



My CV with Europass

Your CV can be the ticket to your dream job. But there are many guidelines for how to write a CV. The Europass CV editor will help you create a professional CV that will impress employers. The content, however, must come from you.



Work assignments

Basic knowledge: this information should be included on your CV

Working as a team, research what information **must** be included on a CV. Then find out what information **may** be included and what information **under no circumstances** belongs on a CV. Remember to only research using reputable websites, such as that of the  **Federal Employment Agency**.

In-depth: information on your CV

Using your internet research, answer the following questions about the components of a CV:

1. What date format do I use on my CV?
2. What first name should I use if I have more than one first name?
3. What does a reputable email address look like?
4. What is important when providing a telephone number?
5. What should I bear in mind when providing my social media account?

Teamwork: What skills do I have?

First of all, make a note of your interests and hobbies as bullet points. What other information about yourself and your skills is important for your CV? Do you already have work experience? Have you done a work placement? Did you volunteer at school? Are you a member of a club? Now share your thoughts with your learning partner. Maybe they have some ideas that you've forgotten or see other talents in you? Then complete the first interactive exercise 'Test your

soft skills' at  <https://www.europass-info.de/unterrichtsmaterialien>. Here you will receive an assessment of your soft skills (i.e. your personal strengths and abilities).



Working with the Europass portal: creating your own CV

Europass provides you with many ways to write your own CV. Go to  <https://europass.europa.eu/en>. Scroll to '**Europass tools**', click on the '**Create your Europass CV**' button and then click on '**Create new CV**' on the right. The CV editor provides plenty of instructions and tips on how to create your CV that you should keep in mind. You will find the tips on the right-hand side, while the input instructions are located in a small blue circle with a white 'i': .

Important: Remember to save your CV as a PDF at the end and download it before closing the browser. If you want to change it, you can upload it back to the editor and edit it later.

Additional tasks for faster learners:

Create a short mobile video in portrait format (maximum 60 seconds) describing how you enjoyed working with the Europass CV editor and what features helped you in particular.



Solutions with background information

Mandatory elements of a CV

A professional CV in Germany must include the following information:

- **Personal details:** first and last name, address, telephone number, email address, date and place of birth
- **School education:** school-leaving certificate, schools attended
- **Work placements, vocational training, work experience**
- **Personal skills and abilities:** these include, for example: language skills, digital skills, driving licence, volunteering, hobbies and interests, awards and prizes, social commitment.
- **Place, date and signature:** make sure that the date and place on your CV and cover letter match. Both documents should be signed with your first and last name. For online or email applications, you can type your first and last name or add a digital signature. In the Europass CV editor, you can upload a scanned signature under 'Final declaration'.
- **Page numbers:** insert page numbers if your CV contains more than one page.

Voluntary components

- **Personal details:** details of marital status and children, nationality, social media contact details, messenger contact details, own website
- **Application photo:** it can be advantageous to include a photo with your application as it can increase the employer's interest.

These do not belong on your CV

- **Personal details:** religion, origin, political views, sexual orientation

Notes on the information provided

- In Europe, the date is usually written like this: Day.Month.Year. The year is written in four digits.
- A reputable email address should include your first and last name, for example: kim.sample@email.de.
- You should be easily reachable on the phone number and email address provided.
- Before providing your social media contact details, check your profile. Public, frivolous content and party pictures can put off potential employers. But even if you don't mention your social media contact details in your CV, employers will probably look for your profile.
- In the short description in the 'About me' section, highlight your skills and experience (see the results of the self-test) and give examples that apply to the job.
- You should be able to explain any gaps in your CV.
- Check your CV at the end for grammar and spelling errors. Use, for example, AI for this.
- Use simple and precise wording and focus on the essentials.



My cover letter with Europass

In addition to your CV, your cover letter is an important part of your application. Here, you describe why you are applying for the position and what makes you a suitable person for the job. The Europass cover letter editor will help you create it.



Work assignments

Basic knowledge: the components of a cover letter

Working as a team, research how a cover letter is structured. What information should be included in the cover letter? Remember to only research using reputable websites, for example

 <https://planet-beruf.de/schuelerinnen>.

In-depth: understanding a job advertisement

In job advertisements, companies describe what they want from future employees. Working as a team, highlight all the job requirements in the 'Bergblick' hotel's job advertisement.

Job advertisement



For our 'Bergblick' hotel in Sample City, we are looking to fill the following role as soon as possible:

Hotel management assistant apprentice

During your apprenticeship, you will become familiar with all aspects of hotel management. You will be responsible for planning and making reservations, welcoming and attending to our guests and assisting the team in organising events.

You will be a good fit for us if you have the qualification for entry to a technical secondary school or a comparable qualification. Ideally, you will have already completed a work placement in the hotel or catering industry.

If we have piqued your interest, please send your application to personal@hotel-bergblick.de.

Transfer: describe soft skills using key terms

Working as a team, research examples of soft skills. Which of these could be important for the job at the 'Bergblick' hotel? Write two or three sentences for your application to the hotel. Example: *'During my work placement, I worked closely with others to plan a trade fair. This allowed me to improve my ability to work in a team.'*

In-depth: summarise your education and career

Write a short summary of the most important stages in your education and career to date. You can find out what exactly goes here on the next page. Example: *'After completing my secondary school education, I continued my academic career with a technical college entrance qualification in order to expand my career opportunities.'*

Discussion: key messages from companies

Key messages convey what a company stands for. In groups, decide on a company and research information about its core messages. Discuss how these messages can be incorporated into an application.



Working with the Europass portal: creating your own cover letter

Create your own practice letter using the cover letter editor and the information collected so far. To do this, go to  <https://europass.europa.eu/en>, scroll to *'Europass tools'*, then click on the *'Create cover letter'* button and then on *'Create new cover letter'* on the right. Remember to save your cover letter as a PDF and download it at the end. Always save your data before closing the browser, otherwise all data will be deleted.



Solutions with background information

Structure of a cover letter

1. **Sender and recipient:** your address, the address of the company and the contact person.
2. **Subject line:** a brief reference to the advertised position, e.g. '*Application for the position of [job title]*'.
3. **Form of address:** a polite salutation, ideally with the name of the contact person.
4. **Introduction:** an appealing introduction that sparks interest and specifies the position you are applying for.
5. **Main section:** this is where you discuss and compare the job requirements and your personal skills, as well as highlighting your relevant experience and qualifications. So take another closer look at the requirements in the job advertisement.
6. **Motivation:** a reason why you are applying to this company, incorporating the company's core messages.
7. **Conclusion:** a positive conclusion with a request for an interview and a thank you.
8. **Signature:** handwritten signature; for online and email applications: either a scanned signature or, if not available, type your first and last name.

Job requirements and personal skills

When analysing the job requirements, it's important that you read the job advertisement very carefully. Requirements may include technical skills (programming/language skills) as well as social skills = soft skills (e.g. ability to work in a team, resistance to stress). Personal skills are often just as important. Keywords such as 'flexibility,' 'reliability' and 'creativity' help to highlight your own strengths and tailor them precisely to the job advertisement and the company's requirements.

Summarise the key stages in your education and career

When summarising your education and career, it's advisable to present them in reverse chronological order. Starting with your most recent educational attainment and relevant qualifications, followed by work placements and work experience, you can highlight the key points that have shaped your educational and career path.

Incorporating key messages

To write a convincing application, you should address certain aspects of the company. These include, for example, the corporate culture, values and current projects that are important for your own motivation. This information can often be found on the company's website, in press articles or in social media posts. It's helpful to explain how your personal values and goals align with those of the company.

Reason for your application

You should state your motivation for applying clearly and authentically. You could explain why you're interested in the industry, what aspects of the company philosophy appeal to you and how you want to contribute to the success of the company. A convincing motivation demonstrates a genuine interest in the position and a willingness to play an active role in the company.



My digital skills with Europass

Digital skills are very important for today's (working) world. Our entire day-to-day life is shaped and influenced by digital media and applications. Therefore, we need to learn to work with them and understand their impact. Use the Europass Digital Skills Assessment Tool to test your skills. But what exactly are digital skills and how can you develop them?



Work assignments

Basic knowledge: What are digital skills?

In 2013, the European Commission published a Digital Competence Framework ( **DigComp**) for the first time. This describes the digital skills that EU citizens should have. The five defined competence areas are:

1. Information and data literacy
2. Communication and collaboration
3. Developing digital content
4. Safety
5. Problem solving

Working as a team, assign the following skills to a competence area. Enter the number of the area in the box.

- ☐ I can use a browser with an advanced search feature.
- ☐ I can explain what ransomware is.
- ☐ I can find a solution if something's not working.
- ☐ I can contact future employers by email.
- ☐ I can save important data to work with it later.

- ☐ I am familiar with the data protection guidelines regarding taking photos.
- ☐ I can create and publish a podcast.

In-depth: digital skills at work

In groups, discuss why digital skills are important for the future world of work. Think about three jobs that would be of interest to you and discuss the digital skills you need for these professions.

Discussion: the working world of the future

Working as a team, discuss how future-proof you think your dream jobs are.

Use the  'Job Futuromat' to check the extent to which activities in your dream job can be automated, for example.



Working with the Europass portal: test your digital skills

Go to  <https://europass.europa.eu/en>, scroll to 'Europass tools', click on the 'Test your digital skills' button on the right and complete the test. Save the test result as a PDF and download it.

Additional tasks for faster learners:

Create a profile for a job that didn't exist five years ago.



Solutions with background information

The five areas of the European Digital Competence Framework describe, among other things, the following skills:

1. Information and data literacy

Definition: This includes the ability to search for, collect, analyse and process information and data in a targeted manner.

Skills: Use search strategies to find relevant information. Evaluate data and information and assess their credibility. Organise, store and process data in a meaningful way. Handle data in order to use it for personal and professional decisions.

2. Communication and collaboration

Definition: This area refers to the use of digital tools and platforms to communicate and collaborate with others.

Skills: Use different communication channels (email, messaging services, social media). Work effectively with digital tools in groups. Use social networks to share and disseminate information. Respect cultural and ethical differences in digital communication.

3. Developing digital content

Definition: This area includes the ability to generate and customise creative digital content, such as text, images, audio and video.

Skills: Create, edit and format digital content (text, presentations, graphics). Produce multimedia content (videos, podcasts). Know and respect copyright and other intellectual property rights. Critically reflect on and adapt content to optimise it for different target groups.

4. Safety

Definition: This competence includes the knowledge and skills needed to protect yourself and others in digital environments.

Skills: Know basic security practices to protect personal data and devices. Identify risks, threats and cyber attacks and act accordingly. Understand and apply data protection guidelines. Develop security awareness when using digital tools and platforms.

5. Problem solving

Definition: This area focuses on the ability to identify problems, develop solution strategies and use digital tools effectively to solve problems.

Skills: Identify and analyse problems that may occur in digital environments. Develop strategies to address challenges using digital resources and technologies. Apply critical thinking in the use of digital tools to support decision-making processes. Use creativity to find and implement innovative solutions.

According to: Riina Vuorikari, Stefano Kluzer and Yves Punie: 'DigComp 2.2, The Digital Competence Framework for Citizens,' European Commission 2022.

The working world of the future

The World of Work 4.0, also known as the Fourth Industrial Revolution or 'Industry 4.0,' is characterised by the use of state-of-the-art technologies such as artificial intelligence, the Internet of Things (IoT), automation and big data. In this new era, work processes are increasingly digitalised and traditional working methods are replaced or supplemented by technological innovations. New professions are emerging that require special digital skills, including data scientists, app developers and prompt engineers.



My Europass profile

The Europass portal will help you to successfully apply for your future dream job. When you register and create a profile, you can use all Europass features and tools. Your data is protected, you will not receive any advertising and there are no costs. You can access your data anytime, anywhere and keep track of all your documents and applications.



Background information

Advantages and special features of Europass

In 2005, the European Commission created the Europass tool to make learning and working in Europe easier, for example for school students applying for a work placement, a holiday job, an apprenticeship or a university place, but also for graduates looking for a (new) job. The Europass portal has existed for this purpose since 2020. With a free **Europass profile**, users can record their skills, qualifications and experience in a central and secure location and store documents such as certificates, degrees or letters of

recommendation securely in their personal Europass Library. Europass tools help you to show what you can do and present it in a way that is understood across Europe, because Europass is based on comparable standards. Registered users have complete control over their data. You decide who you want to share your data with and for how long. Europass will not pass on any personal data to third parties without your consent.

Overview of the features of the Europass profile (with registration)

The screenshot shows the Europass profile interface. At the top, there's a header with the European Union logo, 'EUROPASS', and user status 'Logged in' with a language selector 'EN'. Below this is a navigation bar with links: 'My Europass', 'My Profile', 'My Library', 'My Skills', 'My Interests', 'My Applications', 'Learn & Grow', and 'User Centre'. The main content area is titled 'Profile' and shows a user named 'Kim Muster' with a profile picture and language options: 'Deutsch', 'English', and 'български'. To the left of the profile picture is a list of sections: 'Meine persönlichen Angaben', 'Berufserfahrung', 'Allgemeine und berufliche Bildung', and 'Sprachkenntnisse'. Five callout boxes provide detailed information about the features:

- My profile:** You can enter all your skills, experience and qualifications here.
- My Library:** Here you can save your documents, such as CVs, cover letters, references, the result of your Digital Skills Assessment or other certificates.
- My Skills:** You can document your personal skills individually here.
- My Applications:** Here you can compile digital application portfolios as PDF files, download them or share them via a link. If you create an application, it will be added here.
- My Interests:** Here you can indicate your interests and receive suitable job advertisements or learning opportunities. The more detailed your description of your interests and skills, the better Europass will be able to tailor the job and learning opportunities to you.



Working with the Europass portal:

Register with Europass

Go to <https://europass.europa.eu/en> and click on the **'Create your free Europass profile'** button. Then you can start the registration process. If you need help, you can find instructions on the homepage of the National Europass Centre Germany at <https://www.europass-info.de/unterrichtsmaterialien>. There you will find step-by-step instructions on how to register as well as detailed, illustrated instructions on creating a profile with tips.

Create your Europass profile

To create a new profile, click on the **'Create my profile'** button. The profile can be adapted at any time and created in different language versions. If you have already created a Europass CV, you can click on **'Start from Europass CV'** on the left to upload the CV as a basis for your profile.

First, you should add your **personal details** in your profile. Some information must be entered, other information is optional. After adding your personal details, you can either enter all further information one item after the other or only your personal details and then click on **'Skip all steps'** at the bottom. Pay attention to the tips on the right. These will help you create a profile.

A detailed profile with lots of information will make it easier for you to apply for jobs. Based on your personal details, you can enter your **general and vocational education** and **personal skills**. You can transfer your Europass profile to over 30 languages and set a standard profile. The profile determines which learning opportunities and job advertisements are offered to you in the overview and which suggestions you receive under **'My Skills'**.



Work assignments

Upload your CV. (Worksheet 1)

In your profile, click on **'My Library'** and upload your CV. Alternatively, you can create a new CV in the Library. You can use your profile as a starting point for this. Here, you can decide which details, such as interests and digital skills, should be included from your profile so that your application matches the job advertisement.

Upload your cover letter. (Worksheet 2)

In your profile, click on the **'My Library'** tab and upload your cover letter. Alternatively, you can create a new cover letter in the Library.

Upload your Digital Skills Assessment report. (Worksheet 3)

If you've already taken the Europass Digital Skills Assessment, you can upload your test result as a PDF to **'My Library'** and add it to your profile. If you haven't taken the test yet, you should take it. To do this, click on **'My Skills'** at the top and scroll to **'Test your digital skills'**.



My application with Europass

The Europass portal offers application tools such as the personal profile, where users can document their learning and work experience and skills, or the CV editor. With the *'My Applications'* feature, you can compile your application from different files, download it or make it available via a link. Your data is secure in the Europass portal, you will never receive advertising and there are no costs. You can access your data from anywhere at any time without having to search for documents. The profile can be created in more than 30 languages – the sections are translated automatically, but the entries are not.



Work assignments

Basic knowledge: the components of an application

Working as a team, research on the internet, for example at www.planet-beruf.de or at www.arbeitsagentur.de how to put together an application portfolio.

Discussion: How do I find suitable positions?

In groups, research different ways to find job advertisements, e.g. for apprenticeships or work placements. Create a mind map with the core topic of 'job search'. Make sure you don't just use websites. Explain to the whole group what alternative search strategies you've found and what advantages and disadvantages they might have.

In-depth:

Look for a job advertisement, for instance for an apprenticeship that interests you. You can find numerous vacancies on the Federal Employment Agency website at <https://www.arbeitsagentur.de/jobsuche/>.

- Read the job advertisement carefully.
- Mark text passages in the advertisement that indicate a required school-leaving qualification.
- Mark text passages where requirements for applicants are mentioned, e.g. soft skills such as ability to work in a team or organisational skills.

- Think about which requirements you could prove and how you would do so, for example, with a reference, a work placement certificate or a certificate from your school confirming your participation in a club.
- Make notes of the aspects you want to address in your cover letter.



Working with the Europass portal: create your application

1. Log in to the Europass portal.
2. Click on *'My Applications'* at the top.
3. Create a new application for the selected job advertisement. Use documents stored in your Library or create new ones. Carefully read the tips on the right-hand side. These will help you with your application.
4. Steps to create the application:
 - CV: think about the information you need in your CV for the advertised position.
 - Cover letter: create your cover letter. Address the points in the job advertisement and take note of the explanations on writing a cover letter from Worksheet 2. You can add a cover letter from the Library or create a new one.



- Certificates and degrees: What certificates do you need for the role? Add these.
- Other documents: you can add proof of your previous learning or work experience here.
- Check: check the order of your attached documents. The cover letter should always be on the first page.
- Save and share your application: download your application or share it with your teacher via a link.



Solutions with background information

Components of an application

Nowadays, most companies expect online or email applications. Nevertheless, a traditional paper application portfolio sent by post may still be expected today. The components are:

- Cover letter
- Optional: cover sheet (possibly with photo)
- CV (with photo, if not on the cover sheet)
- Enclosures: references, work placements, certificates

Once completed, the application portfolio can be downloaded and printed via Europass. Of course, you can also send the application portfolio as a PDF by email. If you include your profile in your application portfolio, you can also share it via a link.

Where can I find job advertisements?

- Federal Employment Agency
- Europass portal: vacancies from all over Europe are bundled here.
- Online job portals: websites such as Indeed, StepStone, Monster and Jobrapido offer many apprenticeships and job advertisements in a variety of industries.
- Company websites: many companies list vacancies directly on their own website.
- Job exchanges of the chambers of commerce and industry and the chambers of crafts

- Social networks: platforms such as LinkedIn or XING can be useful for finding apprenticeships and making contacts.
- Daily newspapers
- Trade fairs and events: training fairs or career days

Tips for applying with Europass

- You can share your application with friends or family via a link before submitting it. This allows them to read your application and check for errors and comprehensibility.
- Use the reminder feature to remind you, for example, of the deadline for applications.
- Depending on how you should apply (as shown in the job advertisement), you can download and print out the application, share it via link or send it by email.
- The more complete your Europass profile is, the more relevant the job advertisements or learning opportunities you receive through Europass will be.
- Have AI proofread your application.

Check before sending an application:

- Cover letter and CV have the same date.
- The content of the cover letter and CV match.
- Your cover letter and CV include your signature (first and last name). For online applications, the signature can be typed or scanned in.
- All required attachments are included, e.g. driver's license.
- All required attachments appear in the correct order.
- The file names of the email attachments are uniform and, where appropriate, numbered (not applicable in the Europass application portfolio).