

The European CV format

■ Features of the European CV format

The European CV is a type of CV structured with a layout and format which are recognised all over Europe.

People can use this CV template as a standard to apply for jobs in any European country.

A European CV is usually formed by one or two pages, even though an experienced worker looking for a new job may need to write a longer CV (up to four pages) to list their work experiences. It **outlines** the job seeker's personal details, work experience, education, and skills. A European CV should have the following features:

- a simple and professional layout;
- information written in fonts **sized** between 10 and 13 for paragraph text and slightly larger for headings;
- it should be divided into sections, separated by clear **subheadings**;
- it can be written in the native European language of the job-seeker; however, using the CV European format in English is common for a variety of roles as English is used as a common language throughout the continent.

■ Differences between a European and an American CV template

It is quite common for young people to explore the possibilities of finding a job outside the European Union. For this reason, it can be useful to know which type of document is mostly used by job seekers out of Europe to apply for a position.

In the USA, for example, both a **résumé** or a CV can be used to apply for a job. A **résumé** is a document no more than two or three pages long and it is the application document most commonly used to apply for jobs in almost any field of activity, both in private and federal sectors. On the other hand, CVs in the USA are mainly used to apply for academic, research, and scientific positions. For this reason, they are much more detailed documents than **résumés** and have almost no length limits; they should be written in a formal style and academic language as they are destined to be read by other academics. Moreover, details of education should be listed before work experience, and an extra section including certifications, teaching conferences, and publications should be added.



to outline: *delineare*
to size: *avere le dimensioni*
subheading: *sottotitolo*
to tailor: *fare su misura*

Résumé is a French word meaning "summary"

1 Complete the table with the features a good European CV should have.

1. Number of pages	
2. Layout	
3. Font for paragraphs	
4. Font for headings	
5. Structure	
6. Language	

2 Read the sentences and decide if they refer to a European CV (E), a USA CV (USC) or a USA résumé (USR).

1. It is a common document to find a job in federal sectors.
2. It is 1-2 pages long.
3. It can be read by academics.
4. It includes the job seeker's personal details.
5. It is usually no more than three pages long.
6. It usually has a section where scientific or academic publications are mentioned.
7. It should be divided into sections with subheadings.
8. It is written in a formal style.
9. It can be written in English or in another European language.
10. It has almost no length limits.

3 Match headings and paragraphs. There is one extra heading.

- A. **Tailor** your CV
 - B. Present your experience clearly
 - C. Use reverse chronological order
 - D. Polish and check
 - E. Find support through EU services
 - F. Impact of a good CV
 - G. Make it readable
1. ☐ Remember that your CV is your first opportunity to communicate your skills and experiences to a future employer. It is an image of who you are, your skills, your educational background, work experiences, and other achievements.
 2. ☐ Highlight examples of your skills and experiences which match the job you are applying for. Pay attention to the details published in the job ad.
 3. ☐ Highlight why you are the best person for the job. Do not include a full detailed history. Focus on facts and main points that match the job you have in mind. Make sure your CV is easy to read. Use clear and simple language. Use strong verbs (e.g. 'managed', 'developed', 'increased').
 4. ☐ Make sure your CV is easy to read; use clear and simple language and a suitable font.
 5. ☐ Always list the most recent experience on the top followed by previous ones. In case of long gaps in working or learning, include an explanation.
 6. ☐ Revise for spelling and grammar mistakes, provide a professional e-mail address, and add a professional photograph of yourself.