



CURRICULUM VITAE

<https://europass.cedefop.europa.eu/it/documents/curriculum-vitae/templates-instructions>

<https://curriculum-vitaeuropeo.it.softonic.com/>

What is a Curriculum Vitae?

It is a MINI-BIOGRAPHY of the person offering a detailed account of the scholastic and working career.

Collects information on:

- Language skills
 - Work experiences
 - Qualifications and titles of education and training
 - Skills and skills acquired also outside the formal training paths
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What is NOT a Curriculum Vitae

It is not a certificate, but a self-certified declaration (that is, issued under its own responsibility) and voluntary (therefore it must always be signed with a first and last name!).

The European Curriculum Vitae (1)

- The European Curriculum allows all European citizens to recognize and enhance their skills through a transparent tool that can be used throughout the Union.
 - Since the aim is to be able to provide an instant snapshot of oneself as an individual, from a formal point of view it must be:
 - short but complete;
 - smooth and readable;
 - simple and clear;
 - detailed and effective;
 - well-maintained graphically, without errors and pleasant to see each other.
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European Curriculum Vitae (2):

It is divided into six sections :

- 1) PERSONAL INFORMATION
 - 2) WORKING EXPERIENCE
 - 3) EDUCATION AND TRAINING
 - 4) PERSONAL SKILLS
 - 5) FURTHER INFORMATION
 - 6) ATTACHMENTS
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European format for the Curriculum Vitae (I section):

PERSONAL INFORMATION:

- first name
- address
- phone
- fax
- e-mail
- nationality
- date of birth

- Section aimed at providing all the information necessary to identify the author of the Curriculum. In the event that it must be sent abroad, it is necessary to provide the international and national prefix.
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European format for the Curriculum Vitae (II section):

WORKING EXPERIENCE:

- dates (from - to)
- name and address of the employer
- type of business or sector
- kind of employment
- main tasks and responsibilities

- Start with the most recent information and list separately each relevant employment covered, including internships, traineeships and any personal experiences of stay abroad.
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European format for the Curriculum Vitae (III section):

EDUCATION AND TRAINING:

- dates (from - to)
 - name and type of education and training institution
 - main subjects / professional skills - covered by the study
 - qualification achieved
 - Level in national classification (if appropriate)
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- Start with the most recent information and list separately each relevant course successfully attended.

European format for the Curriculum Vitae (IV section):

PERSONAL SKILLS AND COMPETENCES:

mother tongue and foreign languages

relational skills and competences

organizational skills

technical skills and competences

artistic skills

Other skills and competences

driving LICENCE

- It requires a careful description of the different skills acquired during life and work and not certified by special titles or certificates (hob travel, volunteering, etc.)

Personal skills and competences (I):

• **Foreign languages:** it is necessary to keep in mind the following levels for reading and writing skills and oral expression:

EXCELLENT: excellent command of the language, which allows to communicate effectively (comprehension and oral and written expressions) in an international working context;

GOOD: ability to understand and formulate messages of a professional nature (speaking on the phone, writing a letter, etc.) possibly with the help of a dictionary, ability to participate in a general conversation, to be able to express an opinion;

ELEMENTARY: ability to express themselves and be understood in the context of elementary communications, ability to understand simple written messages.

Personal skills and competences (II):

- **Relational skills and competences:** this part is used to describe the ability and the ability to establish and manage relationships with other people using appropriate methods of communication (ability to work with others, to give and request information in a clear and precise, to speak in public, etc.).

Examples: "I have acquired the ability to work in a group by collaborating in the creation of my school's newspaper" (always specify where and when the skills have been acquired).

Personal skills and competences (III):

- **Organizational skills and competences:** they refer to the ability to choose, decide and implement the most appropriate strategies in the specific context in which it operates. For example it is the ability to work in an organization, to organize and manage events, projects, groups, etc.

Example: "I am able to organize my holidays and those of my friends independently using the various forms of facilitation offered to young people, eg. inter-rail, holiday-study, etc. "(always specify where and when the skills were acquired).

Personal skills and competences (IV):

- **Technical skills and competences:** describe the mastery of a certain technique or technology related to the exercise of a profession (eg computer skills, etc.).

Example: "I am able to create websites"; "I can use the main programming languages", etc. (**always specify where and when the skills have been acquired**).

Personal skills and competences (V):

- **Artistic skills and competences:** the experiences gained in this field should be indicated (attendance at theater courses, music, painting, the ability to play an instrument, etc.) and all that is believed to contribute to drawing a comprehensive picture of their personal abilities (**eg ability to act or set up a theatrical performance, to make a videotape, etc. Always specify where and when the skills have been acquired**).
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Personal skills and competences (VI):

- **Other skills and competences:** allows you to list the skills that have not found space in the previous fields (for example, the skills acquired by practicing a sport, cultivating a hobby, participating in voluntary activities, etc.)
 - **Driving license or other licenses:** part that must report any possession of the driving license (driving license B, boat license) and / or other licenses or patents.
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European format for the Curriculum Vitae (V section):

OTHER INFORMATION

- In this section you can enter all the other information in support of your application, e.g. publications or research work, membership in registers or associations, etc.
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Formato Europeo per il Curriculum Vitae (VI sezione):

ATTACHMENTS

- You can list them in chronological order and attach photocopies of the documents that prove the truthfulness of the skills and activities described in C.V. (eg diplomas, certificates, certificates, etc.)
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How NOT to write a curriculum:

- My name is Giovanna Donati, I was born on 07/03/72 in Brescia, I live in Milan in via Tavazzano 10.
- In 1996 I graduated in Economics and Commerce from the Catholic University of Milan, with a good mark.
- I have a good knowledge of English, spoken and written. I gained a short experience in an accounting firm in the period before my degree. Hoping to be able to interest your company, waiting for your best regards.

WHAT IS WRONG IN THIS DRAFT ?????

What is missing from fundamental?

- Higher studies
- Degree mark and type of thesis
- Clarifications about the professional experience carried out
- Personal interests
- Motivation towards work, etc ...

POOR CURRICULUM AND LITTLE EFFECTIVE!

Bibliography

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websites:

- www.welfare.gov.it/EuropaLavoro/Orientamento/CurriculumVitaeEuropeo.it
 - www.jobtel.it (tutorials and tips!)
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