

02f_Create a CV

The CV module makes updating behind the scene and empowers you with information far beyond how we normally conceive what a CV could do. A few CV templates are ready at your disposal. Two of the most common CV are:


- Public CV: downloadable file shared on your Portal profile. You don't have to create one if you don't want to. There can only be one Public CV
- Private CV: it's only for your own use. So, you can create as many of them as you want to suit your different needs

In either case, their creation process is the same.

Your initial task is to decide what content to start with. **The list of contents available actually depends on what data you have in PolyU Scholars Hub.** Each content type will be rendered to a distinct section in the CV that you can further fine-tune.

All CVs are dynamic by default – that is, all contents will be refreshed automatically when you load the CV.

1. At the “research profile” part, click “Add curriculum vitae”



Chan Tai Man

[My public profile](#)

Add curriculum vitae

[Edit profile](#)

[https://orcid.org/ 0000-0000-0000-0000](https://orcid.org/0000-0000-0000-0000)

2. Choose the CV type based on your need. As mentioned, Public CV and Private CV are the most common type

Choose submission

- Submission guide
- Research output
- Activity
- Prize
- Press/Media
- Student thesis
- Curriculum Vitae**

CurriculumVitae

Public CV

The public CV is used for presentation on the public portal. Once the CV is published it is available on the pure...

Private CV

The private CV can be used to export your selected data from Pure to PDF and Word. The CV is only visible for you, for CV...

NIH Biosketch CV

The NIH Biosketch CV can be printed on a NIH Biosketch template or the content can be transferred to your SciENC...

Canadian Common CV

The Canadian Common CV can be exported to an XML format that can be imported and processed on...

EuroPass CV

Once you have selected all desired content, you can send this CV to the Europass site (by selecting the logo at the...

Weill Cornell Medical College CV form

This CV template can be used to export your selected data from Pure to Word, where additional content not held in Pure can...

TENK CV

This CV template can be used to export your selected data from Pure to Word, where additional content not held in Pure can...

3. Tick the content type you would like to list on the CV and click “Create”
 - 3.1. “Text” section: Add information that is not available elsewhere in your PolyU Scholars Hub profile

Add one or more sections to your CV

Personal information

<input checked="" type="checkbox"/> Your personal profile from Pure
<input checked="" type="checkbox"/> Profile information
<input type="checkbox"/> List of your qualifications (7)
<input type="checkbox"/> List of your employments (4)

Lists of your content from Pure

<input checked="" type="checkbox"/> Research outputs (597)
<input checked="" type="checkbox"/> Prizes (6)
<input checked="" type="checkbox"/> Press/Media (31)
<input checked="" type="checkbox"/> Awards (41)
<input checked="" type="checkbox"/> Projects (41)

Text

<input type="checkbox"/> Heading
<input type="checkbox"/> Text section
<input type="checkbox"/> Periodic list

** Details for each section refer to the table on the next page

Section type	Pre-populated data	Edit contents directly?
Personal information		
Your personal profile from Pure	<ul style="list-style-type: none"> Name Latest job title Currently affiliated department Office postal address Email address Profile image (optional) 	Yes, choose “Custom text”
Profile information	<ul style="list-style-type: none"> Chinese name Biography Research interests 	No, make the changes at “Edit profile” if needed
List of your employments	All your PolyU employment history kept in HRO	No, make the changes at “Edit profile” if needed
List of your content from Pure		
Research outputs	Your research output records kept in PolyU Scholars Hub	No, make the changes in the research output records if needed
Prizes	Your prize records kept in PolyU Scholars Hub	No, make the changes in the prize records if needed
Press/Media	Your press/media records are kept in PolyU Scholars Hub	No, make the changes in the press/media records if needed
Awards	Your award records kept in PolyU Scholars Hub	No, make the changes in the award records if needed
Projects	Your project records are kept in PolyU Scholars Hub	No, make the changes in the project records if needed
Text		
Heading	/	Yes, input a heading for “Text section” / “Periodic list”
Text section	/	Yes, accept free texts
Periodic list	A periodic list	Yes, accept free texts

4. A CV is created

Chan Tai Man Private CV

Private CV

The private CV can be used to export your selected data from Pure to PDF and Word. The CV is only visible for you, for CV editors related to you and for administrators.

Chan Tai Man

Chan Tai Man

Professor

Email: chantaiamn@polyu.edu.hk

Phone:12345678

Dynamic list **Edit**

Research outputs

Revealing the species-specific genotype of the edible bird's nest-producing swiftlet, *Aerodramus fuciphagus* and the proteome of edible bird's nest

Author list

Approved / Public - No restriction

Design and Practical Considerations for Active Polymeric Films in Food Packaging

Author list

Polymannuronic acid prebiotic plus *Lactiseibacillus rhamnosus* GG probiotic as a novel synbiotic promoted their separate neuroprotection against Parkinson's disease

Author list

Validated / Public - No restriction

Edible Clusteroluminogenic Films Obtained from Starch of Different Botanical Origins for Food Packaging and Quality Management of Frozen Foods

Author list

用于淡水和海洋环境的可移动除藻装置

Author list

Validated / Public - No restriction

METHODS AND CATALYSTS FOR GREEN BIODIESEL PRODUCTION FROM UNREFINED LOW GRADE FEEDSTOCK

Save

Download as PDF

Download as Word document

You will have the full control of the sections. The level of editing varies from content to content but the fundamental is the same.

5. Customize content: using the “Research outputs” part as an example
 - 5.1. Mouse over the “Research output” part, go to the left-hand side and click “Edit”

Dynamic list **Edit**

Research outputs

5.2. Customize the content by filtering the research outputs displayed in the CV if needed

Filters

Maximum count

Categories
 Academic research Other output

Types

Selected types	Remove all	Options	Add all
		Unpublished conference presentation (presented paper, abstract, poster) >	
		Conference presentation (not published in journal/proceeding/book)	
		Authored / edited book > Research book or monograph (as author)	
		Chapter in book / Conference proceeding > Chapter in an edited book (as author)	
		Chapter in book / Conference proceeding > Conference article published in proceeding or book	
		Chapter in book / Conference proceeding > Foreword/postscript	
		Journal article publication > Journal article	
		Journal article publication > Comment/debate/erratum	

Peer reviewed

Publication year

Include confidential content

****data you can customize in each section vary according to the content type**

5.3. In some cases, you may want part of your CV to be static instead of dynamic. In “Research outputs” edit mode, scroll to the bottom (read the description carefully)

Dynamic/static list

This section is dynamic and will be automatically filled with any new content, as per the selections above. Making this section static will 'freeze' the content (with any selections made above applied), such that no content will be added automatically and you have some freedom to edit the section.

5.4. You could now edit the research output one by one by using the right-hand side symbol

↑ ↓ ⇄ × Edit
Static list

Research outputs

Revealing the species-specific genotype of the edible bird's nest-producing swiftlet, *Aerodramus fuciphagus* and the proteome of edible bird's nest
Author list
Approved / Public - No restriction

Design and Practical Considerations for Active Polymeric Films in Food Packaging
Author list
Validated / Public - No restriction

Polymannuronic acid prebiotic plus *Lactiseibacillus rhamnosus* GG probiotic as a novel synbiotic promoted their separate neuroprotection against Parkinson's disease
Author list
Validated / Public - No restriction

6. Scroll down to the bottom part of the CV and click “Add section” if a new content type needs to be added

Awards
--- Empty content list ---

Add section

Save Download as PDF Download as Word document

7. Click “Save” or download as PDF/Word depends on your need

Save Download as PDF Download as Word document