# How do I attach a CV to a candidate record?

*There may be instances where you need to attach a CV to a candidate record separately from the time when you create the record. For instance, if you receive an updated CV from an existing candidate. You may attach as many CVs as you wish to a candidate record.*

*You can attach all sorts of files to any record (client, company, vacancy and candidate) but attaching CVs to candidate records follows a special process that is different to attaching, say, a letter to a client record.*
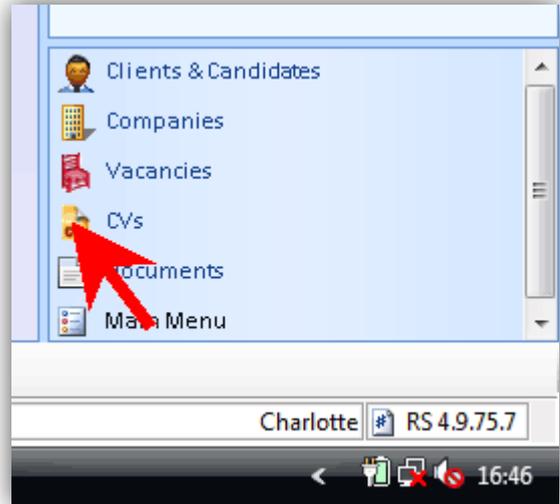
1. Import the CV to the CV database. If you import the CV it means you can search on it in CV Searching later. Use 'Add CVs to Database' on the Main Menu and import the CV by clicking 'To database'.
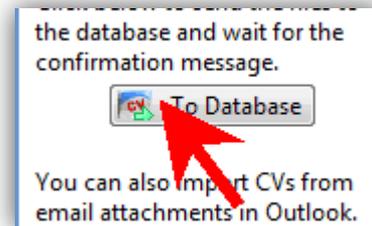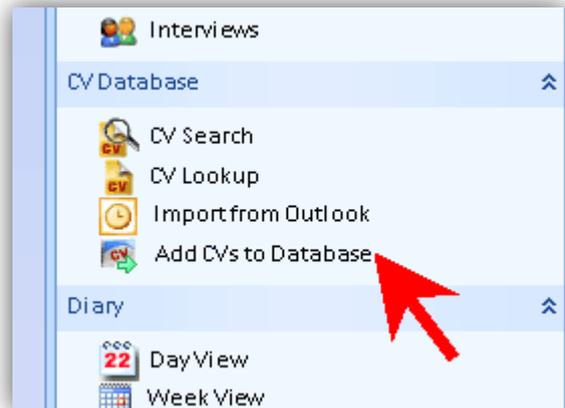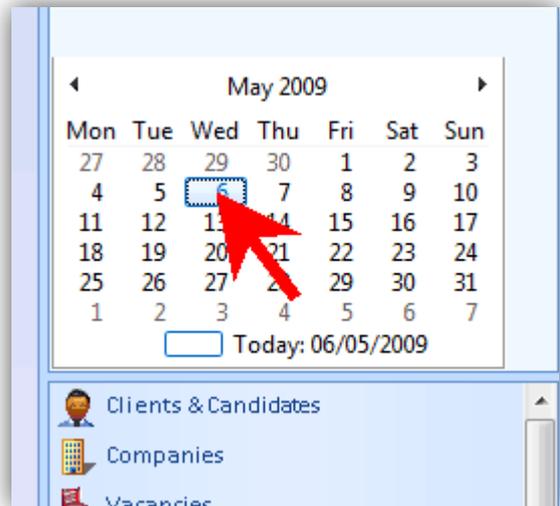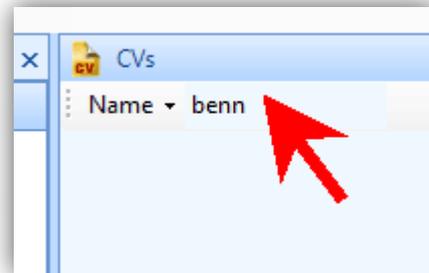




2. Open the candidate record using either the look up panel or open it from My Candidates. Open the 'Attachments' tab.
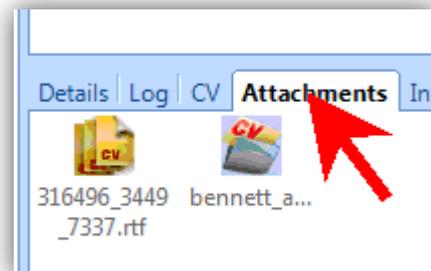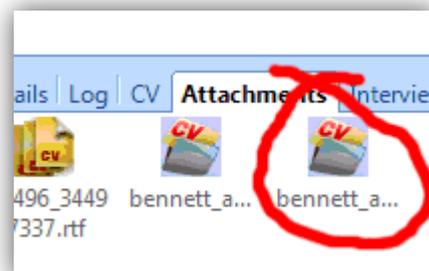
3.  Find the CV using the look up panel on the Main Menu…

4.  …You can either find the CV by typing in the file name at the top of the panel or by selecting the date that you imported it on the calendar.

5.  Using your mouse, drag the CV to the Attachments panel on the candidate record and the new file will appear.

*Now you might like to:*

➢  *Format the CV*

➢  *Make the CV public so you can email it to clients*