

European Union Resumes

Resumes Around the World

Targeting your resume to a job is always important. When you are applying for an overseas job, it is critical that you ensure your resume meets the country of application's unique requirements. For example, including your marital status on your resume is appropriate in France but not in most other western countries, including a photo with an application is appropriate in Japan but not in the USA, a resume for the USA should be one page long only, in Australia it should be 2-4 pages long.

Resumes in the European Union

The European Union

The European Union (EU) is an economic and political partnership that covers the great majority of European countries. One of its aims is to increase the employment mobility of European citizens between member states and fortunately, non-citizens can benefit too!

The 27 Member States of the European Union include Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

European Union's Europass Portfolio of documents

To simplify the process of applying for jobs within the EU countries a single process was developed. In 2004 the European Union parliament passed into law a decision on a single framework for the presentation of qualifications (as used in the International Standard Classification of Education, which you can refer to in this leaflet's resources section) and occupational competencies across the whole of European Union. This framework is called the Europass portfolio. Main aspects of the Europass are the unified presentation of qualifications, competencies and resumes. The Europass portfolio includes:

- **Europass CV** providing a standardised European CV / Resume format
- **Europass Language Passport** which details the languages and levels of fluency you possess
- **Europass Mobility Document** where you record information about work experience in other countries of the EU
- **Europass Diploma Supplement** which is for recording academic qualifications
- **Europass Certificate Supplement** which is for recording vocational qualifications

The main document within the Europass scheme is the Europass CV which "shall provide citizens with the opportunity to present in a clear and comprehensive way information on their qualifications and competences" using a standard template. So, if you are applying for a job within the EU then you too (even if you have no links to Europe) have the opportunity of using the European Union's agreed format for resumes and therefore avoiding the problems of cultural differences and resume requirements between these countries.

European Union's Europass CV

The Europass CV is the backbone of the Europass Portfolio of documents and provides an online wizard and templates to ensure consistency of headings. Although the standard template is quite detailed, it is up to you to choose which fields to fill in; however the more complete the information you include the better. You can remove any field you like, so that no blank fields appear on the completed Europass CV.

The Europass CV in online or downloaded form comes with detailed instructions on every section and guidance on which sections are optional. Categories that you can fill in include:

- Information on personal details, language proficiency, work experience and educational and training attainments,
- Additional competences held by the individual, emphasising technical, organisational, artistic and social skills,
- Optional information which might be added to the Europass CV in the form of one or more annexes.

Further information and resources

The Monash European and EU Centre The Centre's courses and units offer the opportunity to study in Europe and provide a portal to facilitate European and EU related activities across Monash University. <http://monash.edu.au/europecentre/>

Europass website The website details the EU's Europass scheme and has links and templates available to help you create your own Europass CV. <http://europass.cedefop.europa.eu/europass/home/hornav/Introduction.csp>



Comparing Australian Resumes and the Europass CV

In order to transform your Australian Graduate resume into a Europass CV here are some quick comparison points. You can use the software on the Europass CV website to build your Europass CV for you, or transfer it into their downloadable templates. Remember to delete any headings that don't apply to you on either resume.

Australian Graduate Resume

For more information see 'How to Write Your Resume' on <http://careers.monash.edu/>

European Union Europass CV

For more information see 'Instructions for using the Europass curriculum vitae' on <http://europass.cedefop.europa.eu/>

<p>Personal Details</p> <p>Name, address and contact details. Occasionally citizenship or Permanent Residency status.</p>	<p>Personal information</p> <p>Name, address, contact details. Nationality, date of birth and gender are optional but more frequently seen than on Australian resumes.</p>
<p>Summary of Skills</p> <p>Relevant skills and attributes (with examples), possibly under separate headings – both job-specific and general skills.</p>	<p>Personal skills and competences</p> <p>Skills and competences acquired in the course of life and career but not necessarily covered by formal certificates and diplomas. Use only the approved headings (languages, social, organisational, technical, computer-related, artistic and other skills and competences).</p>
<p>Education</p> <p>Tertiary and sometimes secondary qualifications with details in reverse chronological order.</p>	<p>Education and training</p> <p>Under this heading, make a separate entry for each course completed, i.e., each course leading to a qualification, starting with the most recent. Include the exact title of the qualification awarded, principal subjects or occupational skills covered, name and type of organisation providing education or training, level or international classification (look up the level in the International Standard Classification of Education, see link).</p>
<p>Employment History</p> <p>Relevant positions, summarising jobs in reverse chronological order including period of employment, organisations name and location, position held by you and key responsibilities and achievements.</p>	<p>Work experience</p> <p>Under this heading, make a separate entry for each relevant job held, starting with the most recent. Include voluntary positions, work experience and placements. Detail occupation / position held, main activities and responsibilities, name and address of employer, type of business or sector of employer.</p>
<p>Other Courses, Qualifications, Awards or Professional Development</p> <p>Any other courses or qualifications you have completed and any awards or scholarships.</p>	<p>Education and training – if certificated learning Personal skills and competences – for informal, un-certificated learning</p>
<p>Professional Association / Affiliations</p> <p>Membership of professional bodies that are relevant to your studies or industry.</p>	<p>Additional information</p> <p>State here any other information which you think relevant e.g. publications or research; membership of professional organisations, contact persons or referees [name, job title, contact address]</p>
<p>Voluntary Work and Other Activities</p> <p>Previous or current participation in community work, clubs, sport or youth groups, highlighting any particular responsibilities or achievements.</p>	<p>Work experience - if relevant to position being applied for, otherwise detail skill acquired in Personal skills and competences section.</p>
<p>Interests / Hobbies</p> <p>Include information on personal interests, particularly if they involve collective activities such as community, sporting, religious or cultural pursuits.</p>	<p>Do not include</p>
<p>Referees</p> <p>Two or three individuals that can provide a reference on your behalf. Include their name, position title, organisation and contact details.</p>	<p>Additional information</p> <p>State here any other information which you think relevant e.g. publications or research; membership of professional organisations, contact persons or referees [name, job title, contact address]</p>

General enquiries

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