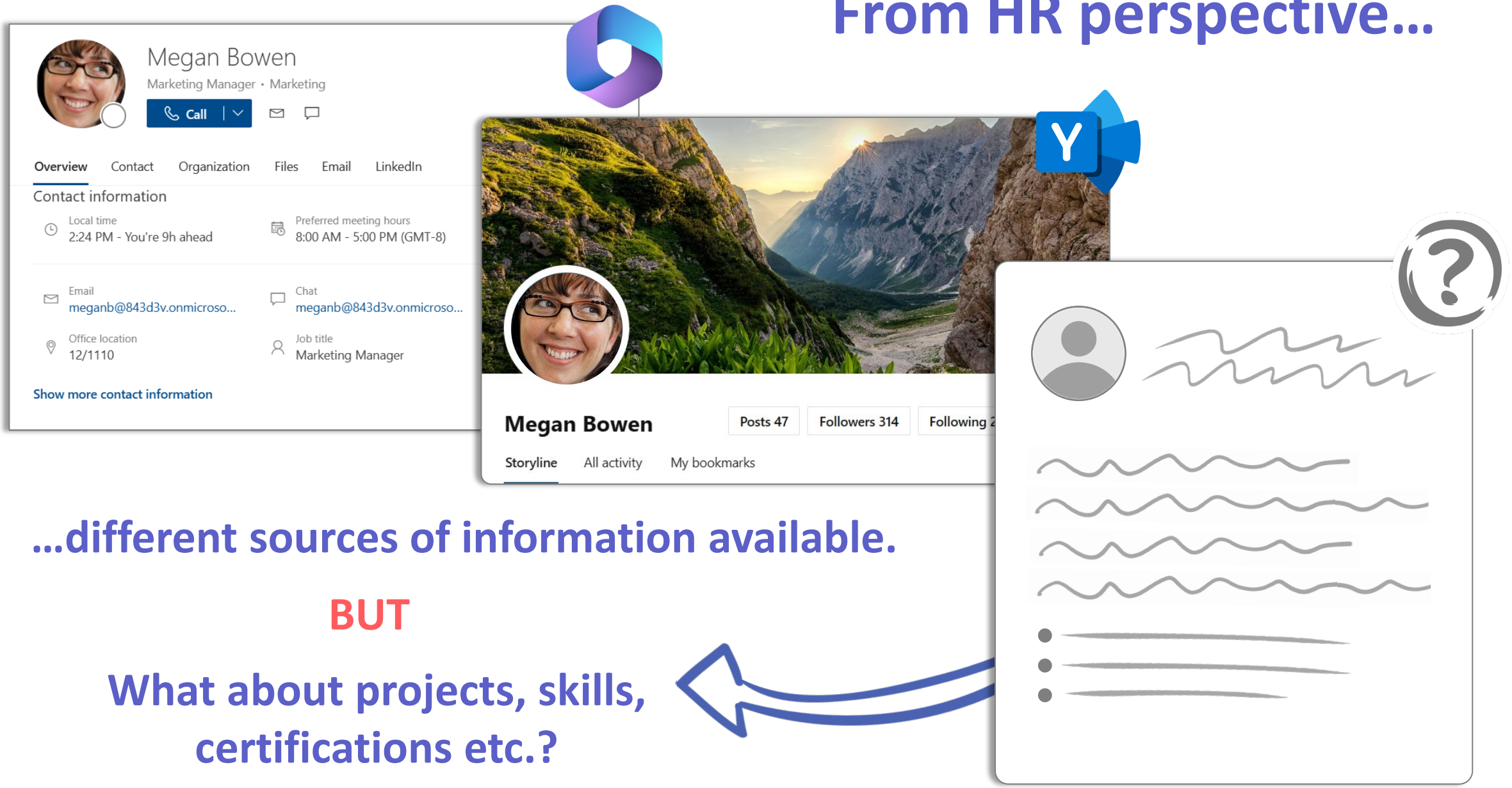


Let's build an internal CV with Microsoft Lists

From HR perspective…



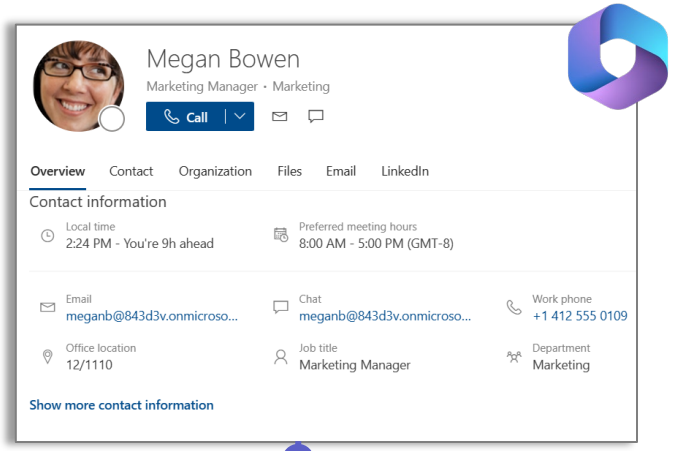
…different sources of information available.

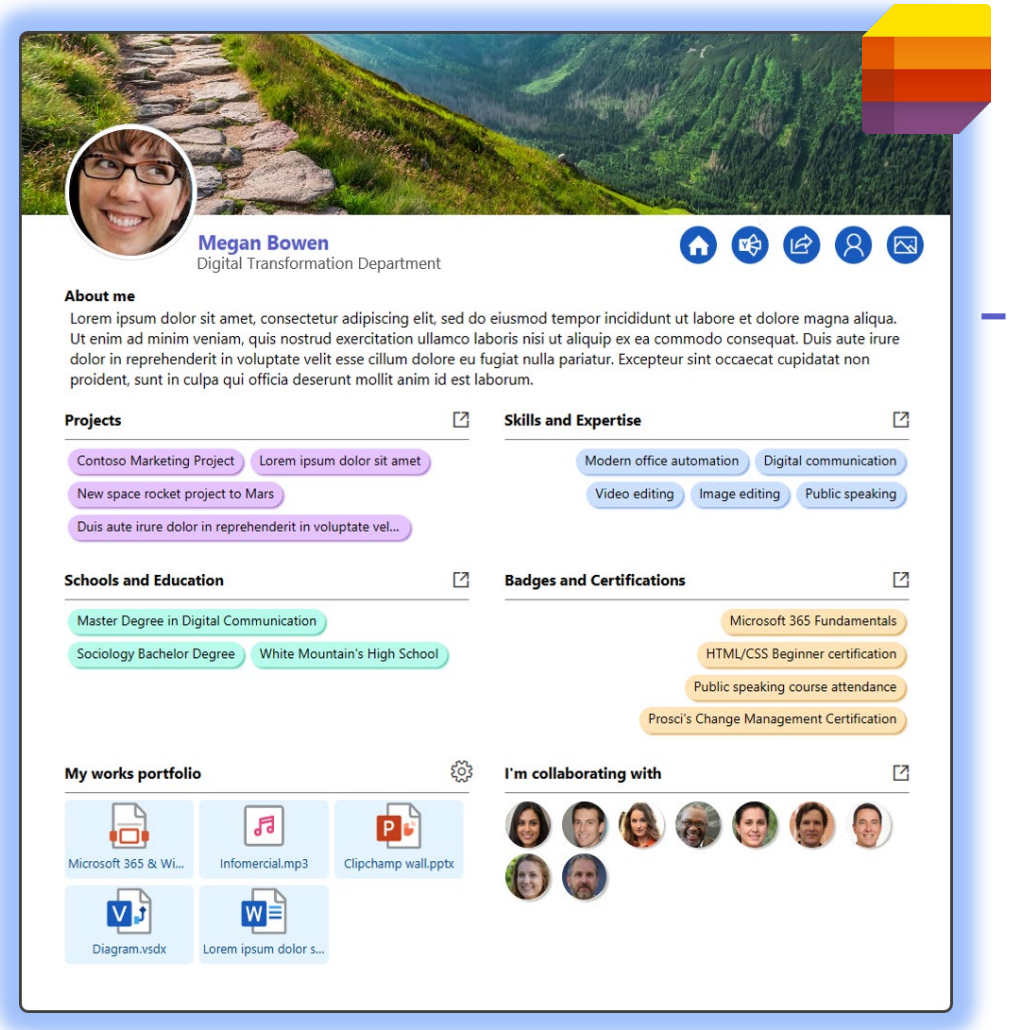
BUT

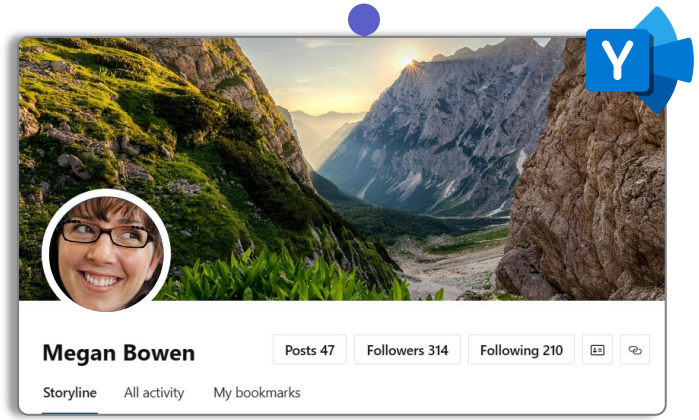
What about projects, skills, certifications etc.?

We could use third party apps and platforms as well as Delve or…

…what if we used Microsoft Lists to track info about people and their work history?

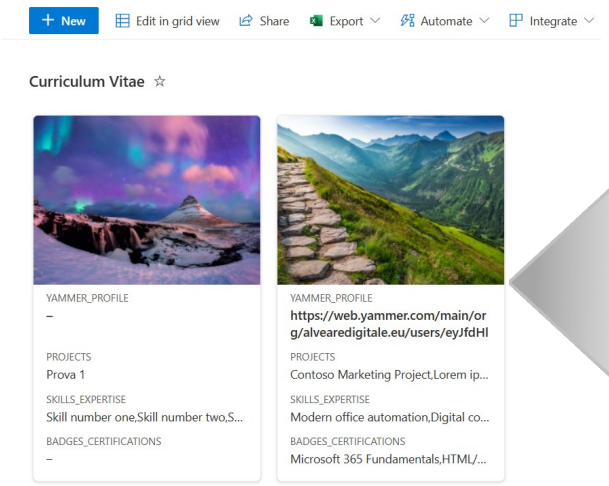




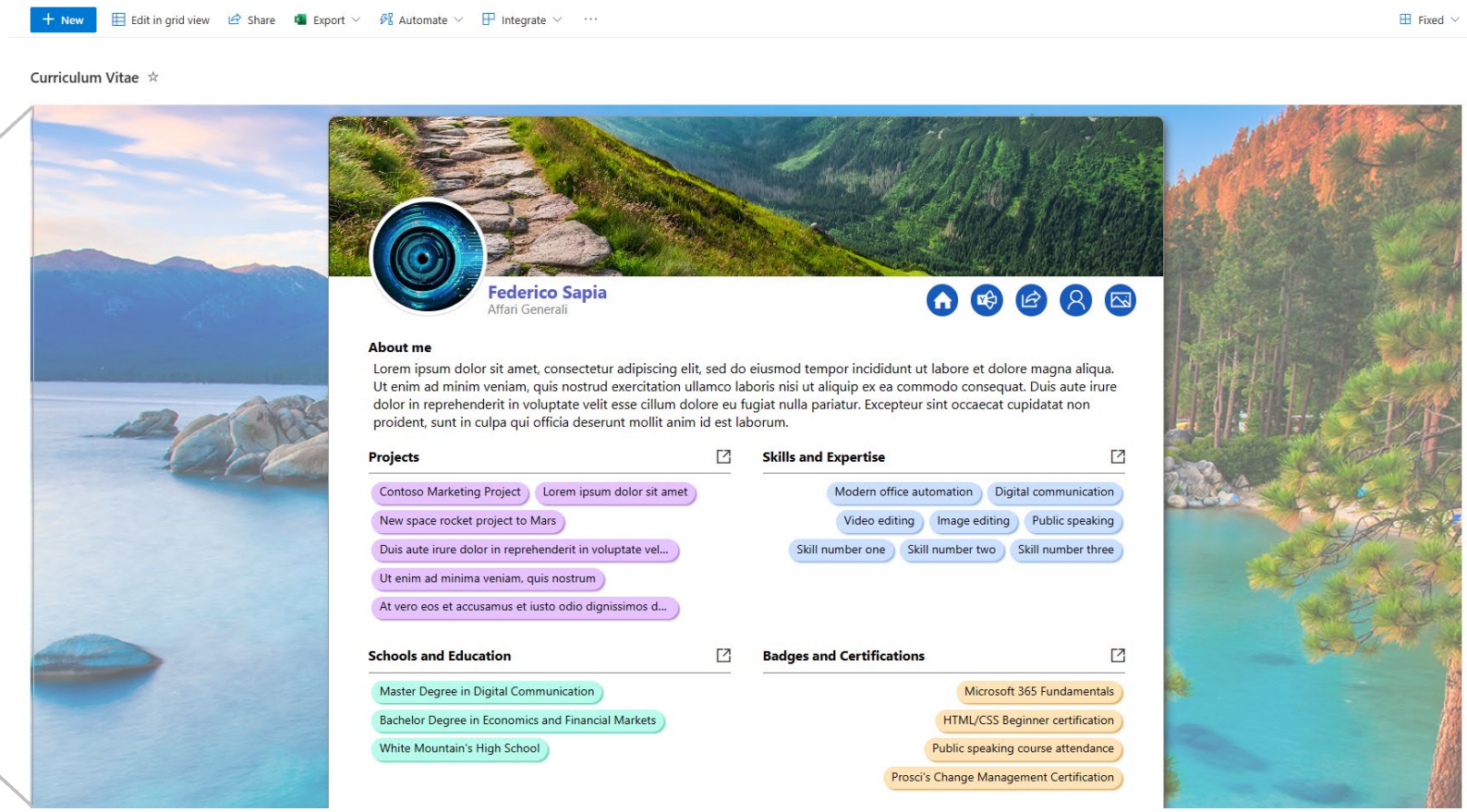


The logic behind: from a standard card to a single large CV card

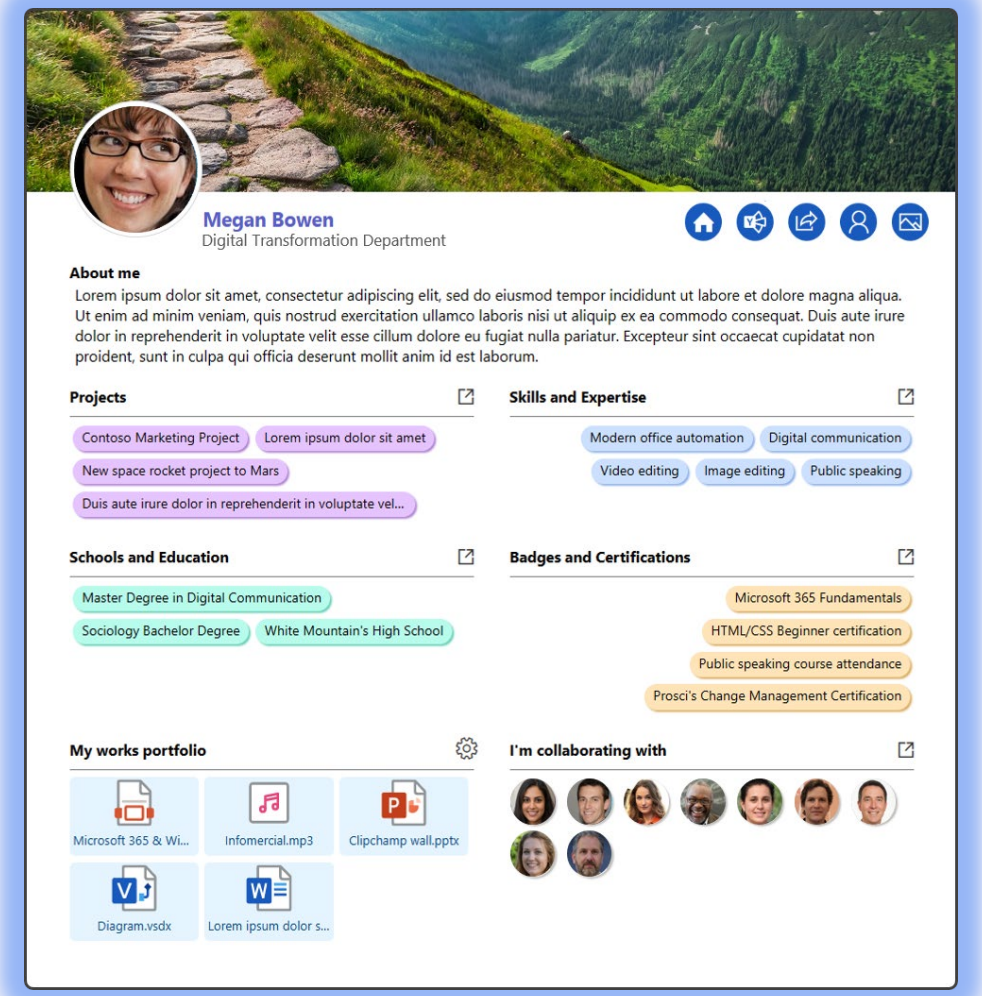
Gallery view



Gallery view



Main features: how far can we take a Microsoft lists card?



"In place" field editing

Write and add content also without the right editing pane

Expandable editing boxes

The more you write, the more a card will expand

Custom hovercards

Don't miss any important detail in each section

Attachments automation

Use Power Automate to display attachments

Feature Focus: from a static card to a fillable CV card

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Skills and Expertise

et

Modern office automation | Digital communication | Video editing | Image editing | Public speaking

Badges and Certifications

Microsoft 365 Fundamentals

chool

HTML/CSS Beginner certification

Field editing box embedded in a card thanks to inlineEditField JSON property

Skills and Expertise

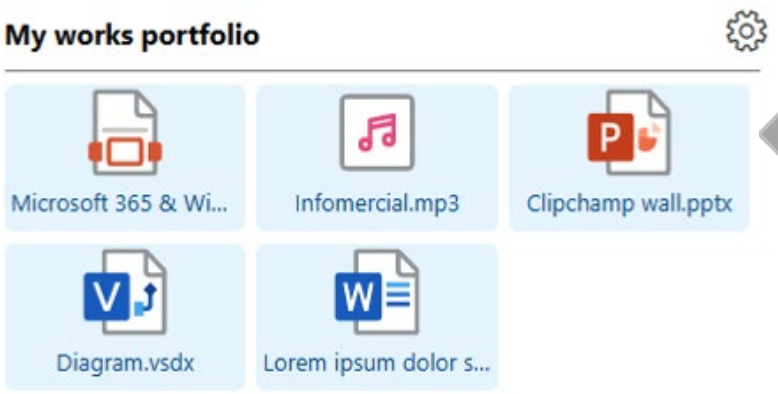
Modern office automation × Digital communication × Video editing × Image editing × Public speaking ×

Type to filter or add new choice

.

Feature Focus: attachments automation and clickable tiles

A Power Automate flow will take care of the works portfolio, along with the "magic" offered by Microsoft Lists JSON.



Split operator of JSON in Microsoft Lists

When an item of the Internal CV list is created or modified

Get item attachments

(Apply to Each) Take note of the attachment name

Create array with all the attachments names

Create a string and join all the array items with a colon

Update item with the string created in the previous step

Cool! But how can I create this list by myself?

Sample Solution Gallery

Explore our sample gallery filled with solutions that integrate seamlessly to the Microsoft products you use the most.

https://adoption.microsoft.com

Microsoft Learn