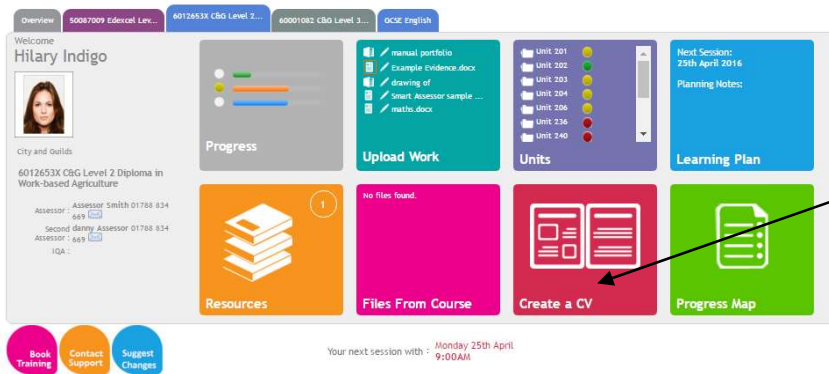




How to create a CV in Smart Assessor



Step 1 – Click on the Create a CV widget on your portfolio dashboard.

Step 2 – Complete all details in the boxes displayed and click submit to save.

Welcome, Hilary Indigo

CV / Job Role

Name: Hilary Indigo
Company: Smart Assessor
Position:

Personal Profile:
Describe here in no more than four sentences your current role and key objectives.

Achievements
List all achievements here:

Career History
Start with current/most recent position. State Company Name, Job Title and responsibilities and experience gained in position:

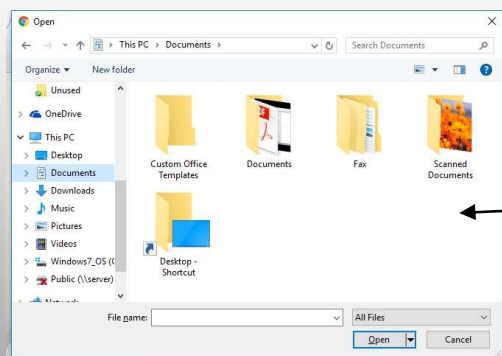
Education/Qualifications
List relevant qualification with dates:

Training
Include all on-the-job training and any work related development:

Interests

CV Documents
 No file chosen

Step 3 – Upload any relevant document to support your CV, by clicking choose file.



Step 4 – Select the file from your local computer and click Upload