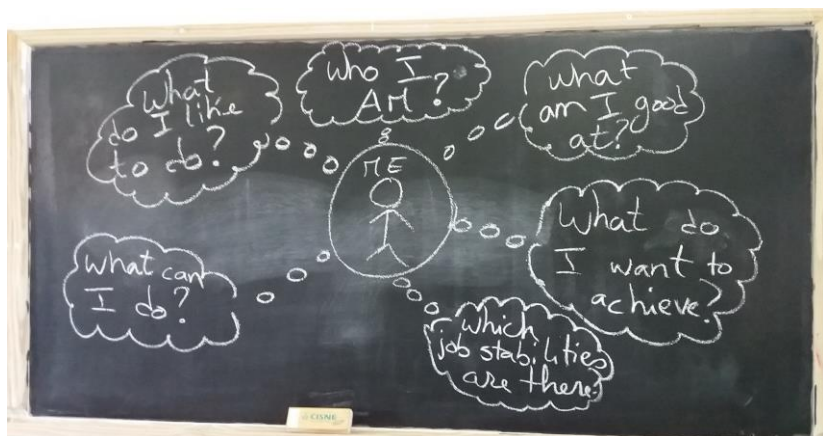# 8th Module – The World of Work: Project Work

"My Professional E-Portfolio"

✍ Bearing in mind the steps you need to take before applying for a job, which you have studied during classes, **create your own e-portfolio**.

✍ You should visit the padlet which I have prepared to you , [Steps towards my Success (padlet.com)](padlet.com)

✍ Don't forget that there are no set rules on what to include in your e-portfolio because it is your creative outlet to showcase your abilities and goals. But to help you get started, consider including the following sections:

☞ **About Me** (Summarize who you are, what you value and a bit about what visitors will find in your e-portfolio.)

☞ **Career objective/ profile** (Write a statement summarizing your objective/ career prospects.)

☞ **My Skills** (Include detailed information on your skills.)

☞ **Your CVs** (build up your own **CV** and your **Video CV**.)

☞ **Work samples** (Upload articles, papers, projects, reports, and publications so your audience can see your work. Consider including photos, audio and video for further illustration.)

☞ **Internship/ International Experience** (Explanation of what you did and learned. Think of including photos/videos.)

☞ **Awards and honors** (Scan certificates of awards and honors.)

☞ **<u>Additional education</u>** (List conferences, seminars, workshops and any other professional development. Add courses, degrees, certifications, and licenses.)

☞ **<u>Volunteer and extracurricular activities</u>** (List your activities or illustrate through photos.)

✍ You may choose several sites where you can create and build your e-portfolio: www.site123.com; www.webnode.pt; www.jimdo.com; www.wix.com ; www.bookcreator.com; www.canva.com ......

Work and Enjoy!!