

Form 1: EUROPASS CV

The objectives of this form

- Provide detailed instructions for using the Europass curriculum vitae
- Help and support you in formulating your project
- Enable you to list your formal and informal (social, organisational) skills and identify your objectives
- Help you develop your career



Instructions and Practical Matters

- Fill in with the greatest possible accuracy and in your chosen language
- Use the online interface or download the Word version of the Europass CV
- Submit it to your project leader for the next interview, together with the language test which will help determine your level

How do I write my Europass curriculum vitae?

Go to this site:

<http://europass.cedefop.europa.eu>

Use the online interface or download the Word version of the Europass CV

You can:

- (a) either use the online interface available in the language of your choice on the Europass site (<http://europass.cedefop.europa.eu>). You can then save your CV in the directory of your choice;
- (b) or download the template (in Word or OpenDocument format) in the language of your choice from the same site and save it on your computer hard drive; you then fill in the various sections in the right-hand column, entering your personal information and deleting any unnecessary fields.
- For assistance, check out the sample CVs on the site: <http://europass.cedefop.europa.eu>

Important:

- do not change the text in the left-hand column;
- maintain the template's layout and the font used