

GUIDE TO CREATING CV & EUROPASS TEMPLATE

"GUIDE TO CREATING A CV & EUROPASS TEMPLATE"

It is usually referred to by the initials C.V., or "Curriculum Vitae", which in Greek means "Life Summary" and is a summary of your professional identity. It is an instrument that gives all the information that will make an employer interested in hiring you, i.e. a brief description and analysis of your studies and the tasks you have had during your work experience, in other words the passport with which you will arrive at the selection interview for further studies or for recruitment.

What is not a ?

A CV is not an application for employment, a means of misleading or deceiving, an autobiography or an exercise in humility. It is intended to give a clear picture of your knowledge, experience and skills and to generate interest in being invited for an interview.

Points of particular attention when formatting the CV

There are some small details in the form and content of the CV that tend to differentiate its image and that should be taken into account by the person creating it for the best result, such as:

- * Your personal photo should not be used unless they ask for it
- * Visual interventions such as colours, patterns and sophisticated fonts do not add any advantage unless you are in the graphic design, artistic field.
- * **Printed** (not handwritten) on good quality white (or very light-coloured) paper, size **A4**. It is best to **always print new** rather than photocopies because they are not of very good quality (blackening at the edges of the page).

Attention: no hand corrections on photocopies of previous CVs but a new printout!

Other things you should pay attention to when writing your CV

The CV is addressed to someone who doesn't know you and the first impression they get of you is from this CV. That's why it's good:

- * Keep it short, maximum 1 or 2 pages.
- * Leave 1.5 spaces between lines and double space between paragraphs.
- * Use a type of font (Arial, Verdana, Tahoma, etc.) with a size of at least 11.
- * Check for spelling and syntax errors.
- * It should be understandable, with clear meanings that have a logical flow, so sentences should be representative, simple and short, without vague words and adjectives.
- * Use neutral expressions instead of first person pronouns and pronouns (e.g. "update customer file..." instead of "I was updating the client files...")

- * Use business e-mail addresses in your contact details e.g. avoid e-mails such as tassoulis1975@gmail.com
- * Avoid using abbreviations of words, unless they are well-established, e.g. not "SEE, STE", but "School of Catering Professionals, School of Tourism Professions".
- * Report the information starting with the most recent and most important and moving on to the oldest and least important, with no gaps in the dates
- * Cite true facts that you can substantiate in the interview.
- * Have personality, make your CV stand out by using a spirit of authenticity and emphasising those elements that will differentiate you from other candidates
- * Indicate the "Personal interests" field if and when the information fits the company's culture and philosophy, outlines your personality and adds an advantage to your professional profile
- * Not to report salary information
- * Don't sign unless they ask you to

Don't forget that a successful ...

- * It's the targeted !
- * It aims to give you a ticket to an interview or meeting with the employer, not to hiring itself!
- * It is determined by the number of interviews you are invited to participate in. If the interview results in a selection it will be largely due to the way you present yourself to the interviewers and not just a good CV.

What is the European CV template Europass

The CV can be created using many templates and the final form of each may vary. , a 'standard' CV has been designed by the Council of Europe with the aim of establishing a common format for all citizens in the European Union, the so-called Europass model CV.

If you want to continue your studies or work abroad you can use the Europass European CV template.

In this context, Cedefop - European Centre for the Development of Vocational Training (<http://europass.cedefop.europa.eu>), has standardised the CV form to allow qualifications and skills to be presented in a logical order:

- 1) Personal information
- 2) Description of your professional experience
- 3) Description of the education and training you have completed
- 4) A detailed description of the competences and skills you have acquired during the training
- 5) Your professional career or your daily life

How to fill in your Europass CV In order to successfully write your CV,

please consult the following: **a) 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.

b) Demonstrate clarity and conciseness

- * You use short phrases. Avoid cliché phrases. Focus on the elements of 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.

c) 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.

d) 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.

e) 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.

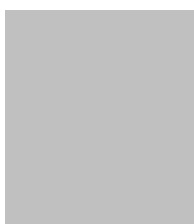
All headers/fields are optional. Delete fields that you leave blank.

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

DESIRED

DESIRED

APPLIED

PERSONAL

STATEMENT

Delete the irrelevant Headings

JOB
STUDIES
FOR

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 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

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 you have discovered or skills you have acquired. Examples:

General

- English, Mathematics, French
- Physical Education

Professional

- Professional techniques (making bread, special types of bread, cakes and pastries)
- Applied science in food 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

INDIVIDUAL SKILLS

Native language(s)

Delete any field you leave blank.

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

Greek

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

Example: the 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](#)

Communication skills

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.).

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:

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

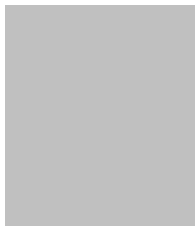
ANNEXE

Replace with the list of documents attached to the CV (copies of degrees and certificates, employer or 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.

PERSONAL INFORMATION



Replace with First Name(s) Last Name(s)

[All sections of the BS are optional. Remove any empty sections.]

 Replace with house number, street, city, postcode, country

 Replace with the telephone number  Replace with the mobile phone number

 Replace with the e-mail address(es)

 Replace with personal website address(es)

 Replace with the instant messaging service Replace with the messaging account

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

JOB APPLICATION
OCCUPATION
N DESIRED JOB
STUDIES APPLIED FOR
PERSONAL
STATEMENT

Replace with job applied for / occupation / desired job / studies applied for / personal statement (remove irrelevant sections in the left column)

PROFESSIONAL EXPERIENCE

Replace with dates
(from - to)

[Add separate records for each experience. Start from the most recent.]

Replace with the occupation or position you held

Replace with the name and location of the employer (if applicable, full address and website)

▪ Replace with the main activities and responsibilities

Business or industry Replace with the type of business or industry

EDUCATION AND TRAINING

Replace with dates
(from - to)

[Add separate records for each course. Start from the most recent.]

Replace with the title of the diploma certificate

Replace with the
level of the EPA or
national classification

Replace with the name and location of the education and training organisation (country, if applicable)

▪ Replace with a list of the main topics covered or professional skills acquired

INDIVIDUAL SKILLS

[Remove any empty sections.]

Native language

Replace with native language(s)

Other languages

UNDERSTANDING		SPEECH		LETTER
Oral	Written (reading)	Contact	Oral expression	

Replace with language

Enter level Enter level Enter level Enter level Enter level

Replace with the name of the language certificate. Enter the level if known.

Replace with language

Enter level Enter level Enter level Enter level Enter level

Replace with the name of the language certificate. Enter the level if known.

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Advanced user [Common European Framework of Reference for Languages](#)

Communication skills Replace with communication skills. Specify under what circumstances they were acquired.
Example:
- good communication skills acquired through my experience as a sales manager

Organizational / managerial skills Replace with organizational/management skills. Specify under what circumstances they were acquired. Example:
- leadership skills (currently in charge of a 10-member team)

Professional skills Replace with any professional skills not listed elsewhere. Specify under what circumstances they were acquired. Example:
- good handling of quality control procedures (currently quality control manager)

Digital skills

SELF-ASSESSMENT				
Data processing	Contact	Content creation	Security	Problem solving
Enter level	Enter level	Enter level	Enter level	Enter level

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

Replace with the name of the certificate(s)

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 not mentioned. Specify under what circumstances they were acquired. Example:
▪ carpentry

Driving licence Replace with a driving licence category. Example:
B

ADDITIONAL INFORMATION

Publications
Presentations
Programmes
Conferences
Seminars
Honours and awards
Subscriptions
Recommendations
References
Courses
Certifications

Remove unrelated sections from the right column. Example of publication:
▪ Technological features and tools for companies, Panhellenic Conference on Informatics, Samos, 2008.
Example program:
▪ Secure and Recoverable Biometric Identities for Use in Pervasive Intelligence Environments (2008-2011).

ANNEXES

Replace with the list of files you are attaching to the BS. Examples:
▪ photocopies of diplomas and certificates,
▪ work or work experience certificates,
▪ publications or research.