# Upute za izradu Europass životopisa

#### **Poveznica**

#### Kada otvorite poveznicu odaberite opciju Izradite životopis.

veirat čete novi profil Europass. Moći čel	a navesti osnovne informacije o sebi, svojim vještinama, kvalifi	kacijama i iskustvu
ami odručujete so čete ispuniti – mozet reirajte protil koji vas najbolje opisuje – 1	Kreiraj svoj Europass ×	radnom tskustvu
egistracijom pristajete na to da Europás	Za pohranu informacija i korištenje svih alata koje Europass pudi morate se registrirati	n izjavom o zašilili osobnih podutuka
<ul> <li>Počnite sa živolopisom Europias</li> </ul>	Europass je vaš besplatan set online alata i informacija koji vam pomažu u upravljanju svim fazama učenja i karijere.	<ul> <li>Kreszaj inoj profil</li> </ul>
	Registracija	
	Jeste li se već registrirali? Prijavite se ovdje	
	Možete izraditi svoj životopis putem poveznice u nastavku.	
	izranile žiustopis	

Zatim Create new CV. Nemojte zaboraviti da životopis trebate napisati na engleskom jeziku.



## Unesite podatke o sebi.

Date of birth	Gender
1 ~ 1 ~ 2010 ~	Female ~
Nationality <b>3</b>	
Croatian 🗸	
4dd	
Contact	
Email address	
email@adresa.com	
O Add	
Phone number	
Mobile ~ 285	√ 123456785
bba 🗗	

Nakon što upišete adresu, odaberite opciju Save.

Address		
Туре 🕄		
Home ~		
Address line 1		
Ulica i kućni broj		
Address line 2		
Apartment, suite, unit, bu	uilding, floor, etc.	
Postal code	City	Country
35000	Slavonski Brod	Croatia V
🔂 Add		
		Cancel
		Save

Dobit ćete pregled onoga što ste upisali i mogućnost da odaberete novi dio životopisa. Kliknite na + Add new section i odaberite ono što sljedeće želite ispuniti.

		/ East
	Ukratiko nešto o sebi	
/ East	Personal information	
	Date of birth: 01/01/2010	
	Nationality: Croatian	
	Contact details	
	S mulgatencon	
	© +385 123456789	
	Address	
	Ulica i Ručni broj 25000 Stavonski Brod, Croatta	

Ne morate odabrati sve dijelove, obavezno je da ispunite:

Education and training (osnovna škola koju ste završili, te razred i smjer kojega trenutno pohađate)

Language skills (odaberite razinu poznavanja engleskog jezika prema zadanom opisu, uz engleski može i neki drugi jezik, ako ga govorite)

Digital skills (digitalne vještine koje ste savladali)

Communication and interpersonal skills (nešto o svojim komunikacijskim vještinama, prilikom kojih aktivnosti ste ih uspjeli steći, usavršiti)

Volunteering (ako ste sudjelovali u volonterskim aktivnostima, napisati u kojima, gdje, što ste tamo radili, naučili, opisati iskustva)

- ostale opcije po želji, tj. prema tome koliko su primjenjive

	Select	
•	Work experience	
ine	Education and training	
BE 10	Language skills	
-	Digital skills	
	Communication and interpersonal skills	
	Conferences and seminars	
-	Creative works	
	Driving Licence	
	Hobbies and interests	
	Honours and awards	
	Management and leadership skills	
	Networks and memberships	
	Organisational skills	
y .	Projects	
	Publications	
87	Recommendations	
	Social and political activities	
83	Volunteering	
	Other	
	Select	~
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	Address	

### Nakon svakog ispunjenog dijela, odaberite opciju Save i onda + Add new selection.

fother tongue		Delete
Croatian		
• Add another mother tongue		
Other language 0		🗊 Delete
English		
Understanding		
Listening	Reading	
B1 - Independent User 🛛 😪	B1 - Independent User 😪	
A2 - Basic User - I can understand phrase vocabulary related to areas of most immed basic personal and family information, sho catch the main point in short, clear, simple B1 - Independent User - I can understand speech on familiar matters regularly encour can understand the main point of many ra affairs or topics of personal or professional relatively slow and clear.	s and the highest frequency liate personal relevance (e.g. very pping, local area, employment), I can messages and announcements. I the main points of clear standard intered in work, school, lessure, etc. I dio or TV programmes on current ( interest when the delivery is	
B1 - Independent User V		

Kada ispunite sve što ste htjeli, odaberite opciju Next.





Dobit ćete pregled svog životopisa, ukoliko ste negdje pogriješili još se možete vratiti i ispraviti. Odaberite izgled, boju, veličinu fonta i zatim Next.

	Ime Prezim	e			eur	opass
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Add Europass logo Every page First page only No						
Add page numbers						
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Upišite svoje ime u naziv CV-a, te kliknite Download. Jednom završen dokument ne možete mijenjati, morate cijeli proces unosa podataka ponoviti ispočetka.

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