Name:

CURRICULUM VITAE
VOCABULARY

1. Match the words in Column A with their definitions in Column B.

Column A	Column B
1. **Europass**	a) Work done as a student or intern.
2. **Responsibilities**	b) A standardized CV format used in Europe.
3. **Internship**	c) Tasks performed in a job position.
4. **Certificate**	d) A document that validates your academic achievements.
5. **Achievements**	e) Recognition for work performed.

2. Complete the sentences

Instructions: Complete the following sentences with words from the list: **certificate, curriculum vitae, interpersonal skills, supervisor, full-time job.**

1. My _____ include abilities such as teamwork, problem-solving
2. I need a _____ that certifies I have completed the digital marketing course.
3. I work 40 hours a week, so I have a _____.
4. The _____ explained the duties I needed to perform in the new role.
5. The _____ is an essential document to present my work experience to recruiters.

3. Complete the text with the words given in the box

Europass	**interperpersonal skills**	**curriculum vitae**	**certificate**

1. The _____must include your most relevant achievements and work experience.
2. The _____format is recognized across Europe and makes it easier to compare candidates.
3. It is important to have a _____that supports your skills in foreign languages.
4. _____are just as important as technical experience in many jobs.

4. Read the following statements and decide whether they are true or false.

1. **Europass** is only available in English.
2. An **internship** is a temporary job that may be part of your academic training.
3. The **curriculum vitae** is only for professionals with work experience.
4. **Skills** include both technical and social abilities.

5. Write the correct term for each definition.

1. A document used to apply for jobs in Europe.

2. Competencies related to computers and the use of technological tools.
3. The period during which a person works or performs professional activities.
4. The ability to communicate effectively with others.
5. A job that is not permanent, often temporary or part-time.
6. **Find synonyms for the following words related to the Europass CV**.

1. **Experience →** _____
2. **Skills →** _____
3. **Certificate →** _____
4. **Job position →** _____
5. **Education →** _____

7. Complete the sentences with the following options: **language skills, job interview, work experience, references, volunteer work**.

1. It is important to have _____ that demonstrate your abilities in foreign languages.
2. During the _____, you can showcase your communication skills.
3. Make sure to include your _____ in your CV to demonstrate your previous work experience.
4. If you have people supporting you, you can add _____ as recommendations.
5. _____ is an excellent way to demonstrate your commitment to the community.

8. Match the sections of the Europass CV with their correct description.

1. **Personal Information →**
2. **Work Experience →**
3. **Education and Training →**
4. **Skills and Competences →**
5. **References →**

Options:
a) Information about the studies completed, courses, and ongoing education.
b) Personal data, such as name, address, and contact information.
c) Abilities gained through work and educational experiences.
d) People who can provide a recommendation about you.
e) Previous work experience, job positions, and dates.

9. Translate the following words related to the Europass CV into English.

1. **Experiencia laboral →**
2. **Habilidades personales →**
3. **Formación académica →**
4. **Logros →**
5. **Referencia →**
6. **Trabajo a tiempo parcial →**
7. **Certificación →**
8. **Puesto de trabajo →**