Creating a CV using PURE

PURE can be used by individuals to automatically generate CVs using the data they have entered. CVs are a separate content type within PURE.

Data available in CVs include personal profile information, research outputs and activities. It is also possible to add custom text sections to add other details. This document describes the CV formats available in PURE and give brief instructions on how to generate them.

Types of CV

There are four types of CV available in PURE:

- Public CV: Use this format to generate a CV that is publicly available on the UT Research Information System. It is only possible to have one public CV at a time.
- Private CV: Use this format to generate a CV to easily export your data to other formats (e.g. PDF/Word) from PURE. You can have as many private CVs at a time as you like so it's possible to generate different CVs for different purposes.
- Highlighted content CV: Use this format to select data that you wish to emphasize on your UT Research Information System. It is only possible to have one highlighted content CV at a time.
  NB. Private CVs are confidential and only visible to the CV owner or users with administrative access. Likewise, Public CVs are not visible to others until published by the user.
- EuroPass CV: use this format to present your skills and qualifications in a format, uniform across Europe, possibility to send your CV to the Europass site

How to create a CV:

1. From your personal PURE profile page, click on 'Curriculum Vitae' in the left-hand sidebar. Choose the CV format you are interested in.

2. Choose the sections of data you wish to include. The example below shows options available for Private and Public CV formats.
3. Click the blue 'Create' button to generate the CV.

It is possible to give non-personal users (e.g. administrative support roles) ability to create CVs on behalf of other individuals through assignment of the 'Editor of CVs' or 'Administrator of CVs' role. This should be requested by contacting Pure Research information support (ris@utwente.nl) stating why this is needed.

IMPORTANT: As a result of the data-migration. Work-affiliations can show dates that don't correspond with your actual situation. These dates are displayed when creating a CV.
We advise you to manually change the dates of former work affiliations. Current affiliations are synchronised from the HR system and can't be changed.

Help and Support

More detailed instructions on how to use Pure Research Information are available in the Pure manual.

Access the manual from the bottom right corner of the screen at any time when logged into Pure Research Information. (hover over 'Help and support', click 'Manual') The available manuals are based on your role (researcher, editor) in Pure.

Also a link to the FAQ's is listed here to help you make the best use of Pure Research Information.

Help and support
Manual »
FAQ »
Contact helpdesk:
ris@utwente.nl