Chapter 3
Your professional ePortfolio

Annex 2 – Illustration – Europasstool

First click on „Create my profile"
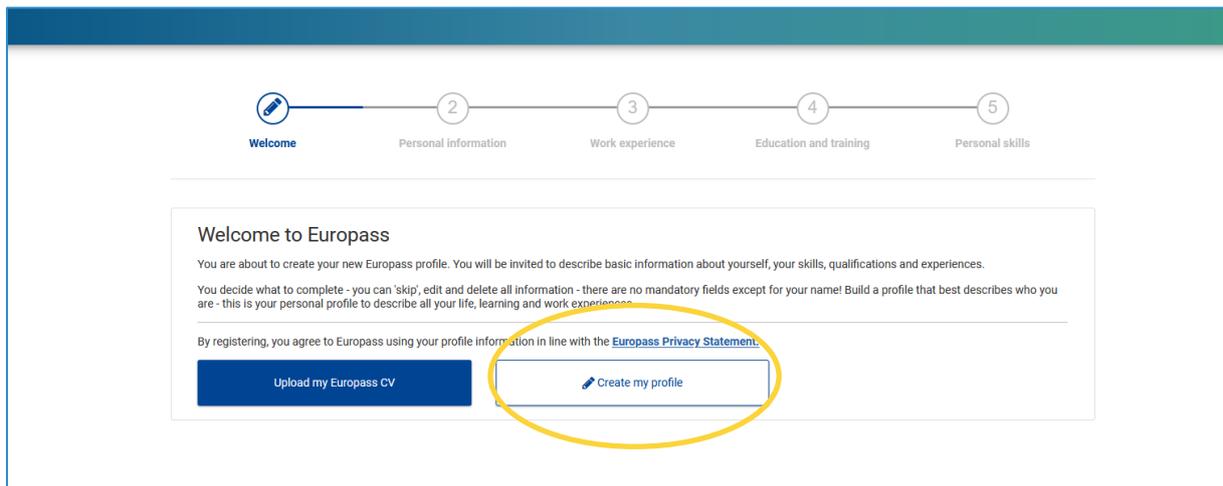
Step 1 – Fill the register „Me"

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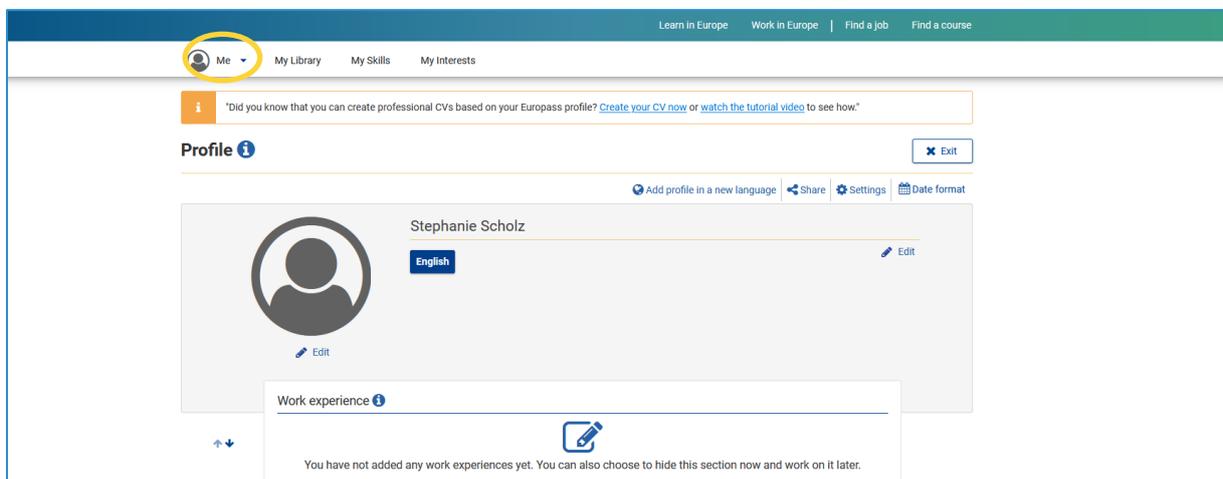
Step 2 – Fill the register „My Libary"

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.**   ⊕ Add

✏️

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

Step 3 – Fill the register „My Skills"

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

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Step 4 – Fill the register „My Interests"

Sources: Create your Europass CV