To create a new CV

Refers to:
person form → CV tab

The **CV** tab displays a plain text copy of the candidate's CV. You can create a new CV from a template or import a CV from an existing Word document. From version 2.21.8 onwards the ability has been added to have the main CV attached in a PDF format (previously only .doc, .docx formats allowed)

If the text from the PDF is accessible it will be copied into the CV Text box for search facilities and quick reading, in the same way as happens for .docx files.

Instead of Edit/Print the right hand button will be View/Print

In the Documents view file types of pdf and .docx can both now be made into the Current CV using the Make Current CV button.

To create a new CV for a candidate:

- Open the **Person Record** and select the **CV** Tab. If there is no CV for this candidate then a blank screen is displayed.
- Click on the **Write CV** button.
- Select a template to use. Click on the **Create new document using selected template** button to populate the template with relevant information from the candidate's record.Click on the **Load from existing Word document** button to enter relevant information from an existing Word document. You then need to select the appropriate Word document.
- Word is opened within IQX. Add to or edit the information displayed.
- Use **File**, **Insert Field**s to include data from the record.
- When you have completed your changes use File, **Save & Exit** to close.
- A plain text version of the CV is now displayed in the window.

You can make further changes to the CV using the **Edit/Print CV** button which will open Word again.

See also
Add an existing CV to a candidate's record

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