

Activity 6: Download & Update your C.V.

Activity

In the following activity you will download your C.V. which will now be populated with the information you have entered into your digital Careers Passport in the previous activities.

Once you have downloaded your C.V. you will be asked to review the information included, add any additional information and ensure it represents your best self.

Helpful Links

The below links will be useful for you when reviewing and adding additional information to your C.V.

- [Beginners Guide to writing your first CV](#)
- [YouTube - 7 Reasons Why CV is Important for Job Seekers](#)
- [Pinterest – Infographics for writing a CV](#)

Complete the following steps in your Grofar Careers Passport:

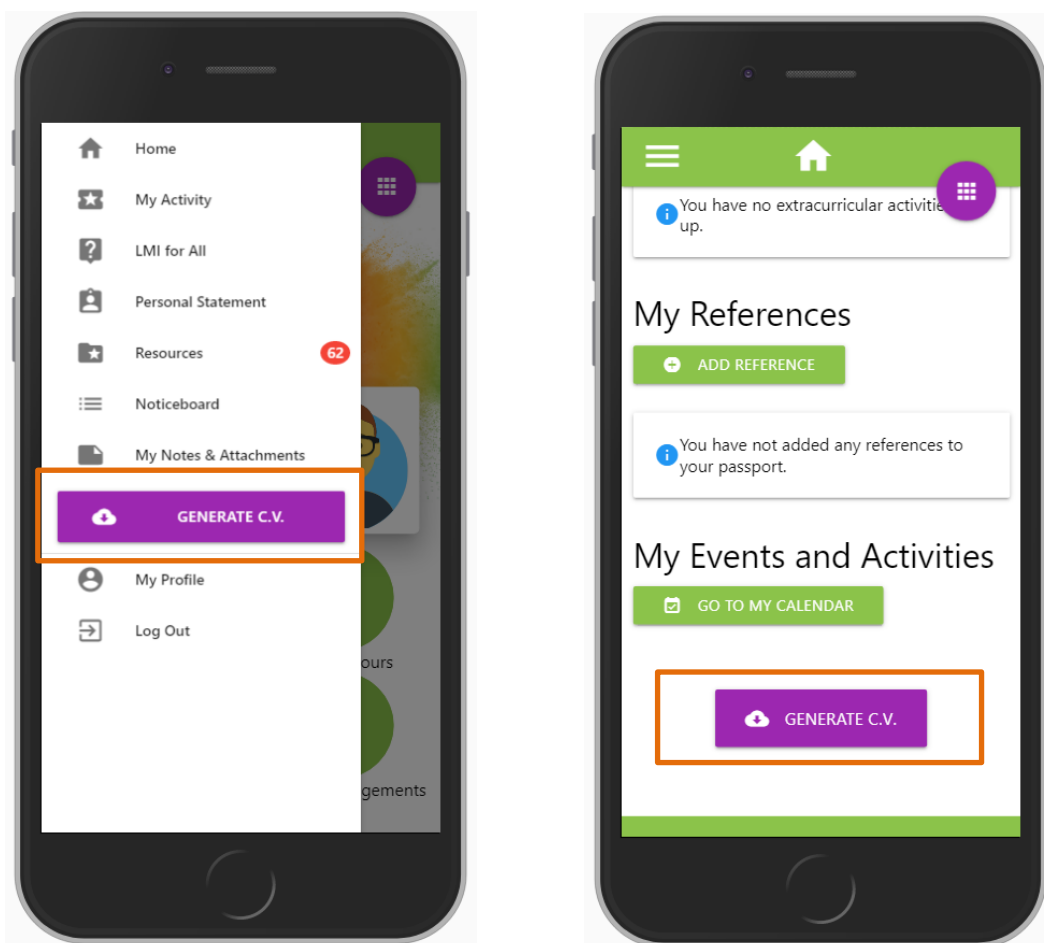
Step 1 – Login to your digital Careers Passport

1. Log into Grofar using your registered email address.

You can login at: <https://auth.grofar.com/>

Step 2 – Download your C.V. from your digital Careers Passport

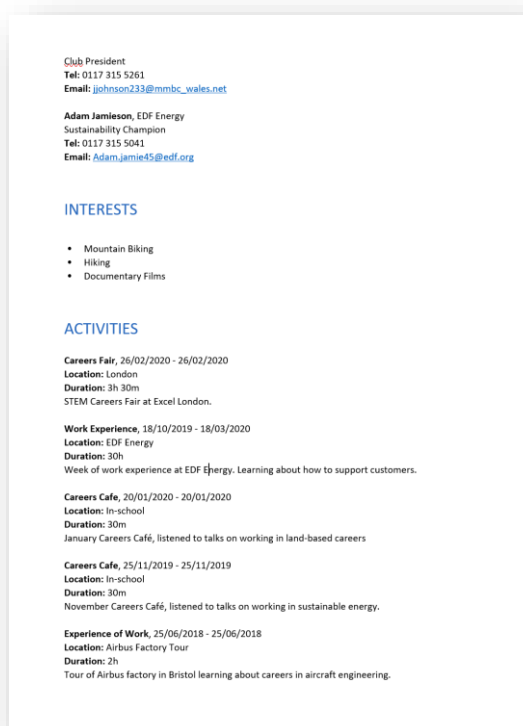
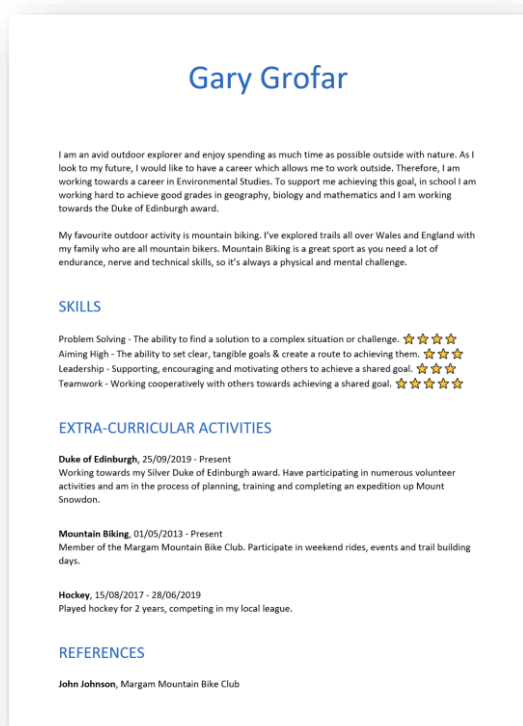
1. There are 2 places you can generate your C.V. document from. Either find the **'Generate C.V.'** button on the main menu bar or scroll down to the bottom of your home page and find the same button there.



1. Click on the **'Generate C.V.'** button to download your C.V. into a Word document on your computer. You can usually find this document in the **'Downloads'** folder on your computer.
2. Open the downloaded Word Document file to begin editing your C.V.

Step 3 – Review and edit your C.V.

1. With your C.V. open in Word, inspect this document.
2. Your C.V. will look similar to the below, depending on how much information you've added to your Careers Passport.
3. There may be more information you wish to add to your C.V. in order to complete it. Review your C.V. document now and enter any further details you can think of. The links provided in the **'Helpful Links'** section on page one may provide you with some more inspiration.
4. Once completed, share your C.V. with someone you trust to review the wording and provide you with feedback.



Did you find this activity useful? (circle the emoji)



Well done! You have completed the Activity!