

You can also find useful information on:

- European and national qualifications frameworks or systems;
- Opportunities to validate non-formal and informal learning experiences;
- Recognition practices and applicable legislation in various countries, including third countries;
- Guidance on transnational mobility, learning purposes and career management;
- Skills and qualifications that may be relevant to the specific needs of third-country nationals arriving or residing in the EU, assisting on their integration.

The Europass Initiative offers you a set of digital tools intended to:

- Facilitate your employability;
- Help record your qualifications, skills, competences, interests and experiences;
- Facilitate your academic or professional mobility across Europe.

The Europass digital platform and the web-based tools, including all its content and functionalities, is available in 30 European languages. It's secure, free and user-friendly.



Did you know that...

- The first stage of any recruitment process is always the CV analysis;
- If your CV is not appealing, you will never get to the interview stage;
- Most companies prefer to receive CVs in digital format;
- Companies spend between 3 and 5 minutes analyzing each CV;
- The information to which companies give more relevance when analyzing a CVs is "Professional Experience" and "Technical Skills";
- The CV template most requested by companies and other institutions is the Europass CV.

Europass, your free, personal tool for learning and working in Europe.

Find out more at:

<https://europa.eu/europass>



This brochure was produced by the National Europass Centres from Portugal, France, Greece and Spain.



Brochure for
Jobseekers

Europass is an Initiative supported by the European Commission to boost employability and mobility in Europe.

It's presented in a digital platform which provides you with a unique set of digital tools to help you better present, communicate and compare your skills and qualifications throughout Europe.

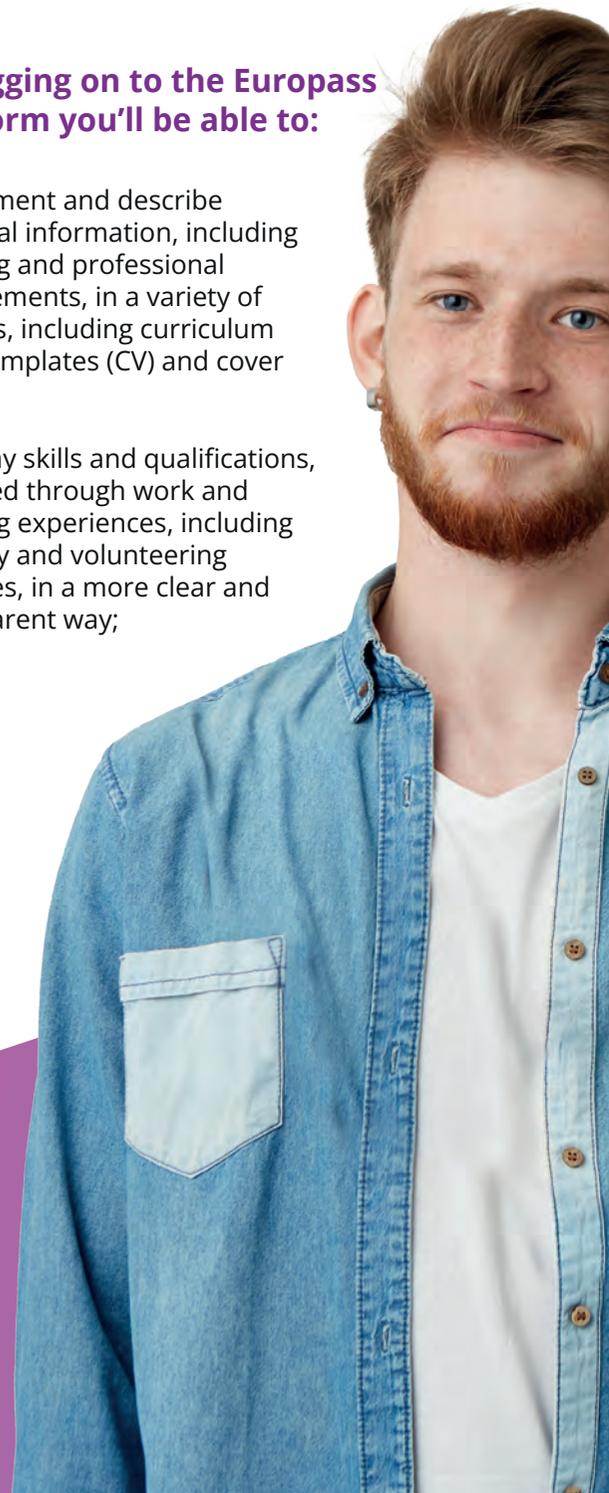
e-NIPO: 153-24-009-X

In just a few clicks, you can register and access its numerous functionalities:

- **The Profile** It is an online personal space to register your skills, qualifications and experience.
- **The CV editor** With this tool you can create multiple professional CVs in record time.
- **The Cover Letter editor** It helps you create motivational letters to go along with your CVs when preparing your applications.
- **The Library** It's a virtual space where you can store, share and organize all your personal documents. You will also have an e-wallet where all your European Digital Credentials will be automatically stored.
- **The Application Manager** This tool will help you create an application and share it through a single link.
- **The Self-assessment Digital tool** You can take this test to learn more about your digital skills and discover your level of knowledge.
- **My interests** It's a space where you can reflect and identify your interests in terms of professional career or learning path.
- **My skills** Here you will find an overview of the skills you can add to your profile.
- **Jobs and courses search** You will have access to a large database of both learning and job opportunities across Europe.
- **Job and Skill Trends tool** With this tool you can discover relevant skills of a certain occupation and find out which jobs are in high demand across the EU.

By logging on to the Europass platform you'll be able to:

- Document and describe personal information, including learning and professional achievements, in a variety of formats, including curriculum vitae templates (CV) and cover letters;
- Display skills and qualifications, achieved through work and learning experiences, including mobility and volunteering activities, in a more clear and transparent way;



- Document learning outcomes of any achieved qualification;
- Use your credentials to register on other compatible digital platforms, such as the European cooperation network of employment services (EURES);
- Reuse your profile and CV on compatible services, as well as import information from other services;
- Share information for academic or recruitment purposes, through a single link or a PDF file;
- Reflect on your experiences and skills and develop those you don't possess for career or academic planning purposes;
- Receive personalized suggestions on employment, training and learning opportunities.

The Europass platform provides you guidance support, job and training opportunities, to help you take more informed decisions about your learning path or professional career.

If you want to find thousands of jobs and courses across Europe, easily create different CVs and cover letters, reflect on your skills and interests, the Europass is the platform for you.