europecv: an unofficial class for European curricula

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Abstract

As of 11 March 2002 the European Commission has defined a common format for curricula vitæ. This class is an uno cial LATEX implementation of that format. Although primarily intended for users in the European Union, the class can be used for any kind of curriculum vitæ.

To simplify the package distribution and its improvements, a GitHub repository has been opened. Such repository is available at the link https://github.com/gsilano/EuropeCV. Please, feel free to open an issue if you find mistakes or errors. At the same time, you can collaborate as a developer making the LaTeX packages even better. In this case, your name will be added to the contributors list (at the end of the manual).

1 Overview

This class is an uno cial LaTeX implementation of the standard model for curricula vitæ (the *Europass CV*) as recommended by the European Commission. The Europass CV replaces the European CV, launched in 2002.

The Europass CV defines both the content and the layout of a curriculum vitæ. The europecv class provides support for the latter, and for the former as far as personal information and spoken languages are concerned. If you want to know how the content of a Europass CV must be structured you must read the documentation provided by the Europass website.²

This class tries to be as close as possible to the standard model without sacrificing flexibility. Although it is primarily intended for users of the European Union, the class can be used for any kind of curriculum vitæ (possibly with the options notitle, nobranding and nologo, see below), or even for other kinds of documents: for example, this documentation file has been typeset using the europecv class. The source files are included in the package.

A minimal (empty) curriculum vitæ, quite similar to the o cial one, can be obtained with the following code:

\documentclass[helvetica,narrow] {europecv}
\usepackage{graphicx} % Required to draw the logo
\usepackagein{document}
\usepackagein{europecv}
\und{europecv}
\und{document}

¹http://europa.eu.int/scadplus/leg/en/cha/c11057.htm.

²http://europass.cedefop.eu.int/htm/index.htm.

This produces the following output, having only the *title* ("Europass Curriculum Vitæ"), and the Europass logo:³



The main di erences with respect to the o cial model are the use of Helvetica (which should be in any standard LATEX distribution) instead of Arial, and the use of a vector image instead of a low-resolution bitmap.

2 A curriculum through class options

The following options can be used with the \documentclass command, e.g.

\documentclass[latin1,helvetica,narrow,italian,logo,notitle,nobranding,totpages]{europecv}

Input encoding

Important!

The default input encoding for the europecv class is UTF-8. If you have a Unicode capable text editor, you should be able to directly type text with accents, diacritics and so on (i.e., no need to use LATEX commands for special characters). In order for this to work, you must ensure that your document is saved using the UTF-8 text encoding. As an alternative, you may specify a di erent input encoding for your document (see options below). Please note that the ucs and inputenc packages are needed no matter which encoding you use (see Section Dependencies).

utf8 Other options Chooses UTF-8 input encoding. This is the default.

The other available input encodings are: ansinew, applemac, ascii, cp850, cp852, cp858, cp437, cp437de, cp865, cp866, cp1250, cp1251, cp1252, cp1257, decmulti, koi8-r, koi8-ru, koi8-u, latin1, latin2, latin3, latin4, latin5, latin9, latin10, maccyr, macukr, next.

Notes

Any of the above options causes the inputenc package to be loaded with the specified encoding, ⁴ so that you do not have to load that package in your document.

Font options

helvetica arial

Uses Helvetica as the default font.

Uses Arial as the default font. In order for this option to take e ect, the font must have been installed and must be accessible through LATEX.

How to install fonts in LATEX goes beyond the scope of this document: read *The Font Installation Guide* you can find on CTAN. The europecv class expects the font filenames to use m for the supplier (Monotype) and a1 for the typeface (Arial). For more information, please refer to the *Fontname* guide you can find on CTAN.

narrow

Uses a condensed version of the font. This option must be used with either helvetica or arial.

Notes

If no font option is specified, europecv will use the current font.

³It also produces a footer with the page number, not shown here.

⁴utf8 loads inputenc with the option utf8x.

Language options

Important!

The following options are not related to babel. See the Notes at the end of this list.

bulgarian

Chooses Bulgarian language (translation not yet completed). should load the fontenc package with T2A option, or equivalent encoding (\usepackage[T2A]{fontenc} in the preamble of your document). See the examples folder for an example. Of course, you must also have Cyrillic fonts.

Chooses Catalan language (translation not yet completed). catalan

Chooses Czech language (translation not yet completed). czech

Chooses Danish language (translation not yet completed). danish

dutch Chooses Dutch language.

Chooses English language. This is the default. english

estonian Chooses Estonian language.

french Chooses French language.

finnish Chooses Finnish language.

galician Chooses Galician language.

Chooses German language. german

Chooses the Greek language. The babel package must be included in greek your document with at least the Greek and English language options

(put \usepackage[greek,english] {babel} in the preamble of your document.) See the examples folder for a minimal example. Of course, you

must also have Greek fonts.

Chooses Hungarian language (translation not yet completed). hungarian

Chooses Icelandic language (translation not yet completed). icelandic

Note that this option does not work with the OT1 font encoding. the fontenc package to select an alternate font encoding, such as T1

(\usepackage[T1]{fontenc} in the preamble of your document).

italian Chooses Italian language.

latvian Chooses Latvian language.

lithuanian Chooses Lithuanian language (translation not yet completed).

> that this option does not work with the OT1 font encoding. the fontenc package to select an alternate font encoding, such as T1

(\usepackage[T1]{fontenc} in the preamble of your document).

You should use the T4 font en-Chooses Maltese language. maltese

\usepackage[T4]{fontenc} font encoding \usepackage[T4]{fontenc} in the preamble of your document), or include the maltese package and use the commands \mh, \mH and so

on, for mh, mH etc... See the examples.

norwegian Chooses Norwegian language.

Chooses Polish language. Note that this option does not work with polish

> the OT1 font encoding. Use the fontenc package to select an alternate font encoding, such as T1 (\usepackage[T1]{fontenc} in the preamble

of your document).

Chooses Portuguese language. portuguese

Chooses Romanian language. romanian

Chooses Serbian language. serbian

slovak Chooses Slovak language.

Chooses Slovenian language. slovenian

Chooses Spanish language. spanish

swedish

Chooses Swedish language (translation not yet completed).

Notes

The choice of the language only a ects the appearance of the title ("Europass Curriculum Vitæ"), the personal information section, the spoken language table and the footer with the page number. In some cases, it may a ects the used alphabet (e.g. in Bulgarian).

If you want to use the hyphenation patterns for the language(s) of your choice, you must include the babel package in your document. The use of babel is mandatory for Greek (see the Greek language option above). If you need a di erent language, you must create a new .def file, and add the corresponding \DeclareOption in the class file.

About unfinished translations

The localizations marked as "not yet completed" lack the translation of the following:

- "Basic user"
- "Intermediate user"
- "Proficient user"

The above phrases are used by the "predefined level description" commands (p. 9), which can be replaced by \ecvCEF.

Flag options

noflag Draws no flag after the title. This is the default.

flagWB Draws the following: ______ after the title.

flagBW Draws the following: after the title.

flagCMYK Draws the following: after the title.

flagBlueCMYK Draws the following: after the title.

Notes The graphicx package must be included in your document for the flag to be drawn. The o cial model of the Europass CV does not use any flag.

Logo options

logo

Notes

Draws the Europass logo: europass at the beginning of the Europass CV.

This is the default.

nologo Does not draw the Europass logo.

The graphicx package must be included in your document for the Europass logo to be drawn.

Title option

Omits the title ("Europass Curriculum Vitæ") at the beginning of the curriculum vitæ.

nobranding Turns o the "Europass" branding text.

Notes

Users outside the European Community who might want to use the europecv class may specify notitle, nobranding and nologo among the

class options.

Page numbering

totpages

Prints the total number of pages on each page.

Notes

This option requires the totpages package. The way the page numbering looks like can be changed by the command \ecvpage (see Footer and Footnotes section).

Spoken language table

booktabs

Loads the booktabs package.

Notes

This option a ects the appearance of the spoken language table (see p. 10).

3 A curriculum through commands

Personal information

\ecvdate{date}

Sets CV update date to $\it date$. To enter the current date use the $\t oday$ command.

\ecvname{name, surname}
\ecvfootername{name}

Sets your name to *name*, and your surname to *surname*.

Sets your name as it appears in the footer. By default, the name in the footer is the same as the one specified with \ecvname. Use \ecvfootername is you want it to be di erent (for example, if you want to exchange the order of first name and last name).

\ecvfirstname{name}

Deprecated. Use \ecvname and \ecvfootername instead.

Deprecated. Use \ecvname and \ecvfootername instead.

\ecvlastname{name}

Sets the addressr to *address* and, optionally, the mobile and the o ce addresses to *mobile* and to *o ce*, respectively.

\ecvaddress[mobile][o ce] {address}

Sets the fax number to fax. If you do not have any fax number, you can leave it empty.

Sets the telephone number to tel and, optionally, the mobile and the oce

\ecvtelephone[mobile][o ce]

numbers to *mobile* and to *o ce*, respectively. Sets the email to *email*.

{te/}
\ecvemail{emai/}

Sets the professional email to professional.

\ecvprofessional{professional}

\ecvfax{fax}

Sets the PEC email to pec.

\ecvpec{pec}

Sets the Home page to *URL*.

\ecvhomepage{\url{URL}}

Sets the Skype account to *skype*.

\ecvskype{skype} \ecvyoutube{youtubeChanne/}

Sets the YouTube Channel link to youtubeChannel.

\ecvnationality{nationality}

Sets the nationality to *nationality*.

\ecvdateofbirth{birth}

Sets the date of birth to birth.

\ecvgender{gender}

Sets the gender to *gender*.

\ecvpicture{picture}

Sets the personal picture to be the file *picture*.

\ecvbeforepicture{text}

text will be included just before inserting the picture when typesetting the personal information.

 $\verb|\ecvafterpicture| \{ \textit{text} \}|$

text will be included just after inserting the picture when typesetting the personal information.

\ecvspace{space}

This command can be used *only* inside \ecvbeforepicture or \ecvafterpicture to vertically shift the picture or the text after the picture (see the example below).

\ecvpersonalinfo[vspace]

Typesets personal information.

Notes

\ecvpersonalinfo must appear only inside a europecv environment. Personal information definition commands can appear anywhere before the europecv environment, either in the preamble or in the document. Note that the \ecvpicture command does not draw anything: your picture is inserted when \ecvpersonalinfo occurs. The picture position can be controlled with \ecvbeforepicture: for example, \ecvbeforepicture{\raggedright} draws the picture on the left, and \ecvbeforepicture{\centering} centers the picture.

The \ecvpersonalinfo command has an optional argument that tells how much vertical space to leave after the personal information block.

For example, consider the following document:

```
\documentclass[helvetica,notitle,nobranding,nologo]{europecv}
\usepackage{graphicx}
% Define personal data
\ecvname{Alan, Touring}
\ecvfootername{}
\ecvaddress[Wilmslow 1, Cheshire, England][Wilmslow 2, Cheshire, England]{Wilmslow 3,
Cheshire, England}
\ecvtelephone[1234][5678]{4321}
\ecvfax{0055884321}
\ecvemail{\href{mailto:alan.touring@alan.turing}{alan.touring@alan.turing}}
\ecvprofessional{\href{mailto:alan.touring@alan.touring.work}{alan.touring@alan.touring.work}}
\ecvpec{\href{mailto:alan.touring@pec.it}{alan.touring@pec.it}}
\ecvhomepage{\url{www.homepage.com}}
\ecvskype{alan-touring}
\ecvyoutube{\url{www.youtube.com/AlanTouringChannel}}
\ecvnationality{English}
\ecvdateofbirth{June 23 1927}
\ecvgender{Male}
\ecvbeforepicture{\raggedright}
\ecvpicture[height=3cm]{examples/at}
\ecvdate{\today}
\begin{document}
\begin{europecv}
\ecvpersonalinfo
\end{europecv}
\end{document}
```

The above will produce the following output:

Updated December 30, 2019



Personal information

First name/ Surname Alan, Touring

Address Wilmslow 3, Cheshire, England Wilmslow 1, Cheshire, England Address Wilmslow 2, Cheshire, England

Telephone 4321 Mobile: 1234 Office: 5678

Fax 0055884321

Personal Email alan.touring@alan.turing

Professional Email alan.touring@alan.touring.work

PEC alan.touring@pec.it

Home page www.homepage.com

Skype alan-touring

YouTube www.youtube.com/AlanTouringChannel

Nationality English

Date of birth June 23 1927

Gender Male

If you do not want to use so much space, you may add some negative space with \ecvspace in order to raise the personal information block. In this case, the picture should be put at the rightmost position. The following is an example that shows how to put your personal picture on the side of the personal information block:

\ecvaddress[Wilmslow 1, Cheshire, England][Wilmslow 2, Cheshire, England]{Wilmslow 3,

\documentclass[helvetica,notitle,nobranding,nologo]{europecv}
\usepackage{graphicx}

Cheshire, England}
\ecvtelephone[1234][5678]{4321}
\ecvfax{0055884321}

\ecvemail{\href{mailto:alan.touring@alan.turing}{alan.touring@alan.turing}}

\ecvprofessional{\href{mailto:alan.touring@alan.touring.work}{alan.touring@alan.touring.work}}

\ecvpec{\href{mailto:alan.touring@pec.it}{alan.touring@pec.it}}

\ecvhomepage{\url{www.homepage.com}}

\ecvskype{alan-touring}

\ecvname{Alan, Touring}

\ecvfootername{}

\ecvyoutube{\url{www.youtube.com/AlanTouringChannel}}

\ecvnationality{English}

\ecvdateofbirth{June 23 1927}

\ecvgender{Male}

\ecvbeforepicture{\raggedleft}

\ecvpicture[height=3cm]{examples/at}

\ecvafterpicture{\ecvspace{-3.5cm}}

\ecvdate{\today}

\begin{document}
\begin{europecv}
\ecvpersonalinfo
\end{europecv}
\end{document}

The output of the above code looks like this:

Updated December 30, 2019

Personal information

First name/ Surname

Address

Address

Address

Telephone

Fax

Personal Email

Professional Email

PEC

Home page

Skype

YouTube

Nationality

Date of birth

Gender

Alan, Touring

Wilmslow 3, Cheshire, England Wilmslow 1, Cheshire, England

Wilmslow 2, Cheshire, England

4321 Mobile: 1234 Office: 5678

0055884321

alan.touring@alan.turing

alan.touring@alan.touring.work

alan.touring@pec.it

www.homepage.com

alan-touring

www.youtube.com/AlanTouringChannel

English

June 23 1927

r Male



Note that if your personal data (e.g., your address) is long enough, then some text may overlap your picture. A (not so good) solution to solve the problem consists in breaking the o ending line(s) with \\& (backslash-backslash-ampersand).

Sectioning commands

\section[vspace]{title}

\ecvsection[vspace]{title}

\ecvitem[vspace]{left}{right}

\ecvitem*[vspace]{left}{right}

Starts a new section. For example, the current section has been started with \section{Sectioning commands}.

Deprecated. It is still available for backward compatibility. Starts a new section. For example, the current section has been started with \ecvsection{Sectioning commands}. Use the command \pdfbookmark{Name of the section}{Name of the section} if you want add the section into the table of contents.

Puts *left* text on the left of the vertical rule and *right* text on the right of the vertical rule.

Deprecated. The same as above, but produces a small bullet before *left* text, as in the next item.

Notes

Sectioning commands must be used inside the <code>europecv</code> environment, and text within the environment should be typeset only inside a sectioning command. All of them have an optional argument that specifies how much vertical space to leave <code>after</code> that command. For instance, the previous item has been specified by

\ecvitem[15pt]{...}{...}

Spoken languages

\ecvmothertongue[*vspace*] { *language*}

\ecvlanguageheader{symbol}

\ecvlanguagefooter[vspace] {symbol}

\ecvlanguage[*vspace*]{*11*}{*12*} {*13*}{*14*}{*15*} Typesets the mother tongue.

Typesets the header of the language table. The argument is a symbol used as a footnote symbol referring to the language table footer (see below). Prints the line *Common European Framework of Reference (CEF) level.*

If present, this command should go after all language descriptions. The symbol should coincide with the argument of \c

Typesets a row of the language table describing a language. The arguments *I1* to *I5* correspond to the entries in the header, and they should give brief descriptions related to the following abilities:

l1: understanding (listening);

l2: understanding (reading);

13: speaking (spoken interaction);

14: speaking (spoken production);

15: writing.

The content should follow the guidelines of the Common European Framework of Reference for Languages. See Appendix Language self-assessment for reference. Predefined entries are defined below.

\ecvlastlanguage[*vspace*]{*11*} {*12*}{*13*}{*14*}{*15*} If you have specified the booktabs class option, you should use \ecvlastlanguage to typeset the last language description. If you do not use the booktabs class option, this is the same as \ecvlanguage.

Notes

The above commands (apart from \ecvlanguageheader) have an optional argument *vspace* that specifies how much vertical space to leave after the command.

\ecvCEF{level}{descr}

Typesets an entry of the table, where *level* is the self-assessed level code and *descr* is a short description. See Appendix Language self-assessment for reference.

\ecvAOne
\ecvAOne
\ecvATwo
\ecvBOne
\ecvBOne
\ecvBTwo
\ecvCOne
\ecvCOne
\ecvCOne
\ecvCTwo
\ecvCTwo
\ecvCOne

As an example, the following code inside the europecv environment:

\ecvmothertongue[10pt]{English}
\ecvlanguageheader{(*)}

\ecvlastlanguage{German}{\ecvATwo}{\ecvATwo}{\ecvATwo}{\ecvATwo}{\ecvATwo}}

will produce something similar to the following:

Mother tongue

English

Self-assessment European level^(*)

French German

Understanding			Spea	Writing	
Listening Read		Reading	Spoken interaction	Spoken production	
C1	Proficient user	C2 Proficient user	B2 Independent user	C1 Proficient user	C2 Proficient user
A2	Basic user	A2 Basic user	A2 Basic user	A2 Basic user	A2 Basic user

^(*) Common European Framework of Reference (CEF) level

If you have specified the booktabs class option, the spoken language table will look like this:

Mother tongue

English

Self-assessment European level^(*)

French German

Understanding			Speaking			Writing			
I	Listening		Reading	i	Spoken nteraction		Spoken roduction		
C1	Proficient user	C2	Proficient user	B2	Independent user	C1	Proficient user	C2	Proficient user
A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user

^(*) Common European Framework of Reference (CEF) level

Note that you should use tight page margins to make the table fit comfortably.

Footer and Footnotes

\ecvfootnote{note}

Puts a note in the footer of every page of the curriculum vitæ.⁵ The note spans the right column width and it is justified. This command should appear in the preamble of your document.

\ecvpage{def}

Redefines the way the page numbering looks like. The default is to print the word "Page" (in the language of your choice) followed by the page number. You can change this: for example, \ecvpage{\thepage} can be used to suppress the word "Page".

Notes

The footer is typeset using the fancyhdr package. So, you can use fancyhdr commands to customize the footer (and the header too, of course). For example, if you want plain page numbers, you can use \pagestyle{plain} at the beginning of your document (as it has been done for this document, whose source code is included in the package).

If you want to use your own left, center, and right footer, you can put the relevant commands after \begin{document}. For example:

% [...]

\begin{document}

\fancyfoot{} % Clears the footer

\fancyfoot[L]{My left footer}

\fancyfoot[C]{My center footer}

\fancyfoot[R]{My right footer}

Some parameters can be set by using the following commands.

⁵Standard footnotes can also be used inside the europecv environment.

Fine Tuning				
\ecvWithHorRule	Draws a horizontal rule at the beginning of the Europass CV, which spans the first column. This is the default.			
\ecvNoHorRule	Does not draw the horizontal rule at the beginning of the Europass CV. This part was typeset with \ecvNoHorRule.			
\ecvRuleWidth{ <i>width</i> }	Sets the thickness of the rules. The default is 0.4pt. This part has been typeset with \ecvRuleWidth{2pt}. The vertical rule can be omitted by setting this parameter to 0pt.			
\ecvExtraRowHeight{ <i>height</i> }	Puts extra space between <i>all</i> subsequent items in the europecv environment (including rows of the spoken language table). The default is Opt. This part has been typeset with \ecvExtraRowHeight{10pt}.			
\ecvColSep{ <i>width</i> }	Sets the space between the vertical rule and the surrounding text. The default is 12pt. This part has been typeset with \ecvColSep{20pt}.			
\ecvFlagWidth{ <i>width</i> }	Sets the size of the flag. The default is 10mm.			
\ecvLogoWidth{width}	Sets the size of the Europass logo. The default is 23mm.			
\ecvLogoOffset{0 set}	Adjusts the vertical position of the Europass logo. The default is 1cm.			
<i>wid</i>	Sets the text width in the left column to width. The right column fills the page. The default is 5cm. This part has been typeset with \ecvLeftColumnWidth{6cm}.			
\ecvTitleK	Changes the kerning of the title. The default value is 0.5pt.			
No	To change global sizing parameters, such as the page size, the margins and so on, use the geometry package. You may draw horizontal lines with \hline or \cline. The lines above have been obtained by:			
	<pre>\hline\ecvitem[Opt]{Notes}{}\cline{2-2} {}</pre>			

I

4 Bibliographies

The main weakness of this class is related to bibliographies. If you insert a bibliography inside the europecv environment with a command like:

\section{Additional Information}
\ecvitem{}{\bibliographystyle{plain}
\nocite{*}
\bibliography{mypublications}}

the bibliography will flow out if it does not fit in the current page. The reason is that the europecv environment is a longtable, each \ecvitem corresponds to a row of the table, and a row cannot be split across pages. Therefore, you can safely put a bibliography using the \bibliography command only outside the europecv environment. Which may be or may not be what you want.

Another possibility is to use the bibentry package, and put each \bibentry command inside an \ecvitem command:

```
\ecvitem{}{\textsc{Publications}}
\ecvitem{}{\bibentry{pub1}}
[...]
\ecvitem{}{\bibentry{pubN}}
```

The drawback of this solution is that you have to use a \bibentry command for each bibliography item you want to appear. If you have written many publications, this can be a pain in the neck. Unfortunately, the only solution I know is to write a script to perform the task automatically.

Finally, you can add references to your publications using the commands (and also defining new ones following the same rules) \conferencePublications [Name of the label] and \refconferencePublications [Name of the label]. Below the code that you have to insert in the preamble.

```
\makeatletter
\let\oldhypertarget\hypertarget
\renewcommand{\hypertarget}[2]{%
\oldhypertarget{#1}{#2}%
\protected@write\@mainaux{}{%
\string\expandafter\string\gdef
\string\csname\string\detokenize{#1}\string\endcsname{#2}%
}%
}
\newcommand{\myhyperlink}[1]{%
\hyperlink{#1}{\csname #1\endcsname}%
\makeatother
% The counters. They have to be defined for each publication (journal papers, books, and so on).
\newcounter{ConferencePapers} %For the conference papers
\setcounter{ConferencePapers}{0}
\newcounter{JournalPapers} %For the journal papers
\setcounter{JournalPapers}{0}
% These commands have to be ridefined for each publication type (journal, paper, etc.)
\newcommand{\conferencePublications}[1][]{
\stepcounter{ConferencePapers}
\hypertarget{#1}{[C\theConferencePapers]} %C is the indexing of your conference papers
}
\newcommand{\juournalPublications}[1][]{
\stepcounter{ConferencePapers}
\hypertarget{#1}{[J\theJuournalPapers]} %J is the indexing of your jounal papers
\newcommand{\refconferencesPublications}[1][]{
\myhyperlink{#1}
\newcommand{\refjournalPublications}[1][]{
\myhyperlink{#1}
}
```

In such a way, you can refer your publications into the text as reported below and in the "cv_template_academic_en".

Research activities

Stability of piecewise-linear systems

Something related to the picewise-linear systems [C1], [C2] ad [C3].

Publications	
	Refereed conference proceedings
[C1]	Details related to the conference paper
[C2]	Details related to the conference paper
[C3]	Details related to the conference paper

5 Dependencies

The europecv class is built upon the article class, so you can use all standard article options, such as 12pt, draft, a4paper, and so on. It requires the array, longtable, fancyhdr, ucs and inputenc packages, which should be available by default on any decent LATEX distribution.

6 O cial Europass CV and europecv: the di erences

Unless you want to install Arial (Narrow), you will probably typeset your curriculum vitæ in (condensed) Helvetica typeface if you want to adhere to the standard model.⁶ Di erences, however, are quite small:

Helvetica:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 a b c d e f g h i j k l m n o p q r s t u v w x y z ! ? \$ % & / () # *

Arial:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 a b c d e f g h i j k l m n o p q r s t u v w x y z ! ? \$ % & / () # *

Condensed Helvetica:

ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789 abcdefghijkImnopqrstuvwxyz!?\$%&/()#*

Arial Narrow:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 a b c d e f g h i j k l m n o p q r s t u v w x y z ! ? \$ % & / () # *

The europecv class uses standard LATEX relative font sizes, so there are a few mismatches with respect to the o cial template. The vertical rule has a di erent width with respect to the o cial one(s), but this can easily be changed with \ecvRuleWidth. The mobile phone number is placed in an unusual position in the o cial model: almost flushed right, but not quite. I have decided to put it a \qquad from the telephone number, and I have added a colon. Finally, I have decided to put a comma between the last name and the first name in the personal information block, because I think it helps distinguishing between them in some cases.

7 Acknowledgments

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8 Disclaimer

I was not involved in any way in the development of the Europass CV, as I was not involved in the definition of the previous European CV. So, if you don't like it (I don't), don't complain to me, but write to the European Commission and teach them about good style and typography. And, maybe, about TFX.

I am not a TEXpert or a typographer, so I may have introduced typographical mistakes myself, and the class may contain bugs. Please let me know of anything wrong, but use at your own risk.

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10 Language self-assessment

The following is a short description of the dierent levels of language assessment as defined by the *Common European Framework of Reference for Languages*. See http://www.coe.int/T/E/Cultural_Co-operation/education/Languages/Language_Policy/Common_Framework_of_Reference/ for more details.

Understanding

Listening

- **A1:** I can understand familiar words and very basic phrases concerning myself, my family and immediate surroundings when people speak slowly and clearly.
- **A2:** I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main points in short, clear, simple messages and announcements.
- **B1:** I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main points of many radio or TV programmes on current a airs or topics of personal or professional interest when the delivery is relatively slow and clear.
- **B2:** I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current a airs programmes. I can understand the majority of films in standard dialect.
- C1: I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much e ort.
- C2: I have no di culty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.

Reading

- **A1:** I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.
- **A2:** I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.

- **B1:** I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.
- **B2:** I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.
- C1: I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.
- **C2:** I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.

Speaking

Spoken interaction

- **A1:** I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.
- **A2:** I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.
- **B1:** I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).
- **B2:** I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.
- C1: I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and e ectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.
- C2: I can take part e ortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the disculty so smoothly that other people are hardly aware of it.

Spoken production

- A1: I can use simple phrases and sentences to describe where I live and people I know.
- **A2:** I can use a series of phrases and sentences to describe, in simple terms, my family and other people, living conditions, my educational background and my present or most recent job.
- **B1:** I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.
- **B2:** I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
- C1: I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding o with an appropriate conclusion.
- **C2:** I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an e ective logical structure which helps the recipient to notice and remember significant points.

Writing

- **A1:** I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.
- **A2:** I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.
- **B1:** I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.
- **B2:** I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.
- C1: I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.
- C2: I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an e ective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.