

## Writing a CV

To create a two-column CV go through the following steps:

1. Open a Blank Document, type a title: “Curriculum Vitae”
2. Put it into Title Style
3. Align the title to center
4. Modify (**Right Click on Style**) the Title style, Font: Verdana, 18 pts
5. Modify the Normal style, Font: Verdana, 10 pts, Before, After Spacing 0 (Format/Paragraph)
6. Modify the Heading 1 style, Font: Verdana, 14 pts, Before Spacing 0, After Spacing 6, Automatic Color
7. If necessary, Modify the List Paragraph style, Font: Verdana, 10 pts
8. Each style colour have to be Automatic (Black)
9. Leave an empty row after the Title, so press two Enter button
10. Put a Continuous Section Break (Page layout tab)
11. On the Page Layout tab select Columns – More columns
12. Set two columns and tick line between them
13. Type the first part: “Personal details” then Breaks – Column Break (Page layout tab)
14. Highlight important information by setting Bold
15. You can reach the same sizes on each column by copying, format painting
16. Remove hyperlink from your email address
17. Fill headings with information (See mine below, Figure 10)
18. Use “Show/Hide”
19. Set Margins to Narrow (Page Layout)
20. Save your work to a PDF file

The result:

Curriculum Vitae	
<b>Personal details</b>	
Name	Ervin Wirth
Address	1111, Budapest, Műgyetem rkp. 3.
Age	27
Telephone number	+3620 290 6940
Email	wirthervin@gmail.com
<b>Education and qualifications</b>	
MSc degree	<b>surveyor and geoinformatics engineer</b> Budapest University of Technology and Economics
Erasmus semester	Polytechnic University of Valencia
BSc degree	<b>surveyor engineer</b> University of West Hungary
GCSE	I. Béla Gimnázia
<b>Work experience</b>	
2010-2012	Geodezia Kft. Szekszárd, <b>technical administrator</b> , utility surveys, laserscanning, accurate geodetic measures, athletics measures Reconcret Kft. Kecskemet
2014-	<b>technical leader</b> Budapest University of Technology and Economics <b>lecturer</b>
<b>Interest and achievements</b>	
	<ul style="list-style-type: none"> <li>• Football</li> <li>• Strategic Games, Chess</li> <li>• E-sport (Counter-Strike 1.6)</li> <li>• Programming</li> </ul>
<b>Skills</b>	
Language	Good conversational English, basic German and Spanish.
Software	Windows OS, Office, MATLAB, web programming languages, GIS, database software
Other	Driving license (B)

## Course

Basic Informatics,  
BME, Faculty of Civil Engineering

## Class manager

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