



# Elements

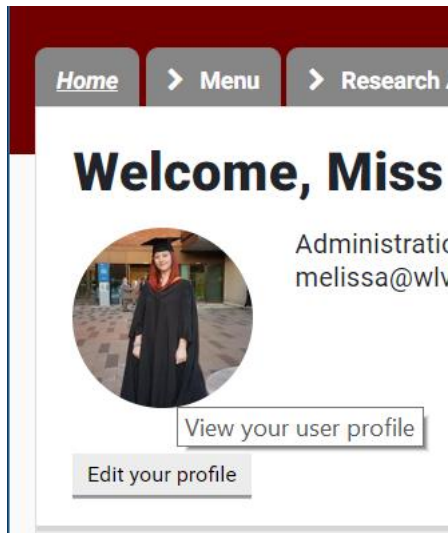
## **SYMPLECTIC ELEMENTS**

Exporting a CV

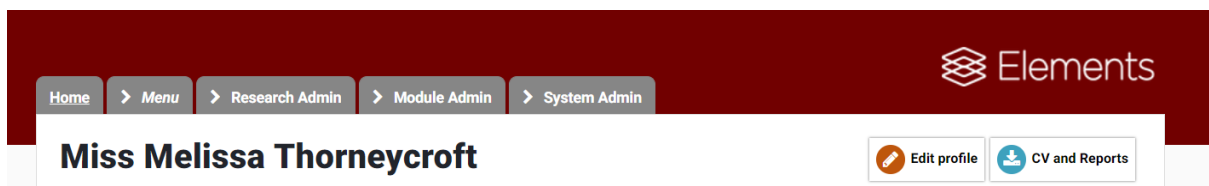
Once you have completed all aspects of your profile, you can then export the information into an Academic CV.

### Exporting your CV

Click on your picture to access your profile.




Click on the CV and Reports button



You will then be presented with the export screen.

Choose the style of CV, specify a date range if applicable and choose the file format and then click the download button.



*Top tip; It is recommended that you export to a word document so you can reformat the CV to how you wish for it to be displayed.*




**Export**
✕

Please choose a style

- ☒ **Academic CV**  
*An academic CV populated with personal details from your profile, including associated research outputs, activity and grants.*
- ☐ **NIH Biographical Sketch (old format)**  
*Required for due dates before January 25 2015, using data available on your profile.*
- ☐ **NIH Biographical Sketch (new format)**  
*Required for due dates on or after May 25 2015 and encouraged for applications due on or after January 25 2015, using data available on your profile.*

Specify a date range:  
*If supplied, the export will only contain data relevant to the specified date range.*

Start date:  
End date:  

Please choose a file format:
☐ 
☐ 

Download as Word document

The file will then begin to download in your browser window. When finished, click on the file to view the content.



An example of an academic CV is listed below. Please note that the CV would be much more detailed pending on how complete the profile is.

## Miss Melissa Thorneycroft

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Research Information System Officer, RPU - General

### Overview

This is a free text field where you can enter your bio.

### Language Competencies

Can understand spoken German

### Teaching Activity

#### Research-based degree supervisions

test

2019-present

### Selected Publications

Thorneycroft, M. (2019). *this test* [Artefact].

### Further Publications

Thorneycroft, M. (2010). *test* [Artefact].

Thorneycroft, M. (n.d.). TEST. TEST.

Thorneycroft, M. (n.d.). THIS IS A TEST. *Test*.

## Feedback on Training Materials

Many thanks for taking the time to review the training materials for Elements. If you have any comments on what you would like to see in the future or any feedback on the materials or system please email [elementsupport@wlv.ac.uk](mailto:elementsupport@wlv.ac.uk).

You can view other self-help guides for Elements by visiting; [www.wlv.ac.uk/elements](http://www.wlv.ac.uk/elements)