SWANSEA METROPOLITAN UNIVERSITY
PRIFYSGOL FETROPOLITAN ABERTAWE

Creating a CV using PebblePad and Word 2007.

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Open PebblePad

Log on to Moodle ► Select the ‘PebblePad tab Open PebblePad ► Login to PebblePad.

Note: Everything you create in PebblePad is known as an asset.

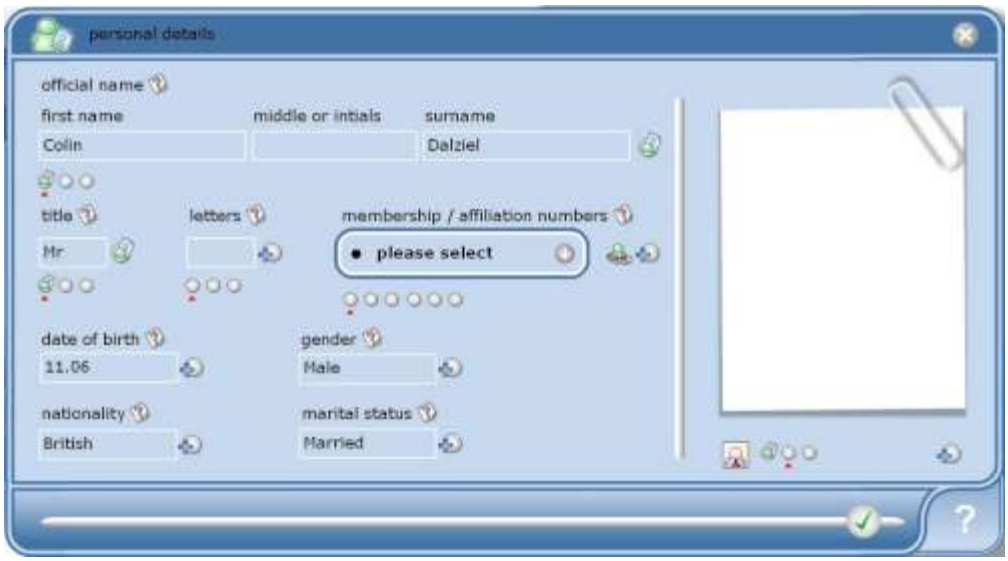
Create a Curriculum Vitae (CV)

Click the **tools** button and choose About me and you will see a number of icons which represent the categories you can use to store information about yourself.

The About me section of PebblePad enables you to enter information about yourself including qualifications and work history as well as personal details such as contact addresses and phone numbers. Once entered, this information can then be used to create a CV using PebblePad's CV building tool.

The information in About Me is only accessible by you and is not transferred to any other CSP systems or staff or any external organisations. Privacy is protected via your username and password and the CSP security systems.

The first two sections Personal Details and Contact information allow you to add in basic information about yourself. Where appropriate items have an option for you to enter alternative details for example you may wish to store your preferred name or multiple phone numbers. You can do this by clicking on the small circles below the applicable text entry field.



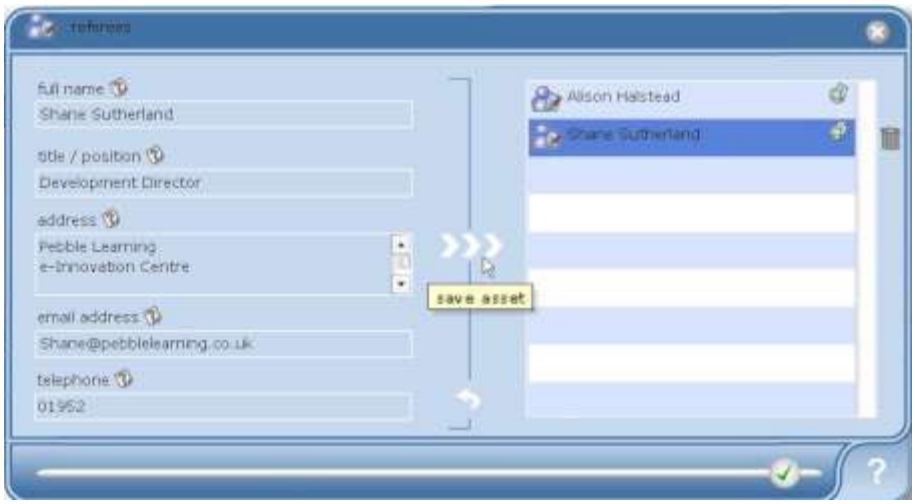
In addition to the personal details you can add a wide range of information about yourself via a number of different categories. Each of these categories enables you to add in multiple details about yourself. You can then select which of the details are appropriate for any particular purpose.

Adding details into the various categories follows the same basic process.

This is how you add a referee

- From the initial About me screen click on **referees** from the list of categories.
- Type in the details for your referee in the appropriate areas on the left of the screen.
- Once you have added all the details click on the Chevrons pointing to the right to add the referee.
- By default the referee will be selected and automatically added to any CV's you create.
- You can de-select an item so it is not automatically added by clicking on the small icon on the right of the list.
- If you wish to completely remove an item click on it first to select it and a waste bin icon will appear for you to click on to remove the item.

You can repeat this process as many times as you wish to add in multiple referees and then when you create a CV you can choose the most appropriate ones from your list.



All the other categories work in a similar way - you enter details on the left of the screen and then add the items using the chevrons.

The list below gives you a short overview of each area and the type of information you can include.

Qualifications

Add details of your qualifications

Employment

Enables you to enter details of your employment history

Referees

Allows you to add contact details for references

Affiliations

Enables you to add details of any organisations you are a member of such as the CSP. This can also be used for other information e.g. your main place of study, a previous employer etc.

Abilities / Skills

This area will automatically list any abilities you have recorded in the ePortfolio. You can also add new ones via this area. Editing existing Abilities here will edit the original Ability in your Record store.

Activity

This area will automatically list any activities you have recorded in the ePortfolio. You can also add new ones via this area. Editing existing Activity here will edit the original Activity in your Record store.

Publications

If you have had any work published you can add in details here

Beliefs & Values

This section enables you to give details of your beliefs and personal Ideology

Awards, Prizes & Grants

If you have been awarded a prize or won a grant you can add details in this section.

Hobbies and Interests

You can add details of activities you are involved in outside of a work context in this section.

Languages

If you speak a foreign language you can include details here.

Personal statement

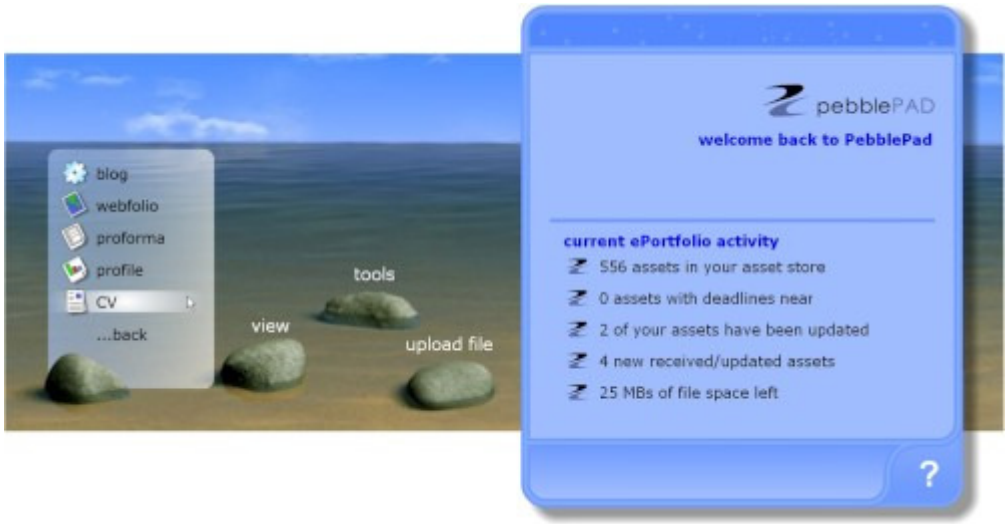
You can write a short statement that will summarise your main qualifications, experiences, and skills, along with your career aims to give a richer picture of you as a person.

Once you are satisfied with what you have entered in any of the sections, click the green tick icon on the navigational bar to save and close or click the save icon in the top right of the pad, then close the pad, by clicking on the cross. Remember to save your work regularly to avoid losing any of your content inadvertently.

Once you have entered details into the About Me section you can use the information to create CV

The CV building tool allows you to create a CV by drawing upon information you have already entered into the about me section, as well as your other PebblePad assets. Your CV content is customisable; you can choose to include information about: e.g. personal details, qualifications, employment, and any other area included in the about me section of PebblePad including a personal statement and details of people providing references for you.

CVs can also be sent to a word processing package, which allows you to make layout and design changes to your CV.



Click **create new** then **more** and choose **CV**.

In the pad that opens there are areas to add a **title**, select a **tag** and add a **description** for your **CV**.

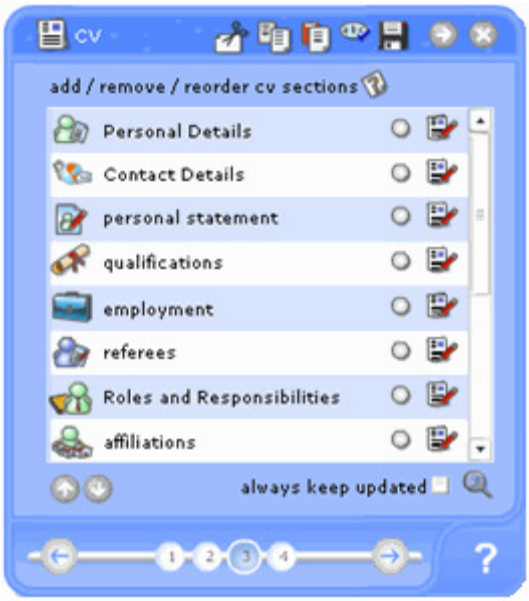
Please note: The title and description is for your information only, it will not appear when you view or print the CV.

The **tag** drop down box contains your most popular tags. More tags can be added by selecting all tags from the list or at the final stage of the creation process.

- Click either the **number 2** button or the **next arrow** on the navigation bar to move to the next section. In this section you can change or edit the appearance of your CV.

- Click the drop down box to choose a template. There are a variety of options that you can choose from to change the appearance of your CV. Please note: Your CV template is visible on screen but not printouts. Each template has colour boxes at the bottom of the pad. These can also change the look of your CV and how it will be presented. The last option is **create new template**. This is found in the last option in the drop down box in **choose a template.**

- Click either the **number 3** button or the **next arrow** on the navigation bar to move to the next section. In this section you can select which items are going to appear on your CV. As the CV builder takes your **personal details** from the about me section you will see a list of all of the sections from about me.



There are two icons on the right of the listed categories. The first icon allows you to select the category for inclusion in your CV. This will automatically add in the items you defined in **about me** as default items to include. If you wish to refine which items are going to be included click on the second icon. This will open the selected category from **about me** to enable you to either select the relevant details or add new information appropriate for the particular CV you are creating.

If you have not previously added any information in the **about me** area you can add details into the CV builder, by clicking on each section and entering appropriate information. All the details you add will be added to your **about me** section for future use.

As you select items to add in your CV you have an option to tick the **always keep updated** checkbox. This will ensure that if you make changes to any area in **about me** the information will automatically be updated in your CV.

If you wish to move the categories into a particular order you can do so by clicking on the category and using the up or down arrows just below the categories list.

Once you have finished selecting and adding the categories for your CV click on the **number 3** button or the **next arrow** on the navigation bar to move to the final screen.

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

- view it;
- send it to:
    - person
    - web
    - gateway
    - blog
    - word
    - printer
- add a review;
- add/edit a link/evidence;
- tag it

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

Creating a Template using Microsoft Word 2007

1. Click on the office Start button in the top left hand corner
2. Click on "New"
3. In the "New Document" window that appears, look to the left and you will see a big long list of templates to choose from. Scroll down and click "Resumes and CVs"
4. Click on the type of resume you are after – Basic, Job Specific, or Situation Specific
5. Select the one you want to use, and then click "Download"

And then start customising your resume with your own information!

Note, for this to work you will need to be connected to the internet as the templates are actually stored on Microsoft Office Online.