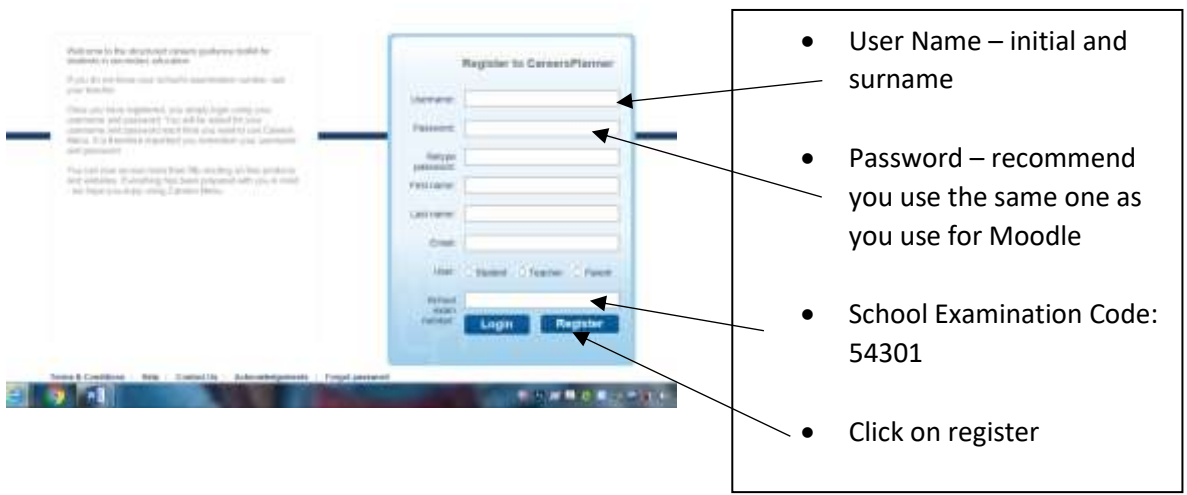


Curriculum Vitae - Careers Planner South West

1. Go to the South Dartmoor home page
2. Click on Curriculum (top bar)
3. Scroll down to – Career
4. Scroll down to Careers South West and click on link
5. Click on register



6. You now need to register



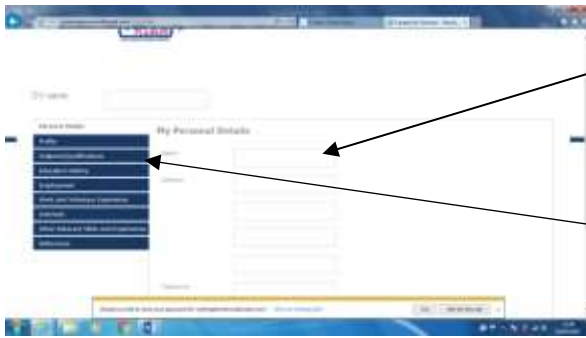
- User Name – initial and surname
- Password – recommend you use the same one as you use for Moodle
- School Examination Code: 54301
- Click on register

- 7.



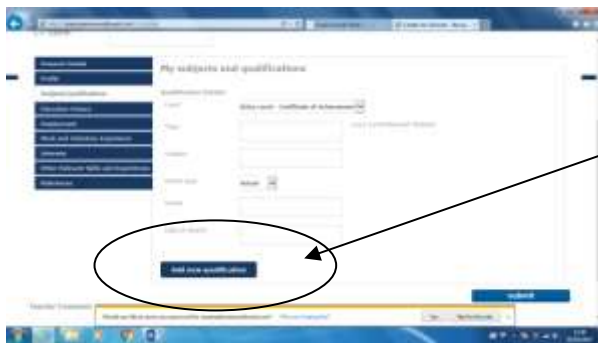
Click on 'My Documents'

8.



Type in your details
When you have finished click onto the next section (blue boxes at side)

9.



Add only one qualification at a time then click on 'Add new qualification'

10.



My Profile -
Go back to the South Dartmoor Careers page and scroll down to CV/Personal statement. Click on this link and then click on Useful Phrases, CV Power Words. This will help with this section

11.



Click on 'Submit'

12.



Click on 'Download'

This will download your CV into a word document.

13. Check it on word and make changes as needed

14. **NOW SAVE AND PRINT**