

GUIDE TO THE PREPARATION OF THE EUROPASS

Before you start: Five (5) basic principles for a good CV

1. Focus on the essentials

- * Generally, employers only spend a few seconds on each CV. If you don't make a good impression, you will have missed the opportunity.
- * For positions with a published advertisement, always follow the instructions in the application process. The position announcement may specify: how to apply (resume, application form, online application), the length and format of the resume, whether a cover letter is required, etc.
- * Brief CV: two A4 pages are usually enough, regardless of your education and professional experience. Do not exceed three pages. If you hold a higher education degree, include secondary school certificates only if they are relevant to the job.
- * Do you have limited work experience? First describe your education and training. Emphasise your involvement in voluntary activities and internships.

2. Show clarity and conciseness

- * You use short phrases. Avoid cliché phrases. Focus on the elements your training and work experience that are relevant to the desired job.
- * Give specific examples. Give quantitative examples of your achievements.
- * Update your CV as you develop. Feel free to remove old information if it doesn't add value to your CV for the position you are interested in.

3. Always tailor your CV to the position you are applying for

- * Emphasise your strengths that meet the employer's needs and focus on the skills that match the job applied for.
- * Do not include professional experience or training that is not relevant to the position applied for.
- * Justify the breaks from your studies or career, giving examples of transferable skills you acquired during these breaks.
- * Before sending your CV to an employer, double-check that it matches the required profile.
- * Do not present an exaggerated picture of your qualifications: during the interview you risk giving a picture that falls short of your CV.

4. Attention to the presentation of your CV

- * Present your qualifications and skills clearly and in a logical order to showcase your strengths.
- * First give the most relevant information.
- * Pay attention to spelling and punctuation.
- * Print your CV on white paper (unless you are asked to send it electronically).
- * Keep the proposed font and pagination.

5. Check your CV after you have completed it

- * Correct spelling mistakes and ensure that the structure has a logical order and is clear.
- * Ask someone to check that the content of your CV is clear and easy to understand.
- * Don't forget to write a cover letter.

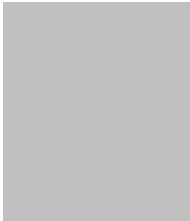
All headers/fields are optional. Delete fields that you leave blank.

PERSONAL INFORMATION

Replace with your First and Last Name

If you have more than one name, write the name you usually use. Example:

Theodorou Eleni



Insert your photo only if requested.

Replace with your street, number, city, postcode and country of residence

Select the address where they can contact you directly. Example:

El. 142 Venizelou Street, GR- 51631 Thessaloniki

Replace with your phone number Replace with your mobile number

Select the phone number where they can contact directly, e.g. mobile phone. Example:

+30 2310 234567

Divide the digits into groups to make sure your phone number is legible. Example:

+<Country Code> <Κωδικός περιοχής> <Local number>

Enter your e-mail address (e-mail)

Choose the email address where they can contact directly, preferably your personal email. Avoid funny or silly addresses. Example: eltheodorou@ote.gr

Declare your personal website(s)

Make sure it is relevant to the position and will not hinder your application.

Example: www.sample.com

Replace with Instant Messaging Service / Messaging accounts

Make sure it is relevant to the position and will not hinder your application.

Example.

Gender Enter gender | Date of birth dd/mm/yyyy | Nationality Enter nationality(ies)

Fill in only if required. Check local legal provisions regarding personal data such as gender, age, nationality, etc. in a CV. Example:

Gender Female | Date of Birth 01/04/1973 | Nationality Greek

JOB APPLICATION

PROFESSION
ON DESIRED JOB
DESIRED STUDIES
APPLIED FOR
PERSONAL
STATEMENT

Delete the irrelevant
Headings

Select from the list: Job applied for / Occupation / Desired job / Requested studies / Personal statement

This heading gives a direct overview of the purpose of your application. Delete the irrelevant headings in the left-hand column. Examples:

JOB APPLICATION

Human Resources Management Executive (Job Code: HR20113)

PROFESSION

Automotive Engineer OPTIONAL

JOB

Internet Programmer

REQUIRED STUDIES

Master's degree in Applied Mathematics

PERSONAL STATEMENT

Graduate with organizational and communication skills, looking for a job in Human Resources as an intern

Use the "Personal Statement" only if you have a clear idea of the job you want. Focus on your key strengths and achievements related to the job, rather than on tasks you have performed in the past. A few sentences are sufficient (maximum 50 words). Avoid generalized statements such as "Seeking a career challenge", etc.

PROFESSIONAL EXPERIENCE

- Emphasise your work experience that adds prestige to your CV.
- Add different inputs for each work experience. Start with the most recent one.
- If your work experience is limited:
 - first describe your education and training.
 - indicate voluntary or other employment practices (paid or unpaid) that constitute evidence of employment.
- If you are applying for a job without relevant work experience, highlight relevant skills gained from other work experience. For example, if you are applying for a management position but have not worked as a manager, emphasise previous positions where you have had significant responsibilities and decision-making tasks (representation, coordination, staff training, etc.)

Replace with the dates
(from - to)

Example:

September 2007 - Present

Replace with the occupation or job you held/have

Examples:

Maintenance Technician / Secretary / Volunteer Basketball Coach

Replace with the name and location of the employer, if required provide the full address and website.

Example:

Cedefop, Europe 123, GR-570 01, Thessaloniki (Pylea)

Include telephone, fax, email address or website where applicable. Example:

Tel: (+30) 23 10 49 02 84 - E-mail: info@cedefop.europa.eu - http://www.cedefop.europa.eu

Replace with the main activities and responsibilities.

Examples:

- Computer maintenance
- Communication with suppliers
- Basketball training in junior sections (10 hours/week)

If necessary, give numerical examples of your responsibilities (e.g. time spent on an occupation as a percentage of your working time).

Business or industry Replace with the type of business or industry.

Indicate the type of business or sector only if necessary. Examples: Business or industry

Transport and movement of goods / Audit / Construction

EDUCATION AND TRAINING

Replace with the dates
(from - to)

Example:

September 2004 - June 2007

Add a separate registration for each study programme. Start with the most recent one.

Replace with your degree/certificate.

Example:

Bachelor of Business Administration (B.A.B.A.) Avoid using individual acronyms (e.g. B.A.A.).

Replace with the
level of the EPA

Example:

EPA level 4

Replace with the name or location of the education or training organisation (and country, if necessary).

Example:

Alexandreio Technological Educational Institute of Thessaloniki (ATEITH)

Replace with a list of key topics covered or skills acquired. **Examples:**

General

- English, Mathematics, French
- Physical Education

Professional

- Professional techniques (making bread, special types of bread, cakes and pastries)
- Applied science in nutrition and equipment (microbiology, biochemistry, hygiene)
- Occupational technology (basic health and safety principles)
- Knowledge of the scope of the business, its economic, legal and social environment

Focus on the professional skills that can be your advantage in a potential interview

Delete any field you leave blank.

INDIVIDUAL SKILLS

Native language(s)

Replace with your native language(s) **Example:**
English

Other languages

Do not overestimate your level. It is very likely to be checked during the interview!

Replace with a foreign language
Example:
English

UNDERSTANDING		SPEECH		LETTER
Oral	Written (reading)	Contact	Oral expression	
Example: C1	Example: C1	Example: B2	Example: B2	Example: B1

Replace with the title of the foreign language certificate. Enter the level, if you know it.

Example:

CAMBRIDGE University First Certificate in English (FCE) B2

Replace with a foreign language
Example:
French

Example: B2 **Example:** B2 **Example:** B1 **Example:** B1 **Example:** A2

Replace with the title of the foreign language certificate. Enter the level, if you know it.

Example:

Diplôme d'études en langue française (DELFI) B1

Levels: A1/2: Basic User - B1/2: Independent User - C1/2 Advanced User
[Common European Framework of Reference for Languages](#)

When you describe your individual skills:

- Use simple words and clear, unambiguous language.
- Avoid cliché terminology and phrases (e.g. communicator) without providing solid evidence to demonstrate the specific skills.
- Comprehensive CV: it takes time to understand what skills are important for the job you are applying for.
- Identify the context in which they were acquired (through education, employment, seminars, voluntary or activities, etc.).

Communication skills

Replace with your communication skills. Specify under what circumstances they were acquired.

Examples:

- good communication skills acquired through my experience as a sales manager
- excellent communication skills with teenagers acquired as a teenage coach

Organizational / managerial skills

Replace with your organizational/management skills. Specify under what circumstances they were acquired.

Examples:

- Leadership (current position: team leader of a ten-member team)
- good organisational skills acquired as secretary of the "History Society", responsible for inviting speakers and promoting events
- good team leadership skills acquired as a volunteer basketball coach

Professional skills

Replace with professional skills not listed elsewhere on the resume. Specify under what circumstances they were acquired.

Examples:

- good management of quality control procedures (current position of quality control manager)
- leadership skills (as an experienced nurse, responsible for training and induction of new nursing staff)

Digital skills

SELF-ASSESSMENT				
Data processing	Contact	Content creation	Security	Problem solving
Example: Basic user	Example: Basic user	Example: Independent user	Example: Experienced user	Example: Experienced user

Levels: Basic user - Independent user - Experienced user [Digital skills - Self-assessment table](#)

Replace with the name of the certificate(s).

Example:

State certificate: office suite - Independent user

Replace with other digital skills. Specify under what circumstances they were acquired. **Example:**

- good handling of Office (word processing, spreadsheets, presentations)
- good knowledge of photo editing software, acquired as an amateur photographer

Other skills

Replace with other relevant skills. Specify under what circumstances they were acquired.

Use this field only if it adds value to your resume and if it includes information not mentioned elsewhere in the resume. Identify the context in which they were acquired. Example:

- first aid: certification in first aid as part of your diver training.

Simply mentioning personal interests such as literature, walking, cinema, etc., does not add any value to your CV. Instead, giving examples of activities you have undertaken would state that you are an outgoing person who likes to help others. Example:

- reading: volunteering to help young pupils with learning difficulties
- experienced cyclist: active member of the local cycling club

Driving licence

Replace with the driving licence category(ies). **Example:**
B

ADDITIONAL INFORMATION

Publications	Replace with relevant publications, presentations, programmes, conferences, honours and awards, recommendations and references.
Presentation	Remove irrelevant headings in the left column. Examples: Post
s	▪ How to a good CV, Amalthea Publications, Patras, 2012.
Programmes	Where appropriate, give a brief description and specify the type of document (article, report/report, posted notice, etc.). Example :
Conferences	Program
Seminars	▪ New public library. Principal architect in charge of supervising the design, production, tendering and construction (2008-2012).
Honours and awards	Subscriptions
Subscriptions	▪ Member of the Technical Professional Chamber
Recommendations	Recommendations
References	Only if the ad does not ask you to list people who can give references for you, write "Recommendations available on request."
Courses	
Certifications	

ANNEXE

Replace with the list of documents attached to the CV (copies of degrees and certificates, employer or internship references, publications or research). **Examples:**

- Copy of a Diploma in Mechanical Engineering
- Language passport Europass
- Letter of recommendation from employer and/or professor (from Papadopoulos Socrates and Georgiou Iason) **Attach only documents that are relevant to the position. Do not attach large documents such as publications. Better create a list in the "Additional Information" with the corresponding links, if any.**