

EUROPASS CV

Step-by-step guide for creating, saving and downloading a Europass CV

For users who are not very familiar with technology

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What this guide covers

Simple instructions for entering Europass, completing the profile, adding education, work experience, skills and languages, and downloading the final PDF in two different ways.

The guide uses the main buttons as they appear in the Europass interface: My Profile, My Library, Create a CV based on this profile, Download, Save and exit.

Basic principle

The Download button is not always visible inside the simple profile page. In most cases, you find it either inside Create your CV, at the bottom right as Download, or in My Library, by opening the three-dot menu next to the saved CV.

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1. Quick route in 10 steps

For someone who wants the safest and fastest route, the process is the following:

Step	What to press	What to check / complete
1	Open Europass	Search Google for: Europass CV. Enter the official Europass page.
2	Sign in / EU Login	Enter the password and press Sign in. If the site asks about 2FA and you do not want to set it up now, press No.
3	My Profile	From the blue menu at the top, press My Profile.
4	Edit or Add new	Complete personal details, education, work experience, skills and languages.
5	Save	After each change, press Save at the bottom right of the section.
6	Create a CV based on this profile	In the upper profile card, press the blue button to create a CV.
7	Try the new CV builder (beta)	If a builder selection window appears, choose the new builder or the standard builder. The new one shows a preview on the right.
8	Create your CV	Write a file name in the Name field and check the preview on the right.
9	Download	At the bottom right, press Download. The PDF will be downloaded to the computer.
10	Save and exit	If you also want it saved inside Europass, press Save and exit.

Fast route for downloading

My Profile → Create a CV based on this profile → Try the new CV builder (beta) → Create your CV → Download

2. What to prepare before you start

Before opening the website, prepare your basic information on paper or in a Word file. This prevents you from searching for dates and names while you are filling in the online form.

Category	What to have ready
Personal details	Full name, email, mobile number, city and country of residence. Full address, date of birth and photo are optional.
Education	Degree title, school/university/provider, city, country, start and end dates, grade if you want it to appear.
Work experience	Job title, employer, start and end dates, city, country, 3-5 main duties.
Skills	Computer programs, professional skills, tools and subject knowledge.
Languages	Mother tongue and foreign languages with approximate levels A1-C2, if known.
Certificates	Degrees, seminars or certificates in PDF, only if you want to upload them. They are not required in order to create the CV.

Privacy note

Do not add tax numbers, national insurance numbers, identity card numbers or very personal information. For a normal CV, email, mobile number, city and country are usually enough.

3. Entering Europass and EU Login

Open your browser and follow these steps.

Step	What to press	What to check / complete
1	Google → Europass CV	Press the result that takes you to the official Europass page.

Step	What to press	What to check / complete
2	Create your Europass CV or Create your free Europass profile	If you start from the homepage, press the button for creating a profile or a CV.
3	EU Login	If the site asks you to sign in, enter the email and password for EU Login.
4	Sign in	After entering the password, press Sign in.
5	Multiple factors authentication	If the site asks whether you want to set up a second security step, you can press No to continue without setting it up at that moment.
6	Language selection	If the page is in a language that makes the process harder, look at the top right for the language option, such as EN, and select the language you prefer if available.

If a cookies message appears

Press Close this message or the equivalent close button to remove the yellow bar. It does not affect the CV.

4. Map of the main menus

After signing in, a blue menu usually appears. The most useful areas are the following:

Menu / button	What it does
My Profile	This is where you complete and correct your details: personal information, education, work experience, skills and languages.
Create a CV based on this profile	The main button for creating a CV from the information already saved in your profile.
My Library	The library. This is where you find saved CVs, cover letters, certificates and uploaded files.
CVs	A tab inside My Library where the saved CVs appear.
Three vertical dots	A hidden actions menu. This is where you find Download, Edit, Share and Delete.
My Skills	A separate skills area. For a simple CV, you do not need to use it separately.
Save	Saves the section you are editing.
Cancel	Cancels the editing of the section without saving.

Do not confuse these pages

My Profile is not the final PDF. It is the database of your details. The PDF is created later, when you press Create a CV based on this profile and enter the CV builder.

5. Completing the profile

In My Profile, the information appears as cards or sections. Usually there is an Edit, Add new or Update skills button. Open each section, complete the fields and press Save.

5.1 Personal details

Route

My Profile → Personal information → Edit → Save

Field	What to complete
Name / Surname	Your full name as you want it to appear in the CV.
Email	A professional email that you check often.
Phone	Mobile phone number, with the correct country code if needed.

Field	What to complete
City / Country	For example: Athens, Greece. You do not need to write a full street address.
Photo	Optional. If you use one, choose a clear and professional photo.

5.2 Education and training

Route

My Profile → Education and training → Add new → Save

Step	What to press / field	What to check / complete
1	Degree / qualification title	For example: Bachelor's Degree in ..., Master's Degree in ..., High School Diploma, Vocational Training Diploma.
2	Education / training organisation	The name of the university, school, institute or provider.
3	EQF level	If you do not know it, you can leave it blank. It is not essential for a simple CV.
4	City / Country	The city and country where the education took place.
5	From / To	Start and completion dates. If you do not remember the exact day, enter the closest date you can.
6	Ongoing	Tick this only if you are still studying there.
7	Main subject / occupational skills covered	Add 3-5 short lines about the subject and skills covered.

Example text for education

- Main knowledge of the field of study
- Practical application of relevant methods
- Use of relevant tools and techniques
- Organisation of assignments and presentation of results

Optional buttons in education

Button	When to use it
Add study details	Use this only if you want to add grade, thesis title, field of study or additional study details.
Add organisation details	Use this only if you want to add the address or website of the institution. Usually it is not necessary.
Add additional resources	Use this only if you want to attach a file or link. For a simple CV, you can ignore it.

5.3 Work experience

Route

My Profile → Work experience → Add new → Save

Step	What to press / field	What to check / complete
1	Occupation or position	The job title, for example Office Assistant, Sales Assistant, Teacher, Accounting Assistant.
2	Employer	The name of the company or organisation. If it was your own activity, write Self-employment.
3	From / To	Employment dates. If you still work there, tick Ongoing.

Step	What to press / field	What to check / complete
4	Main activities and responsibilities	Write 3-5 short lines. Start with verbs such as managed, supported, organised, coordinated, assisted.
5	City / Country	The city and country of the job.
6	Save	Press Save at the bottom right to save the work experience.

Example text for work experience

- Customer service and daily communication
- File organisation and basic administrative support
- Use of email and office applications
- Cooperation with the team to complete daily tasks

Optional buttons in work experience

Button	When to use it
Add new position under same employer	Use this if you had more than one role under the same employer.
Add employer details	Use this if you want to add employer details. Usually it is not necessary.
Add additional resources	Use this if you want to attach a link or file. For a simple CV, you can ignore it.

5.4 Skills

Route

My Profile → Personal skills → Update skills

The skills page may show many suggestions. Do not add everything. Add only the skills that are true and useful for the type of job you want.

Step	What to press	What to check / complete
1	Write your skills	Type one skill in the search field, for example Microsoft Word.
2	Add	Press Add to place it in your list.
3	Suggested skills	If a correct suggestion appears on the right, press the small +.
4	x on the skill	If you added something wrong or duplicated a skill, press x on that skill to remove it.
5	Import from My Skills	You can ignore this if you have not already created a separate skills profile.

Clean sample list of skills

Microsoft Word
 Microsoft Excel
 Microsoft PowerPoint
 Microsoft Office
 Google Drive or Google Workspace
 Email communication
 Outlook
 Customer service
 File organisation
 Communication
 Teamwork
 Time management

Avoid duplicates

If you have added Word, WORD and Microsoft Word, keep only Microsoft Word. If you have added Excel and Microsoft Excel, keep only Microsoft Excel. The CV looks cleaner when the skills list is not repetitive.

5.5 Language skills**Route**

My Profile → Language skills → Add another language

Field	What to complete
Mother tongue	For example: Greek, English, French.
Foreign language	For example: English, French, German.
Level	If you know the level, choose A1, A2, B1, B2, C1 or C2. If you are not sure, choose the closest level based on your certificates.
Hide this section	If you do not want the language section to appear at all, you can hide it.

Digital skills tests

If you see a Results of digital skills tests section and you have not taken such a test, you can press Hide this section. It is not required in order to complete the CV.

6. Creating a CV from the profile

After completing the basic profile information, you must create the final CV. This is not done from just anywhere on the page; it is done through a specific button inside My Profile.

Step	What to press	What to check / complete
1	My Profile	Go to your profile from the blue menu at the top.
2	Create a CV based on this profile	In the upper card with your name, press the blue button.
3	Discover our new CV builder	If a pop-up window appears, it will offer a builder choice.
4	Try the new CV builder (beta)	Press this if you want to see a preview of the CV on the right.
5	Create your CV	A new page opens. The form appears on the left and the preview on the right.

6.1 Settings on the Create your CV page

Field / option	What to do
Name	Write a file name, for example CV Maria Papadopoulou. This helps you identify it later in the library.
Document language	Choose English if you want the CV in English.
Format for displaying dates	Keep the default or select the date format you understand most easily.
Template	You can change the visual template. For a beginner, a simple template is usually best.
Colour style	Changes the colour of the CV. It is optional.
Text size	If the CV looks too large or too small, change the text size.
Show logo on	Choose whether the Europass logo appears. The default is usually fine.
Page number	Choose whether page numbers appear. The default is usually fine.

Preview check

Look at the right side of the screen. This is roughly how the PDF will look. If something is wrong, return to the relevant section on the left and correct it before pressing Download.

7. Downloading the PDF

The key point

The Download button is at the bottom right of the Create your CV page, next to Save and exit. It does not always appear on the My Profile page.

Step	What to press	What to check / complete
1	Download	On the Create your CV page, at the bottom right, press Download.
2	Wait a few seconds	The browser will start downloading a PDF file.
3	Downloads folder	The file is usually saved in the Downloads folder on the computer.
4	Open file	If the browser shows a downloads panel at the top right, press Open file to view it.
5	Ctrl + J	If you cannot find the file, press Ctrl + J to open the browser downloads history.

After downloading

Open the PDF and check that it looks correct. Do not send it without opening it first.

8. Finding the CV again in My Library

If you pressed Save and exit or if the CV was saved in the library, you can find it again from My Library.

Step	What to press	What to check / complete
1	My Library	Press My Library from the blue menu at the top.
2	CVs	Stay on the CVs tab. The saved CVs appear there.
3	Find the file	You will see the CV name, date and PDF type.
4	Three vertical dots	To the right of the file, press the three dots.
5	Download	From the menu that opens, press Download to download the PDF.

8.1 What the three-dot menu options mean

Option	Meaning
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Option	Meaning
Edit file information	Change file information, such as name or description.
Download	Download the PDF to your computer.
Share	Share the file using a link or another available option.
Delete	Delete the file from the library. Be careful, because it may be lost.
Edit	Open the CV for editing.

If the file says it is being scanned for viruses

A message may appear saying that the file is temporarily unavailable because it is being scanned. Wait a few minutes and refresh the page.

9. Common problems and fixes

Problem	What to do
I cannot find Download	Go to My Profile and press Create a CV based on this profile. Download appears inside Create your CV at the bottom right. Alternatively: My Library → CVs → three dots → Download.
I cannot find the file after downloading it	Open the Downloads folder or press Ctrl + J in the browser.
The page is in another language	Look at the top right for the language option, such as EN. If the whole page does not change, continue by following the button names in this guide.
Save is greyed out	A required field with a red asterisk is probably missing. Complete it and try again.
I added the wrong skill	Press the x on the skill to remove it.
I have many duplicated skills	Keep one clean version, for example Microsoft Word instead of Word/WORD/Microsoft Word.
I want to leave without changes	In the CV builder, press Exit without saving. In a profile section, press Cancel.
The CV looks too long	In the CV builder, change Text size or remove information that is not needed.
The PDF has errors	Do not correct the PDF itself. Return to My Profile or the CV builder, correct the fields, and download a new PDF.

Practical advice

Keep one PDF copy on your computer and one saved inside Europass. If you later change job, phone number or skills, update the profile and download a new PDF.

10. Final check before sending

Before sending the CV to an employer, open the PDF and check the following:

- The name, email and phone number are correct.
- The most recent education and work experience appear correctly.
- Dates are not obviously wrong.
- There are no duplicated skills such as Word, WORD and Microsoft Word all together.
- The CV is not full of unrelated information.
- The PDF opens normally and is readable.
- The file name is clear, for example CV_Maria_Papadopoulou.pdf.

Appendix: Information checklist before you start

Use the following empty tables as a draft. Fill them in before opening Europass, then copy the information into the online fields.

A. Personal details

Field	Information
Full name	
Email	
Mobile phone	
City / Country	
LinkedIn or personal link, if available	

B. Education

Field	Information
Degree / qualification title	
Organisation	
City / Country	
From	
To or Ongoing	
Main subjects / skills	

C. Work experience

Field	Information
Occupation or position	
Employer	
City / Country	
From	
To or Ongoing	
Main responsibilities	

D. Skills and languages

Category	Information
Digital skills	
Professional skills	
Mother tongue	
Foreign languages and level	
Certificates / seminars	

Final reminder

If you are creating the CV now

My Profile → Create a CV based on this profile → Try the new CV builder (beta) → Create your CV → Download

If the CV is already saved

My Library → CVs → three dots next to the CV → Download