Basics of the use of computer and ICT

Curriculum Vitae

Europass

europass

14

Introduction

The booklet you are reading is part of

a series of booklets.

The series of booklets teaches you how to use

the computer and internet.

The booklets are written using the easy to read

and to understand language.

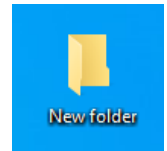Each booklet is about a different topic.

All the topics of the series of booklets:

1. Turn on/off computers

- Mouse and keyboard

2. Desktop: move files, create and delete folders

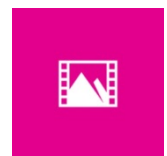3. Accessibility features - Keyboard shortcuts

4. USB memory

5. Microsoft Word

6. Video Editor

7. Digital safety

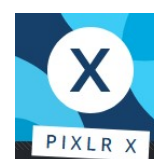8. Google Chrome

9. Google Maps

10. YouTube

11. Gmail

12. Facebook and Messenger

13. Pixlr X

14. Curriculum Vitae Europass

The series of booklets has been written by experts from 7 organizations.

The 7 organizations are:

Associazione Uniamoci Onlus from Italy

Asociacija "Aktyvus Jaunimas"

from Lithuania

Centro Social e Paroquial Santos Martires

from Portugal

Tallinna Tugikeskus JUKS from Estonia

IES El Greco from Spain

Towarzystwo Wspierania Inicjatyw

Spolecznych Alpi from Poland

Università Degli Studi Di Catania from Italy

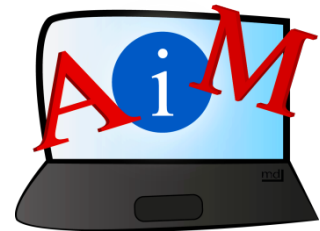You can find more easy to read and to understand information about the project on its website:

https://accessibleinformationmaterial.blogspot.com/

The series of books has been created as a result of an **Erasmus+** project.

This Erasmus+ project is called Accessible Information Material.

VOCABULARY

Erasmus+ is a programme of the European Union that funds different kinds of projects.

Curriculum Vitae Europass

Introduction

Curriculum Vitae in latin language means course of life.

The abbreviation of Curriculum Vitae is **CV.**

CV contains important information

about your studies and your work experience.

CV contains also information about yourself and

the things you can do.

CV is an indispensable tool if you are applying for a job.

Europass CV is a model of Curriculum Vitae

created to facilitate your job search in Europe.

Europass CV model is the same in all the European countries.

Europass CV allows you to describe your work experiences and

your skills clearly and easily in Europe.
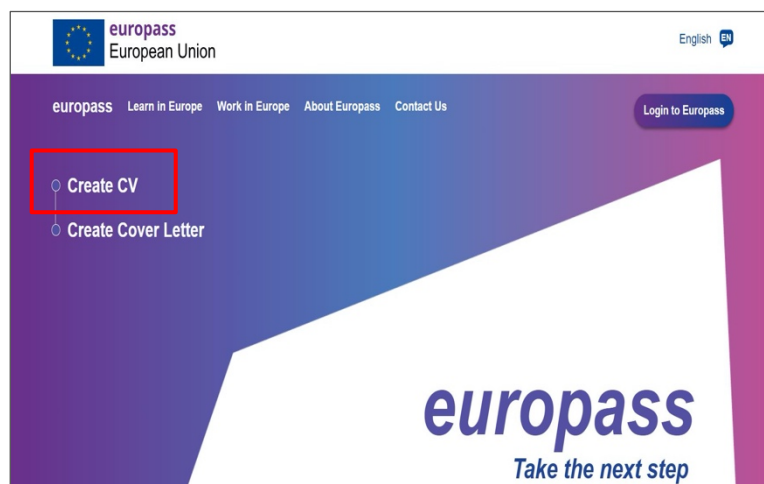
This is the symbol: **europass**

How to create your CV Europass

- Open your browser, for example **Google Chrome**

and type **Europass** in the Google search box.
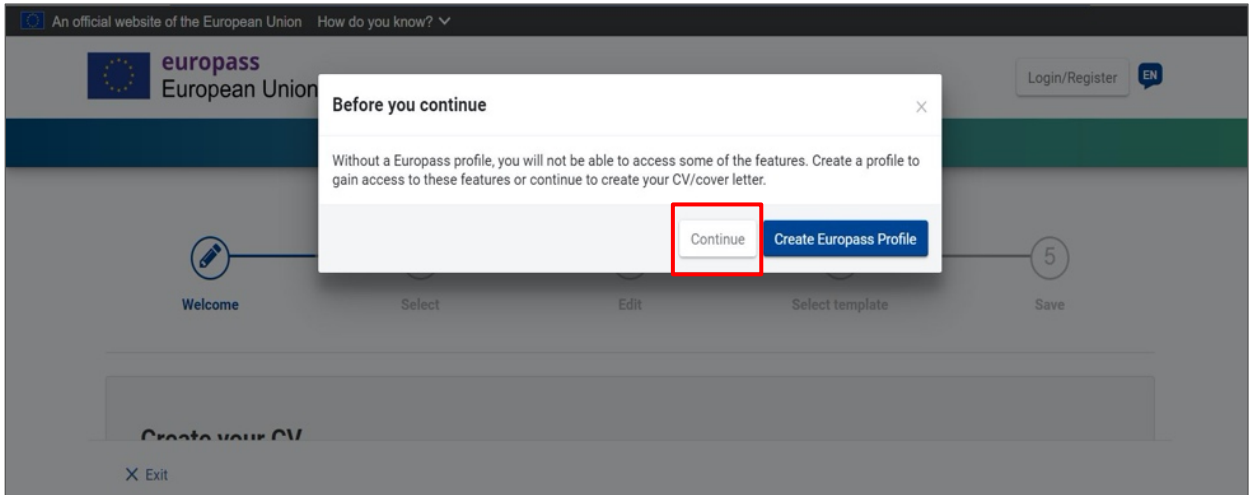
- Click on the first result of the research.
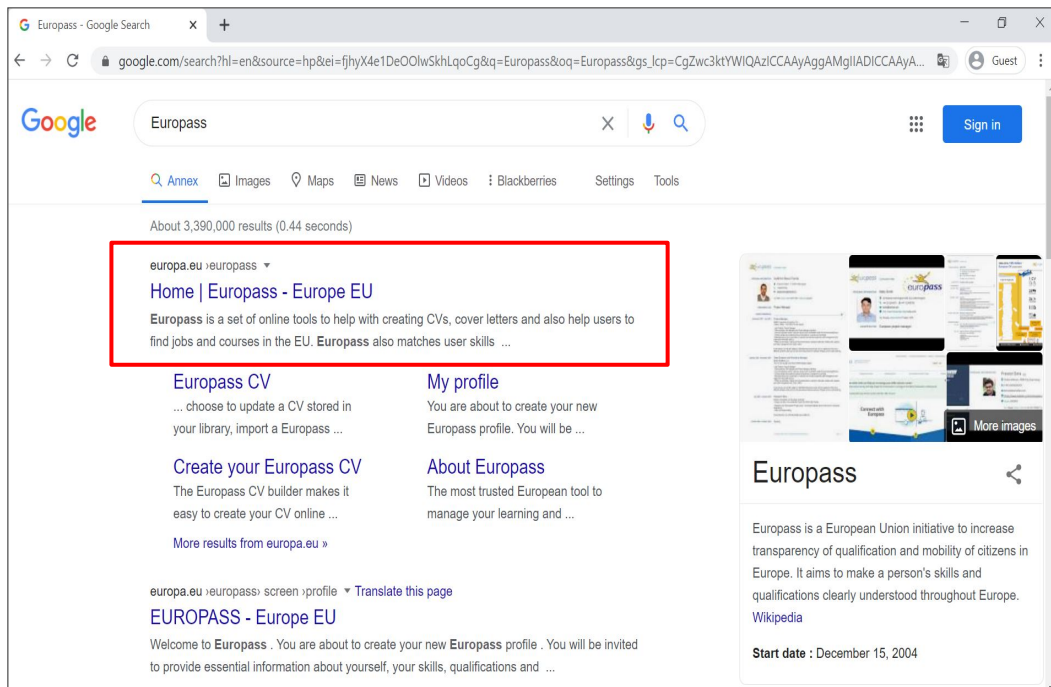
The Home page of the site Europass appears.

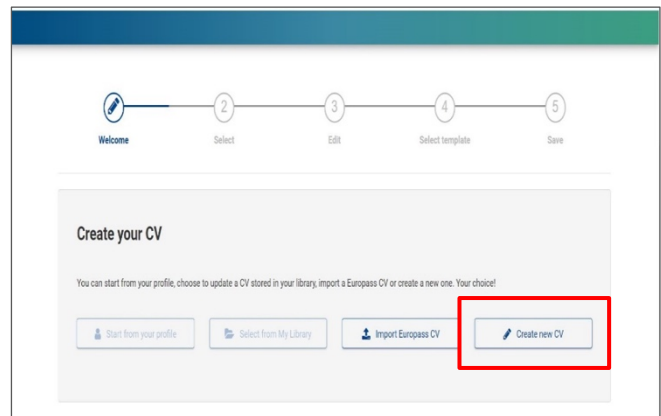- Click **Create CV** on the left side of the page.

A new window appears.

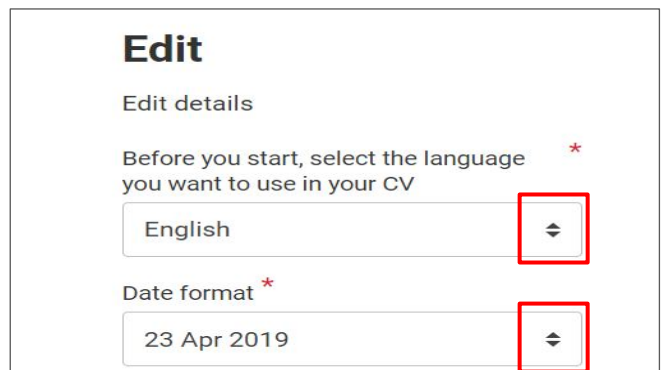**-** Click **Continue**

- Click **Create new CV**

- Select the **language** you want to use in your CV

and the **Date format**.
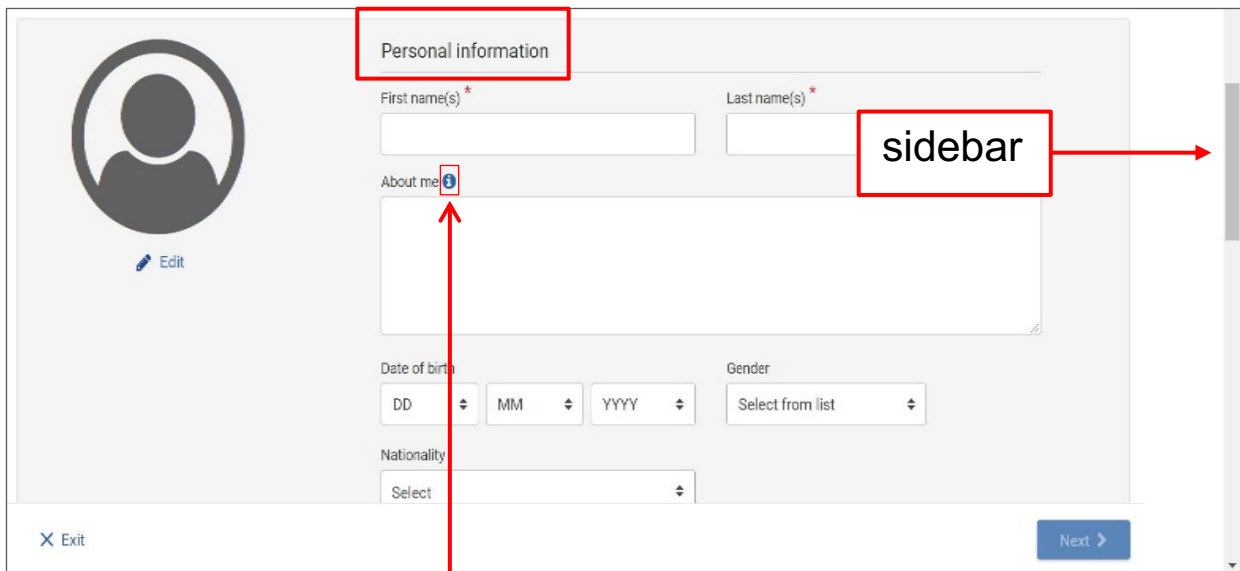
- Click on the **arrows**

to view the possible choices.

Now you can start to write your CV.

Personal information

- First of all, insert your **Personal information.**

Use the **sidebar** on the right to view all fields to fill in.
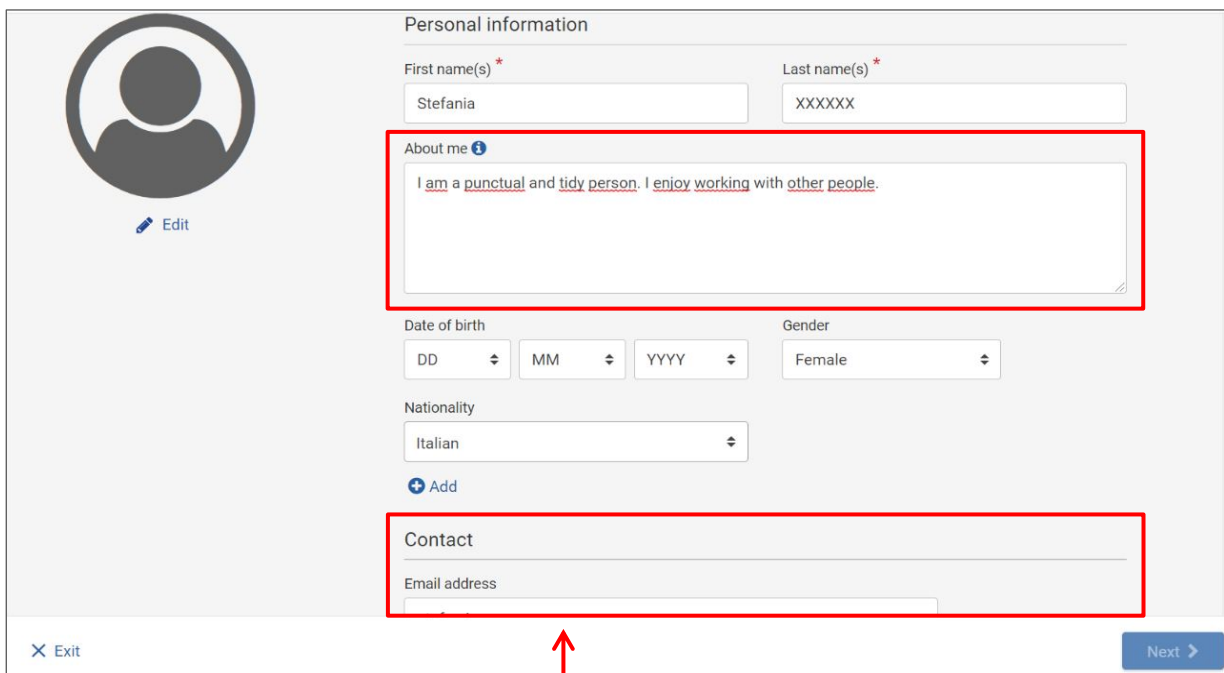

Click on the symbol

for more explanations on the type of requested information.

It is ok if you leave some fields blank.

It is your choice, for example, to include your date of birth

or your gender.

If you want, give a small **description of yourself or your job**.

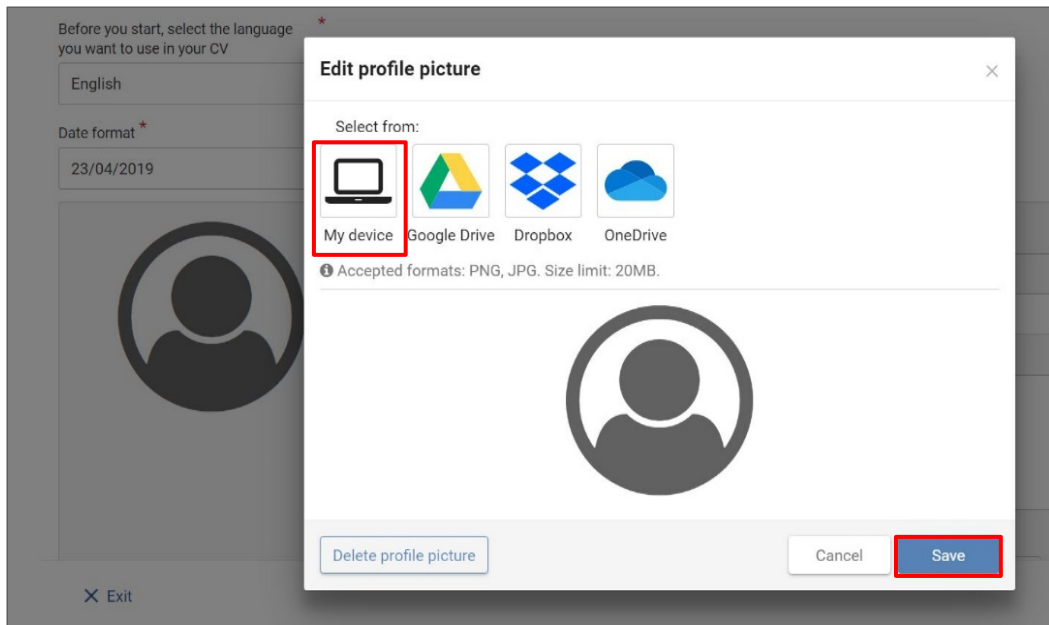Remember to **insert your email address** for contacting you.

If you want, include a photo of yourself in passport format.

To insert the photo, click on **Edit.**
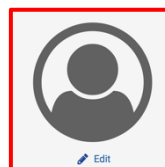
A new window appears.

- Click **My device**.

- Select the photo and click **Open**.

- Move the mouse to position the photo well in the frame

and click **Save**.

- After you have entered all your personal information,

click **Save**.

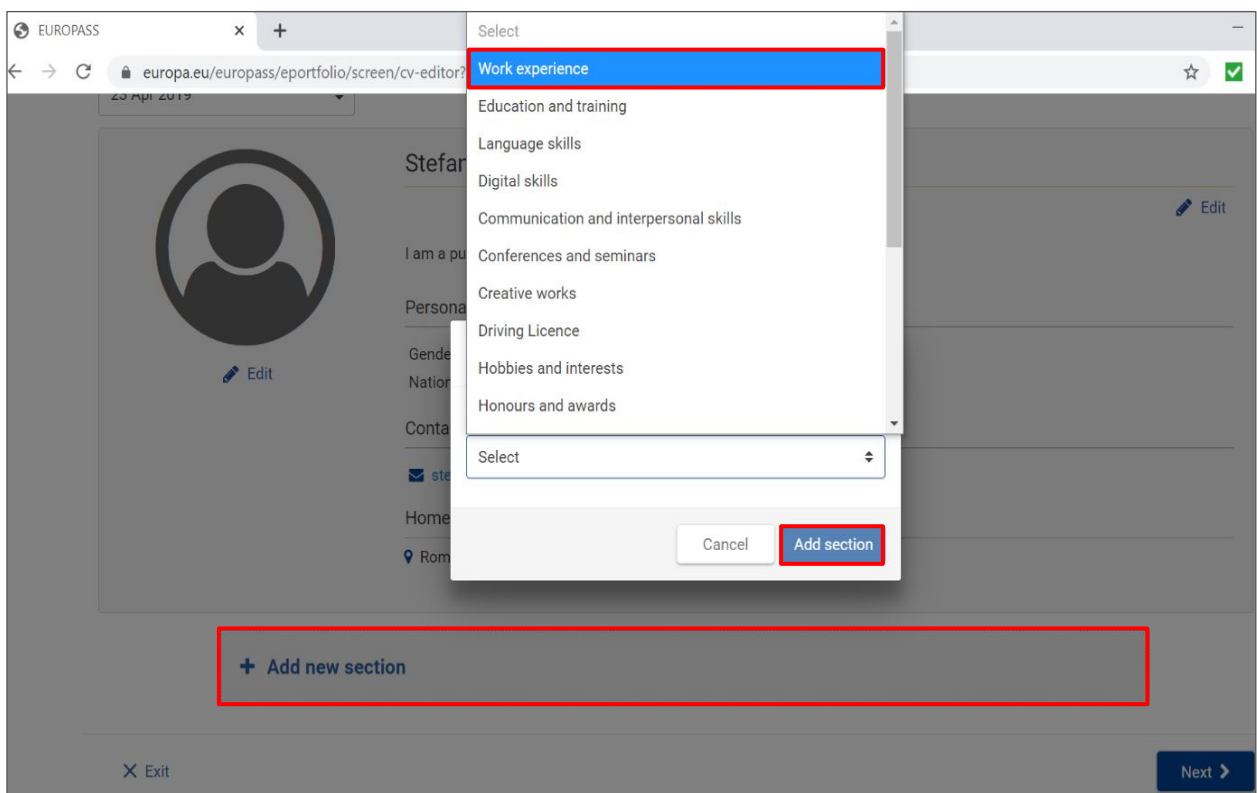A summary of the information that you have edited will appear.

Work experience

Now you can start to insert the information about your work experiences.

- Click the button **+ Add new section**

A new window opens.

- Click **Select** and choose **Work experience**.

- Click Add section.

Insert first the most recent work experience.

- Write the title of your job

in the field **Occupation or position held**.

When you start to type in the letters,

a **list of possible jobs** will appear.

You can select your job from this list.

- Insert the **employer's name** and **locality**.

- Insert the **start date** From ℹ of your work experience.

and the **finish date** To of your work experience.

- If the work experience is still continuing, click ⬤ Ongoing

- Describe the **Main activities and responsibilities** of your job.

- Click **Save** when you have finished to insert the information.

- Click **Add work experience**,

to add another work experience.

If you have no prior work experience, you can indicate

your volunteering experience.

Education and Training

In this section you can insert the schools you have attended

and the qualifications you have achieved.

- Click the button   **+ Add new section**

- Click **Select** and choose **Education and training**.

- Click Add section.

Education and training

Title of qualification awarded *ⓘ

Vocational Qualification: sales services (EQF level 3)

Organisation providing education and training ⓘ

CIOFS Lazio

Address line 1

Address line 2

Postal code	City	Country
	Rome	🇮🇹 Italy ⬍

Website ⓘ

From ⓘ			To			
DD ⬍	9 ⬍	2008 ⬍	DD ⬍	6 ⬍	2011 ⬍	⬤ Ongoing

- Insert the **title of the qualification** you obtained.

- Insert the **name of the organization** you attended.

- Indicate the **start date** and the **end date of your education**.

- **Save the information** you have entered. [Save]

- Click [+ Add education and training experiences]

to insert other qualifications you have obtained.

- Repeat the same steps to complete the other sections

of your Europass Curriculum Vitae:

- Click [+ Add new section]

- Select the section type you are interested in.

- Click [Add section]

- Fill in the information requested.

- Click [Save]

You do not need to fill in all the sections.

You only have to highlight your skills and the things you do best.

Remember above all:

in your CV you must write only true information.

Do not pretend to have skills you do not have.

Language skills

Fill in the **Language skills** section

if you know other languages than your **mother tongue.**

Mother tongue is the language you learned as a child

from your parents.

- Enter your mother tongue.

- Enter other language that you know.

- Choose your **level of understanding** of the language.

- **Levels A1 and A2** indicate you have a very limited knowledge

of the language.

- **Levels B1 and B2** indicate you are able to communicate

in many situations.

- **Levels C1 and C2** indicate you know the language very well.

Digital skills

In the section **Digital skills,**

you can insert your computer skills, for example:

- Your ability in the use of Internet and of e-mail.

- Your ability in the use of Facebook.

- Your ability in the use of Word.

- Your ability in the use of a photo-editing program.

To insert your skills:

- Digit your skill into the bar on the left and click [Add]

Or you can click on the skill from the list on the right

and drag it to the left.

- To delete a skill that you have entered,

click on the (⊗) close to the skill.

Communication and interpersonal skills

In this section you can include your abilities to communicate and work well with other people.

For example: patience, team work, listening.

It is a good thing if you specify in which context you acquired your skills.

Hobbies and interests

In this section insert what do you like doing in your free time.

Give examples of **useful activities** for your work.

Other

In this section you can insert additional information

you consider important to help you to get the job.

For example:

- Willingness for business trips.

- Willingness to work on holidays or weekends.

- **When you finish filling in the sections that interest you click the button** Next >

Select template

- Choose the **template** you want to use for your CV.

- Choose if you want the **Europass logo**

to appear in your Curriculum Vitae or not.

A logo is a symbol used to identify a organization or a product.
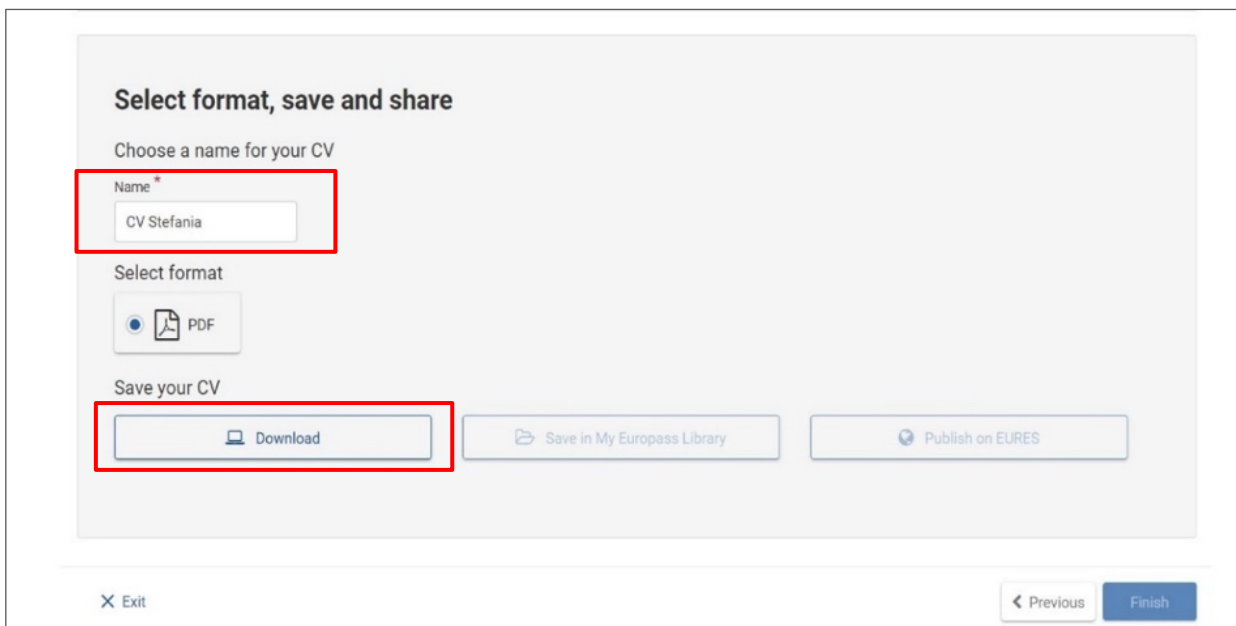
- Choose if you want to add **page numbers**.

- Click **Next >**

Select format, save and share

- Choose a **name** for your Curriculum Vitae.

- Click **□ Download** to save your CV on your computer.

- Click on **Previous** if you want to modify something. **‹ Previous**

- Click on **Exit** or **Finish** **× Exit** **Finish**

if you want to go back to the home page.

Send your Curriculum Vitae to companies

and apply for the job you want to obtain.

Print a copy of your Curriculum Vitae,

and bring it with you the day of your job interview.

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The proofreading of this easy to read text has been done by F. Ortiz Martinez.

Illustrations in the introduction from https://pixabay.com/it/

https://accessibleinformationmaterial.blogspot.com