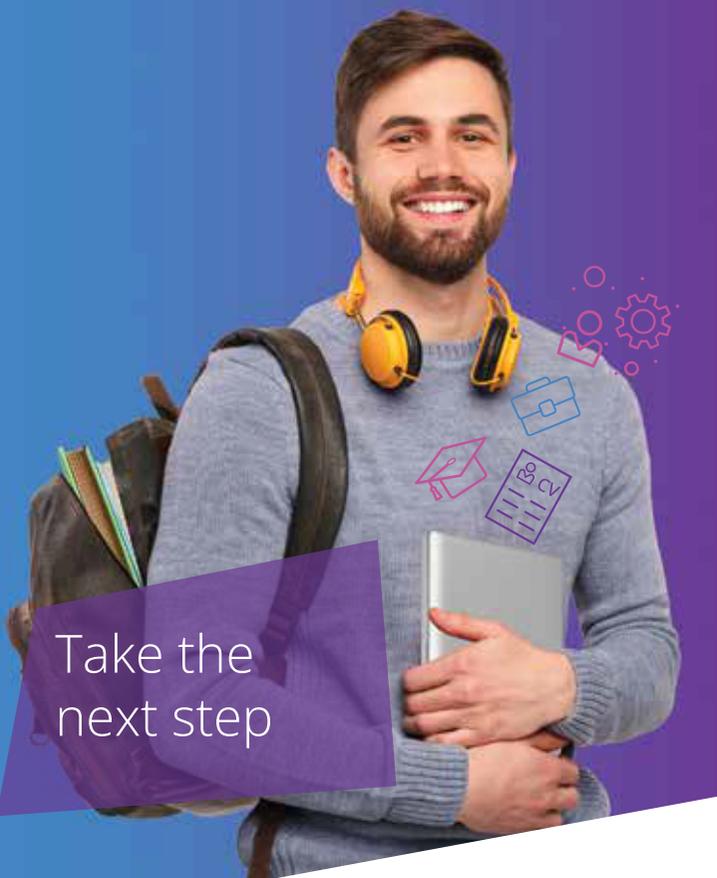


Europass CV



Take the next step

How to Write a Good CV

A well-crafted CV is one of the crucial elements of a successful job search.

Your CV provides potential employers with their first impression of your knowledge, skills, education, work experience and achievements. This is why it is essential to present yourself in the best possible light. It is also important that the content of your CV quickly and easily “stands out” in a sea of similar applications and clearly shows that you meet the key criteria outlined in the job advertisement.

Europass is a standardized CV format, recognized and widely used across Europe. It presents your skills and qualifications clearly and concisely, making it easy for employers to understand your strengths and experience. By registering on the Europass portal, you can access tools to create your CV and explore many additional features. The Croatian Europass Centre also offers helpful tips and information for creating your CV and other Europass documents.

Whether you choose Europass or another CV format, the basic “recipe” for crafting it is always the same.



1. Contact Details

Start by providing your personal information: your full name, address and contact details. If you have professional social media profiles, make sure to include them as well. Be sure to avoid typos or spelling errors throughout your CV, especially in this section.



2. Personal Profile

Write a compelling personal profile — a brief paragraph of around 100 words that explains why you are the ideal candidate for the position. Focus on what makes you stand out from other applicants and emphasize the qualities most relevant to the job. For example, if the role involves working with people, highlight your relevant skills and qualities, such as negotiation, successful collaboration with demanding clients, presentation skills, conflict resolution or empathy.





3. Work Experience

List your work experience in reverse chronological order, starting with your most recent role. For each position, include the employer's name, the period of employment, your job title and a brief description of your responsibilities. When describing your work, go beyond listing tasks and duties—focus on the achievements and contributions you made in each role.

Make sure to tailor your CV to the specific job you are applying for. Highlight experiences and skills that align with the criteria in the job advertisement and omit any information that is not relevant. This ensures your CV is concise, focused and uniquely suited to the role.



5. Skills

Throughout your education and work experience, you have likely developed a variety of skills, such as interpersonal, organizational, digital or language skills. You may have worked in teams, tackled specific challenges, solved problems, or gained experience in meeting deadlines, paying attention to detail or operating in an international environment. Many of your "soft skills" can be used effectively in a wide range of work settings, so make sure to highlight them to your potential employer.

Instead of simply listing your skills, explain how and where you developed them. This helps employers see the practical application of your abilities.



4. Education and Training

List your education and training in reverse chronological order, starting with the most recent experiences. Include the dates of study, the name of the institution, the title of the qualification earned, and any relevant details about your education.

If you are a recent graduate without significant work experience, you can prioritize this section over your work experience.



6. Layout and Format

Your CV should be concise, well-organized and no longer than two pages. Keep a single font style throughout the CV and use bold text and larger font sizes to distinguish titles and subheadings. Finally, proofread your CV thoroughly to catch any errors. It is also a good idea to have someone else review it to provide a fresh perspective.

Finally, put time and effort into crafting your CV, as it is one of the crucial steps in landing a new job. And of course, tailor each CV to match the specific job advertisement you are applying for.



www.europass.hr
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Did you know that employers spend an average of just six seconds reviewing a CV?

Make sure yours stands out!



europass



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