# **How to Create a CV from a Researcher Profile**

Researchers are frequently required to update their CVs and adapt them for various needs, such as for a job, conference, or grant application. A researcher can use their Esploro researcher profile to quickly create an up-to-date CV in the format of their choice. This can also be done by an administrator on the researcher’s behalf though the manage researchers page of the Esploro research hub.

A signed-in researcher on their own profile page will see, under their profile picture, the option to Create a CV. Click Create CV. This opens a page with tabs for each step. First choose the template. There are several out-of-the-box templates, including Biosketch, Europass, and a generic CV template that includes all sections by default. Choose the template, and then click Next.

This shows the information from your profile that will be included in the CV. Use the toggle switches to exclude or include information. Drag and drop sections to change the order. Some sections have an arrow you can click to expand it and show configuration options. For example, if you expand the Publications section, you can reorder the publications, define a range of years, and choose the citation format.

By clicking here, on this edit icon, you can change the categories and types of information that you want to copy from your Esploro profile and put into this section of the CV. Use this dropdown to select one or more categories. Use this second dropdown to select types within these categories. You can also remove a type by clicking on the X.

When you are ready, click View to see a preview of your CV. Then click Download to download the finished CV, which you can further edit in Word or any other text editor.

If you think you might like to use these settings again, click Save As and name the template. Now it will appear in your personal list of templates. Next time you want to create a CV, you can use the template to produce a CV that looks the same, but with updated information from your profile.

Information hidden from the public profile, including drafts and assets that were not approved, will not be included on the CV.

Administrators can disable or enable this feature from the Esploro Research Hub. Go to Configuration > portal and profiles > researcher profile settings. Scroll down to where it says researcher profile authorizations. Use the check box to disable or Enable Creation of CV. Also from Configuration, administrators can configure the list of CV templates. Go to Portal and Profiles, CV profile management. Here you see the list of templates. The templates can be deactivated or reordered.

Don’t miss an opportunity because your CV isn’t ready.

Now you know How to Create a CV from a Researcher Profile.