

INSTRUCTIONS FOR USING THE EUROPEAN CURRICULUM VITAE FORMAT

Introduction

Drawing up a curriculum vitae is an important step in looking for any job. Read the following information carefully before completing the proposed format.

A curriculum vitae is often the first contact with a future employer; it therefore needs to seize the potential employer's attention in the first few seconds of reading, and to gain you an interview.

General recommendations

Before starting to write your curriculum vitae, remind yourself of a few important principles:

- **Take care over the presentation of your CV**

Set out your skills and competences clearly and logically, so that your advantages stand out. **No detail should be overlooked**, either of substance or of presentation (there is of course no excuse for mistakes in spelling and punctuation!).

- **Concentrate on the essentials**

A CV must be brief: in most cases, two pages are enough to show who and what you are. If your work experience is still limited, highlight work placements during training.

- **Adapt your CV to suit the post applied for**

Highlight your potential advantages to the prospective employer.

Beware: do not artificially inflate your CV; if you do, you are likely to be found out at interview.

- **Keep to the structure of the format**

The European curriculum vitae format allows you to present your skills and competences in a logical order:

- Personal information;
- Description of your work experience;
- Description of your education and training;
- Detailed description of the skills and competences which you have acquired in the course of your training, work and daily life.

Note: Print your curriculum vitae on white paper. Keep to the suggested font and layout.

Do not split an entry under one heading over two pages (e.g. your list of training courses) – to avoid this use the 'page break' command in your word processing software.

The boxes containing the various headings should not appear when the document is printed.

- **Be clear and concise**

Your profile must be evident to the potential employer after a few seconds' reading. In consequence:

- Use short sentences;
- Concentrate on the relevant aspects of your training and work experience;
- Explain the breaks in your studies or career.

- **Have someone else check your CV**

Have someone else re-read your CV so that you are sure the content is clear and easy to understand.

How to draft your curriculum vitae using the European format

- Download the format in the language of your choice from the website

<http://www.cedefop.eu.int/transparency/cv.asp>

and save it on your computer's hard disk.

- Then complete the various headings in the right-hand column, replacing the text in square brackets [] by your personal data. Do not change the left-hand column.

*E.g.: replace the heading [SURNAME, other name (s)] by your surname and other name(s) **SMITH, John Andrew***

Keep to the layout and font used in the format.

If you need help, consult the sample CVs provided on the site

<http://www.cedefop.eu.int/transparency/cv.asp>

Detailed instructions for completing the various headings

PERSONAL INFORMATION

Name State your **SURNAME** and **other name(s)**, e.g.:

SMITH, John Andrew

Note: *If you have more than one other name, start with the one you usually use.*

Address State your complete postal address(es), e.g.:

12, High Street, Newtown AB12 3CD

Note :

- *Show clearly the address at which you can be contacted quickly. If your permanent address is different from where you are living at present, you may write both addresses, stating the dates between which you can be contacted at each.*
- *The order in which the items in an address appear may vary from country to country; follow the rules that apply so that post will reach you quickly; do not forget the country code if you are applying abroad (see [sample CV](#));*
- *In the case of Ireland, the United Kingdom and the Netherlands, the name of the country is written out in full:*

Dublin 2
Ireland

...
London SW1P 3AT
United Kingdom

...
2500 EA Den Haag
Nederland

For further details, consult the Interinstitutional style guide, available on line: <http://eur-op.eu.int/code/en/en-cover.htm>

Telephone State the telephone number(s) where you wish to be contacted; if necessary, give the times when it is possible to reach you (so that you can be reached quickly).

Note:

- *If you wish to send your CV to other countries, give the country prefix and any regional prefix in brackets. These two prefixes should be joined by a hyphen, e.g.: (44-20) 80 12 34 56 for a number in London.*
- *Divide the principal number into groups of two from the right-hand side, the last group consisting of three digits if the number of figures is odd (groups are separated by a space, not by a full stop), e.g. (353-1) 220 20 20 for a number in Dublin.*

For further details, consult the Interinstitutional style guide, available on line: <http://eur-op.eu.int/code/en/en-cover.htm>

Fax	Write your fax number, if you have one, using the same rules as for your telephone number(s).
E-mail	Write your e-mail address in full.

Nationality	Write your nationality, e.g.: Irish
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Date of birth	Write your date of birth, e.g.: 02.04.1963
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WORK EXPERIENCE

Under this heading, make a separate entry for each relevant job held, starting with the most recent.

Note:

- *For the sake of brevity, focus on the work experience which gives added weight to your application. Do not overlook experience which may be an asset even though it is not directly related to the profile of the job for which you are applying (e.g., time spent abroad, work bringing you into contact with the public, etc.);*
- *If you are applying for your first job, do not forget to mention work placements during training which provide evidence of initial contact with the world of work;*
- *Reproduce the table (using the 'copy/paste' command in your word processing software) as many times as required. To delete a heading, use the 'Table' commands menu in your word processing software.*

• Dates (from – to)	Write the dates so as to show for how long you held the job in question, e.g.: From March 1994 to December 1999
• Name and address of employer	State the name and address of the employer (telephone, fax, e-mail address and Internet website), e.g.: Anderson and Dobbs Ltd., 12 Highland Road, Edinburgh EH3 4AB, United Kingdom Tel.: (44-31) 123 45 67; Fax (44-31) 123 45 68; E-mail: jrobin@webcom.co.uk; Website: www.anders.uk.com
• Type of business or sector	State the nature of the employer's business or sector, e.g.: Transport and logistics, Auditing, Manufacturer of motor vehicle parts
• Occupation or position held	State your job title or the nature of your occupation, e.g.: HGV mechanic, Maintenance technician, Receptionist
• Main activities and responsibilities	State your main activities and responsibilities, e.g.: Maintenance of computer services, Relations with suppliers, Maintaining parks and gardens. If necessary, quantify your responsibilities (percentage of working time, length of time spent on each occupation, etc.).

EDUCATION AND TRAINING

Under this heading, make a separate entry for each course completed, i.e., each course leading to a qualification, starting with the most recent.

Note:

- *There is no need to show all your qualifications: do not go back as far as primary school if you hold a university degree; focus on the qualifications which are an asset in your application;*
- *Reproduce the table (using the 'copy/paste' command in your word processing software) as many times as required. To delete a heading, use the 'Table' commands menu in your word processing software.*

<ul style="list-style-type: none"> • Dates (from – to) 	<p>Write the dates so as to show how long the course in question lasted, e.g.: From September 1994 to June 1998</p>
<ul style="list-style-type: none"> • Name and type of organisation providing education and training 	<p>State the name (and if appropriate, the address) and type of the institution attended, e.g.: South Wales Technical College Glamorgan Place Cardiff CF1 2AB</p>
<ul style="list-style-type: none"> • Principal subjects/occupational skills covered 	<p>Summarise the main subjects or occupational skills taught during the course in question, grouping them together if necessary for the sake of brevity, e.g.:</p> <p>General</p> <ul style="list-style-type: none"> • English language, Welsh language, mathematics, foreign language (Spanish) • Physical education and sports <p>Occupational</p> <ul style="list-style-type: none"> • Occupational techniques (making of standard breads, fancy breads, cakes and pastries) • Science applied to food and equipment (microbiology, biochemistry, hygiene) • Occupational technology (basic principles, hygiene and safety) • Knowledge of business and its economic, legal and social context. <p>Note: <i>Combine items, and focus on the occupational skills which would be an asset if your were appointed.</i></p>
<ul style="list-style-type: none"> • Title of qualification awarded 	<p>Write the exact title of the qualification awarded, e.g.: National Vocational Qualification (NVQ) Level 2: Bakery Service</p> <p>Note: <i>Avoid using abbreviations on their own (e.g. NVQ).</i></p>
<ul style="list-style-type: none"> • Level in national classification(if appropriate) 	<p>If the level of the qualification corresponds to an existing national or international classification system, state the level within the classification concerned (national classification, ISCED, etc.).</p> <p>If necessary, ask the body which awarded the qualification.</p> <p>For more information on the ISCED classification system devised by Unesco, consult the website http://www.uis.unesco.org/en/pub/pub0.htm</p>

PERSONAL SKILLS AND COMPETENCES

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

The headings below allow you to add to the description of your work experience by referring to skills and competences acquired both in the course of your education and training (during your studies) and in a non-formal manner (in the course of your occupational or leisure activities).

General note: Delete any heading under which you have nothing relevant to say.

MOTHER TONGUE

State here your mother tongue here, e.g.:

English

OTHER LANGUAGES

State here the foreign language concerned, e.g.:

Spanish

• Reading

State your level, e.g.:

Good

(see explanation below)

• Writing

State your level, e.g.:

Basic

(see explanation below)

• Verbal skills

State your level, e.g.:

Excellent

(see explanation below)

For each of the three headings above, state your level (excellent, good, elementary):

- Excellent: you have a firm command of the language which enables you to communicate effectively (you are able to understand the spoken and written language and to speak and write yourself) in an international occupational context;
- Good: you are able a) to understand and formulate work-related messages (telephone calls, notes, etc.), using a dictionary if necessary; b) to take part in a general conversation, using simple syntax, and to express an opinion; and c) to cope independently with everyday situations when travelling in the country (or countries) where the language is used;
- Basic: you are able to express yourself in basic communication situations (e.g., messages, notes or instructions); to grasp simple written messages, and to cope independently at a minimal level in a linguistic situation.

Reproduce the table (using the 'copy/paste' command in your word processing software) for each language covered. In order to delete a heading, use the 'Table' command in your word processing software.

Note:

- *If you have a certificate testifying to your competence (such as TOEIC -Test of English for International Communication), state the level and the date when you obtained it;*
- *Do not overestimate your level, which may well be checked if you are interviewed!*

<p>SOCIAL SKILLS AND COMPETENCES</p>	<p>Describe your social skills and competences, e.g.:</p> <ul style="list-style-type: none"> • Team spirit; • Ability to adapt to multicultural environments; • Communication skills (e.g., the ability to write with clarity or to transmit information effectively); etc. <p>and say in what context they were acquired (through training, work, voluntary or leisure activities, etc.).</p>
<p>ORGANISATIONAL SKILLS AND COMPETENCES</p>	<p>Describe your organisational skills and competences:</p> <ul style="list-style-type: none"> • Leadership; • Sense of organisation; • Project or team management; etc. <p>and say in what context they were acquired (through training, work, voluntary or leisure activities, etc.).</p>
<p>TECHNICAL SKILLS AND COMPETENCES</p>	<p>Describe your technical skills and competences, e.g.:</p> <ul style="list-style-type: none"> • Skills in a specialised technical field (manufacturing industry, health, banking, etc.); • Information technology skills (ability to use specialist software, programming); etc. <p>and say in what context they were acquired (through training, work, voluntary or leisure activities, etc.).</p>
<p>ARTISTIC SKILLS AND COMPETENCES</p>	<p>State here your artistic skills and competences which are an asset, e.g.:</p> <ul style="list-style-type: none"> • Music; • Writing; • Drawing; etc. <p>and say in what context they were acquired (through training, work, voluntary or leisure activities, etc.).</p>
<p>OTHER SKILLS AND COMPETENCES</p>	<p>State here any other skill(s) and competence(s) which are an asset and are not mentioned under earlier headings, e.g.:</p> <ul style="list-style-type: none"> • Hobbies; • Sport; • Positions of responsibility in voluntary organisations; etc. <p>and say in what context they were acquired (through training, work, voluntary or leisure activities, etc.).</p>
<p>DRIVING LICENCE(S)</p>	<p>State here whether you hold a driving license and if so for which category of vehicle, e.g.:</p> <p>Category B</p>

ADDITIONAL INFORMATION

State here any other information which you think relevant, e.g.:

- Contact persons or referees (name, job title, contact address);
- Publications or research;
- Membership of professional organisations; etc.

Note:

- *Do not give the address of a contact person without obtaining his/her formal agreement; it is preferable to state 'References supplied on request' in order not to overload the curriculum vitae;*
- *Where appropriate, provide a brief description of your publications or research.*

ANNEXES

List any items attached to the CV, e.g.:

- Copies of degrees and other qualifications, including any certificates issued at the end of training courses which did not lead to a formal qualification;
- Testimonial of employment or work placement;
- Publications or research; etc.

Note:

- *List the items in a logical order (e.g., place degrees or testimonials of employment together – numbering them if required) to help the reader;*
- *Never send originals of degree or qualification certificates as these might be lost; photocopies are adequate.*