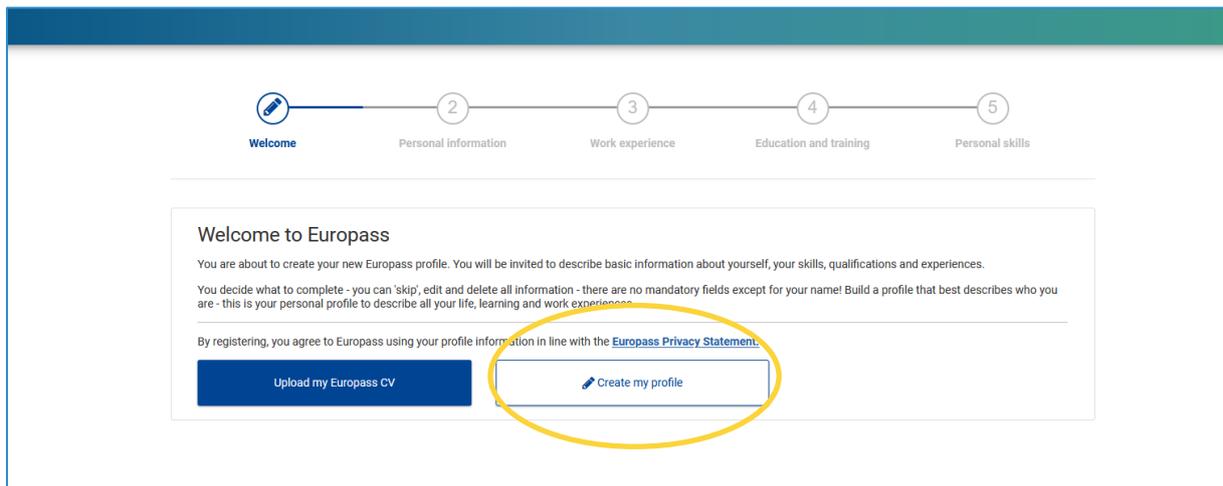


# MODUL 3

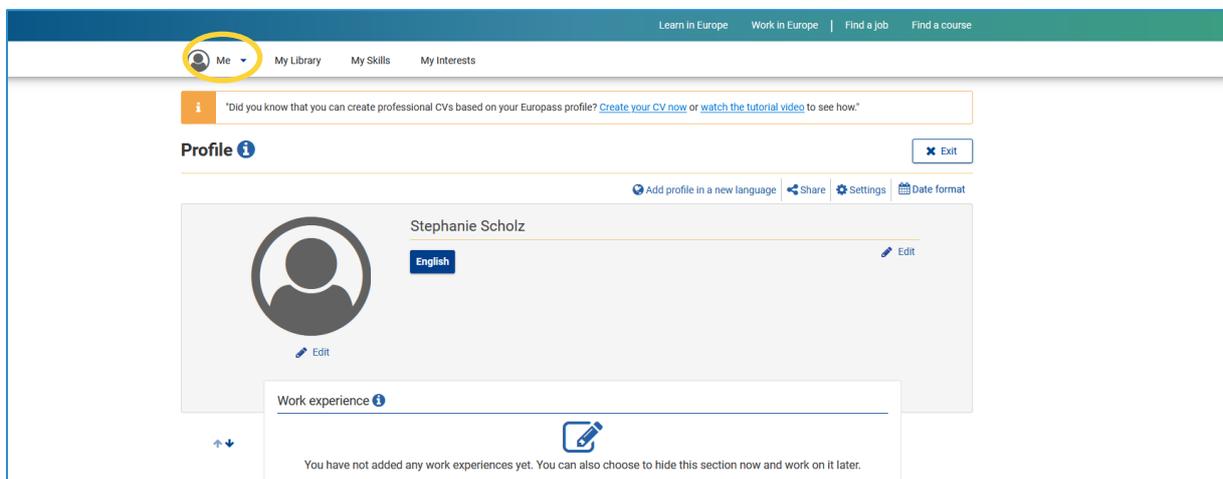
## Dein professionelles E-Portfolio

### Anhang 2 - Einfache Anleitung auf der Homepage

Klicke zunächst auf „Mein Profil erstellen“



### Schritt 1 - Fülle das Register über dich aus



## Schritt 2 - Fülle das Register „My Library“ aus

Me ▾ My Library My Skills My Interests

### My Library ?

✕ Exit

Use the Europass Library to store and organise your documents.

**CVs** + Add + Create a CV

There are currently no CV(s) added to your library.

**Cover letters** + Add + Create a cover letter

There are currently no cover letter(s) added to your library.

**Certificates and diplomas** Your wallet ID address is: [europa.eu/europass/wallet/n005gim1](https://europa.eu/europass/wallet/n005gim1). + Add

There are currently no certificate(s) or diploma(s) added to your library.

## Schritt 3 - Fülle das Register „My Skills“ aus

Me ▾ My Library My Skills My Interests

### My Skills ?

⚙ Settings ✕ Exit

Build your skills profile by confirming or rejecting skills suggested from your personal profile. Update your personal profile to get more accurate suggestions or try the search.

**Suggestions**

work as a team ✔ ✖ develop strategy to solve problems ✔ ✖ create solutions to problems ✔ ✖ cooperate with colleagues ✔ ✖

give constructive feedback ✔ ✖ think analytically ✔ ✖ personal development ✔ ✖ communication ✔ ✖ develop creative ideas ✔ ✖

prioritise tasks ✔ ✖ accept own accountability ✔ ✖ establish daily priorities ✔ ✖ use microsoft office ✔ ✖

**My Skills** Edit mode View mode

**Communication, collaboration and creativity**

Communication, collaboration and creativity ▾

think creatively

## Schritt 4 - Fülle das Register „My Interests“ aus

Me ▾ My Library My Skills **My Interests**

### My Interests ⓘ

✕ Exit

List your interests and preferences to receive tailored job and course suggestions on the Dashboard.

**Are you interested in...?**  
Please select your interests

Develop new skills + Learn a trade + Take a course + Start to study + Get better at my job + Improve language skills +

Apprenticeship + Learn abroad + Start own business + Find a job + Change career + Traineeship/Internship +

Work abroad + Volunteer +

**Preferred location(s)**  
List all countries, cities or regions where you would like to work or learn.

Add

**Your interests**  
What are you passionate about? List the topics, jobs and other interests that motivate you.

Add

Sources: [Create your Europass CV](#)

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