



## My application with Europass

The Europass portal offers application tools such as the personal profile, where users can document their learning and work experience and skills, or the CV editor. With the 'My Applications' feature, you can compile your application from different files, download it or make it available via a link. Your data is secure in the Europass portal, you will never receive advertising and there are no costs. You can access your data from anywhere at any time without having to search for documents. The profile can be created in more than 30 languages – the sections are translated automatically, but the entries are not.



### Work assignments

#### Basic knowledge: the components of an application

Working as a team, research on the internet, for example at [www.planet-beruf.de](http://www.planet-beruf.de) or at [www.arbeitsagentur.de](http://www.arbeitsagentur.de) how to put together an application portfolio.

#### Discussion: How do I find suitable positions?

In groups, research different ways to find job advertisements, e.g. for apprenticeships or work placements. Create a mind map with the core topic of 'job search'. Make sure you don't just use websites. Explain to the whole group what alternative search strategies you've found and what advantages and disadvantages they might have.

#### In-depth:

Look for a job advertisement, for instance for an apprenticeship that interests you. You can find numerous vacancies on the Federal Employment Agency website at <https://www.arbeitsagentur.de/jobsuche/>.

- Read the job advertisement carefully.
- Mark text passages in the advertisement that indicate a required school-leaving qualification.
- Mark text passages where requirements for applicants are mentioned, e.g. soft skills such as ability to work in a team or organisational skills.

- Think about which requirements you could prove and how you would do so, for example, with a reference, a work placement certificate or a certificate from your school confirming your participation in a club.
- Make notes of the aspects you want to address in your cover letter.



### Working with the Europass portal: create your application

1. Log in to the Europass portal.
2. Click on 'My Applications' at the top.
3. Create a new application for the selected job advertisement. Use documents stored in your Library or create new ones. Carefully read the tips on the right-hand side. These will help you with your application.
4. Steps to create the application:
  - CV: think about the information you need in your CV for the advertised position.
  - Cover letter: create your cover letter. Address the points in the job advertisement and take note of the explanations on writing a cover letter from Worksheet 2. You can add a cover letter from the Library or create a new one.



- Certificates and degrees: What certificates do you need for the role? Add these.
- Other documents: you can add proof of your previous learning or work experience here.
- Check: check the order of your attached documents. The cover letter should always be on the first page.
- Save and share your application: download your application or share it with your teacher via a link.



## Solutions with background information

### Components of an application

Nowadays, most companies expect online or email applications. Nevertheless, a traditional paper application portfolio sent by post may still be expected today. The components are:

- Cover letter
- Optional: cover sheet (possibly with photo)
- CV (with photo, if not on the cover sheet)
- Enclosures: references, work placements, certificates

Once completed, the application portfolio can be downloaded and printed via Europass. Of course, you can also send the application portfolio as a PDF by email. If you include your profile in your application portfolio, you can also share it via a link.

### Where can I find job advertisements?

- Federal Employment Agency
- Europass portal: vacancies from all over Europe are bundled here.
- Online job portals: websites such as Indeed, StepStone, Monster and Jobrapido offer many apprenticeships and job advertisements in a variety of industries.
- Company websites: many companies list vacancies directly on their own website.
- Job exchanges of the chambers of commerce and industry and the chambers of crafts

- Social networks: platforms such as LinkedIn or XING can be useful for finding apprenticeships and making contacts.
- Daily newspapers
- Trade fairs and events: training fairs or career days

### Tips for applying with Europass

- You can share your application with friends or family via a link before submitting it. This allows them to read your application and check for errors and comprehensibility.
- Use the reminder feature to remind you, for example, of the deadline for applications.
- Depending on how you should apply (as shown in the job advertisement), you can download and print out the application, share it via link or send it by email.
- The more complete your Europass profile is, the more relevant the job advertisements or learning opportunities you receive through Europass will be.
- Have AI proofread your application.

### Check before sending an application:

- Cover letter and CV have the same date.
- The content of the cover letter and CV match.
- Your cover letter and CV include your signature (first and last name). For online applications, the signature can be typed or scanned in.
- All required attachments are included, e.g. driver's license.
- All required attachments appear in the correct order.
- The file names of the email attachments are uniform and, where appropriate, numbered (not applicable in the Europass application portfolio).