

PORTFOLIO

Workbook

Persons of high self-esteem are not driven to make themselves superior to others; they do not seek to prove their value by measuring themselves against a comparative standard. Their joy is being who they are, not in being better than someone else.

Nathaniel Branden



Full name	
ID number	

Nationality	
Street and number	
Postal code and City	
Country	
Telephone	
E-mail	

Additional information	

Period from / to	Name of School / Title of qualification Numbers of semesters and/or credits earned.

Notes and comments

Date / duration/ hours	Name of school / LLL center /learning center, course and / or conference

Notes and comments

List of certificates	Publication and duration

Notes and comments

Language	Read	Understand	Write	Speak
English				
Danish				
Spanish				

Rate yourself according to what describe your skills best. Use numbers **1**, **2** and **3** as follows:

1 - Moderate:

Understands simple spoken language, can read simple text, can make him/herself understood and write simple text.

2 – Good:

Can read newspapers and simple books, hold a conversation and write letters and notes. Understands spoken language quite well.

3 – Very good:

Can read read books for professional use, very good understanding of speech, has perfect control of the conversation on a professional topic and can write reports and articles.

	Describe with your own words, your knowledge and skills
Reading	
Writing	
Grammar	
Spelling	
Listening	
Oral expression	
Other (such as cross words, word games, cards)	

Notes and comments

Company	
Job title	

Tasks	1	2	3	4	5	6

1	Can teach others
2	Know very well
3	Know well
4	Know moderately
5	Do not know
6	Want to learn better

Prior job experience



Document information on prior job experience and describe main tasks (examples in red).

Period from/to	Workplace – Job title- Full time or Part time	Main tasks



Activities/responsibilities	Period

Notes and comments

Interests and leisure activities

Don't be afraid of opposition. Remember, a kite rises against, not with the wind.

Hamilton Wright Mabie

Goal setting



Goal	Steps to be taken to reach the goal

For developing my job related competences I will...

For developing my personal competences I will...

The difference between a goal
and a dream is the written word.
Gene Donohue