

Application Guidelines for ETC programmes

CV Guidelines

All applications to ETC programmes, including CVs, must be written in English.

A CV (curriculum vitae) is a written overview of work experience. It should be no more than 2 sides of A4 in length and must include:

- Personal details (e.g. name, email, phone)
- Employment history
- Education history and academic qualifications
- Other qualifications

You are not required to include a photo or recent salary information.

CVs will only be accepted in .pdf format up to 3MB in size. Note, if you have photos or images included on your CV, this will likely increase the size of your .pdf document.

Template CV

Europass has an online portal through which you can create a CV to a European standard and download in word and pdf formats.

→ [Europass CV Online Editor](#)

Portfolio Guidelines

Only include your portfolio in an application if it is relevant to the project for which you are applying.

If an application form asks for a CV, a portfolio will not be accepted as an alternative unless it meets the CV guidelines detailed above.

Five basic principles for a good CV (source: [Europass](#))

1. Concentrate on the essentials

- Employers generally spend less than one minute reading a CV before deciding to reject it.
- If applying for an advertised vacancy, always ensure that you comply with any application process entirely.
- Be brief: two A4 pages are usually more than enough, irrespective of your education or experience.
- Is your work experience limited? Describe your education and training first; highlight volunteering activities and placements or traineeships.

2. Be clear and concise

- Use short sentences. Avoid clichés. Concentrate on the relevant aspects of your training and work experience.
- Give specific examples. Quantify your achievements.
- Update your CV as your experience develops.

3. Always adapt your CV to suit the post you are applying for

- Highlight your strengths according to the needs of the employer and focus on the skills that match the job.
- Explain any breaks in your studies or career giving examples of any transferable skills you might have learned during your break.
- Before sending your CV to an employer, check again that it corresponds to the required profile.
- Do not artificially inflate your CV; if you do, you are likely to be found out at the interview

4. Pay attention to the presentation of your CV

- Present your skills and competences clearly and logically, so that your advantages stand out.
- Put the most relevant information first.
- Pay attention to spelling and punctuation.
- Retain the suggested font and layout.

5. Check your CV once you have filled it in

- Do not forget to write a cover letter.
- Correct any spelling mistakes, and ensure the layout is clear and logical.
- Have someone else re-read your CV so that you are sure the content is clear and easy to understand.