

## EXERCISE SHEET

# The Europass Curriculum Vitae

The Europass Curriculum Vitae enables you to compile a clear, well-structured CV that is correct from a “European” standpoint and can be very helpful to you when applying for positions in Germany or other countries in Europe. In addition to professional competences and language skills, personal competences such as social skills and the ability to function as a team player are especially important as well. You can add the content yourself and update it as needed. Creating your Europass Curriculum Vitae online is easy. When you are done, simply save it to your PC. You can then upload and edit your CV as required.

Look at a sample Europass Curriculum Vitae at [www.europass-info.de](http://www.europass-info.de). Prepare your own CV in the Europass format in English. Add additional competences that you may have acquired, for example, by leading a youth group, as the recording clerk for a magazine or through other activities.

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Form groups of two and discuss your curriculum vitae and your experiences filling in the Europass CV editor. What do you still have questions about? What is not yet clear to you? Make a list of these points and cover them in class.

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### More in-depth and supplementary exercises

Complete your CV in English/French or another foreign language. Once it has been saved to your PC, you can easily upload and update your curriculum vitae on the internet using the appropriate path (button in the upper right).

Now try to write an application based on an employment ad. Tailor the cover letter and your curriculum vitae to the requirements indicated in the employment ad.

Can the qualifications you have earned in Germany and your experiences there be transferred to other European countries? What impact will that have on your application folder? What advantages does a European CV such as the Europass Curriculum Vitae offer?