



Basics of the use of computer and ICT

Curriculum Vitae

Europass



europass

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.

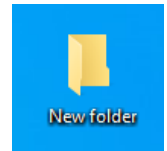
All the topics of the series of booklets:

1. Turn on/off computers

- Mouse and keyboard



2. Desktop: move files, create and delete folders



3. Accessibility features - Keyboard shortcuts



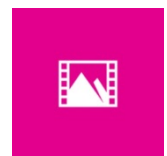
4. USB memory



5. Microsoft Word



6. Video Editor



7. Digital safety



8. Google Chrome



9. Google Maps



10. YouTube



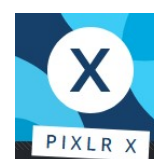
11. Gmail



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



I.E.S. EL GRECO

Towarzystwo Wspierania Inicjatyw
Społecznych Alpi from Poland



Università Degli Studi Di Catania from Italy



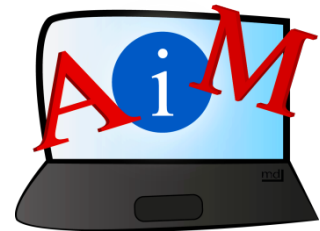
You can find more easy to read and to understand information about the project on its website:

<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.

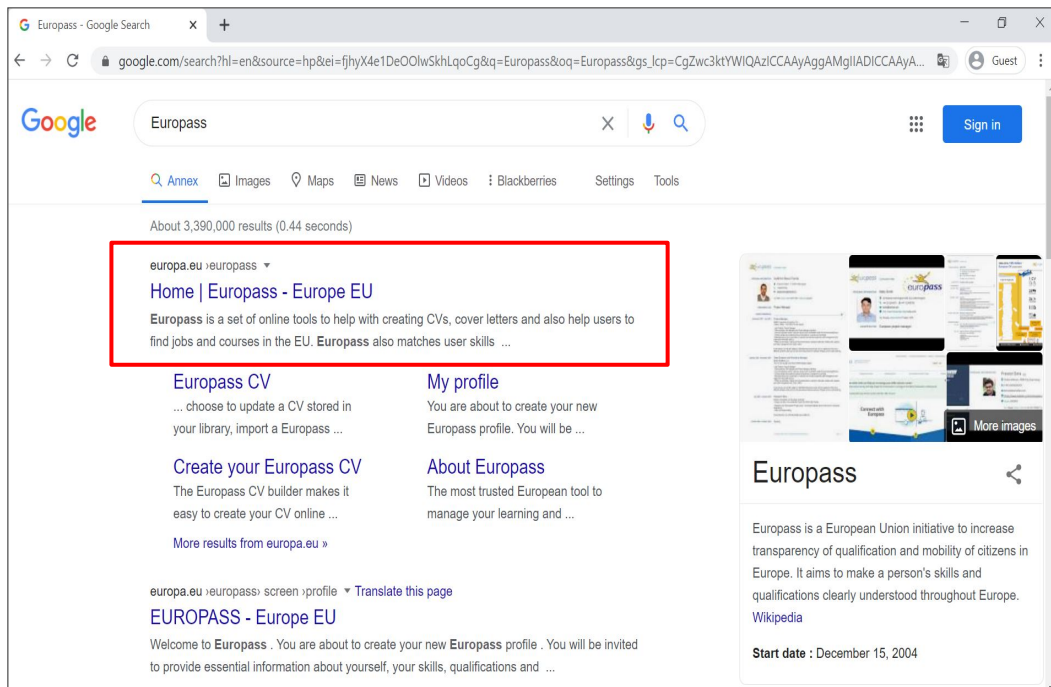
This is the symbol:



europass

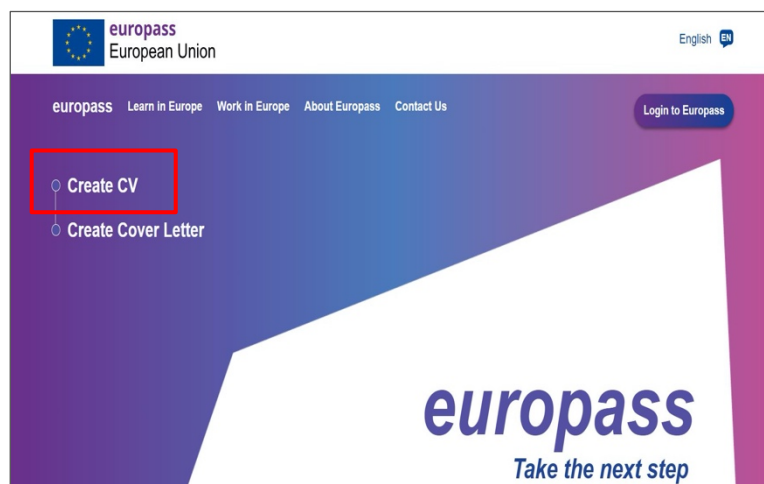
How to create your CV Europass

- Open your browser, for example **Google Chrome** and type **Europass** in the Google search box.
- Click on the first result of the research.



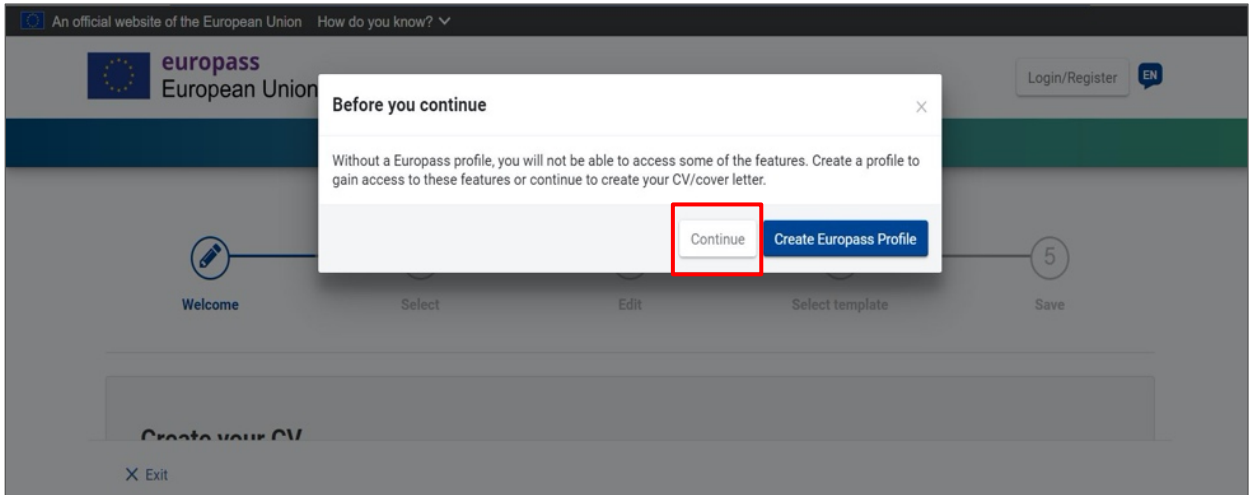
The Home page of the site Europass appears.

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

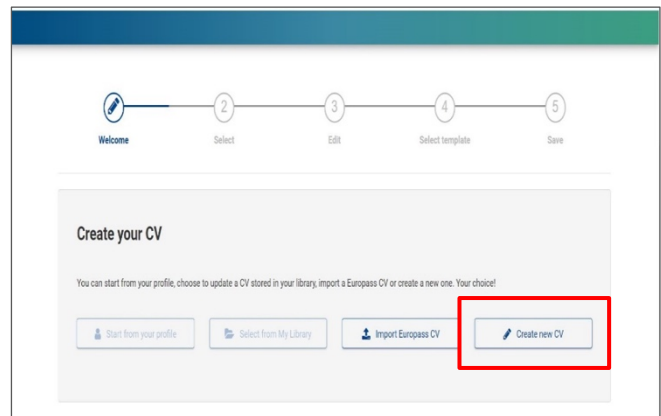


A new window appears.

- Click **Continue**



- Click **Create new CV**

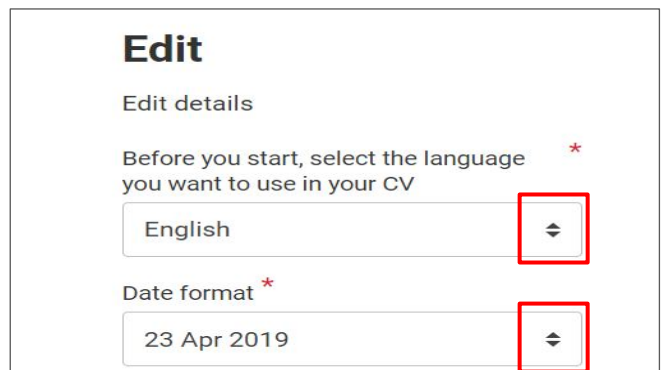


- Select the **language** you want to use in your CV

and the **Date format**.

- Click on the **arrows**

to view the possible choices.

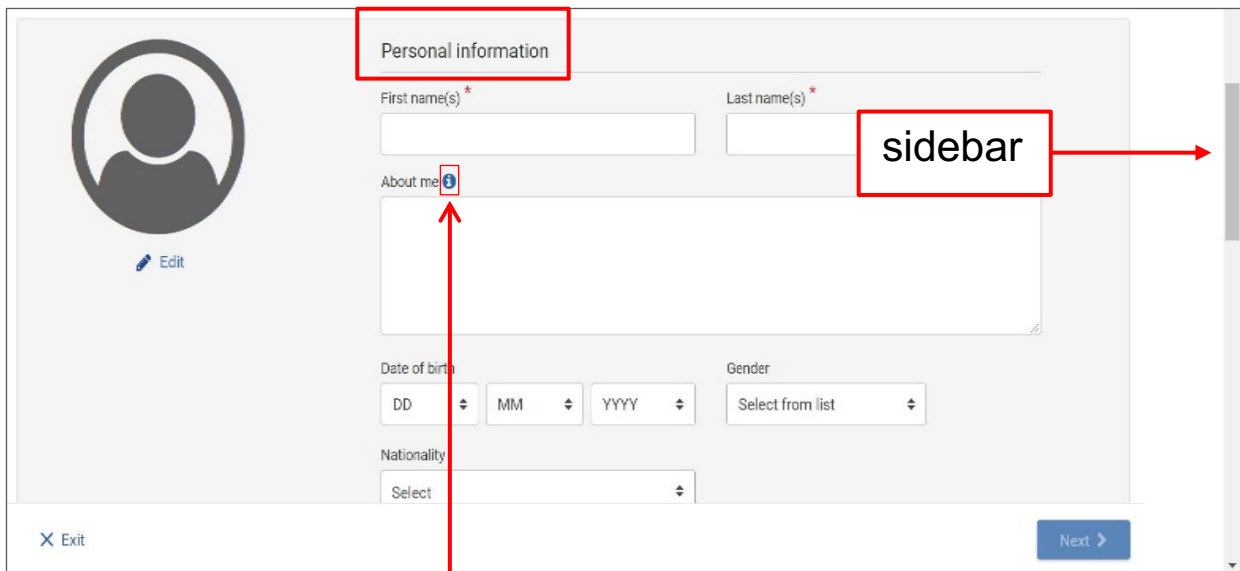


Now you can start to write your CV.

Personal information

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

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



The screenshot shows a user profile editing page. On the left is a circular profile picture placeholder with an 'Edit' button below it. The main form area is titled 'Personal information' (highlighted with a red box). It contains several fields: 'First name(s) *' and 'Last name(s) *' (text inputs), 'About me' (a large text area with an information icon 'i' highlighted by a red box and arrow), 'Date of birth' (three dropdowns for DD, MM, and YYYY), 'Gender' (a dropdown menu with 'Select from list'), and 'Nationality' (a dropdown menu with 'Select'). A 'sidebar' label with a red box and arrow points to the right edge of the form. At the bottom left is an 'X Exit' button, and at the bottom right is a blue 'Next >' button.

Click on the symbol

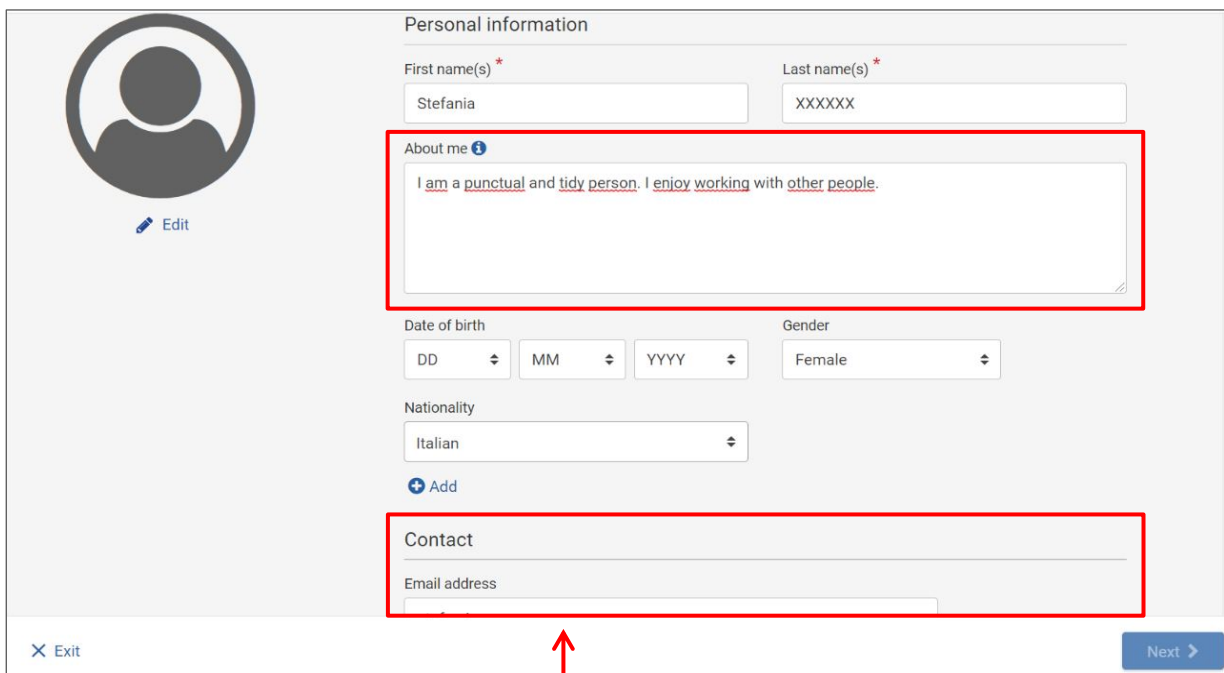


for more explanations on the type of requested information.

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**.



The screenshot shows a 'Personal information' form. On the left is a circular profile picture placeholder with an 'Edit' button below it. The form fields are as follows:

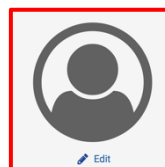
- First name(s) ***: Input field containing 'Stefania'
- Last name(s) ***: Input field containing 'XXXXXX'
- About me** (highlighted with a red box): A text area containing the text 'I am a punctual and tidy person. I enjoy working with other people.'
- Date of birth**: Three dropdown menus for DD, MM, and YYYY.
- Gender**: A dropdown menu set to 'Female'.
- Nationality**: A dropdown menu set to 'Italian'.
- Contact** (highlighted with a red box): A section containing an 'Email address' input field.

At the bottom left is an 'Exit' button and at the bottom right is a 'Next >' button. A red arrow points from the 'Email address' field up to the text below.

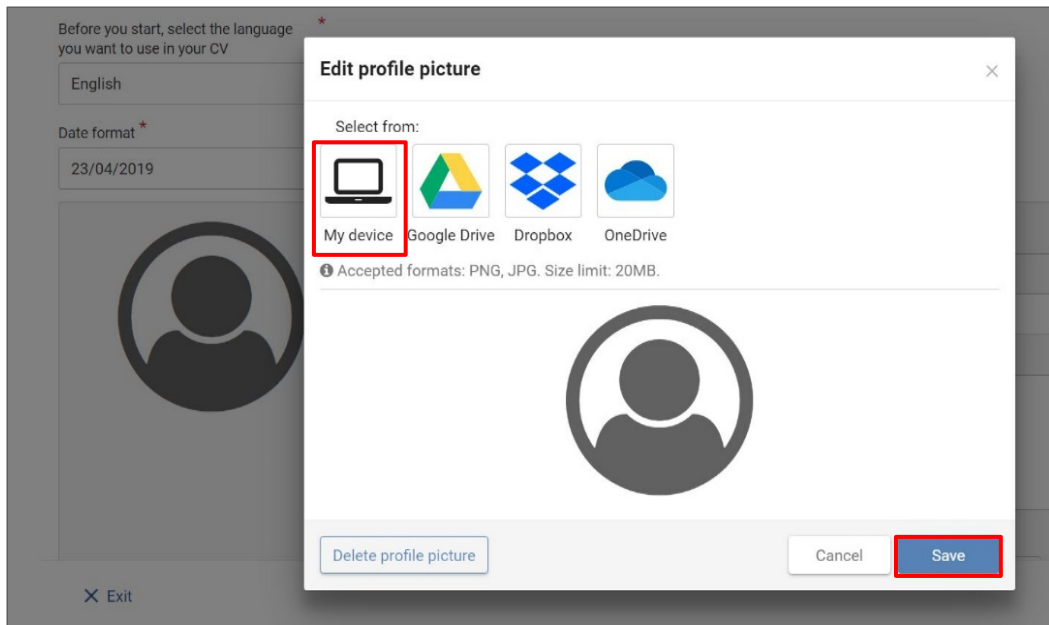
Remember to **insert your email address** for contacting you.

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**.

Address line 2
Apartment, suite, unit, building, floor, etc.

Postal code: e.g. 0035482 City: Rome Country: Italy

+ Add

Cancel Save

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

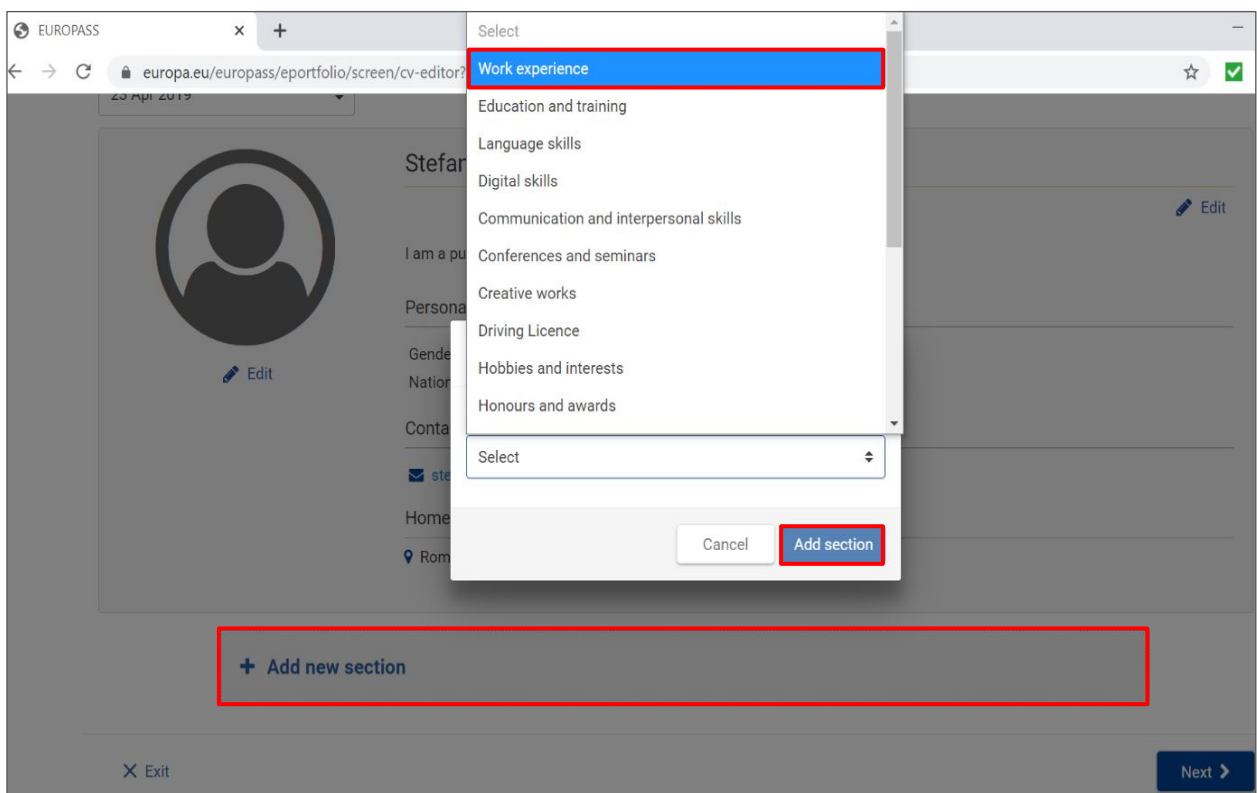
Work experience

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**.

Work experience

Occupation or position held *

Shelf

Shelf filler

City

Country

Select

From

To

DD MM YYYY DD MM YYYY

Ongoing

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** of your work experience.

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

Employer

COOP

City

Rome

Country

Italy

From

To

DD MM YYYY DD MM YYYY

Ongoing

- If the work experience is still continuing, click

Ongoing

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

Main activities and responsibilities ⓘ

↶ ↷ B I U = ☰ ☱ 🔗 x₂ x²

Filling shelves and display units with merchandise
Arranging, repositioning and tidying shelves and displays
Checking best before and expiry dates
Pricing merchandise and verifying correct prices
Keeping store clean and tidy
Providing customer support and assistance

More details

Cancel Save

Next >

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

- Click **Add work experience**,
to add another work experience.

Work experience

Shelf filler Edit Delete

Coop

Sep 2019 - Current | Rome, Italy

Filling shelves and display units with merchandise
Arranging, repositioning and tidying shelves and displays
Checking best before and expiry dates
Pricing merchandise and verifying correct prices
Keeping store clean and tidy
Providing customer support and assistance

+ Add work experience

If you have no prior work experience, you can indicate
your volunteering experience.

Work experience

Occupation or position held ⓘ

volunteer to serve meals at a homeless shelter

Employer ⓘ

City Country

From ⓘ To

DD MM YYYY DD MM YYYY Ongoing

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

Website 

From  To

DD DD 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 

to insert other qualifications you have obtained.

- **Repeat the same steps to complete the other sections of your Europass Curriculum Vitae:**

- Click 

- Select the section type you are interested in.

- Click 

- Fill in the information requested.

- Click 

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.

The screenshot shows a form titled "Language skills". It contains two main sections, each with a "Delete" button. The first section is "Mother tongue" with a text input field containing "Italian". Below it is a link "Add another mother tongue". The second section is "Other language" with a text input field containing "English". Below this are four dropdown menus for skill levels: "Listening" (A2 - Basic User), "Reading" (B1 - Independent user), "Spoken interaction" (A2 - Basic User), and "Spoken production" (A1 - Basic User). A "Writing" section is also present but empty. At the bottom left is an "Exit" button and at the bottom right is a "Next" button.

- 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 

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.

Digital skills

Digital skills

Add

Microsoft Word Facebook Internet use

Add to your digital skills from the list below. Click on the skill and drag it to the left.

Instagram Social Media
Microsoft Excel
Microsoft Office
Google Drive Skype

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.

Communication and interpersonal skills

Title *

Patient, able to collaborate, positive

Description

C **C** **B** **I** **U** **≡** **☰** **☷** **🔗** **x₂** **x²**

I am a positive person, even in difficult situations. I am patient and able to collaborate with others. I gained this competences through my experience as shelf filler and during my volunteering experience.

Hobbies and interests

In this section

insert what do you like

doing in your free time.

Hobbies and interests

Title *

yoga, volleyball

Description

C **C** **B** **I** **U** **≡** **☰** **☷** **🔗** **x₂** **x²**

I practice yoga. Yoga help me to stay calm.
I play volleyball once a week with my friends.

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.

Working hours

Title *

working on weekends

From ? To

DD MM YYYY DD MM YYYY Ongoing

Description

I am available to work during 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.

Select template

Choose the template you want to use for your CV from the available Europass templates.

Stefania XXXXXX

Nationality: Italian

Gender: Female

Email address: stefania.xxx@gmail.com

Address : Rome (Italy)

ABOUT ME

I am a punctual and tidy person. I enjoy working with other people.

WORK EXPERIENCE

Shelf filler
COOP [Sep 2019 – Current]
City: Rome
Country: Italy

X Exit

Previous Next

- 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.

Add Europass logo:

Every page

First page only

No

Add page numbers:

Yes

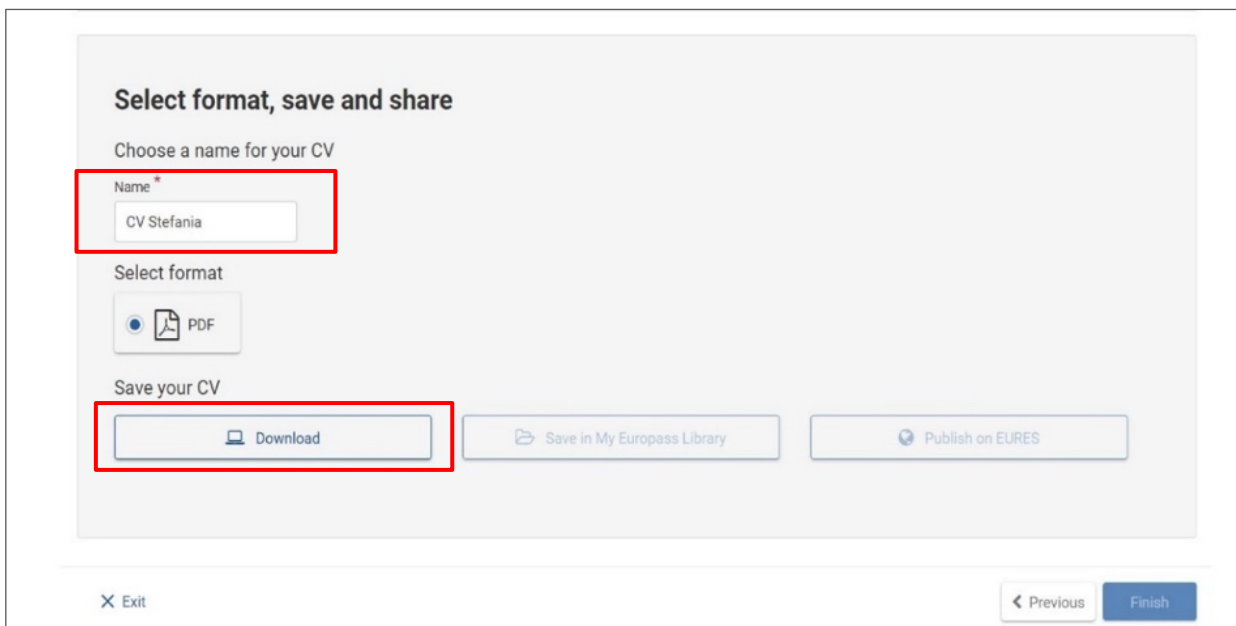
No

- Choose if you want to add **page numbers**.

- Click 


Select format, save and share

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



The screenshot shows a web interface titled "Select format, save and share". It prompts the user to "Choose a name for your CV" with a text input field containing "CV Stefania". Below this, there is a "Select format" section with a radio button selected for "PDF". At the bottom of the main form area, there are three buttons: "Download" (highlighted with a red box), "Save in My Europass Library", and "Publish on EURES". At the very bottom of the interface, there are three navigation buttons: "Exit", "Previous", and "Finish".

- Click  to save your CV on your computer.

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

- Click on **Exit** or **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.

Basics of the use of computer and ICT

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<https://accessibleinformationmaterial.blogspot.com>



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