



## EUROPASS CV

You can:

Update an existing CV

Create a new CV

How to get started:

Go to page <https://europa.eu/europass/>

The screenshot shows the top part of the Europass website. At the top, there is a blue cookie consent banner with the text "Cookies" and "This site uses cookies to offer you a better browsing experience. Find out more on how we use cookies and how you can change your settings." Below the banner are two buttons: "I accept cookies" and "I refuse cookies". Below the banner is the European Union flag. Below the flag is a language selection menu with two columns of language options. A red line connects the "I accept cookies" button to a red box labeled "Accept cookies". Another red line connects the "English" option in the language selection menu to a red box labeled "Choose language".

Bulgarian	Maltese
Czech	Dutch
Danish	Polish
German	Portuguese
Estonian	Romanian
Greek	Slovak
English	Slovenian
Spanish	Finnish
French	Swedish
Irish	Serbian
Croatian	Icelandic

Register to the system.

The screenshot shows the main page of the Europass website. At the top left, there is the Europass logo and the text "European Union". At the top right, there is a language selector showing "English". Below the logo, there is a navigation menu with links: "Learn in Europe", "Work in Europe", "About Europass", and "Contact Us". Below the navigation menu, there are two buttons: "Create CV" and "Create Cover Letter". At the top right, there is a "Login to Europass" button. A red line connects the "Login to Europass" button to a red box labeled "Click to register". Below the navigation menu, there is a large blue and purple graphic with the text "europass" and "Take the next step". Below this graphic, there is the text "Your free, personal tool for learning and working in Europe" and a yellow button labeled "Create your free Europass".

EPORTFOLIO requires you to authenticate

## Sign in to continue


Use your e-mail address

Next

[Create an account](#)

Or

Or use the eID of your country

 [Select your country](#)

Click the **Create an account** option

## Create an account

[Help for external users](#)


First name

Last name



E-mail

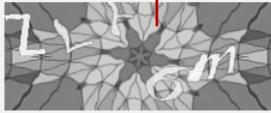
Confirm e-mail

E-mail language

English (en) 

Enter the code



By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

Write the required information

Write the code shown in the picture

Click the box: accept privacy settings

Save the information and create an account: click the **Create an account** button

## Create an account

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.



Go to your email and search for the message sent by the Europass system. It can take more than an hour for the message to arrive.

Click on the link in the message.

Dear [REDACTED],

You have been registered in EU Login.

Your email address is [REDACTED]

To create your password, follow the link below:

[this link](#)

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:

<https://ecas.ec.europa.eu/cas/init/m/126463-THLUy1R9pXj0vaA67TRlrO6zT9mKLPiQOR4Dv6MP2ldZWWhMeFg2vezU3doLtUc-8.1.1-dn2p/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=n00523yt&resetCode=FXRMd0s86zw4zyhzXovu3fllYGN8OrC53bWXoAiX14bP8&service=https%3A%2F%2Feuropa.eu%2Feuropass%2Fportfolio%2Fapi%2Fauth%2Flogin%2Foauth%2Fcode%2FfeuLogin>

Create a password.

## New password

**Please choose your new password.**

n00523yt  
(External)

**New password**

**Confirm new password**

**Submit**

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#\$%&'()\*+,-./:;<=>?@[ \ ] ^ \_ `{|}~

Examples: pDHROn:zFt GfGSWjE-J\* KQhfOLvF6


[\[Generate other sample passwords\]](#)

Write the password you have chosen twice (take note of instructions)

Save the password by clicking on the **Submit** button



## New password

 Your EU Login password was successfully changed.

Click **Proceed** below to continue to EPORTFOLIO



[Proceed](#)


Click on the **Proceed** button once you have saved the password



Bulgarian	Maltese
Czech	Dutch
Danish	Polish
German	Portuguese
Estonian	Romanian
Greek	Slovak
English	Slovenian
Spanish	Finnish
French	Swedish
Irish	Serbian
Croatian	Icelandic

Choose the language again


English 

europass
Learn in Europe
Work in Europe
About Europass
Contact Us
Me 

- [○ Create CV](#)
- [○ Create Cover Letter](#)

# europass

Take the next step

Your free, personal tool for learning and working in Europe

Create your free Europass

Click to create the CV



The system asks you to first create a Europass profile.

Click to create a Europass profile

Read the instructions and create a profile to the system.

Click to create a Europass profile

Add the required information

Finally click on the **Next**



## Add your work experience.

**Work experience** ⓘ  
Describe all your work experiences. You can include paid work, volunteering, internships, apprenticeships, freelancing and other activities.

**New work experience**

Occupation or position held ⓘ

Employer ⓘ

City  Country

From ⓘ To ⓘ  
DD MM YYYY DD MM YYYY  Ongoing

**Main activities and responsibilities** ⓘ  
Describe your tasks and responsibilities.

More details

[+ Add new work experience](#)

Exit [Skip all steps](#) ⓘ [Previous](#) [Next](#) >

Write your job, e.g. Waiter/Waitress, Construction worker, Salesperson...

Write the name of the employer (company)

Write the city and country of the employer (company)

Choose the starting and ending dates of the employment. If the employment is still going on, choose **Ongoing**

Write a short description of the content of the employment if the job name doesn't describe it enough

Add another work experience by clicking on the **+Add new work experience**. Otherwise click on the **Next** button

## Add your education and training.

**Education and training** ⓘ  
Describe all your learning experiences here. Include any type of learning experience (university, vocational training, online courses, professional development).

**New education and training experience**

Title of qualification awarded ⓘ

Organisation providing education and training ⓘ

Address line 1

Address line 2

Postal code  City  Country

Website ⓘ

From ⓘ To ⓘ  
DD MM YYYY DD MM YYYY  Ongoing

More details

[+ Add new education and training experience](#)

Exit [Skip all steps](#) ⓘ [Previous](#) [Next](#) >

Write the name of the qualification or training, e.g. Vocational Qualification in Tourism industry

Write the name of the school NB! Omnia in English is Omnia, the Joint Authority of Education in Espoo Region

Write the address of the school

Write the school's website address

Choose the starting and ending dates of the education. If the education is still going on, choose **Ongoing**

Add another education or training by clicking on the **+Add new education and training experience**. Otherwise click on the **Next** button



## Add your language and digital skills.

**Personal skills**  
Describe your language skills and your digital skills.

**Language skills**  
Present your language skills here.

**Mother tongue**

Select

+ Add another mother tongue

**Other language**

Select

+ Add another language

**Digital skills**  
List your digital skills here and group them.

Digital skills

Q  **Add**

Add to your digital skills from the list below. Click on the skill and drag it to the left.

Microsoft Word +  Microsoft Excel +

Microsoft Office +  Outlook +

Facebook +  Social Media +

Exit < Previous **Create**

Write your mother tongue

Write the first foreign language you can speak

**Language skills**  
Present your language skills here.

**Mother tongue** Delete

Finnish

+ Add another mother tongue

**Other language** Delete

English

**Understanding**

Listening  Reading

Spoken interaction  Spoken production

**Writing**

Writing

+ Add another language

Assess your skills from five perspectives using the drop-down menu instructions (click the small arrow in the right-hand side of the box to reveal the options). The assessment is done in a scale of A1-C2 by choosing the correct option from the list

Add another language by clicking on the **+ Add another language**

**Digital skills**  
List your digital skills here and group them.

Digital skills

Q  **Add**

Add to your digital skills from the list below. Click on the skill and drag it to the left.

Microsoft Word +  Microsoft Excel +

Microsoft Office +  Outlook +

Facebook +  Social Media +

**Group your skills** ?

Customise your skills and group them in categories.

Add your digital skills by dragging any of the given alternatives on the right-hand side to the left or by writing an English search word (e.g. Microsoft, Adobe etc.) in the box. From the appearing menu choose the desired skill and click on the **Add** button. Repeat as many times as it takes to add all relevant skills

You can also group the chosen skills. Click on the **Group your skills** option and give an appropriate name for the group



Save the information and create your profile.

**Personal skills**  
Describe your language skills and your digital skills.

**Language skills**  
Present your language skills here.

Mother tongue Delete

Finish

+ Add another mother tongue

**Other language** Delete

English

**Understanding**

Listening: C1 - Proficient user

Reading: C1 - Proficient user

**Speaking**

Spoken interaction: C1 - Proficient user

Spoken production: C1 - Proficient user

**Writing**

Writing: C1 - Proficient user

+ Add another language

**Digital skills**  
List your digital skills here and group them.

Digital skills

Search:  Add

Add to your digital skills from the list below. Click on the skill and drag it to the left:

Microsoft Office, Outlook, Social Media, Instagram, Google Drive, Facebook, Skype, LinkedIn, Microsoft Word, Microsoft Powerpoint, Microsoft Excel, Google Docs, Zoom, Power Point

**Group your skills**  
Customise your skills and group them in categories.

Exit Previous **Create**

Save the information by clicking on the **Create** button

Add a photo to your profile.

**Edit profile picture** Edit

My personal information ▼

Work experience +

Add your photo with the **Edit** function

**Edit profile picture** ×

Select from:

My device Google Drive Dropbox OneDrive

Accepted formats: PNG, JPG. Size limit: 20MB.

Delete profile picture Cancel **Save**





Choose a previously saved photo either from your computer (My device) or from any of the accepted cloud services (Google Drive, Dropbox or OneDrive)



Determine the part of the photo that will be visible on your profil.

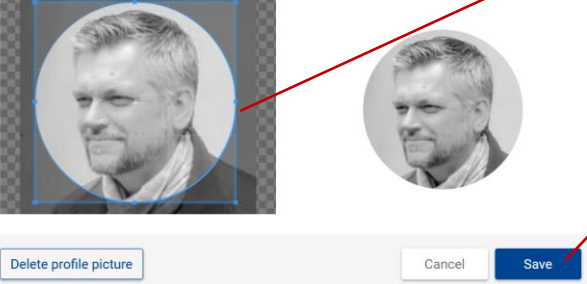
**Edit profile picture** ×

Select from:

My device Google Drive Dropbox OneDrive

Accepted formats: PNG, JPG. Size limit: 20MB.



**You can make the right part of the photo visible in the CV by using the drawers shown in the blue frame (at the corners and in the middle of each edge)**

**Save the photo by clicking on the **Save** button**

Delete profile picture Cancel Save

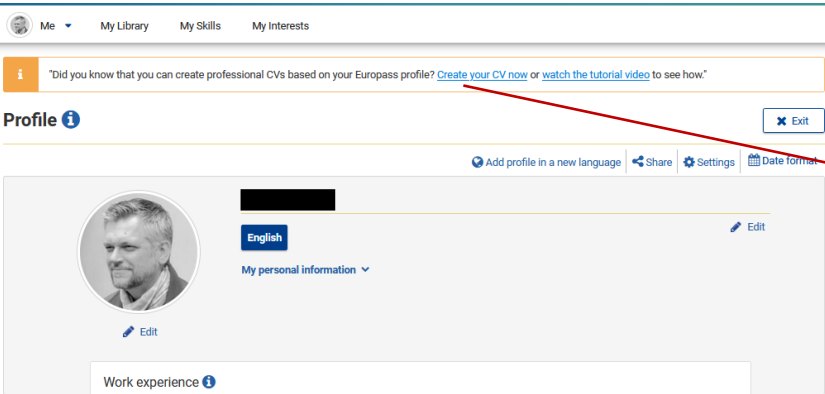
Create a CV from your profile.

Me My Library My Skills My Interests

Did you know that you can create professional CVs based on your Europass profile? [Create your CV now](#) or [watch the tutorial video](#) to see how.

**Profile** ⓘ ✕ Exit

Add profile in a new language Share Settings Date format



**Create a CV by clicking on **Create your CV now****

English Edit

My personal information

Work experience ⓘ

Use the created profile as a base for the CV.

**Create your CV**

You can start from your profile, choose to update a CV stored in your library, import a Europass CV or create a new one. Your choice!

Start from your profile
Select from My Library
Import Europass CV
Create new CV

**Choose **Start from your profile****



Determine which parts of the profile you want to include in the CV.

**Select**

Select your entire profile or parts of it by clicking on the checkboxes placed next to each section below.

Select entire profile

Select personal information

**Personal information**

Date of birth: 03/03/1968

Gender: Male

Nationality:

Finnish

**Contact details**

Select work experiences

**Work experience**

Summer job in construction  
Esaan rakennus  
09/08/2018 – 11/08/2018 | Espoo, Finland

Select education and training

**Education and training**

Vocational Qualification in Tourism Industry  
Omnia, the Joint Authority of Education in Espoo Region  
01/08/2019 – Current | RD, Box 77703, Laksenkatu 1, 02070, City of Espoo, Finland  
www.omnia.fi

Comprehensive school certificate  
Mäntsälän peruskoulu  
01/08/2008 – 01/08/2017

Select language skills

**Language skills**

**Mother tongue(s)**

Finnish  
Mother tongue

**Other language(s)**

English

**Listening**  
●●●●○  
C1 - Proficient user

**Reading**  
●●●●○  
C1 - Proficient user

**Spoken interaction**  
●●●●○  
C1 - Proficient user

**Spoken production**  
●●●●○  
C1 - Proficient user

**Writing**  
●●●●○  
C1 - Proficient user

Select digital skills

**Digital skills**

Microsoft Office | Outlook | Social Media | Instagram | Google Drive | Facebook | Skype | LinkedIn

Choose either Select entire profile or choose individual parts from the list

Continue by clicking on the **Next** button

Choose if you want to edit the information.

**Edit**

Do you want to edit the information before creating your CV?



Choose the CV form (**template**).

### Select template

Choose the template you want to use for your CV from the available Europass te

Choose the template you like best from the given alternatives

Make the Europass logo visible either on all pages or on the first page. The logo must be visible at least on the first page

If your CV is longer than one page, add page numbers

Click the **Next** button at the bottom of the page.

Give your CV a name and choose the correct format and place to save it.

Name your Cv with your own name and letter CV (e.g. John Doe CV)

Save your CV in PDF format

Save your CV in the Europass library (**Save in my Europass Library**), where it will remain in editable format for future need

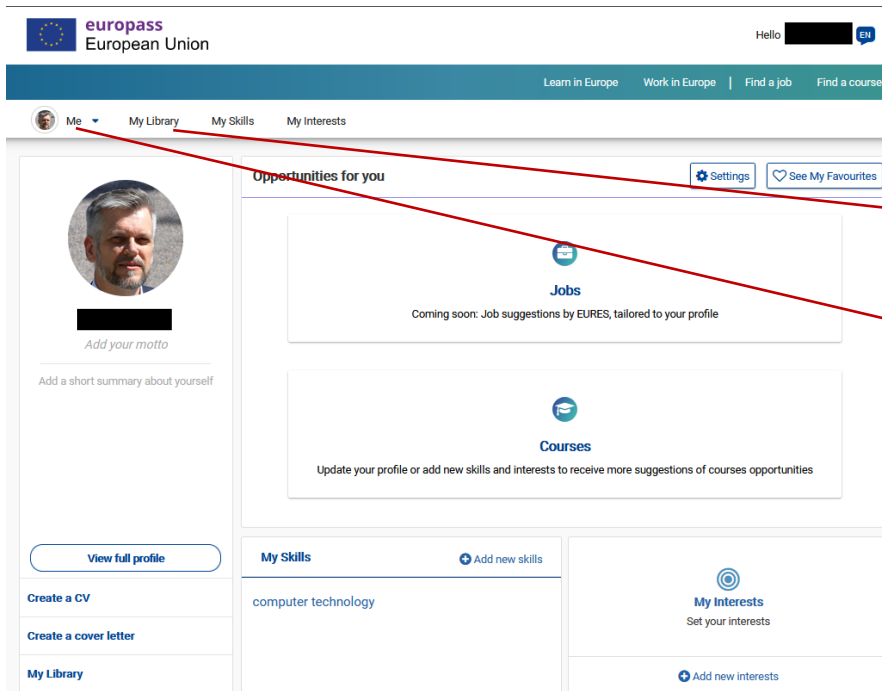
Download CV (Download), and save it also to your own computer or cloud service and send it as an attachment via email



Once you have saved and downloaded your CV, you can close the editing application by clicking on the **Finish** button at the bottom of the page.



Now you are redirected back to the opening page of your Europass page.



Log out from the system and send the created CV to the International services as an attachment to your application.

