



## My Europass profile

The Europass portal will help you to successfully apply for your future dream job. When you register and create a profile, you can use all Europass features and tools. Your data is protected, you will not receive any advertising and there are no costs. You can access your data anytime, anywhere and keep track of all your documents and applications.

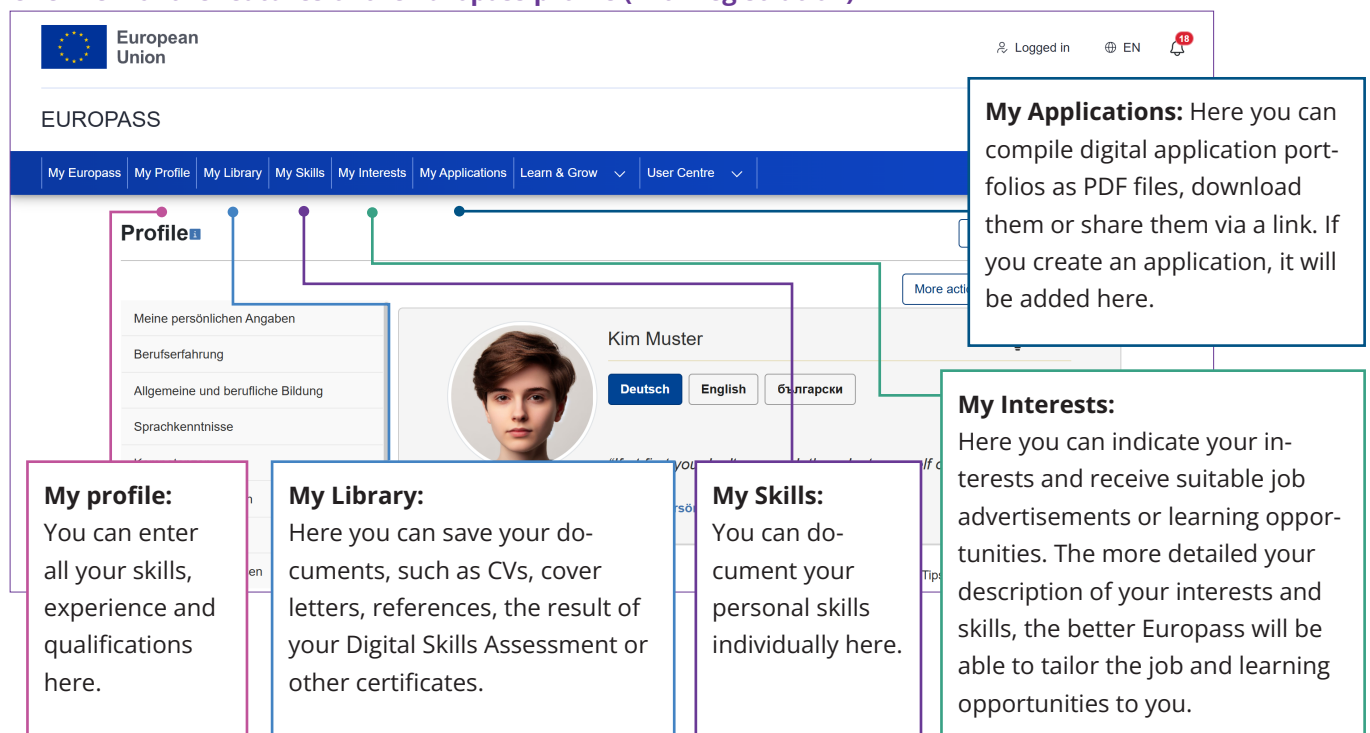
### Background information

#### Advantages and special features of Europass

In 2005, the European Commission created the Europass tool to make learning and working in Europe easier, for example for school students applying for a work placement, a holiday job, an apprenticeship or a university place, but also for graduates looking for a (new) job. The Europass portal has existed for this purpose since 2020. With a free **Europass profile**, users can record their skills, qualifications and experience in a central and secure location and store documents such as certificates, degrees or letters of

recommendation securely in their personal Europass Library. Europass tools help you to show what you can do and present it in a way that is understood across Europe, because Europass is based on comparable standards. Registered users have complete control over their data. You decide who you want to share your data with and for how long. Europass will not pass on any personal data to third parties without your consent.

### Overview of the features of the Europass profile (with registration)



The screenshot shows the Europass user interface for a user named Kim Muster. The interface includes a navigation menu with options like 'My Europass', 'My Profile', 'My Library', 'My Skills', 'My Interests', 'My Applications', 'Learn & Grow', and 'User Centre'. The main content area is titled 'Profile' and contains sections for 'Meine persönlichen Angaben', 'Berufserfahrung', 'Allgemeine und berufliche Bildung', and 'Sprachkenntnisse'. There are callout boxes with the following descriptions:

- My profile:** You can enter all your skills, experience and qualifications here.
- My Library:** Here you can save your documents, such as CVs, cover letters, references, the result of your Digital Skills Assessment or other certificates.
- My Skills:** You can document your personal skills individually here.
- My Applications:** Here you can compile digital application portfolios as PDF files, download them or share them via a link. If you create an application, it will be added here.
- My Interests:** Here you can indicate your interests and receive suitable job advertisements or learning opportunities. The more detailed your description of your interests and skills, the better Europass will be able to tailor the job and learning opportunities to you.



## Working with the Europass portal:

### Register with Europass

Go to <https://europass.europa.eu/en> and click on the *'Create your free Europass profile'* button. Then you can start the registration process. If you need help, you can find instructions on the homepage of the National Europass Centre Germany at <https://www.europass-info.de/unterrichtsmaterialien>. There you will find step-by-step instructions on how to register as well as detailed, illustrated instructions on creating a profile with tips.

### Create your Europass profile

To create a new profile, click on the *'Create my profile'* button. The profile can be adapted at any time and created in different language versions. If you have already created a Europass CV, you can click on *'Start from Europass CV'* on the left to upload the CV as a basis for your profile.

First, you should add your **personal details** in your profile. Some information must be entered, other information is optional. After adding your personal details, you can either enter all further information one item after the other or only your personal details and then click on *'Skip all steps'* at the bottom. Pay attention to the tips on the right. These will help you create a profile.

A detailed profile with lots of information will make it easier for you to apply for jobs. Based on your personal details, you can enter your **general and vocational education** and **personal skills**. You can transfer your Europass profile to over 30 languages and set a standard profile. The profile determines which learning opportunities and job advertisements are offered to you in the overview and which suggestions you receive under *'My Skills'*.



## Work assignments

### Upload your CV. (Worksheet 1)

In your profile, click on *'My Library'* and upload your CV. Alternatively, you can create a new CV in the Library. You can use your profile as a starting point for this. Here, you can decide which details, such as interests and digital skills, should be included from your profile so that your application matches the job advertisement.

### Upload your cover letter. (Worksheet 2)

In your profile, click on the *'My Library'* tab and upload your cover letter. Alternatively, you can create a new cover letter in the Library.

### Upload your Digital Skills Assessment report. (Worksheet 3)

If you've already taken the Europass Digital Skills Assessment, you can upload your test result as a PDF to *'My Library'* and add it to your profile. If you haven't taken the test yet, you should take it. To do this, click on *'My Skills'* at the top and scroll to *'Test your digital skills'*.