

Activity 6: Download and Update Your CV

Activity

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

Once you have downloaded your CV 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 CV:

- [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 Student Passport:

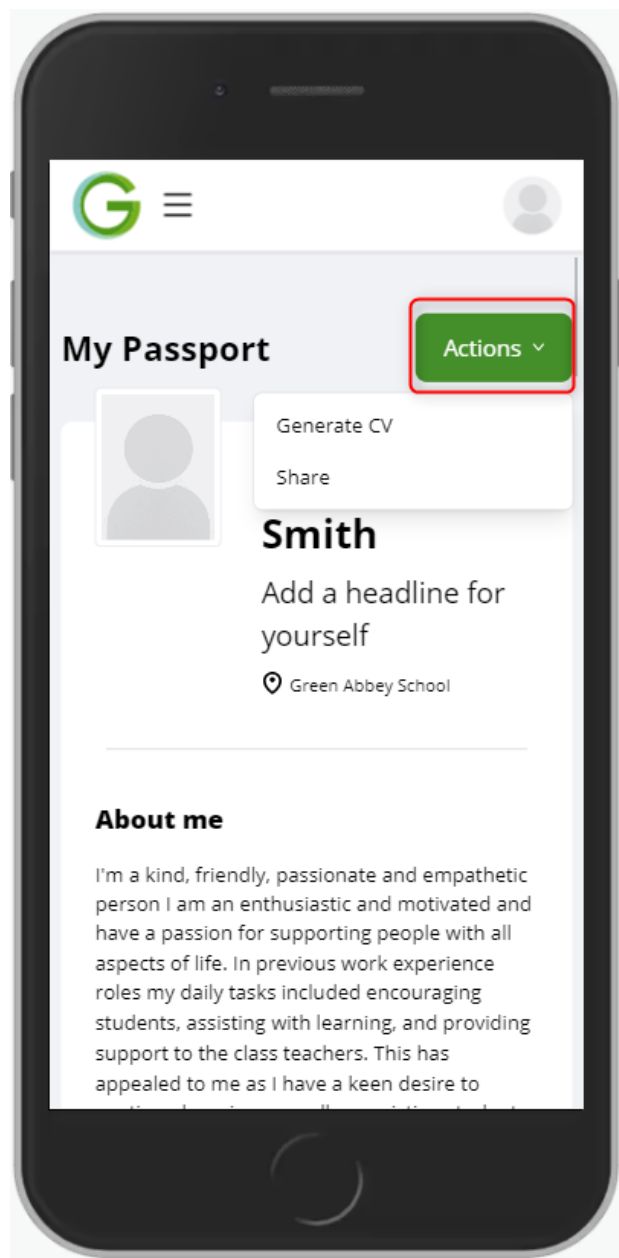
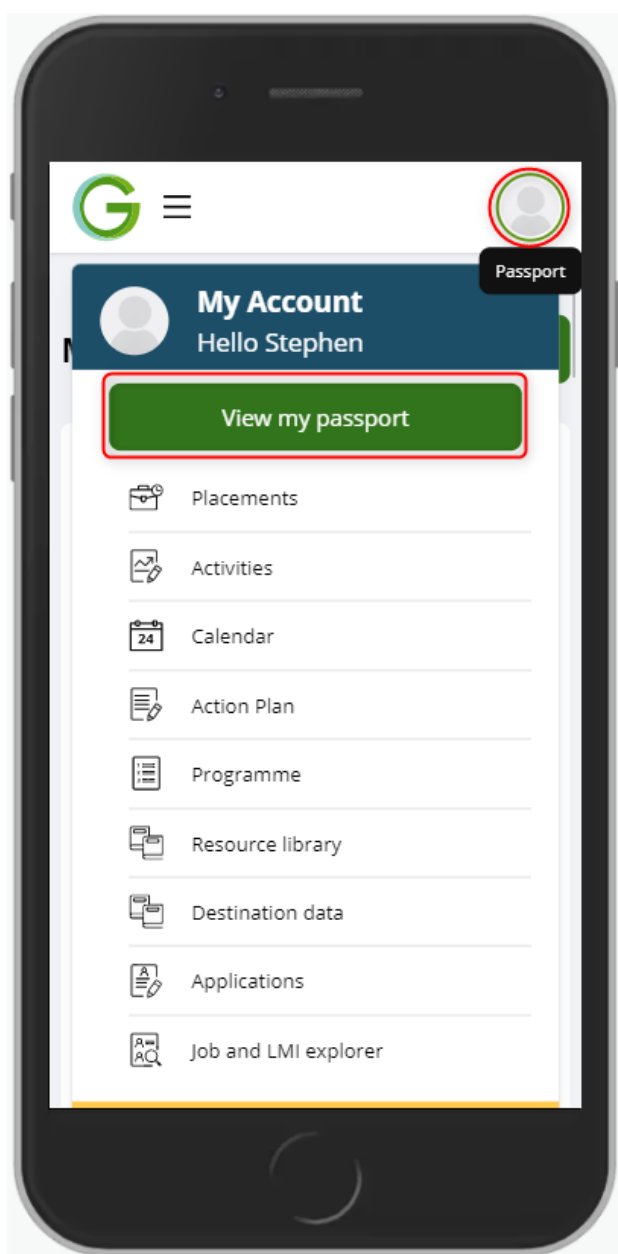
Step 1 – Login to your digital Student Passport

1. Log into Grofar using your registered email address.

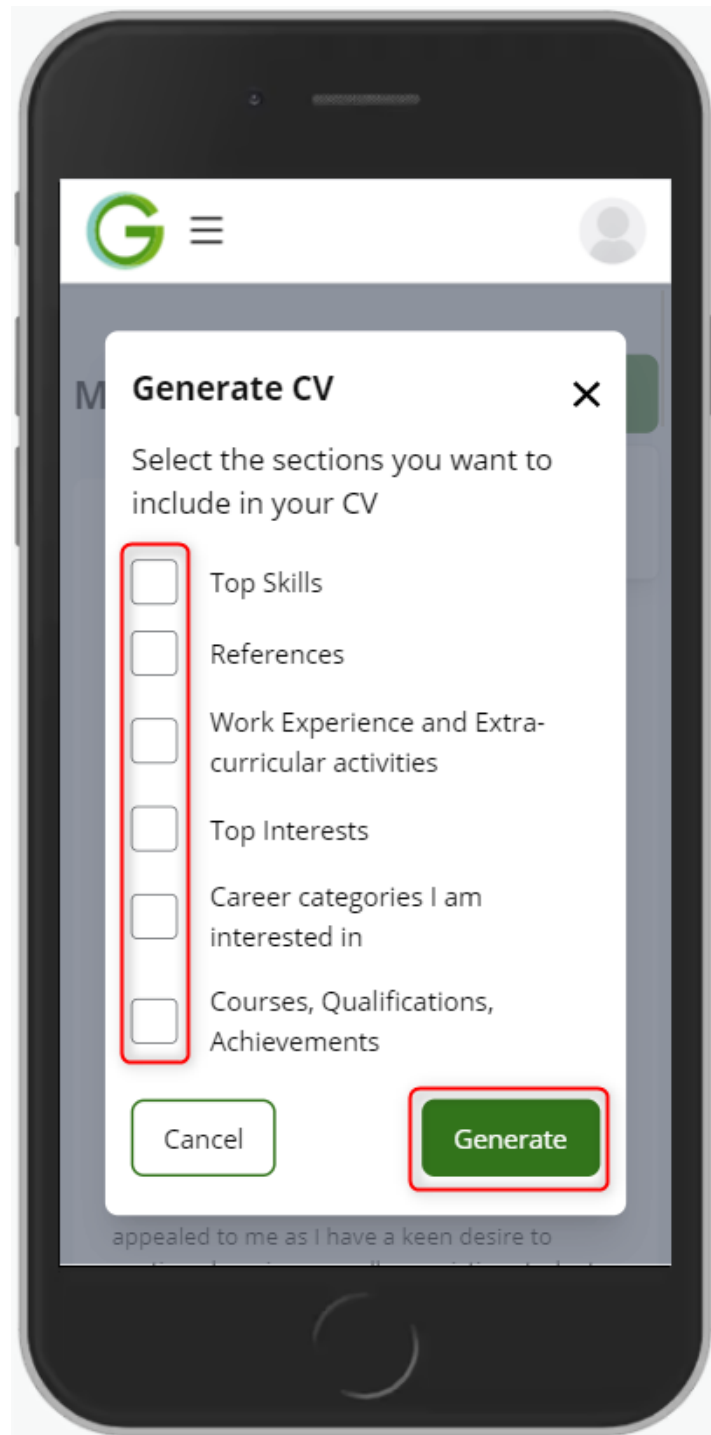
You can login at: <https://auth.grofar.com/>

Step 2 – Download your CV from your digital Student Passport

1. Open the menu and click on **'View my passport'**, then click on **'Generate CV'**



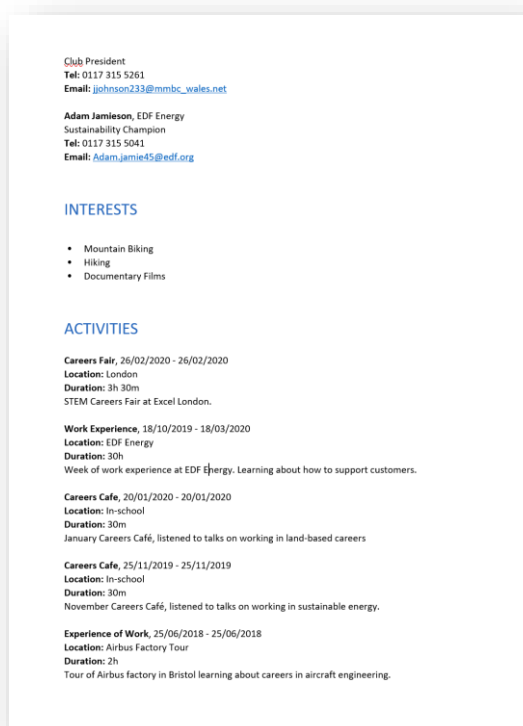
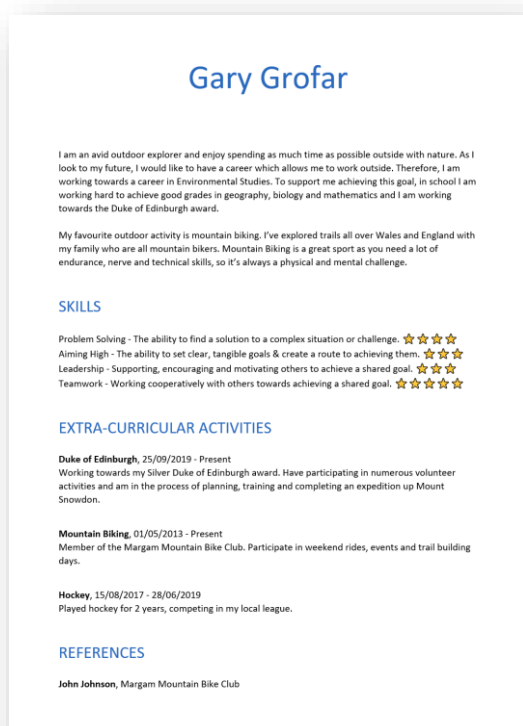
- Next choose which sections of your passport you'd like to include in your CV. Remember that not everything will be relevant for every application you make, but you can add and remove sections later on.



- Click **'Generate'**, open the downloaded Word document file and begin editing your CV.

Step 3 – Review and edit your CV

1. With your CV open in Word, inspect this document.
2. Your CV will look similar to the below, depending on how much information you've added to your Student Passport.
3. There may be more information you wish to add to your CV in order to complete it. Review your CV 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 CV 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!