

Name:

Date:

WRITING - EUROPASS CV**INSTRUCTIONS FOR THE WRITING TASK**

Write your own CV. Then, visit <https://europa.eu/europass/en> and sign up to build your own Europass Profile: You have to describe basic information about:

- | | |
|---------------------------|-----------------------------------|
| 1. Personal information | 4. Language skills |
| 2. Work experience | 5. Digital skills |
| 3. Education and training | 6. Any other relevant information |

**europass****WHAT IS A CURRICULUM VITAE?****LUCÍA LÓPEZ**

Date of birth: 01/01/1950 | Nationality: Spanish | Email address:

ednav003@educacion.navarra.es

Address: C/ Estella, 1, 31000, Estella, Spain (Home)

ABOUT ME → Under your personal information, you need to write a short paragraph about yourself. In 4 sentences, describe yourself making reference to your abilities and skills.

ABOUT ME

I am an enthusiastic and dedicated English teacher who thrives on the joy of learning and teaching. My strong communicative skills and empathetic nature make me an asset in creating a nurturing and inspiring educational experience for my students. I am currently seeking a motivational English teaching position that allows me to explore new methodologies to contribute to the students academic growth and personal development.

Here are some ideas. Use them to write sentences to introduce yourself.

I am a...

(student / carer / teacher assistant / hairdresser / cleaner / cook / shop assistant...)

I like...

(helping people / playing football / cooking / taking care of others / learning new things / working with tools / drawing / talking to people / working in a team / fixing things / cleaning / listening to music...)

I am...

(kind / patient / hardworking / funny / quiet / polite / responsible / helpful / fast / creative / calm...)

I can...

(work with my hands / listen to people / speak English / learn quickly / clean rooms / help old people / play with children / cook healthy food / use tools / follow instructions / work in a group...)

I want to...

(find a good job / help people / study more / work in a school / learn English / be a carer / be a nurse / get experience / work in a hospital / take care of people / speak better English...)

JOIN YOUR SENTENCES IN A PARAGRAPH (BASIC CONNECTORS LIKE "AND" OR "BUT" CAN HELP YOU)

LIVEWORKSHEETS

WORK EXPERIENCE → When you describe your professional experience, you can mention relevant experiences and skills developed.

WORK EXPERIENCE

01/09/2023 – CURRENT

Estella, Spain

ENGLISH TEACHER CIP ESTELLA

Teaching English in four different groups of Certificates of Higher Education (Mechatronics, Robotics, Preprimary education and Health Documentation and Management).

Main Responsibilities:

• **Language Instruction** with a focus on industry-specific vocabulary and terminology relevant to the vocational field.

• **Curriculum Development:** Design and develop a curriculum that aligns with the specific needs of the vocational program.

• **Communication Skills:** Foster effective communication skills, both oral and written, that are essential for success in the vocational field.

• **Assessment and Evaluation:** Design assessments, exams, and assignments to measure student progress and adjust teaching methods accordingly.

What can you write in WORK EXPERIENCE?

You don't need a real job. You can write about **ACTIVITIES** that show your experience and responsibility:

• Practice in your school (if you have done any)

• School projects about your future job

• Workshops or special school activities

• Summer jobs

You have to mention some tasks or responsibilities.

Complete the table below with example of tasks or responsibilities:

Care Activities	Small Jobs / Informal Work	General Skills (in any activity)
• Talking and listening to people • Playing games with children or elderly people • Helping with meals • Giving water or food to someone • Helping a person walk or move • • • •	• Helping in a shop • Delivering flyers or packages • Helping in a family business • Washing cars • • •	• Working in a team • Speaking to customers • Following instructions • Being responsible • • • •

Write some ideas of your work experience here: → Mention at least two work experiences and four tasks or responsibilities

Date: _____ Place: _____ Type of activity: (school project / care activities / workshop / volunteering)	Date: _____ Place: _____ Type of activity: (school project / care activities / workshop / volunteering)
Main tasks: • • • •	Main tasks: • • • •

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LIVEWORKSHEETS

EDUCATION AND TRAINING → In this section you need to include information about your studies and educational background.

● **EDUCATION AND TRAINING**

01/09/1990 – 30/06/1995 Madrid, Spain

TRANSLATION AND INTERPRETING Complutense University of Madrid

During my time at UPV/EHU, I developed different skills, such as:

- **Translation and interpreting skills**
- **Computer skills** to enhance efficiency and accuracy in translation work
- **Research skills**

These studies also helped me expand my knowledge in areas such as:

- **Language Proficiency**, with a strong focus on the source and target languages for translation and interpretation.
- **Grammar and Linguistics**
- **Cultural Competence** to effectively convey meaning across different cultural contexts

Website <https://www.ucm.es/>

01/09/1995 – 30/06/1996 Barcelona, Spain

MASTERS IN ENGLISH TEACHING FOR SECONDARY SCHOOL Pompeu Fabra University

Website <https://www.upf.edu/es/>

SPANISH	ENGLISH
Título de Educación Secundaria Obligatoria	
Grado Medio en _____	

Remember to include:

- the date at the top of the title
- Subjects of the Vocational Training you are taking

LANGUAGE SKILLS AND DIGITAL SKILLS

● **LANGUAGE SKILLS**

Mother tongue(s): **SPANISH**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
FRENCH	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office | Microsoft Excel | Microsoft Powerpoint | Microsoft Word

 Language Skills

1. Write your mother tongue → **Spanish / Basque**
2. Write other languages you know
3. Write your English level for every skill (A1-A2)

 Digital Skills

1. Write what you can do with a computer, tablet or phone.
2. Think about what you do in class or at home.

Ideas:

- **send emails**
- **use Google Classroom / Moodle**
- **write a document in Word**
- **make presentations in PowerPoint**
- **search for information on the Internet**
- **use maps online**

ADDITIONAL INFORMATION → In addition to the qualifications and skills, a candidate can also include some extra information about you. → **HOBBIES**

• **ADDITIONAL INFORMATION**

DRIVING LICENCE
Driving Licence: B

COMMUNICATION AND INTERPERSONAL SKILLS
Teamwork In a team-teaching project, I collaborated with colleagues from different subjects to create an integrated curriculum on climate change, demonstrating effective communication, collaboration, and adaptability in a cross-disciplinary context.

FLEXIBILITY AND ADAPTABILITY
Flexibility and adaptability
As a teacher, I demonstrated flexibility skills by adjusting lesson plans to accommodate diverse student needs, whether offering additional support for struggling learners or providing more challenging tasks for advanced students, ensuring every student had a tailored learning experience.

Communication and Social Skills	Flexibility and Adaptability	Hobbies and Interests
• I can work in a team. • I am friendly and polite. • I can speak to people. • I like helping others. • I can listen to people.	• I can work in different places. • I can do different tasks. • I can learn new things. • I can help when something changes.	• I like listening to music. • I like playing football. • I like cooking. • I like video games. • I like helping my family.

 Write some extra ideas about you here