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Title of Tool EUROPASS CV BUILDER	
Aim of the Tool	EUROPASS is under the Directorate-General for Employment, Social Affairs and Inclusion. The Europass CV builder makes it easy to create CVs & Cover Letters online. The tool foresees initially the creation of the Europass profile, which is the place to keep a record of all skills, qualifications and experiences. It requires ongoing validation so it remains up-to-date, allowing user to have constant access to all info required for tailoring a CV in line with a specific work placement requirement. It can be used to apply for a job, education or training opportunities as well as volunteering etc..
Materials necessary to use the tool (ex. Whiteboard, pen and paper, room with chairs in a circle, internet connection, computer or mobile phone etc.)	Computer and online connection (internet)
Involvement of other people (for example teacher, company tutor, parents etc.)	The tool can be used by the trainee autonomously but also by the trainer / consultant and the trainees' group during training or group session.
Link for the tool (online link for example)	Users can create, store and share CVs in 31 languages. https://europass.europa.eu/en
Indication on how to use the tool	The Europass CV is one of the best-known CV formats in Europe. It is easy-to-use and familiar to employers and education institutions. The user first has to create their Europass profile with information on their education, training, work experience and skills. They can then create as many CVs as they wish with just a few clicks in various formats. They can also download Europass CV, store it in Europass Library, share it with employers, with EURES or other job boards.

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