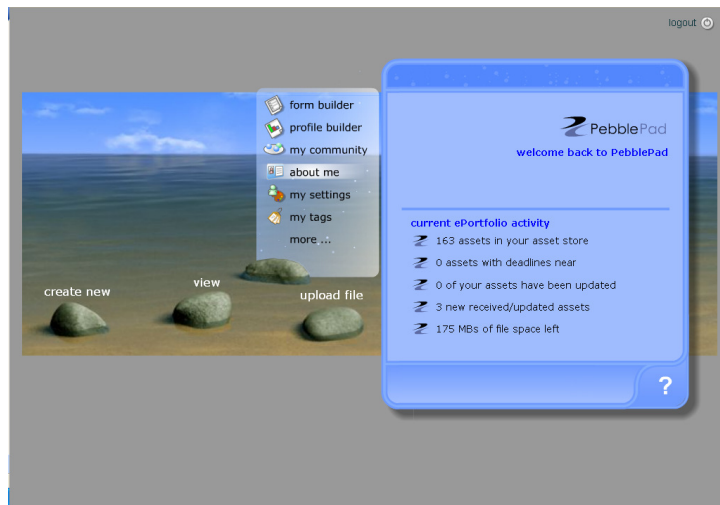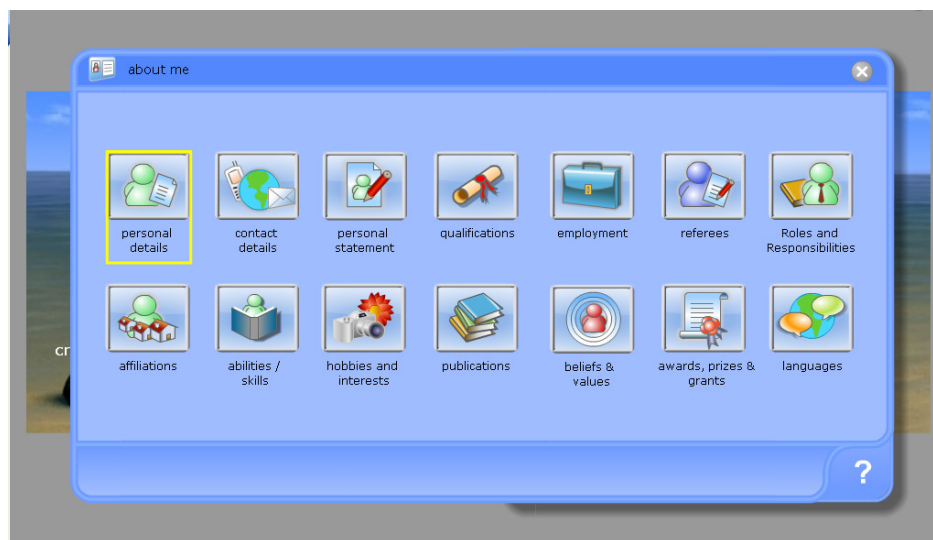# Creating a CV with the CV builder and the About me tool
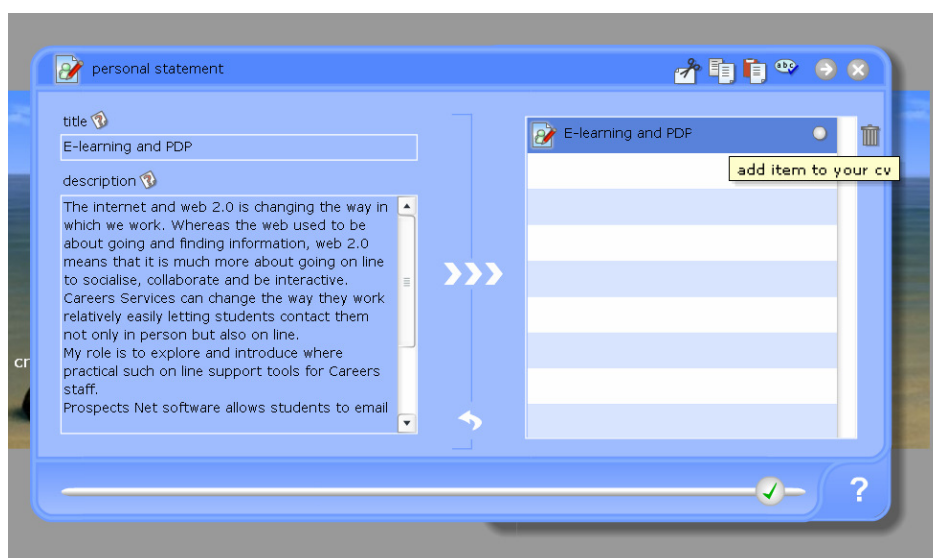

Login to **PebblePad** using your network login or the PebblePad login that you have been given.

http://pebblepad.tsd.ac.uk/

Click on **'tools'** and then **'about me'**

The **about me** menu has a number of icons with a brief description of the section. These sections can be used in a CV
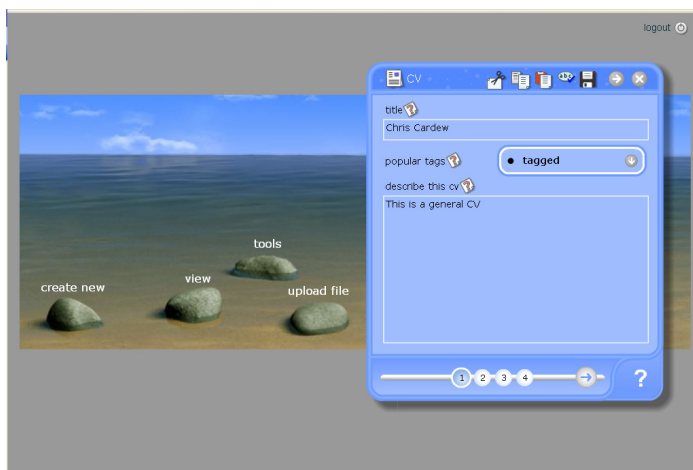

The **'personal statement'** section has been selected.
I give each entry a **title** and then a **description** and click on the 3 arrows.
I can decide to add it to my CV if I want to.
I can edit it at any time by clicking on it.
I can add several personal statements if I want to

Once you have completed the sections in the 'about me' tool that are of interest to you, you can then create a CV.

Click on 'create new', 'more' and then 'CV'

There is a four step wizard to create a CV.

Step 1 asks for a title and a description of the CV.
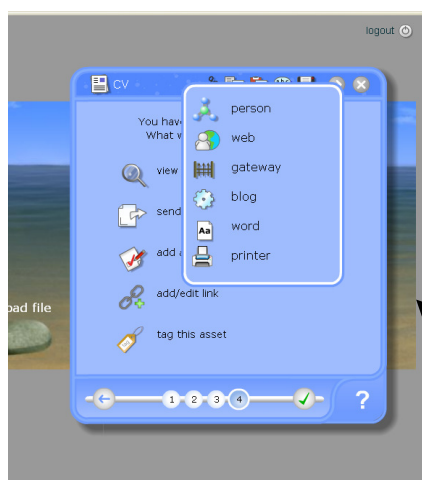
You should tag the CV so that you can easily find it in a search

Step 2 creates a template for your CV.

In this example I have created a custom template by adding in some images, but you can choose from exiting templates if you prefer

Step 3 is where you add sections from about me.

You can also edit a section if you want to

Step 4 is the output stage. You can View and/or send it to a person (tutor, friend, employer), web (which creates a URL for you), a gateway (for assessment), blog, MS Word, printer