

Building 'You Inc.' - Getting Started With VisualCV

Getting Started with VisualCV - The How-To Guide

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What is VisualCV?

A VisualCV is an Internet-based, multimedia resume that provides a comprehensive picture of you professionally and allows you to stand out from the crowd. One key feature of visualCV is that it allows you to upload various content that can be associated with your career resume. It's a great site to share presentations, reports, videos, or any other content that you've created in the past that you feel speaks volumes about your professional work.

Free vs. Premium VisualCV

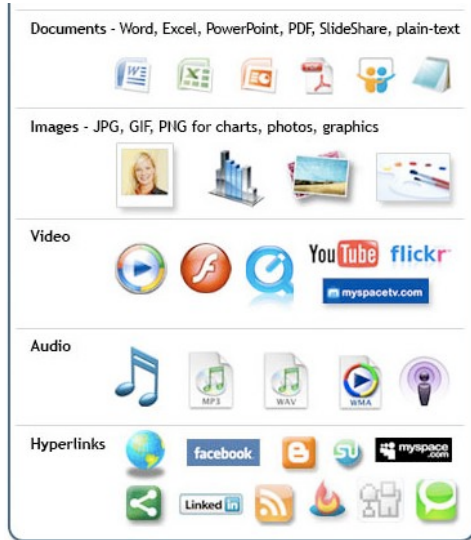
For the purposes of creating a basic visualCV the free version should be more than sufficient. While the premium version offers features to see what recruiters, and who exactly is viewing your CV, in my opinion it doesn't provide enough features to warrant an upgrade. Here's a look at some of the premium features if you are interested in upgrading.

	FREE	VisualCV Premium Account
Build and manage a VisualCV	☐	☑
Include audio, video, and a digital career portfolio	☐	☑
Share information publicly or privately	☐	☑
Send or post your unique URL	☐	☑
Choose to show personal information (or not).	☐	☑
Keep your VisualCV totally ad-free	☐	☑
View, be matched with, and apply for jobs on VisualCV	☐	☑
Change the URL of your public VisualCV		☑
Create multiple VisualCVs		☑
Customizable "My VisualCV" button for promoting your VisualCV		☑
Know who's viewing your VisualCV, and when		☑
Status updates on jobs you've applied for on VisualCV		☑
Access to thousands of professionals using VisualCV		☑
Email Customer Support		☑

VisualCV Premium Accounts are available for \$59.95 per year.

What Can You Add to Your VisualCV

Here's an example of some of the content that you can add to your VisualCV.



Getting Started With VisualCV.com

Once you've created your account, you'll be asked to fill out some basic information, everyone should be able to figure this part out.

Once you're all set up and ready to go, select 'Add Now' from the main page after you've logged in.

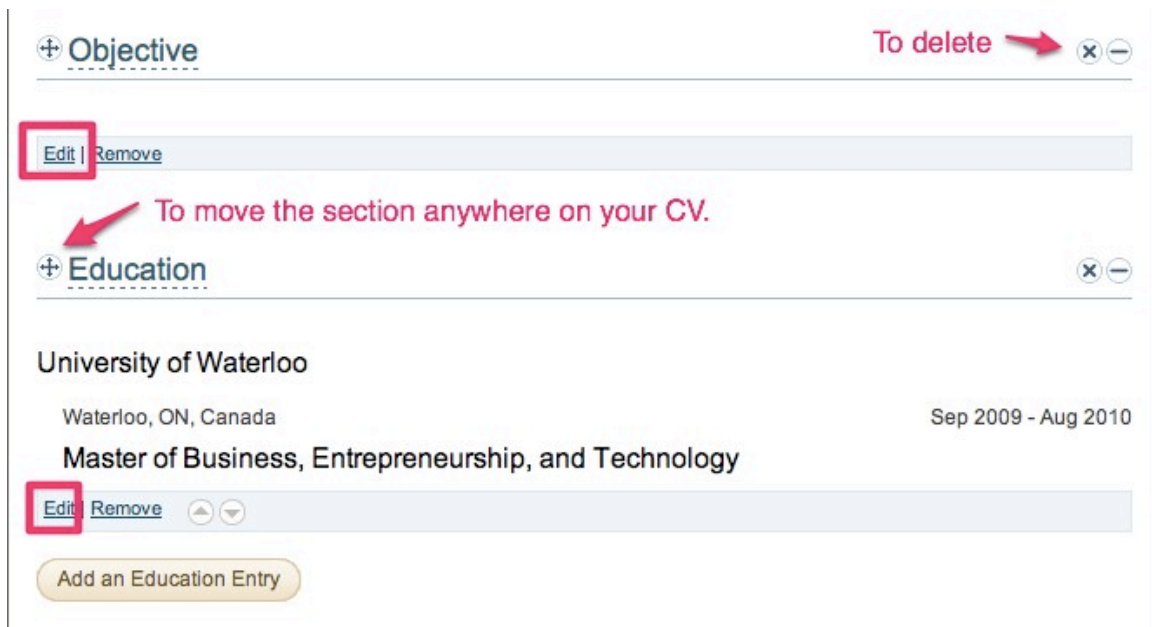


Editing Your VisualCV

The main bar across the top of the screen is how you can customize the look of your visualCV. By selecting any of the categories across the horizontal bar at the top of the screen (Portfolio, Objective, Work History, Education, Summary, Skills, Interests, Certifications, Clearances, Custom) the associated content will be added to your visualCV below.



Once you've chosen to add it to your visualCV, scroll down and you'll notice it's been added to the main section of your visualCV. From here you can edit, move, or delete the section from your visualCV all together. Be sure to consider how each section is presented to the reader. For instance, it doesn't make sense to have the 'objective' buried at the bottom of your resume. It just doesn't flow well when someone is viewing your resume. So remember to consider this when setting up the layout of the categories you choose to have presented.



Adding 'Portfolio' Items to Your VisualCV – Presentations, PDF Files, and More!

This is really where visualCV differentiates itself from LinkedIn, or even the examples I outlined in my Flavors.me guide. You can virtually add anything to your visualCV that you've created.

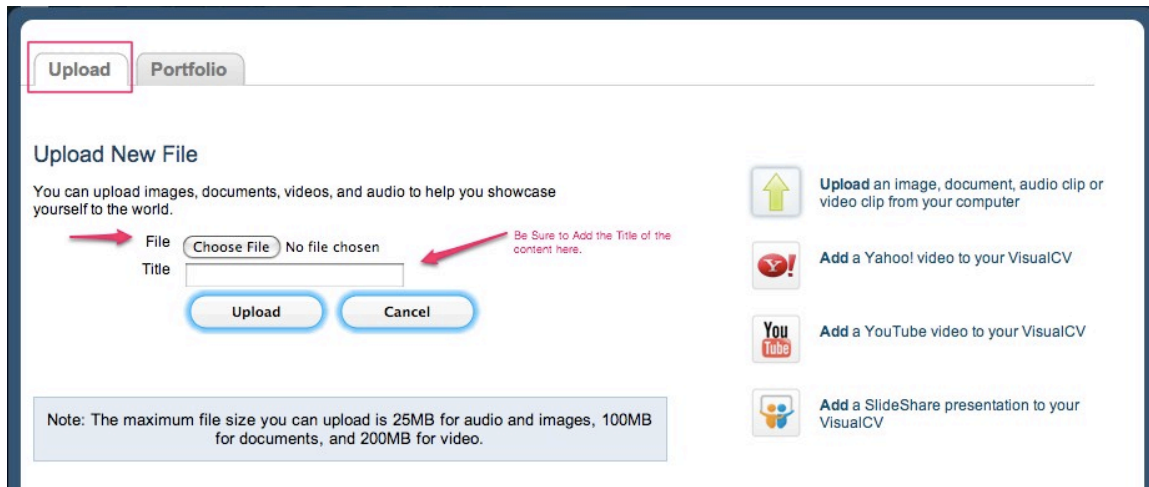
You can add any number of portfolio items by clicking on 'Portfolio' on the main bar at the top of the screen.



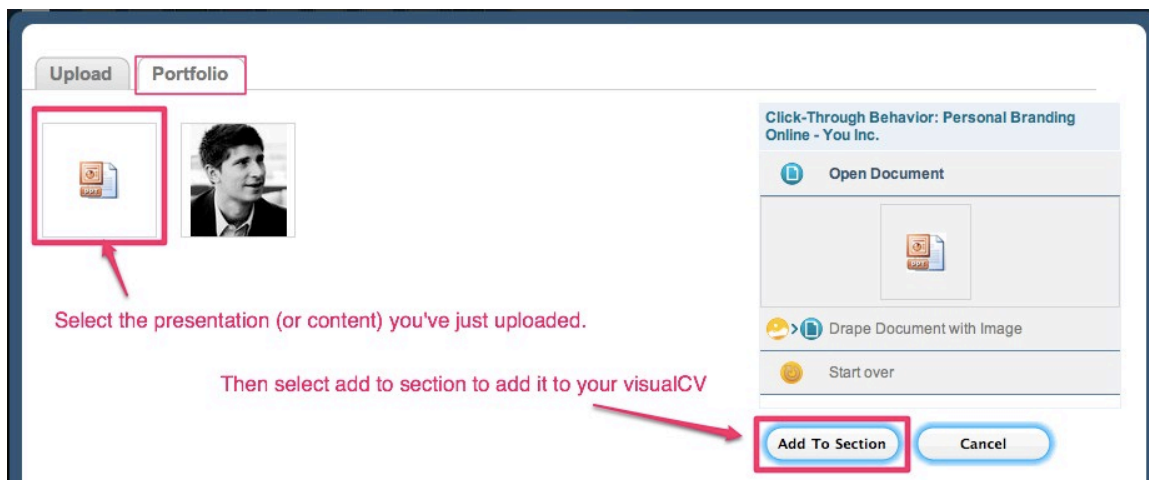
Once you've added a 'Portfolio' item to your visualCV, you should edit the title of it to reflect the content that you want to upload. In my example, I've made the title, 'My Personal Branding Presentation'. You could say, 'My Presentations', 'My Public Relations Portfolio, etc'. Click 'Add a Portfolio Item' once you're satisfied with the title.

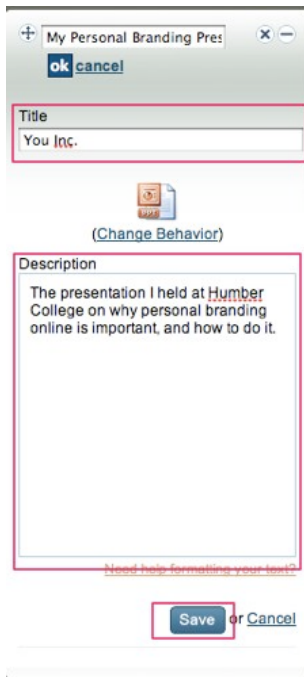


Once you click 'Add a Portfolio Item', a window will popup, from there select 'Upload' from the tabs at the top of the screen. Upload your file and be sure to include a title.



Once you've selected the file you want to upload, select the presentation and click 'Add to Section' to add it to your visualCV.





You'll then be directed back to your visualCV, from there you can add the title of the presentation (or file) and a brief description. (See Left) Be sure to hit the 'Save' button when you are satisfied.

Once you've uploaded your presentation, you can continue to add other content (in this case presentations) to that section. If you'd like to add videos, PDF's or any other content, add another 'Portfolio' section, and follow the same steps I previously. (See Right)



The remainder of your visualCV is pretty straightforward to get organized. The information that was discussed is certainly the most complex in setting up your visualCV. Completing your professional, educational experience and anything else that you wish to include is fairly self-explanatory.

Don't forget to share your VisualCV across your content online on either Twitter, in your email signature, as a link on your Flavors.me website, in your info section on Facebook or even on your LinkedIn profile.

Should you need any help, feel free to send me an email!

Enjoy!

[@paulmaiero](https://twitter.com/paulmaiero)