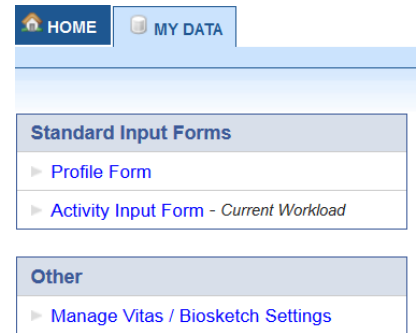




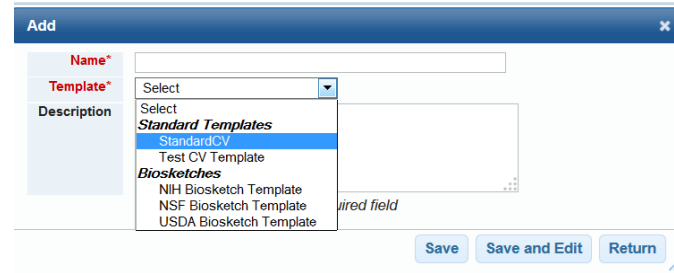
## QUICK TIPS CREATING A PERSONAL VITA/BIOSKETCH

1. From the “MY Data” tab click on “Manage Vitas / Biosketch Settings”

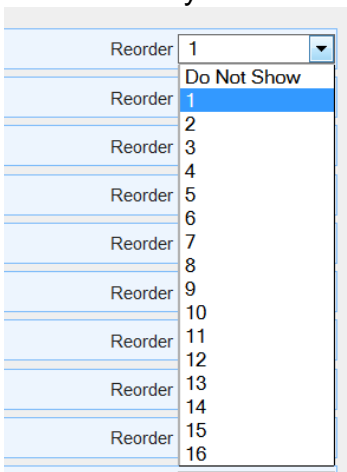


2. From this section You may edit/delete/clone existing personal vitas/biosketches or “ADD” new.

3. Name your personal CV and choose the template you wish to use



4. You may “Reorder” or choose to “Do Not Show” any of the sections within the template.  
**Note:** You may also click and drag sections to reorder or hide them from your personal vita.



5. Click “Save and Preview” your personal CV to generate the Vita Report

6. You may return to the settings to edit your personal vita by clicking on the pencil icon next to the name of your vita

7. You may now share, print, or export your personal CV (MS WORD).

\* Required field