# MODUL 3 Dein professionelles E-Portfolio

Anhang 2 - Einfache Anleitung auf der Homepage

Klicke zunächst auf "Mein Profil erstellen"

Welcome	2 Personal information	3 Work experience	4 Education and training	5 Personal skills
Welcome to Euro You are about to create your n You decide what to complete are this is your personal prof By registering, you agree to Eu Upload my Eur	PASS ew Europass profile. You will be invited you can 'skip', edit and delete all infor le to describe all your life, learning and propass using your profile information in opass CV	to describe basic information ab nation - there are no mandatory fi work experiences line with the Europass Privacy S Create my profile	out yourself, your skills, qualifications a elds except for your name! Build a profi talement:	nd experiences. Ie that best describes who you

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

	Learn in Europe Work in Europe   Find a job Find a course
🚇 Me 🗸	My Library My Skills My Interests
i "Did you	know that you can create professional CVs based on your Europass profile? Create your CV now or watch the tutorial video to see how."
Profile 🚺	<b>X</b> Exit
	😪 Add profile in a new language 🛛 < Share 🗍 🏟 Settings 🛛 🛗 Date format
	Stephanie Scholz
	Edit
	Work experience ()
<b>ጥ ህ</b>	You have not added any work experiences yet. You can also choose to hide this section now and work on it later.







My Library 🚺	× Exit
Jse the Europass Library to store and organise your d	cuments.
CVs	🔾 Add   😋 Create a CV
	There are currently no CV(s) added to your library.
Cover letters	Add Create a cover letter
The	re are currently no cover letter(s) added to your library.
Certificates and diplomas Your wallet ID address is: eur	pa.eu/europass/wallet/n005gim1.

## Schritt 2 - Fülle das Register "My Library" aus

## Schritt 3 - Fülle das Register "My Skills" aus

🙆 Me 👻 My Libr	ary N	ly Skills My Interests						
My Skills 🚺							Settings	🗶 Exit
Build your skills profile b Update your personal pro	y confirmi ofile to get	ng or rejecting skills sug t more accurate suggesti	gested ons or	from your personal profi try the search.	le.			
Suggestions						Q		
work as a team 🥥 🛞	develop	strategy to solve problems	98	create solutions to proble	ms 🥑 🛞	cooperate wit	h colleagues 🥥 🛞	
give constructive feedback	00	think analytically 🕝 🙁	pers	sonal development 🥥 🖲	communic	ation 🥝 🕲	develop creative ideas	00
prioritise tasks   🕥 🏵	accept ov	wn accountability 🥥 🛞	establ	ish daily priorities   🛞	use micros	oft office 🥥 🕲		
My Skills							Edit mode	View mode
Communication, collab	oration a	nd creativity						
Communication, collab think creatively	oration an	d creativity 🔨						





#### Schritt 4 - Fülle das Register "My Interests" aus

🔕 Me 👻 My Library My Skills My Interests	
My Interests i	🗶 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 📀	
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.	
Q O Add	

Sources: Create your Europass CV

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