EUROPASS CV TEMPLATE (ADAPTED)
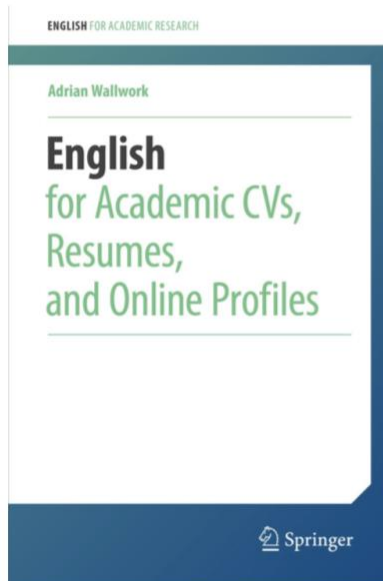
INTRODUCTION TO THIS PDF

This document contains a template for writing a CV.

It is based on the Europass template and follows the same structure. However the Europass contains a lot of redundant headings which result in a very long CV.

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ENGLISH FOR ACADEMIC RESEARCH

Adrian Wallwork

English
for Academic CVs,
Resumes,
and Online Profiles

Springer

1st ed. 2019, XVI, 200 p. 25 illus., 4 illus. in color.

Printed book

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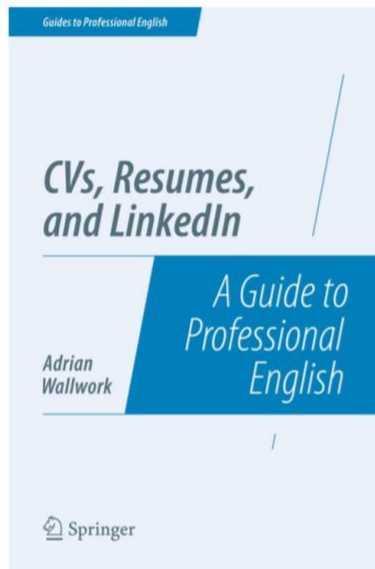
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Adrian Wallwork

English for Academic CVs, Resumes, and Online Profiles

Series: English for Academic Research

- Useful for those looking to promote themselves in the academic community
- Can be used both for self-study, as well as in an English for Academic Purposes (EAP) course
- Contains tips, do's and dont's, and discussion points that can be used by instructors

Are you a graduate, postgraduate or PhD student? Building a CV or profile can be difficult for anyone, but especially for those whose first language is not English. This book is essential for those looking to promote themselves in the academic community, and can be used both for self-study, as well as in an English for Academic Purposes (EAP) course. The book contains tips, do's and dont's, and discussion points that can be used by instructors. Based on interviews with recruiters and an analysis of hundreds of CVs from around 40 different countries, the book is structured as a series of FAQs. Topics covered include: how recruiters and HR people analyse a CV whether using a template is a good idea how to present your personal details and whether to include a photo how to write an Objective and a personal profile what to write in each section (Education, Work Experience, Skills, Personal Interests) how to highlight your language, communication and team skills how to get and write references The last chapter of the book contains a simple template to help you get the job of your dreams! Other books in this series include: English for Writing Research Papers English for Research: Usage, Style, and Grammar English for Presentations at International Conferences English for Academic Research: Grammar / Vocabulary / Writing Exercises English for Academic Correspondence English for Interacting on Campus Adrian Wallwork is the author of over 40 books aimed at helping non-native English speakers to communicate more effectively in English. He has published with SpringerNature, Oxford University Press, Cambridge University Press, Scholastic, BEP and the BBC.

Guides to Professional English

Adrian Wallwork

CVs, Resumes, and LinkedIn

A Guide to Professional English

Series: Guides to Professional English

• Enables the reader to present a confident image at interviews
• Crucial tool helps create CVs that will yield positive outcomes
• Offers a simple template to help you get the job of your dreams

Are you a graduate, postgraduate or PhD student? Are you simply looking for a new job in the private or public sector, in research or industry? If your aim is to produce a professional CV or resume, then this book is for you. Based on interviews with recruiters and HR managers, and an analysis of hundreds of CVs from around 40 different countries, the book is structured as a series of FAQs. Topics covered include: how recruiters and HR people analyse a CV whether using a template is a good idea the difference between a CV and a resume how to present your personal details and whether to include a photo how to write an Executive Summary what to write in each section (Education, Work Experience, Skills, Personal Interests) how to write dates how to highlight your language, communication and team skills how to get and write references You will also learn some hints and strategies for writing a: cover letter LinkedIn profile reference letter bio The last chapter of the book contains a simple template to help you get the job of your dreams!

CVs, Resumes, and LinkedIn
A Guide to Professional English

Adrian Wallwork

Springer

2014, XVIII, 200 p. 40 illus.

Printed book
Softcover
19,99 € | £15.00 | $19.99
[1]21,39 € (D) | 21,99 € (A) | CHF 27,03

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First Name + Second Name

first.second@email.com; cell phone number

[dd/mm/yyyy; nationality; gender]

Executive Summary

- blah
- blah
- blah
- blah

Work Experience

2026-2032   Name of company + [www.etc]

Position, role + details of work carried out highlighting technical and soft skills

2025-2026   Name of company + [www.etc]

Position, role + details of work carried out highlighting technical and soft skills

Education

2016-2022   Name of university / institute + [www.etc]

Qualification obtained + [further details, highlight technical and soft skills]

2015-2016   Name of university / institute + [www.etc]

Qualification obtained + [further details, , highlight technical and soft skills]

Insert your email address here

Skills

Languages   Language 1: mother tongue; [Other main language: fluent]; English: spoken (proficiency), listening (proficiency), written (proficiency) and reading ((proficiency); [English exams passed: name of exam, grade]

Software   software 1 [level of proficiency]; software 2 [level of proficiency); etc

Technical   technical 1 [level of proficiency]; technical 2 [level of proficiency); etc

Personal interests

Interest 1:   Blah blah blah ...

Interest 2:   Blah blah blah ...

Interest 3:   Blah blah blah ...

Publications

Publication 1

Publication 2 etc

References

Name 1: position; email address; website address

Name 2: position; email address; website address

Name 3: position; email address; website address

Insert your email address here