

**WORK IN
DENMARK**



**Tips for your job search
-Student**

JOB SEARCH IN DENMARK

Go to www.workindenmark.dk to find jobs and upload your profile.

You can set up a profile which is visible to Danish employers and to Workindenmark. Companies can contact you directly if they are interested in your profile. You can also search among the many job listings from employers seeking foreign employees.

Supplementary jobsites:

www.graduateland.com

(Student/graduate jobs and internships)

www.studentconsulting.com/dk

www.ofir.dk

www.jobnet.dk (Official public site)

www.jobindex.dk/?lang=en

(Largest private site)

Links to jobbanks at universities:

(Full-time jobs, student jobs, PhD and study projects)

Copenhagen University: karriere.ku.dk

Aarhus University: jobbank.au.dk

Aalborg University: jobbank.aau.dk

Roskilde University: karriere.ruc.dk

University of Southern Denmark:

jobbank.sdu.dk

Copenhagen Business School:

careergate.cbs.dk

Technical University of Denmark:

www.job.dtu.dk

IT University of Copenhagen:

jobbank.itu.dk

Other useful websites:

www.icitizen.dk (Useful information on relocation and help with paperwork)

www.ufm.dk/recognition (Accreditation and foreign skills assessment)

www.dk-export.dk (Danish export companies and the sectors they belong to)

www.newtodenmark.dk (The official portal for foreign nationals who wish to visit, live or work in Denmark)

www.krak.dk or www.dgs.dk (Relevant search sites to locate Danish companies)

www.linkedin.com (Extend your network and link up with employers)

translate.google.com (Free online translation services)

WRITE A TARGETED APPLICATION

The main reason for writing an application is to be called for an interview. That is why it is important that you target your application to the company you are applying to – and make sure that it responds to the requirements stated in the job ad. You should never reuse applications that you have sent to other companies.

You need to know as much as possible about the job, the company and their industry before you write your application. To find this information, you can check their website, contact the company, or talk to people who are familiar with the company or their industry.

The person who is reading your application receives many applications. So keep your application short and to the point. It should be no longer than one page.

How to structure your application

Motivation: Why are you applying for this job?

Relevant experience: Provide information that is relevant to the employer and the job you are applying for. Describe how your competences match qualifications mentioned in the job ad.

Education: Give a brief description of your education. Draw attention to subjects you have studied and skills you have obtained that are relevant to the job you are applying for.

Personality: What kind of an employee and person are you? Danish employers are interested in your personal profile and skills.

End the application with a few words about how you can contribute positively to the company. You should also remember to provide your contact details.

WRITE AN ACCURATE CV

- Always attach a CV to your application. The CV and your application should supplement each other – do not just repeat the same information.
- A CV is meant to give a short overview of your qualifications and experiences. Personnel managers spend, on average, one minute reading a CV. So your CV should only contain information that is relevant to the job you are applying for.
- Employers are interested in your professional experience. They use this information to assess whether you are right for the job. That is why it is important that you describe your previous work experience in some detail - for example, job functions and area(s) of responsibility, experience working individually and in teams, etc.
- There is no final recipe for structuring and presenting a CV, but most people organise their facts chronologically (with the most recent experience first) or by skills. It should contain standard elements, such as personal data, short overview of competences, work experience, education, courses and training, organisational experiences, languages, IT skills, hobbies and references.
- Your CV should be no longer than two pages.
- Your CV should be clear and well structured so the reader gets a good overview of your skills. Get someone to read your CV thoroughly before you submit it. A second reader can help make the content more precise and correct errors that you have missed.

PREPARE FOR THE JOB INTERVIEW

The main reason a company invites you for an interview is to find out whether you are the right person for the job. To make sure the interview goes well and you make a positive impression, it is important that you are well prepared. The more you know about the company, the job and your own strengths and weaknesses, the more confident you will come across in the interview.

Start your preparation by rereading the job ad, your application and CV. Find out as much as possible about the company, its products and services, financial situation and management style.

Prepare relevant questions about the company regarding its strategy, organisation and values. Remember to ask questions about the job itself: employment conditions, working hours, typical tasks, areas of responsibility, forms of collaboration, etc.

Find more advice on job interviews on www.workindenmark.dk

Good to know

A large number of vacancies in Denmark are never posted. These positions are filled via personal contacts and networking. Use your network to find out more about possible openings, who to send an unsolicited application to, and what type of work culture a given company has.

After sending an application or talking to a company, make sure to follow up on this contact. If a company turns you down, ask them what kind of profile the person who actually got the job had. You can also ask them to evaluate your application and CV and give you a few tips on how you might find a similar job.

You can get more information on job search in Denmark by taking our e-learning course "Make It Work In Denmark"

www.workindenmark.dk/elearning

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