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R I J
RE-IN-JOB

**NON-FORMAL EDUCATION FOR
ADULT SOCIAL INCLUSION AND RE-
EMPLOYMENT
(2020-1-IT02-KA204-079508)**

TC4: BLENDED MOBILITY OF ADULT LEARNERS
EUROPASS: CV AND COVER LETTER



The Europass Platform

Europass: a free, personal tool for learning and working in Europe

The [Europass](#) platform can help you to take the next step in your learning or career by:

- Helping you reflect on your current skills and experiences;
- Presenting you with tailored and trusted learning and job opportunities across Europe;
- Simplifying the writing of CVs and Cover Letters through editable templates;
- Providing you with accurate information on working and learning in Europe;
- Giving links to appropriate support networks.

With this, the European Commission supports you in reaching your full potential and finding opportunities across Europe that match your skills and experiences.



The Europass Platform: Tools for job search

Among the Europass tools that you can create and use there are:

- **Europass CV:** one of the best-known CV formats in Europe. It is easy-to-use and familiar to employers and education institutions.
- **Cover letter:** a document to send with your CV for a job application.
- The **European Qualifications Framework:** The EQF is an 8-level, learning outcomes-based framework for all types of qualifications that serves as a translation tool between different national qualifications frameworks. This framework helps improve transparency, comparability and portability of people's qualifications and makes it possible to compare qualifications from different countries and institutions.

The platform and all tools are available in **29 European languages**.



- Create CV
- Create Cover Letter
- Test your digital skills

europass

Take the next step

Your free, personal tool for learning and working in
Europe

Create your free Europass



Select your language

български

français

Gaeilge

hrvatski

italiano

latviešu

lietuvių

magyar

Malti

español

Nederlands

polski

čeština

dansk

português

Deutsch

română

eesti

slovenčina

slovenščina

ελληνικά

English ✓

suomi

svenska

српски језик

íslenska

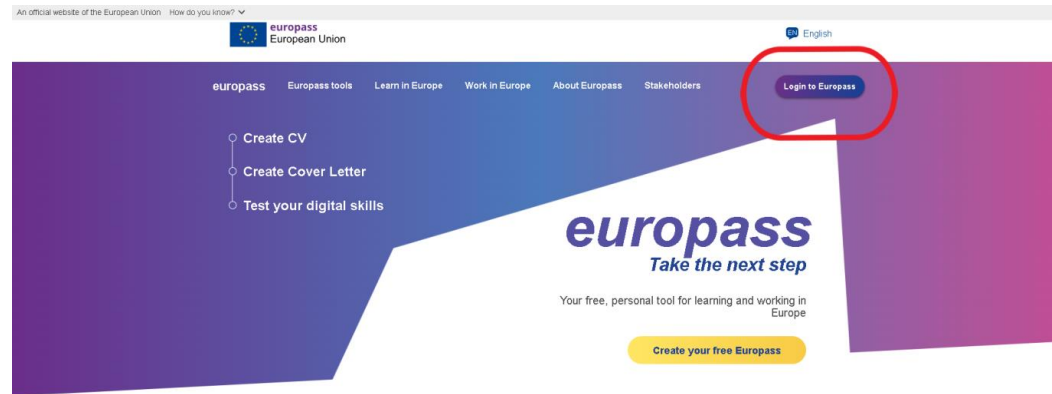
македонски јазик

norsk

türkçe

CREATE YOUR PROFILE

When starting to use the Europass platform, we suggest you to create your profile.



When you click on Login to [Europass](#), you will be requested to login or to create an EU Login account. Here you can register with your first name, last name, e-mail and choose your language. Check the box for the privacy statement and click on “Create an account”.



EU Login
One account, many EU services

English (en) ▼

[Create an account](#) **Login**

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language
English (en) ▼

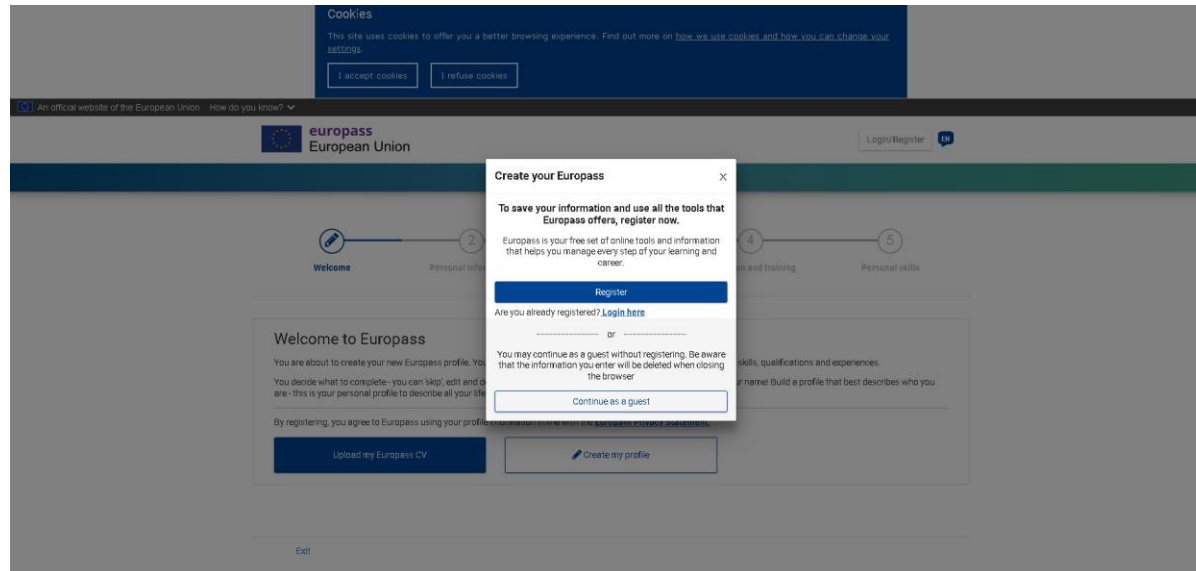
By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

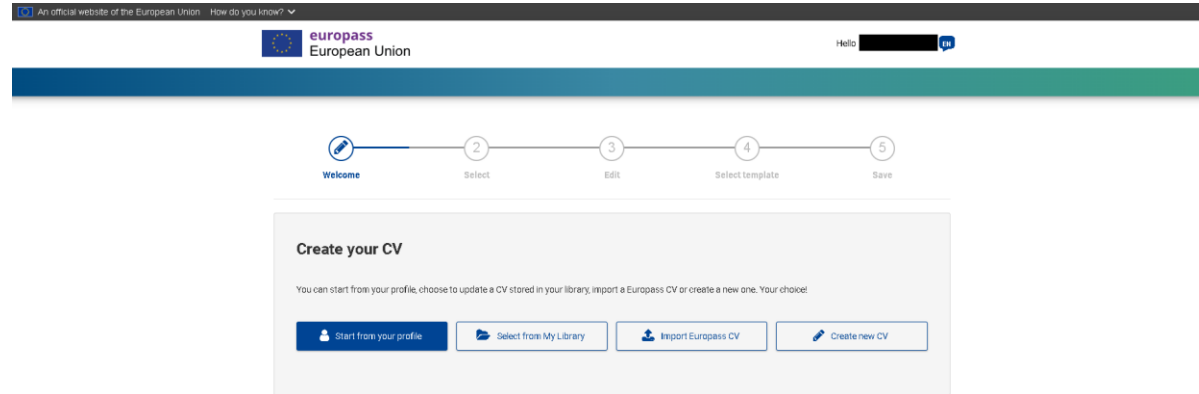
Create an account Cancel

You will be then able to start creating your Europass profile or the different tools available, such as the CV or cover letter.



For creating your Curriculum Vitae you can Register or Login if you already have your Europass profile or choose to “continue as a guest”, if you only want to create your CV. In this way you will be able to create and download the CV, but the information will not be saved in the portal.





If you decide to register or login in the platform, you will be able to **“Start from your profile”** to create the CV, but you can choose to **“Create new CV”**, **“Import Europass CV”** (if you previously created a CV through the platform).

Once you have completed your **Europass profile** with information on your education, training, work experience and skills, you can create as many CVs as you want with just a few clicks. Just select which information you want to include, pick your favourite design and Europass will do the rest. You can create, store and share CVs in 29 languages. You can download your Europass CV, store it in your Europass Library, share it with employers or other job boards.



WHAT IS A COVER LETTER?

A cover letter is a document you send with your CV (traditionally as the front cover or in the e-mail text).

You should write it **specifically for the job position** you're applying for, highlighting certain areas you think would make you right for the role.

It should include the following things:

- Your personal details (e.g. name, address, phone number, e-mail address);
- The hiring manager's name (if you have it) and the details of the organisation you are writing to;
- Where you found the vacancy;
- Why you're suitable for the job;
- Closing statements



6/9/97

Dear Sir / Madam,

I'm writing in regards to your ad
for Corporate Communications Production.
I have all of the skills that you have
requested. Therefore I know I can
contribute in many productive ways.

At Admiral Typesetting I learned
many organizational skills. I have
experience with Windows, Word, Excel,
and Pagemaker. Also I can run special
projects when requested. Please feel free
to contact me with additional questions.
I am extremely excited about the Internship
in the Public Affairs Department.

Thanks,

Daniel Weisz



HOW TO WRITE A COVER LETTER THROUGH THE EUROPASS PLATFORM

In the website you will be guided for the creation of an effective cover letter with all the relevant information divided into different sections. For each of them, you can see some suggestions.

You can fill the different parts of the letter by clicking on the pencil “Edit” and opening the different fields. Remember to click save for the changes and be sure to fill all the mandatory fields. Then click on “Next” and you will be able to select the template and colour you prefer and to download the file in pdf format or to save it in your Europass Library.



Select the language in which you want to create your cover letter

Date format *

Edit cover letter

Fill the different sections of your cover letter

First name(s) *	<input type="text" value="First name(s)"/>		Last name(s) *	<input type="text" value="Last name(s)"/>
Address line 1	<input type="text" value="e.g: Street name, P.O, Box"/>			
Address line 2	<input type="text" value="Apartment, suite, unit, building, floor, etc."/>			
Postal code	City	Country		
<input type="text" value="e.g: 0035482"/>	<input type="text" value="e.g: Paris"/>	<input type="text" value="Select"/>		
Phone number	<input type="text" value="Select"/>			
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>		
Email	<input type="text" value="Email"/>			
Instant messaging				

[X Exit](#)

[Next >](#)



Details of the person/organisation
to whom this document is
addressed.

 Edit

City, Date and Subject

 Edit

Content

 Edit

Closing

 Edit



Details of the person/organisation
to whom this document is
addressed.

 Edit

City, Date and Subject

City

e.g: Paris

Date

DD

MM

YYYY

Subject *

Ref: Vacancy notice 245/2019

This field cannot be empty

 Clear

 Cancel

 Save



Select format and save

Name of cover letter

Name *

Select format

PDF

Save your cover Letter

 Download

 Save in My Europass Library



**Any
question?**





ACTIVITY:

1. **3 WORKING GROUPS:**

APPLICANTS & RECRUITERS

2. **30 MINUTES OF GROUP WORKS:**

- Pick up a case study
- The group leader should define the profile of the candidate
- Prepare the CV and cover letter for the application

3. **DISCUSSION:**

Will the candidates be selected?



CASE STUDIES:

JOB OFFER N. 1

HOTEL RECEPTIONIST

Central 4-star hotel in Florence is looking for a receptionist for front office activities.

Tasks to be performed: welcoming guests, check-in and check-out and cash management. Previous experience in the role required, command of English, a second language appreciated.

Good attitude to interpersonal relationships and contact with the public. Flexibility to carry out shifts both in the morning and in the afternoon.

Knowledge of the Protel PMS is a preferential title.



CASE STUDIES:

JOB OFFER N. 2

DISHWASHER HELP COOK

FULL DESCRIPTION OF THE POSITION:

We are looking for a skilled, available and experienced person to carry out an accurate cleaning and preparation work in the kitchen, willing to learn and carry out their tasks independently. Possible transition to a full time. Flexibility is required on shifts which can sometimes be 4 hours in the morning or 4 hours in the evening. The hours would be 10.00 - 15.00 from Monday to Friday with a half hour break for lunch. We do not accept people with no experience in the kitchen.



CASE STUDIES:

JOB OFFER N. 3

AMAZON WAREHOUSE WORKER

FULL DESCRIPTION OF THE POSITION

The employment agency is looking for a motivated person for a full-time role as a warehouse worker.

Your application will be considered for the role of warehouseman at the center of Castलगuglielmo (Rovigo)

ROLE AND SHIFTS

Fixed-term contract

Shift: available to work day or night shifts (shift may change)



CASE STUDIES:

JOB OFFER N. 4

CLERK / OR SECRETARIAL OFFICE

FULL DESCRIPTION OF THE POSITION

We are looking for an employee to be included in our company based in Arezzo, who deals with the marketing of materials in the construction field.

The candidate may also be at the first experiences as she will be supported and trained by a staff already present.

The figure will have to deal mainly with:

- main secretarial duties such as sorting phone calls and reporting supplier requests;
- control of contract deadlines;
- invoice customers,
- basic accounting.



Travelogue

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