

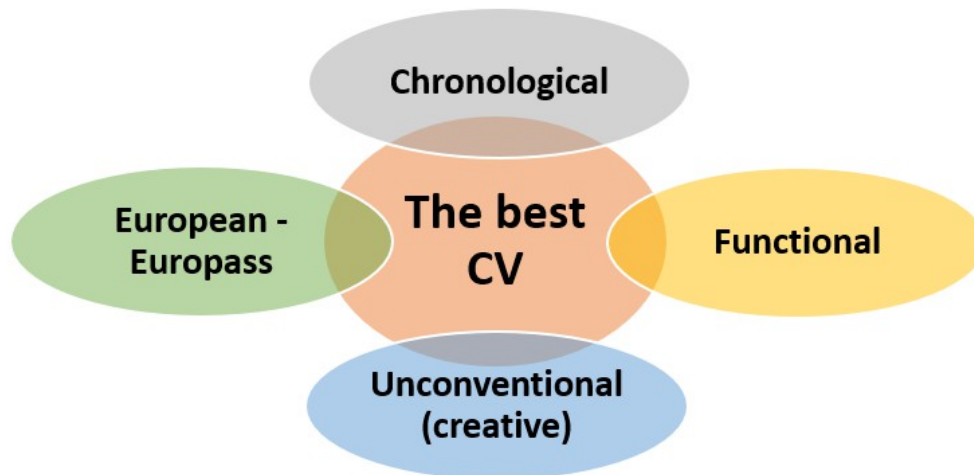
# How to prepare a CV?

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## CV types — when should they be used?

Select the best CV for you:



### Chronological

Information on the education and professional experience is listed in a reverse chronological order starting from the last completed school / last place of employment. Important information includes places of employment and descriptions of responsibilities. The version of a CV appropriate when the position we apply for is similar to those occupied before.

### Functional

Stresses the type and scope of qualifications, and not the pace of acquiring them. For this reason, it is necessary to focus on the most important skills and achievements. It is recommended to people who did not work for a long time or changed their place of employment frequently.

### Unconventional (creative)

This CV type is recommended to people applying for jobs where creative skills are one of the most important requirements. The only rule when developing such a CV is its uniqueness.

Such an attractive and innovative form of self-presentation is a **VideoCV**. This is a short video presenting you, your experience and interests. It can be an excellent complement to the traditional CV.

### European

Europass is a European Commission initiative. 2015 was the tenth anniversary of coming into force of the Decision no. 2241/2004/EC of the European Parliament and the Council on a single Community framework for the transparency of qualifications and competences, appointing the Europass initiative. Europass comprises a portfolio of documents used in the same form throughout Europe, including in the European Economic Area states and EU candidate states:

- Europass CV
- Europass Language Passport
- Europass Mobility
- Europass — A supplement for university graduates and documents for vocational education graduates:
- Europass — A supplement to a diploma confirming professional qualifications
- Europass — A supplement to a journeyman's certificate / master's diploma.

Europass documents can be used to prepare a set of documents connected with a career, to document qualifications acquired in different forms (formal education, training, traineeships and foreign apprenticeships), for the self-assessment and presentation of language skills, when looking for a job in Poland and abroad, when going for a traineeship or apprenticeship, and when continuing education abroad.

**Europass CV** is a standard CV form, used in all EU states, facilitating clear presentation of personal information and details of the qualifications held and professional experience, enabling employers to compare qualifications of candidates from various EU states and facilitating collection of all important information by people preparing their CV for the first time. Europass CV is a document recommended by the European Commission. The CV form is available in all EU languages, including Polish.

**Europass Language Passport** enables to assess language skills and present them accurately. In the document, the skills are assessed based on a self-assessment table, developed by the Council of Europe, with six language proficiency levels defined with respect to listening, reading, writing, communicative skills and expressing one's ideas. Most importantly, the document enables to prove skills acquired by experience or self-learning. This is most important and useful for people who cannot prove their foreign language skills with any exams passed or relevant certificates.

**Europass Mobility** is used to confirm the periods of learning or training in another European state. Such an education path is monitored by two partner organisations, one in the country of origin and the other in the receiving country. The partners agree the objective, scope and duration of the path, specifying also the person responsible for the course of learning or training in the receiving state. The partners can include universities, schools, training institutions, companies, NGOs, etc.

**Europass — A supplement for university graduates** improves the clarity of diplomas issued by Polish universities on the European labour market. It provides comprehensive information on the level of knowledge, skills and competences acquired in the course of studies, as well as special achievements of the graduate and their professional competences. The supplement does not substitute an original diploma and does not authorise to have the diploma recognised by the competent institutions in other countries, but it enables the prospective employer to compare the qualifications of candidates coming from different states. Europass — A supplement for university graduates has been issued since 1 January 2005 by universities together with the university diploma and is included in the diploma price (Regulation of the Minister of National Education and Sports of 19 December 2008).

**Europass — A Supplement to a diploma confirming professional qualifications** can be received by any graduate of a higher-secondary vocational school who passed the exam confirming their professional qualifications in front of the Regional Examination Board. The document is issued for free by the examining institutions.

**Europass — A supplement to the journeyman's certificate** is issued free of charge by Chambers of Crafts to a person who passed the journeyman's exam and obtained the journeyman's certificate.

**Europass — A supplement to the master's diploma** is issued free of charge by Chambers of Crafts to a person who passed the master's exam and obtained the master's diploma.

Further information on the Europass initiative:

Hyperlink:

National Europass Centre

[www.europass.org.pl](http://www.europass.org.pl)

Hyperlink:

CEDEFOP Europass

<https://europass.cedefop.europa.eu/pl/home>

Remember there is no universal CV form.

## **What should a CV contain?**

**Name and surname:**

**Address, phone no., e-mail**

### **Professional goal**

Specify your professional objectives

### **Education**

Dates (from year–to year) Provide the most important education levels in the reverse order Provide the name of the school, university, faculty, major, professional title obtained.

### **Additional courses and training**

Dates (from year–to year) Include any completed courses and training sessions as they prove your active attitude even more so if they refer to the position you apply for.

### **Professional experience**

Dates (from year–to year) Provide jobs performed in the reverse order. Enter the company name, position held, scope of responsibilities, provide examples of the most significant achievements, projects you worked on etc. Add also information on any part-time jobs. If you apply for your first job, include also apprenticeships and traineeships, casual jobs, holiday jobs and jobs abroad.

### **Foreign languages**

List the foreign languages and indicate your competency level. Always start from the language you know best. Include any language courses, learning the language abroad and any certificates held.

### **Additional skills**

Computer — list the programmes you use and programming languages you know. Include any specialist computer courses.

Driving licence — provide relevant categories, date when it was obtained, indicate if you have a car.

Other — indicate you can use any office equipment, specialist machines, cash register etc.

### **Interests**

List your professional and other interests, even more so if they are unique. Be as precise as possible, avoid being vague.

**Credentials**

Do not attach any credentials but declare your willingness to present them (the credentials available on request). Think who can recommend you.

**Personal data protection clause**

*I agree to have my personal data processed for purposes required to implement the recruitment process (pursuant to the Regulation of the European Parliament and the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (Official Journal EU L 119/1).*