

## What is Europass?

The most trusted European tool to manage your learning and career.

Whether during your studies, while starting your first job or looking for new challenges Europass allows you to effectively communicate your skills and qualifications in Europe.

The European Commission provides this service free of any charge and in 30 different languages.

Europass encourages you to take the next step in your learning or career.

Europass offers free online tools that support learners, workers and job-seekers across Europe. Before sending any application be sure to consult some of our tools:

- Europass Profile
- Europass CV Editor
- Cover Letter Editor

- Diploma Supplement
- Certificate Supplement
- Europass Mobility

## The best known CV format in Europe

The Europass CV is one of the best-known CV formats in Europe. It is easy-to-use and familiar to employers and education institutions.

You will first have to create your Europass profile with information on your education, training, work experience and skills. After you complete your Europass profile, you can create as many CVs as you want with just a few clicks. Just select which information you want to include, pick your favourite design and Europass will do the rest.

You can create, store and share CVs in 30 languages. You can download your Europass CV, store it in your Europass Library share it with employers, with EURES or other job boards.

## • Polish and fine-tune

Check for spelling and grammar mistakes, provide a professional e-mail address, and add a professional photograph of yourself.

## Europass and 2 Factor Authentication

With cyber crime rising, citizens are being targeted personally by phishing and identity theft.

Europass is adapting to the needs in cyber security because it ensures that its users benefit from increased security with 2-Factor Authentication.

Authentication with only a password (1-Factor Authentication) is not as safe as adding a second step to authenticate and verify who is really logging into a Europass account.

To protect the personal data of Europass users, increasing security with 2-Factor Authentication (2FA) was adopted.

2FA in Europass can be used in different ways: EU Login mobile app or via national eID.

Your data is safe with Europass. Make it safer with 2FA.

2FA is simple and can be done in a few steps from the online Europass tool.

## Europass CV tip box:

- **How to create a good CV**  
Remember that your CV is your first opportunity to communicate your skills and experiences to a future employer. It is a snapshot of who you are, your skills, your educational background, work experiences and other achievements.
- **Present your experience clearly**  
Highlight examples of your skills and experiences matching the job you are applying for. Pay close attention to the details published in the vacancy notice.

## • Tailor your CV

Make sure you update the 'About Me' section to highlight why you are the best person for the job. Do not include a full detailed history. Focus on facts and main points that match the job you have in mind.

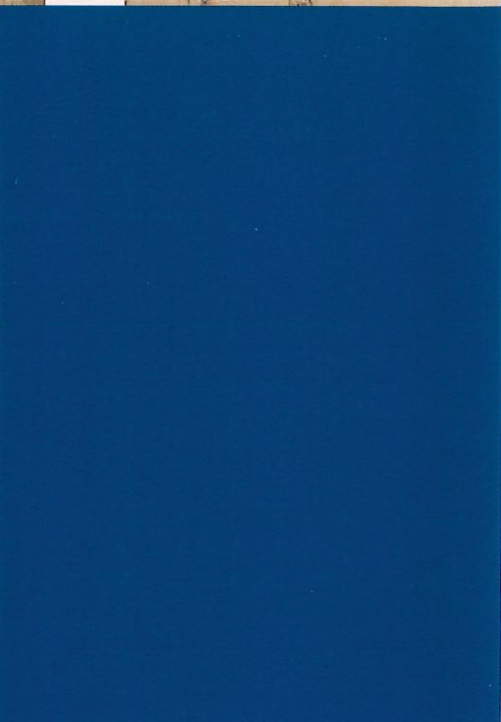
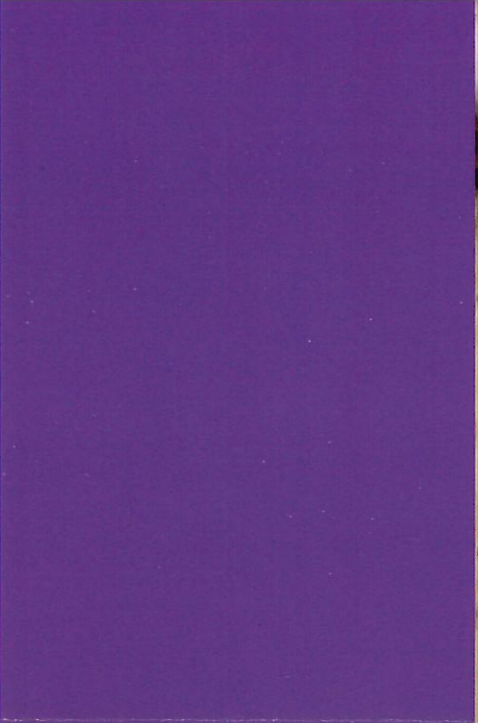
## • Make it readable

Make sure your CV is easy to read. Use clear and simple language. Use strong verbs (e.g. 'managed', 'developed', 'increased').

## • Use reverse chronological order

Always list the most recent experience on the top followed by previous ones. In case of long gaps in working or learning, include an explanation.





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Take  
the  
next  
step

