



My CV with Europass

Your CV can be the ticket to your dream job. But there are many guidelines for how to write a CV. The Europass CV editor will help you create a professional CV that will impress employers. The content, however, must come from you.



Work assignments

Basic knowledge: this information should be included on your CV

Working as a team, research what information **must** be included on a CV. Then find out what information **may** be included and what information **under no circumstances** belongs on a CV. Remember to only research using reputable websites, such as that of the **Federal Employment Agency**.

In-depth: information on your CV

Using your internet research, answer the following questions about the components of a CV:

1. What date format do I use on my CV?
2. What first name should I use if I have more than one first name?
3. What does a reputable email address look like?
4. What is important when providing a telephone number?
5. What should I bear in mind when providing my social media account?

Teamwork: What skills do I have?

First of all, make a note of your interests and hobbies as bullet points. What other information about yourself and your skills is important for your CV? Do you already have work experience? Have you done a work placement? Did you volunteer at school? Are you a member of a club? Now share your thoughts with your learning partner. Maybe they have some ideas that you've forgotten or see other talents in you? Then complete the first interactive exercise 'Test your

soft skills' at <https://www.europass-info.de/unterrichtsmaterialien>. Here you will receive an assessment of your soft skills (i.e. your personal strengths and abilities).



Working with the Europass portal: creating your own CV

Europass provides you with many ways to write your own CV. Go to <https://europass.europa.eu/en>. Scroll to '**Europass tools**', click on the '**Create your Europass CV**' button and then click on '**Create new CV**' on the right. The CV editor provides plenty of instructions and tips on how to create your CV that you should keep in mind. You will find the tips on the right-hand side, while the input instructions are located in a small blue circle with a white 'i':

Important: Remember to save your CV as a PDF at the end and download it before closing the browser. If you want to change it, you can upload it back to the editor and edit it later.

Additional tasks for faster learners:

Create a short mobile video in portrait format (maximum 60 seconds) describing how you enjoyed working with the Europass CV editor and what features helped you in particular.



Solutions with background information

Mandatory elements of a CV

A professional CV in Germany must include the following information:

- **Personal details:** first and last name, address, telephone number, email address, date and place of birth
- **School education:** school-leaving certificate, schools attended
- **Work placements, vocational training, work experience**
- **Personal skills and abilities:** these include, for example: language skills, digital skills, driving licence, volunteering, hobbies and interests, awards and prizes, social commitment.
- **Place, date and signature:** make sure that the date and place on your CV and cover letter match. Both documents should be signed with your first and last name. For online or email applications, you can type your first and last name or add a digital signature. In the Europass CV editor, you can upload a scanned signature under 'Final declaration'.
- **Page numbers:** insert page numbers if your CV contains more than one page.

Voluntary components

- **Personal details:** details of marital status and children, nationality, social media contact details, messenger contact details, own website
- **Application photo:** it can be advantageous to include a photo with your application as it can increase the employer's interest.

These do not belong on your CV

- **Personal details:** religion, origin, political views, sexual orientation

Notes on the information provided

- In Europe, the date is usually written like this: Day.Month.Year. The year is written in four digits.
- A reputable email address should include your first and last name, for example: kim.sample@email.de.
- You should be easily reachable on the phone number and email address provided.
- Before providing your social media contact details, check your profile. Public, frivolous content and party pictures can put off potential employers. But even if you don't mention your social media contact details in your CV, employers will probably look for your profile.
- In the short description in the 'About me' section, highlight your skills and experience (see the results of the self-test) and give examples that apply to the job.
- You should be able to explain any gaps in your CV.
- Check your CV at the end for grammar and spelling errors. Use, for example, AI for this.
- Use simple and precise wording and focus on the essentials.