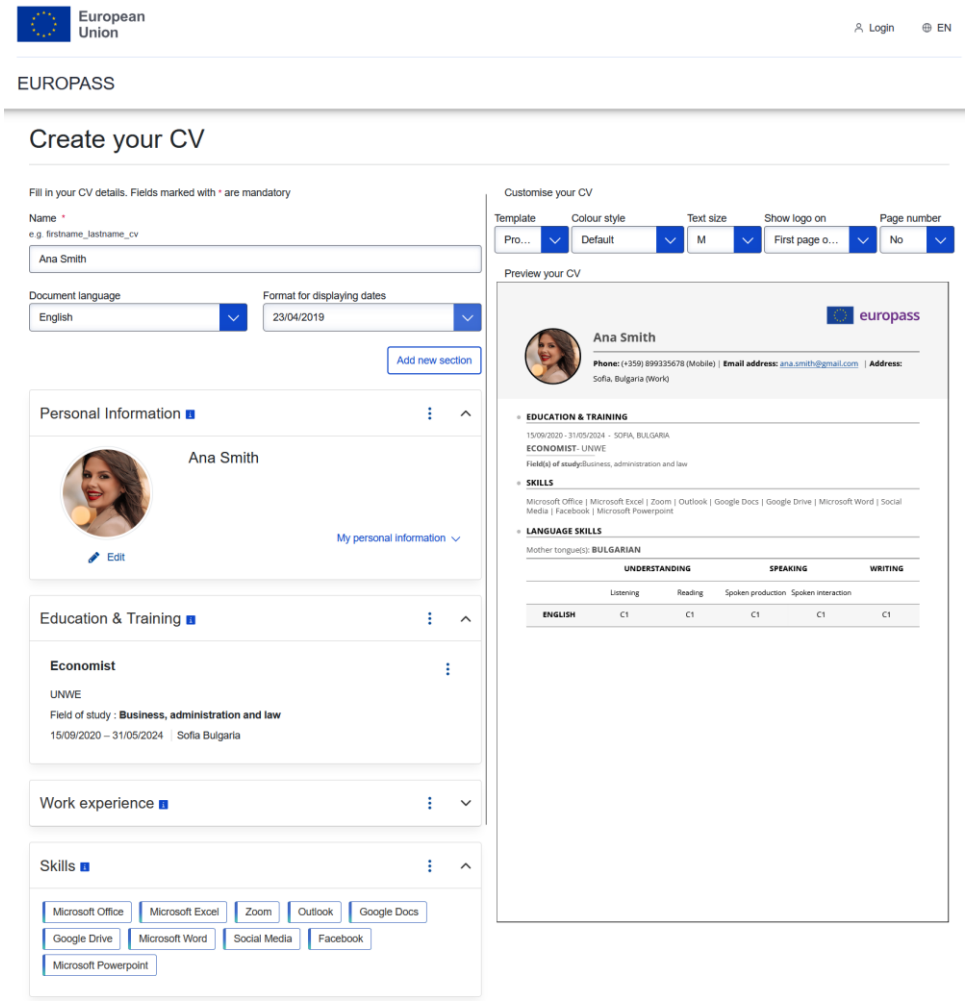
How to Make Your Europass CV

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HOW TO MAKE YOUR EUROPASS CV: STEP-BY-STEP GUIDE



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Creating a Europass CV is a simple way to present your education, work experience, skills and qualifications in a format widely recognised across Europe.

In this tutorial, you will learn how to create a CV using the **official Europass CV editor** provided by the European Union.

STEP 1: OPEN THE EUROPASS CV EDITOR

Go to the official Europass CV editor:

https://europa.eu/europass/eportfolio/screen/cv-editor/compact-cv-editor?lang=en

You can also access the Europass CV builder from the official Europass website.

The Europass CV builder allows you to create a CV online and use it for job applications, education and training opportunities, or volunteering.

STEP 2: SIGN IN OR CREATE YOUR EUROPASS PROFILE

If you already have a Europass account, sign in. If you are new to Europass, create your profile first.

Your **Europass profile** is where you can keep your education, work experience, language skills, digital skills, achievements and other information. You can then use this information to create different CVs for different applications.

Registration is useful because it allows you to maintain a permanent profile and use additional Europass tools such as your Library and My Skills.

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STEP 3: START CREATING YOUR CV

Once you are in the CV editor, follow the instructions to create your CV.

Europass lets you create a CV from information already saved in your profile. You can choose which information to include instead of putting everything from your profile into every CV.

This is particularly useful when applying for different jobs because you can create a tailored CV for each position.

STEP 4: ADD YOUR PERSONAL INFORMATION

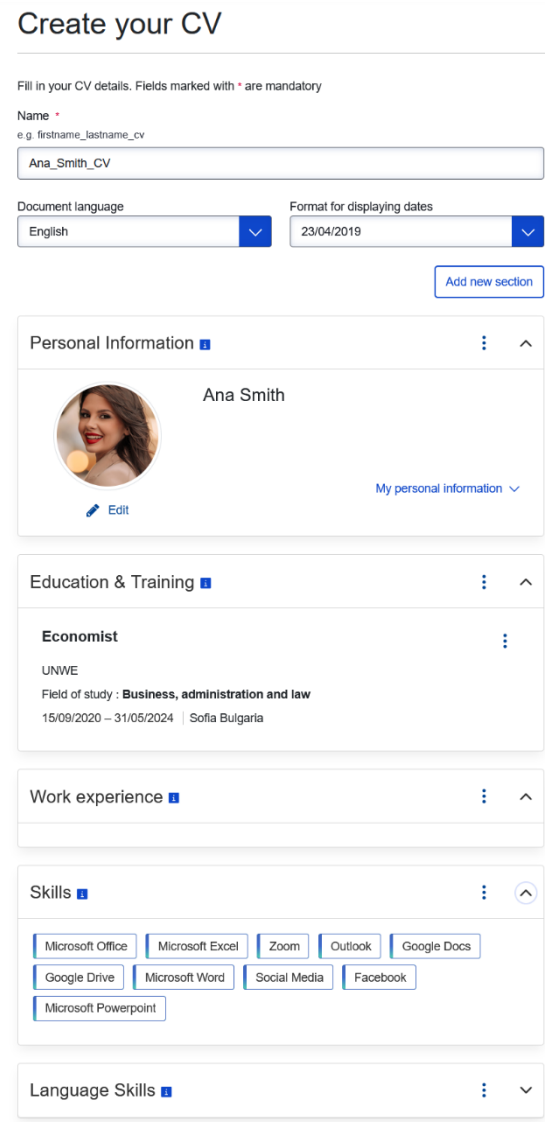
Start with your basic personal and contact information.

Depending on the information relevant to your application, this can include:

- First and last name
- Professional email address
- Telephone number
- City and country
- Website or LinkedIn profile
- Profile photograph, where appropriate

Use a professional email address and check that your contact information is correct.

Avoid including unnecessary personal information simply because you have it available.



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STEP 5: ADD YOUR WORK EXPERIENCE

Add your employment history under **Work Experience**.

For each position, provide:

- Job title
- Employer
- Location
- Start date
- End date
- Main responsibilities
- Relevant achievements

For example:

Sales Assistant
ABC Company — Sofia, Bulgaria
January 2024 – Present

- Assisted customers with product enquiries and purchases.
- Processed payments and maintained accurate sales records.
- Monitored stock levels and reported shortages.
- Helped improve customer service procedures.

USE REVERSE CHRONOLOGICAL ORDER

Your most recent position should normally appear first, followed by earlier positions.

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This makes it easier for recruiters to immediately see your current or most recent experience.

STEP 6: DESCRIBE YOUR ACHIEVEMENTS

Don't simply copy your job description.

Where possible, show what you achieved.

Instead of: Responsible for social media.

Write: Managed the company's social media accounts and increased monthly engagement through a regular content schedule.

Use strong action verbs such as:

- Managed
- Developed
- Coordinated
- Created
- Improved
- Organised
- Increased
- Supported
- Analysed
- Implemented

This makes your experience more specific and convincing.

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STEP 7: ADD YOUR EDUCATION AND TRAINING

Add your educational qualifications under **Education and Training**.

For each qualification, include relevant information such as:

- Degree or qualification
- Institution
- Location
- Start and end dates
- Field of study
- Relevant achievements or subjects

For example:

Bachelor of Business Administration
University of Sofia — Sofia, Bulgaria
2021 – 2025

If you are a student or recent graduate, education can be particularly important. You can also include relevant projects, internships, courses and academic achievements.

STEP 8: ADD YOUR LANGUAGE SKILLS

Europass has a dedicated section for **Language Skills**.

List the languages you know and indicate your level accurately.

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For example:

- Bulgarian — Native
- English — C1
- German — B2
- French — A2

Where applicable, use the **Common European Framework of Reference for Languages (CEFR)** levels:

A1 → A2 → B1 → B2 → C1 → C2

Do not claim a higher level than you can demonstrate in a real conversation, workplace or examination.

STEP 9: ADD YOUR DIGITAL SKILLS

Use the **Digital Skills** section to describe the technologies and software you can use.

Instead of simply writing:

Computer skills

give specific examples:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Google Workspace
- Canva

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- Adobe Photoshop
- CRM software
- Data analysis
- Programming languages

Europass includes digital skills among the main areas of a user's profile.

STEP 10: ADD OTHER SKILLS

Depending on your experience, you can include additional professional or personal skills.

Examples include:

COMMUNICATION

- Customer communication
- Presentation skills
- Written communication

ORGANISATION

- Time management
- Event coordination
- Project organisation

PROFESSIONAL SKILLS

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- Sales
- Customer service
- Accounting
- Research
- Project management

Try to support important skills with examples from your work, education or other activities.

STEP 11: ADD PROJECTS, VOLUNTEERING AND ACHIEVEMENTS

Your CV doesn't have to contain only paid employment.

Europass allows you to record a wide range of experiences, including projects, volunteering, achievements, publications, awards, memberships and international experiences.

These sections can be especially useful if you have limited professional experience.

For example:

Volunteer Event Coordinator
Local Community Organisation
2024

- Coordinated volunteers during community events.
- Organised schedules and participant communication.
- Supported the planning and delivery of fundraising activities.

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STEP 12: CHOOSE THE INFORMATION FOR THIS PARTICULAR CV

One of the advantages of Europass is that your profile can contain much more information than you need to show on a single CV.

When creating a CV, select the information that is most relevant to the position.

For example, if you are applying for a marketing job, emphasise:

- Marketing experience
- Digital skills
- Communication
- Social media
- Relevant education
- Marketing projects

You don't necessarily need to include every unrelated experience.

Europass specifically recommends tailoring your CV to the job you are applying for.

STEP 13: SELECT A CV DESIGN

The Europass CV editor allows you to choose from available CV designs/templates.

Choose a layout that is:

- Professional
- Easy to read

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- Clearly structured
- Appropriate for the position

Don't choose a design simply because it looks impressive.

The information should remain the most important part of your CV.

STEP 14: REVIEW YOUR CV

Before downloading your CV, carefully check every section.

CHECK YOUR CONTACT DETAILS

☐ Name
☐ Email
☐ Telephone number
☐ Location
☐ Website/LinkedIn, if included

CHECK YOUR EXPERIENCE

☐ Job titles are correct
☐ Employer names are correct
☐ Dates are accurate
☐ Most recent experience appears first

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☐ Responsibilities are clearly written
☐ Important achievements are included

CHECK YOUR EDUCATION

☐ Qualifications are correct
☐ Institutions are correct
☐ Dates are accurate

CHECK YOUR SKILLS

☐ Language levels are accurate
☐ Digital skills are relevant
☐ Important professional skills are included

CHECK YOUR WRITING

☐ No spelling mistakes
☐ No grammar mistakes
☐ Clear and simple language
☐ Consistent formatting

Europass recommends proofreading the CV carefully and using clear, simple language.

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STEP 15: DOWNLOAD OR SAVE YOUR CV

When your CV is complete, use the available option in the Europass editor to save or download it.

Europass allows you to download your CV and, for registered users, store documents in your Europass Library. You can also share your CV with employers, EURES and other job platforms.

For most online job applications, PDF is a practical format because it preserves the appearance of your CV.

Always open the downloaded file before sending it to an employer.

STEP 16: CREATE A SEPARATE CV FOR DIFFERENT JOBS

You don't need to use one identical CV for every application.

Your Europass profile can contain your complete career information, while individual CVs can contain only the information relevant to a particular opportunity.

For example:

CV 1 — Marketing Job

- Marketing experience
- Social media
- Digital skills
- Communication
- Marketing education

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CV 2 — Administrative Job

- Office experience
- Organisation
- Microsoft Office
- Customer service
- Administration

This makes your application more targeted and relevant.

FINAL EUROPASS CV CHECKLIST

Before submitting your CV, make sure:

☐ Your name and contact information are correct
☐ Your About Me section matches the job
☐ Work experience is in reverse chronological order
☐ Your most relevant achievements are highlighted
☐ Education and training are complete
☐ Language levels are accurate
☐ Digital skills are specific
☐ Relevant projects and volunteering are included
☐ Unnecessary information has been removed
☐ Spelling and grammar have been checked
☐ The CV is easy to read
☐ The final PDF has been checked before submission

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IMPORTANT: EUROPASS PROFILE VS. EUROPASS CV

Your **Europass Profile** and your **Europass CV** are not exactly the same thing.

Think of your profile as your complete career record. It can contain your work experience, education, skills, achievements, volunteering, projects and other information.

Your CV is a selected version of that information designed for a particular application.

Europass explains that you can use all or only some of the information in your profile when creating a CV.

OFFICIAL EUROPASS CV EDITOR

Use the official European Union Europass editor here:

https://europa.eu/europass/eportfolio/screen/cv-editor/compact-cv-editor?lang=en

OFFICIAL EUROPASS CV GUIDANCE

https://europass.europa.eu/en/create-europass-cv

The official Europass website also provides guidance on completing your profile and creating tailored CVs.

The key principle: don't try to put your entire life into your CV. Keep your Europass profile comprehensive, but make each CV focused on the particular job, course or opportunity you are applying for.

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