

THE EUROPEAN CV FORMAT

A Curriculum Vitae (CV) provides an overview of a person's experience and other qualifications and it is usually prepared for job applications. What kind of information should a CV include? First of all, personal details like your name, address, date of birth, telephone number and email. The next section includes information about your education and qualifications, such as your degree subject and high school diploma. In the work experience section you should mention all your previous working experience, trying to relate the skills to the job you are applying for. In the interests section don't forget to mention interests relevant to the job. In the skills section people usually mention the knowledge of languages, computing (e.g. "good working knowledge of MS Access and Excel, plus basic web page design skills") and driving. The last section generally includes references – normally two referees are sufficient – one academic (perhaps your tutor or a project supervisor) and one from an employer. The European CV format, which has been created by the EU administration, represents a specimen to be used within the European Union.

EXAMPLE



Europass

Curriculum Vitae

Personal information

First name(s)/Surname(s) James Peacock
 Address(es) 7 Greenwood, Cork, Ireland
 Telephone(s) 353 – 2100000 – Mobile: 456-0000000
 Email james.peacock@ymail.com
 Nationality Irish
 Date of birth 12 April 1990
 Gender Male

Desired employment / Occupational field Building Surveyor

Work experience

2012-present Cork Municipality
 Occupation or position held Technical Employee. Public works
 Main activities and responsibilities Drafting and checking technical drawings – Processing field – Surveys into CAD drawings – Topographic mapping – Preparing plans interacting with external architects
 Name and address of employer Cork Municipality, Town Square

Education and training

2009-2012
 Title of qualification awarded Bachelor Civil and Environmental Technology
 Name and type of organisation providing education and training Institute of Technology, Cork
 2000-2004 Leaside High School, Cork
 Principal subjects Technology; Computer Science

Personal skills and competences

Mother tongue(s) English
 Other language(s) French

Self-assessment	Understanding		Speaking		Writing	
	Listening	Reading	Spoken interaction	Spoken production		
European level (*)						
French	B1	B1	B1	B1	B1	

(*) Common European Framework of Reference for Languages

Organisational skills and competences Good organisational skills
 Technical skills and competences Good survey drafting and proficiency in CAD software experience – Strong attention to details
 Driving licence Full driving licence

Additional information Professional reference will be provided upon request

WRITING



● Now write your own CV, using the form provided below.

Europass Curriculum Vitae
Personal information
 First name(s) / Surname(s)
 Address(es)
 Telephone(s)
 Fax(es)
 Email
 Nationality
 Date of birth
 Gender
Desired employment / Occupational field
Work experience
 Dates
 Occupation or position held
 Main activities and responsibilities
 Name and address of employer
 Type of business or sector
Education and training
 Dates
 Title of qualification awarded
 Principal subjects/occupational skills covered
 Name and type of organisation providing education and training
 Level in national or international classification
Personal skills and competences
 Mother tongue(s)
 Other language(s)
 Self-assessment
 European level (*)
 Social skills and competences
 Organisational skills and competences
 Technical skills and competences
 Computer skills and competences
 Artistic skills and competences
 Other skills and competences
 Driving licence
Additional information
Annexes

Insert photograph.

Mobile:

Understanding		Speaking		Writing	
Listening	Reading	Spoken interaction	Spoken production		

(*) Common European Framework of Reference for Languages