

# How do I - Prepare my CV?

A CV, is of course, a type of report. A very special report as it is all about you! Your CV will probably get about 30 seconds of time in which to make an impression, so it needs to gain the interest of the reader immediately and convey your benefits quickly. A CV can be an extremely difficult document to write but MindGenius will help you get started with the content.



## Colour the Map

To colour the map use the colour palette on the toolbar.

Left-click to change font colour and right-click to change the background.



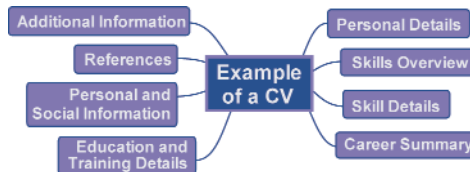
## Open Sample Maps

MindGenius comes with many useful sample maps. To view them select 'Samples' from the Help menu.

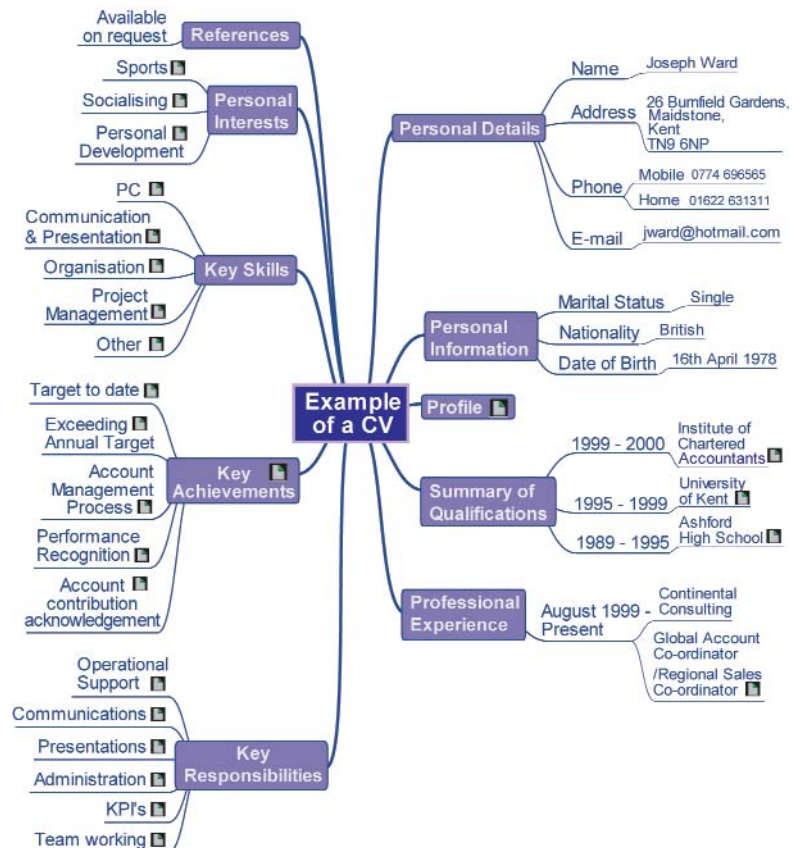
Enter your name as the core branch and on a new line (Ctrl+<Return>) enter 'Curriculum Vitae'.

A CV is a formal, structured report. There are many different opinions on styles and on layout but most agree on the basic content. This gives us our main headings:

Add the relevant information under these headings, using short keywords. If you need to add detail use branch notes, but keep it short and pertinent. Remember the purpose is to grab the reader's attention and quickly convey your brilliance!



When all the information has been gathered, we can export the document to rich-text format. This can be opened by word processing applications such as Microsoft Word and the next stage of applying style and layout can then be performed. Alternatively, print the map and make sure we include a text outline. The outline will give a printed copy of our CV.



The sample map 'Example of a CV' gives further information on generating these types of documents.