

TUTORIAL

Creating your CV with Europass The European skills platform

This tutorial guides you step by step through creating a structured, Europe-wide recognised CV using the Europass platform, developed by the European Union.

 Direct access: <https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en>

1. What is Europass?

Europass is the European Union's official platform dedicated to skills, education and employment. It lets you create a standardised CV free of charge, recognised across all EU member states and beyond.

Why use Europass?

- Format recognised in 36 European countries (EU + associated countries)
- A free tool, with no mandatory registration
- CV downloadable as a PDF, in several languages
- A guided, clear and intuitive interface
- Compatible with application files for Erasmus+ mobilities

2. Preparing your information before you start

Before going to the platform, gather the following:

Personal information	Surname, first name, address, phone, email, nationality, date of birth (optional)
Photo (optional)	Square or portrait format, plain background preferably
Work experience	Job title, employer, dates (month/year), location, main duties
Education & training	Diploma or certification, institution, dates, location
Language skills	Languages, levels according to the CEFR (A1 to C2)
Digital skills	Software, tools, levels of use

Other skills	Artistic, organisational, technical skills, etc.
References or publications	If relevant to your application

3. Creating your Europass CV step by step

Step 1 — Access the platform

1. Go to: <https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en>
2. Choose your interface language (available in 30+ languages)
3. Click “Create a CV” or “Get started”
4. You can work without creating an account, or sign in via EU Login to save your profile

Step 2 — Enter your personal information

5. Enter your contact details: surname, first name, address, phone, email
6. Add a photo if you wish (not required)
7. State your nationality and, if relevant, your date of birth
8. Add a link to your website, LinkedIn or portfolio (optional)

 **Tip** — for applications in Northern Europe, a photo is often discouraged. Adapt to the customs of the target country.

Step 3 — Add your work experience

9. Click “+ Add work experience”
10. Fill in: job title, employer's name, location, start and end dates
11. Describe your duties and responsibilities (free-text box)
12. Repeat for each experience, from the most recent to the oldest

 **Tip** — use action verbs (coordinate, design, facilitate, lead...) and quantify your results where possible.

Step 4 — Enter your education and training

13. Click “+ Add education and training”
14. State: title of the diploma or certification, name of the institution, location, dates
15. You can specify the field of study

16. Add non-degree training (professional training, long internships, etc.) if relevant

Step 5 — Declare your language skills

17. Select each language you have command of

18. Rate your level according to the CEFR for each skill: Reading / Listening comprehension, Writing / Spoken production, Spoken interaction

Levels of the Common European Framework of Reference for Languages (CEFR):

A1 – A2	Basic user
B1 – B2	Independent user
C1 – C2	Proficient user

Step 6 — Enter your digital skills

19. State your skills by area (information processing, communication, content creation, safety, problem-solving)

20. Rate them: Basic / Independent / Advanced

21. Specify the software or tools you master in the text box

 **Tip** — Europass also offers a digital-skills self-assessment based on the DigComp framework: <https://europa.eu/europass/digitalskills>

Step 7 — Add other skills

This section is free-form and can include:

- Artistic or creative skills
- Organisational or managerial skills
- Technical skills specific to your sector
- Driving licence, authorisations, professional certifications

Step 8 — Personalise and finalise

22. Choose a graphic template from those offered (colour, layout)

23. Check the reverse-chronological order of your experience and training

24. Proofread every section

25. Add an “Additional information” section if needed (publications, awards, volunteer projects...)

4. Download and share your CV

26. Click “Export / Download” at the top of the page
27. Choose the format: PDF (recommended), Europass XML, or Word
28. Select the language of your CV (you can generate several language versions)
29. Save the file to your computer

 **Tip** — generate an English version for international applications, even if your cover letter is in another language.

5. Tips for an effective Europass CV

- Tailor your CV to each application: highlight the most relevant experience
- Be precise about dates and job titles
- Use keywords from the target sector
- Avoid overly generic wording (“motivated”, “dynamic”...): prefer concrete facts
- For Erasmus+ applications, the Europass CV is often a required document
- Remember to update your CV regularly, even outside job-hunting periods

6. Useful resources

Europass platform (EN)	https://europass.europa.eu/en
Online CV editor	https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en
Digital skills test	https://europa.eu/europass/digitalskills
French Erasmus+ Agency (Europass)	https://agence.erasmusplus.fr/programme-erasmus/outils/europass/
CEFR framework (language levels)	https://www.coe.int/en/web/common-european-framework-reference-languages

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