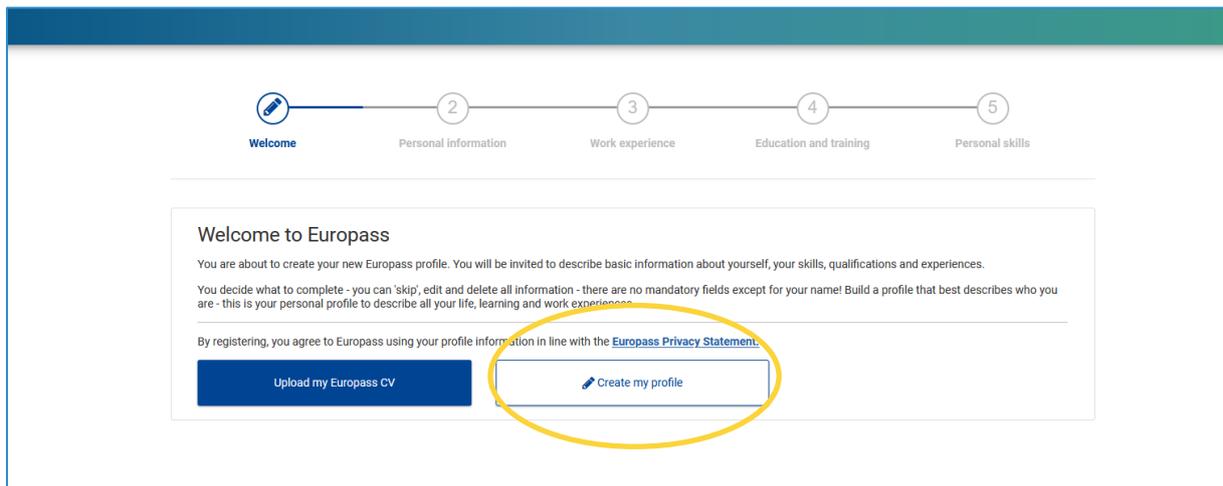


# Chapter 3

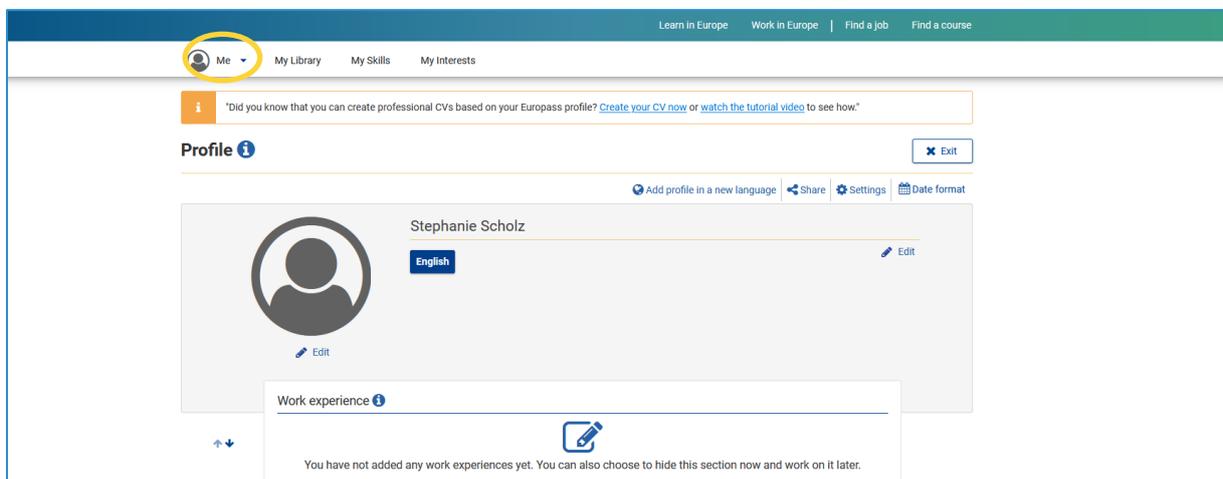
## Your professional ePortfolio

### Annex 2 - Illustration - Europasstool

First click on „Create my profile“



Step 1 - Fill the register „Me“



## Step 2 - Fill the register „My Library“

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.

## 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

## Step 4 - Fill the register „My Interests“

The screenshot shows a user dashboard with a navigation bar containing 'Me', 'My Library', 'My Skills', and 'My Interests' (highlighted with a yellow circle). Below the navigation bar is a header for 'My Interests' with an information icon and an 'Exit' button. The main content area is titled 'My Interests' and includes the following sections:

- My Interests** (with an information icon and an 'Exit' button):
  - Text: "List your interests and preferences to receive tailored job and course suggestions on the Dashboard."
  - Section: "Are you interested in...?" with the instruction "Please select your interests".
  - Buttons for selecting 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", and "Volunteer".
- Preferred location(s)**:
  - Text: "List all countries, cities or regions where you would like to work or learn."
  - Input field with a location pin icon and an "Add" button.
- Your interests**:
  - Text: "What are you passionate about? List the topics, jobs and other interests that motivate you."
  - Input field with a magnifying glass icon and an "Add" button.

Sources: [Create your Europass CV](#)

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