THE EDUCATIONAL EQUALITY INSTITUTE

FREE RESOURCE FOR UKRAINIANS

EU-Standard CV Template

A professional, ATS-friendly CV template designed for Ukrainian job seekers in Europe. Works for Germany, UK, Poland, Netherlands, and more.

ATS-OPTIMISED
Passes automated screening systems used by 75% of EU employers

BILINGUAL
English/Ukrainian guidance throughout

CEFR READY
Pre-formatted language section with European standard levels

FREE REVIEW
Get expert feedback from EU HR professionals

[YOUR FULL NAME / ВАШЕ ПОВНЕ ІМ'Я]

[Target Job Title / Бажана посада]

✉ email@example.com   ☎ +XX XXX XXX XXXX   ⦿ City, Country   in linkedin.com/in/yourprofile

PROFESSIONAL SUMMARY

> [Write 2-3 sentences highlighting your key experience, skills, and value. Include keywords from the job description.]
>
> Напишіть 2-3 речення про ваш досвід та навички. Використовуйте ключові слова з вакансії.

WORK EXPERIENCE / ДОСВІД РОБОТИ

[Company Name / Назва компанії]   [City, Country]
[Job Title / Посада]   [MM/YYYY – Present]
- [Achievement with number: Increased sales by 30% through new strategy]
- [Action verb + result: Led team of 5 to deliver project ahead of schedule]
- [Skill demonstrated: Managed €50K budget for digital campaigns]

[Previous Company / Попередня компанія]   [City, Country]
[Previous Job Title / Попередня посада]   [MM/YYYY – MM/YYYY]
- [Key achievement with measurable result]
- [Key achievement with measurable result]

EDUCATION / ОСВІТА

[University Name / Назва університету]   [City, Country]
[Degree, Field of Study / Ступінь, Спеціальність]   [Year]

Ukrainian Бакалавр = Bachelor's | Спеціаліст/Магістр = Master's (EU equivalent)

SKILLS / НАВИЧКИ

Technical: [Microsoft Office, Excel, SAP, Python, Salesforce, Adobe...]
Professional: [Project Management, Team Leadership, Client Relations...]
Include keywords from the job description / Включіть ключові слова з вакансії

LANGUAGES / МОВИ

Language	Level	Description
Ukrainian / Українська	**Native**	Рідна мова
English / Англійська	**[B2/C1]**	Upper-Intermediate / Advanced
[German/Polish/Other]	**[A2/B1]**	Elementary / Intermediate

> **CEFR Scale:** A1-A2 = Basic | B1-B2 = Independent | C1-C2 = Proficient. **B2 minimum for most professional jobs.**

CERTIFICATIONS (OPTIONAL)

- [Certification Name, Issuing Organisation, Year]

Quick Start Guide

Do This (ATS-Friendly)

- ☑ Use single-column layout (no tables)
- ☑ Standard fonts: Calibri, Arial, 11-12pt
- ☑ Save as .pdf or .docx
- ☑ Include keywords from job description
- ☑ File name: FirstName_LastName_CV.pdf
- ☑ Phone with country code (+XX)
- ☑ Dates in MM/YYYY format
- ☑ Language levels in CEFR (A1-C2)

Avoid This (ATS Killers)

- ☒ Graphics, logos, or icons in header
- ☒ Text boxes or multiple columns
- ☒ Headers/footers with key info
- ☒ Unusual fonts or colours
- ☒ Photos (UK, Netherlands, Ireland)

> **Pro Tip:** Start each bullet point with a strong action verb: *Led, Managed, Created, Achieved, Increased, Reduced, Developed*

Country Photo Requirements

Country	Photo?
Germany	Expected
United Kingdom	No
Poland	Common
Netherlands	No
France	Optional

Ukrainian Credentials

Ukrainian	EU Equivalent
Бакалавр (4 yr)	Bachelor's Degree
Спеціаліст (5 yr)	Master's Degree
Магістр (5-6 yr)	Master's Degree
Кандидат наук	PhD / Doctorate

> **75% of CVs are rejected** by ATS (Applicant Tracking Systems) before a human sees them. Follow the formatting rules to pass automated screening.

Need Expert Help? Get a Free CV Review

Our mentors are HR professionals from across Europe who volunteer to help Ukrainians.

theeducationalequalityinstitute.org/mentors