# CONTENT: CREATING A CV

You may wish to add a CV to your profile. To do so you can access **CV** area either via the home page or via the navigation panel at the top under the **Content** tab. This area allows you to build an online CV. The CV builder enables the user to record: personal details, personal interests, educational qualifications and achievements, employment history, awards.

 CV area is divided into six sections:

## 'INTRODUCTION'

Introduction tab includes a cover letter and the personal information sections;

## 'EDUCATION & EMPLOYMENT'

Education and Employment tab features the education and employment histories;

## 'ACHIEVEMENTS'

Achievements tab features any certificates, accreditations and awards you may have obtained, as well as professional memberships and books and publications;

## 'GOALS'

Goals tab covers personal, academic and career goals. Engaging with this section encourages you to reflect on and plan your personal future. As you progress through your University experience, you can re-visit this section from time to time. This will encourage further personal reflection and planning.

## 'SKILLS'

Skills tab features 'personal' skills, 'academic' skills and 'work' skills. Engaging with this section encourages you to reflect on and analyse your own abilities, helping you to understand what these might be and why they are valuable.

## 'INTERESTS'

Interests tab allows recording your interests and also what you would like to do in the future.

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