

PORTFOLIO

 Name and Surname



ERASMUS PORTFOLIO

*Personal information*

Name and surname:

Address:

Email:

Nationality:

Date of birth:

Gender:

**Personality tests**

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| --- | --- | --- | --- |
| **Skills and competences** | **I’m like this** | **I’m almost like this** | **I’m not like this** |
| I’m sporty |  |  |  |
| I can cooperate |  |  |  |
| I can take criticism  |  |  |  |
| I can do my homework and tasks with punctuality |  |  |  |
| During the break I behave with discipline |  |  |  |
| I can solve conflicts that arise in the classroom |  |  |  |
| I have no difficulty speaking in group  |  |  |  |
| I know how to ask for help in order to achieve my goals |  |  |  |
| I can express myself in a proper language |  |  |  |
| I can express myself well in writing  |  |  |  |
| I can speak correctly  |  |  |  |
| I don’t have any difficulty learning foreign languages |  |  |  |
| I can orient myself in unknown cities |  |  |  |
| I can read geographic maps and city maps |  |  |  |
| I can do manual labor |  |  |  |
| I can draw |  |  |  |
| I have artistic skills |  |  |  |
| I have talent for music |  |  |  |
| I can sing |  |  |  |
| I can play musical instruments |  |  |  |
| I have a good physical endurance |  |  |  |
| I follow politics |  |  |  |
| I can keep my things orderly  |  |  |  |
| I always have the material needed for my lessons |  |  |  |
| I’m puncutal |  |  |  |
| I can plan my working time  |  |  |  |
| I like to participate to school activities |  |  |  |
| I can find information across the internet |  |  |  |
| I can find information in the library |  |  |  |
| I know how to use dictionaries, encyclopedias… |  |  |  |
| I can defend my own opinions |  |  |  |
| I can make decisions about myself |  |  |  |
| I can understand my decision’s consequences |  |  |  |
| I’m friendly |  |  |  |
| I’m happy to listen to people who have ideas different from mine |  |  |  |
| I can speak to a group |  |  |  |
| I can make my ideas get through |  |  |  |
| I participate actively during the lessons |  |  |  |
| I can accept decisions taken by the group |  |  |  |
| I follow the rules at school and at home |  |  |  |
| I offer myself as a volunteer when there is a homework to do during the lesson |  |  |  |

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| **I like …** | **P** | **E** | **S** | **C** | **I** | **O** |
| working out how to get things done efficiently |  |  |  |  |  |  |
| repairing and fixing machines |  |  |  |  |  |  |
| producing designs from my own ideas |  |  |  |  |  |  |
| being physically active |  |  |  |  |  |  |
| managing a team of people |  |  |  |  |  |  |
| working our problems |  |  |  |  |  |  |
| working with people |  |  |  |  |  |  |
| getting the details right |  |  |  |  |  |  |
| to be different |  |  |  |  |  |  |
| exploring new ideas for research and purposes |  |  |  |  |  |  |
| helping people learn new skills |  |  |  |  |  |  |
| making or building things with my hands |  |  |  |  |  |  |
| gathering information |  |  |  |  |  |  |
| learning new things |  |  |  |  |  |  |
| using my imagination in my work |  |  |  |  |  |  |
| persuading people to do or to buy something |  |  |  |  |  |  |
| organising things, people and events |  |  |  |  |  |  |
| providing care for people in some way |  |  |  |  |  |  |
| making decisions |  |  |  |  |  |  |
| carrying out research projects |  |  |  |  |  |  |
| briefing a sales team about a new product |  |  |  |  |  |  |
| making lists |  |  |  |  |  |  |
| expressing myself in music, painting or writing |  |  |  |  |  |  |
| working with community groups |  |  |  |  |  |  |
| questioning established theories |  |  |  |  |  |  |
| taking calculated risks |  |  |  |  |  |  |
| designing or servicing equipment |  |  |  |  |  |  |
| analysing statistical data |  |  |  |  |  |  |
| working outside in the fresh air |  |  |  |  |  |  |
| listening to people’s problems |  |  |  |  |  |  |
| analysing a company’s annual accounts |  |  |  |  |  |  |
| selling something I have created |  |  |  |  |  |  |
| writing letters, reports and articles |  |  |  |  |  |  |
| using hand/machine tools to make things |  |  |  |  |  |  |
| being involved in a community arts project |  |  |  |  |  |  |
| giving advice on grants or benefits |  |  |  |  |  |  |
| **Totals for each column** | **P** | **E** | **S** | **C** | **I** | **O** |

**Personal questionnaire**

1. **What is your name?**

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1. **Where are you from?**

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1. **What is the name of your school?**

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1. **What branch do you study at your school?**

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1. **Why did you choose this branch?**

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1. **What do you enjoy most in your branch?**

………………………………………………………………………………………………………………………………………………...……………………………………………………………………………………………………………………………………………….

1. **What tools,aids,machines do you use in your branch?**

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1. **What are the subjects you study?**

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1. **Are you satisfied with the branch of study you chose?**

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1. **Would you like to stay in a branch of study you have chosen?**

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1. **Do you want to continue with a further education?**

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1. **What would you want to achieve in your life?**

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**My interests:**

-Which are your hobbies and your interests?

-Someone told you have talent for:

-How do you usually spend your free time?

-What would you spend more time on?

-For the profession you would like to pursue, do you think you choose the right school?

-What’s the thing you like the most of your school?

-And the thing you like the less?

-When I’m home, I usually do:

-Which are the topics you like among those treated at school?

-How do you spend your time with your friends?

-What would you wish if you had more time?

-What would you like to study?

**I’M LIKE THIS**

Write a biography by placing 5 words describing you on the face below



timidezza

socievole

permalosa

ansiosa

pigra

**Wish’s bag**

**Imagine you are leaving for a journey. Pick six things that represent you and that you would put in your bag.**



-Why did you pick these things?

-Imagine you could make three wishes: what would you like for your future?

**Personal flag**

**Create your own flag by filling the first part of it with your favourite colour, the third one with the colour you do not like and in the middle write the word that describes you best.**



**Blazon and motto**

**Create your own blazon. Draw something resembling your family in the up left corner, your country – up right corner. Draw the thing you like doing most in the down left corner and the thing connected with your ideal job in the down right corner. Fill in the band with your life motto.**

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**ACTIONS**

Internship

|  |  |
| --- | --- |
| Period |  |
| Location |  |
| Business sector |  |
| Occupation |  |
| Tasks |  |
| Description |  |
| Results | * Acquisition and/or improvement of technical skills
* Practical knowledge: facing and managing real problems/difficult situations
* Improvement of relational skills
* Independence
* Sense of responsibility
* Flexibility
 |

MY DAILY ROUTINE AT WORK

I greet the boss and the colleagues

I do not leave the workplace before my shift is over

I leave the workplace clean at the end of the workday

I put on the work uniform

I communicate with my colleagues

I answer appropriately to the boss requests/instructions

I wait for more instructions

I organize the workplace

I keep the workplace clean

I understand and perform the assigned tasks

APPLICATION LETTER

An application letter is a personal letter that is typically used to apply for a job.

Dear Sir or Madam,

I am writing to apply for the position of \_\_\_\_\_\_\_\_\_(post)in your \_\_\_\_\_\_\_\_(company)as advertised in *\_\_\_\_\_\_\_\_\_*(source of information) on \_\_\_\_\_\_\_(date)

As you will see from the enclosed CV, I have had wide experience as \_\_\_\_\_\_\_\_(post)in\_\_\_\_\_\_\_\_\_(company).

I attended \_\_\_\_\_\_\_\_(school) for\_\_\_\_\_\_(number) years.

I would like to improve my English together with my professional skills in a top-class establishment I am therefore very interested in the position you are offering and I feel I have the necessary experience for the job. I am available to come for the interview at any time convenient for you. I am looking forward to hearing from you.

Yours faithfully,

\_\_\_\_\_\_\_\_(name)

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| PERSONAL INFORMATION | Replace with First name(s) Surname(s) |
| [All CV headings are optional. Remove any empty headings.] |
|   |  Replace with house number, street name, city, postcode, country  |
|  Replace with telephone number  Replace with mobile number  |
|  State e-mail address  |
| State personal website(s)   |
| Replace with type of IM service Replace with messaging account(s)   |
| Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies  |

|  |  |
| --- | --- |
| JOB APPLIED FORPOSITIONPREFERRED JOBSTUDIES APPLIED FORpersonal statement | Replace with job applied for / position / preferred job / studies applied for / personal statement (delete non relevant headings in left column) |

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| WORK EXPERIENCE |   |

[Add separate entries for each experience. Start from the most recent.]

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| --- | --- | --- | --- |
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| EDUCATION AND TRAINING |   |

Replace with dates (from - to) | Replace with occupation or position held |
| Replace with employer’s name and locality (if relevant, full address and website) |
| * Replace with main activities and responsibilities
 |
| Business or sector Replace with type of business or sector  |

[Add separate entries for each course. Start from the most recent.]

|  |  |  |
| --- | --- | --- |
| Replace with dates (from - to) | Replace with qualification awarded | Replace with EQF (or other) level if relevant |
| Replace with education or training organisation’s name and locality (if relevant, country)  |
| * Replace with a list of principal subjects covered or skills acquired
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| PERSONAL SKILLS |   |

[Remove any headings left empty.]

|  |  |
| --- | --- |
| Mother tongue(s) | Replace with mother tongue(s) |
|  |  |
| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. |
|  | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user[Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) |

|  |  |
| --- | --- |
| Communication skills | Replace with your communication skills. Specify in what context they were acquired. Example:* good communication skills gained through my experience as sales manager
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| --- | --- |
| Organisational / managerial skills | Replace with your organisational / managerial skills. Specify in what context they were acquired. Example: * leadership (currently responsible for a team of 10 people)
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|  |  |
| --- | --- |
| Job-related skills | Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example: * good command of quality control processes (currently responsible for quality audit)
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| --- | --- |
| Digital skills | SELF-ASSESSMENT |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Levels: Basic user - Independent user - Proficient user[Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences)  |
|  | Replace with name of ICT-certificates |
|  | Replace with your other computer skills. Specify in what context they were acquired. Example:* good command of office suite (word processor, spread sheet, presentation software)
* good command of photo editing software gained as an amateur photographer
 |

|  |  |
| --- | --- |
| Other skills | Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:* carpentry
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|  |  |
| --- | --- |
| Driving licence | Replace with driving licence category/-ies. Example:B |

|  |  |
| --- | --- |
| ADDITIONAL INFORMATION |   |

|  |  |
| --- | --- |
| PublicationsPresentationsProjectsConferencesSeminarsHonours and awardsMembershipsReferencesCitationsCoursesCertifications | Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.Example of publication:* How to write a successful CV, New Associated Publishers, London, 2002.

Example of project:* Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
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|  |  |
| --- | --- |
| ANNEXES |   |

|  |  |
| --- | --- |
|  | Replace with list of documents annexed to your CV. Examples:* copies of degrees and qualifications;
* testimonial of employment or work placement;
* publications or research.
 |

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|  |  |

**My dream job (describe your dream job)**

* What do you want to do?
* Where do you want to work (abroad, or in your country)?
* Is it important for you to earn a lot of money, or do you prefer to be satisfied with your job?
* Do you prefer to work alone or in a team?
* Do you want to run your own business?
* Do you prefer to be a factory worker (blue collar worker), an office worker (white collar worker) or work in the third sector (services, health care, tourism, education, etc.)
* Do you prefer to have a part-time or a full-time job?
* Do you prefer repetitive or creative job?
* How do you imagine your job situation in ten years?

**PROFESSION
A brief description of the profession.**

* What are your skills?
* Are you preparing for the job you would like to do?
* Are you skilled enough to work abroad?
* Are you satisfied with a branch of study you chose?
* Are you being prepared to run your own business in the future?
* What economic sector are you being prepared for?
* How can you describe your profession (repetitive, creative, challenging, rewarding, etc.)
* Can you continue studying this kind of profession in a higher level of education or can you develop your skills in the world of work?
* Do you know what kind of skills you need to have to do your profession?

**Information you need to know before applying for a job**

1. What is the company name?
2. When was it founded?
3. Where is it located?
4. Is it a national or a multinational company?
5. What is its legal form (sole trader, general partnership, private/ public limited company)?
6. What does the company do (produce, provide services, buy or sell)?
7. How many people work there?
8. What is the company structure?
9. What markets does the company operate in?
10. Who are the key customers?
11. Does the company customize its products?
12. Are there any vacancies?