



The complete Europe Language Jobs **EMPLOYMENT GUIDE**

EUROPE
LANGUAGE
JOBS



Europe Language Jobs

EMPLOYMENT GUIDE

Here at **Europe Language Jobs**, we have put together an employment guide to help candidates better understand the ins and outs of the job search process - and **find their dream job!**

Throughout the guide, we have shared **key advice** from industry experts on four main topics:

1. DETERMINE YOUR CAREER PATH

Discovering your capabilities and expanding your horizons.

2. PREPARATION IS KEY

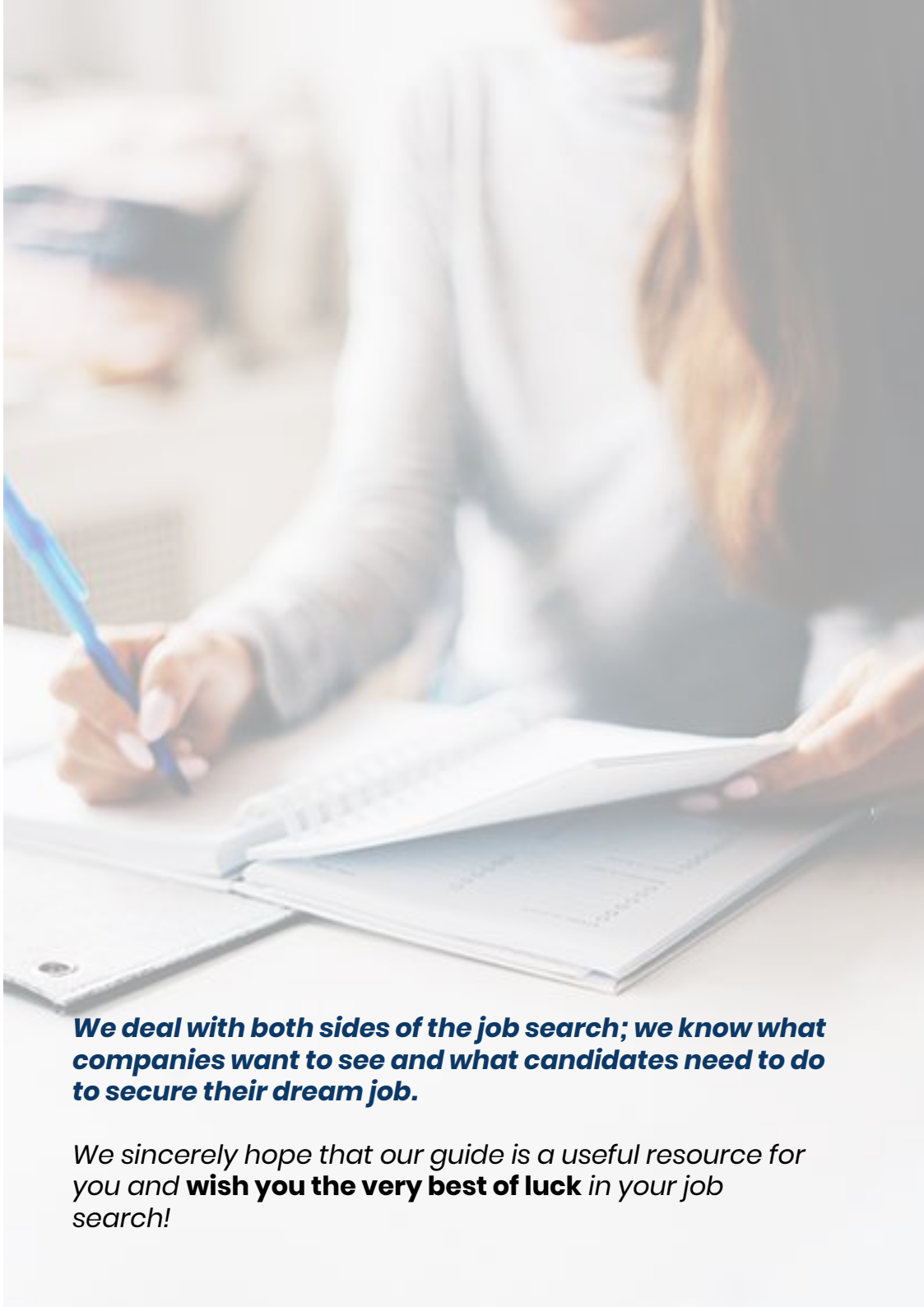
Helping you to prepare for your job search by sharpening your job search tools.

3. GET THE BALL ROLLING

Getting you ahead of the competition in your applications.

4. SEAL THE DEAL

Prepping you for a winning interview



We deal with both sides of the job search; we know what companies want to see and what candidates need to do to secure their dream job.

We sincerely hope that our guide is a useful resource for you and **wish you the very best of luck** in your job search!

A person from the waist down is visible, wearing a grey blazer, light blue trousers, and brown leather boots. They are holding a brown leather satchel bag with both hands. The background is a dark, textured wall, and the floor is a metal grate. The overall image has a teal tint.

1. DETERMINE YOUR CAREER PATH

How to face the **JOB SEARCH**

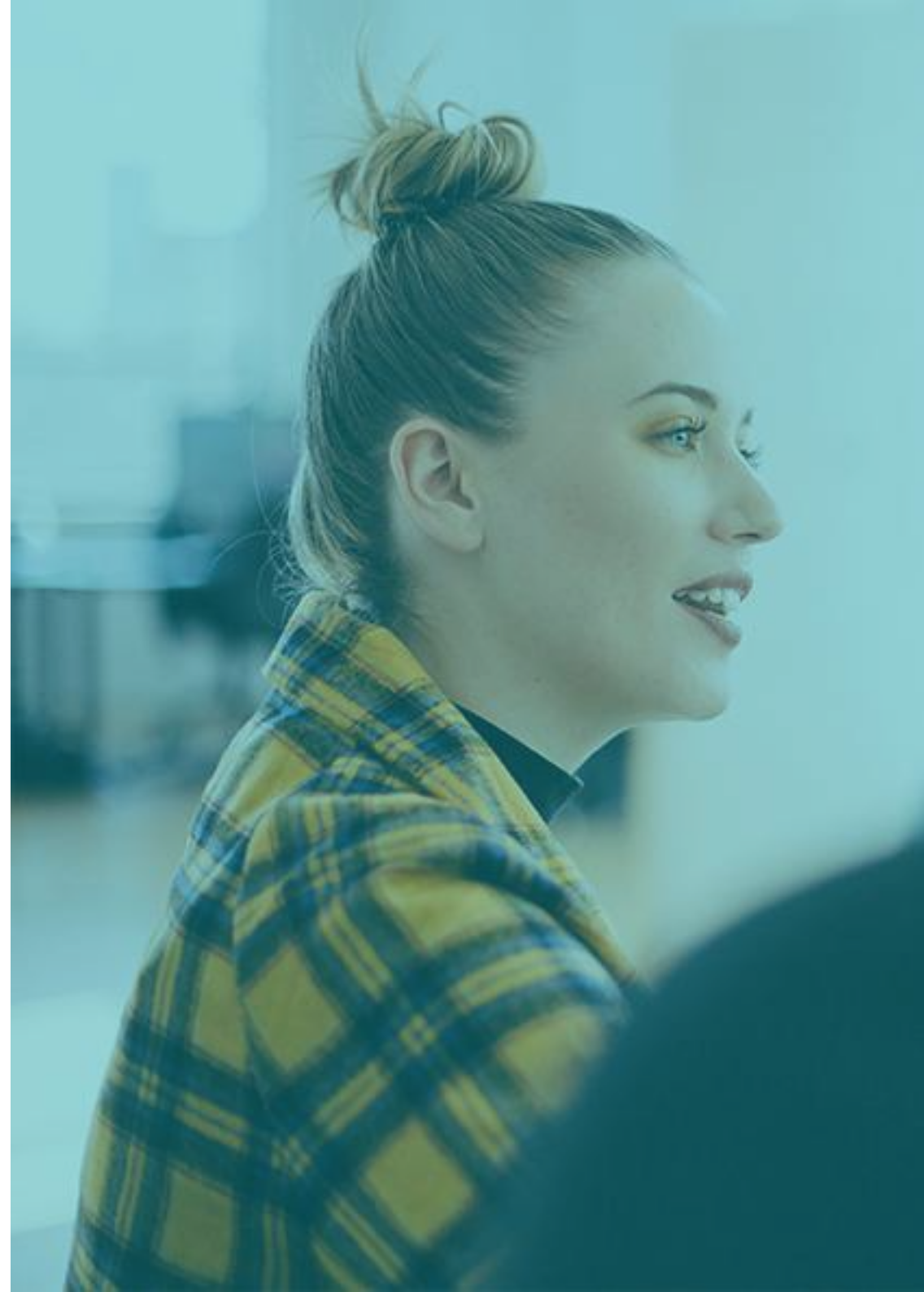
Our world is currently undergoing a period of dramatic transformation. Changes are taking place one after another and faster than ever before in history.

This is why we need to be **flexible and resilient**, we must be **curious and creative**, and most importantly, we must continue to learn.

Thanks to the internet, we have all kinds of information just a click away. It's important that we make the most of this information to **make ourselves more employable and knowledgeable**.

KEY SOFT SKILLS THAT COMPANIES LOOK FOR

- **FLEXIBILITY**
- **CURIOSITY**
- **INNOVATION**
- **EAGERNESS**
- **ABILITY TO LISTEN**
- **LANGUAGES**



JOB SEARCH

During Covid-19

Coronavirus has made a dramatic impact on our daily life, most notably within the world of work. However, companies are adapting as rapidly as possible and certain industries are even flourishing during this unprecedented period.

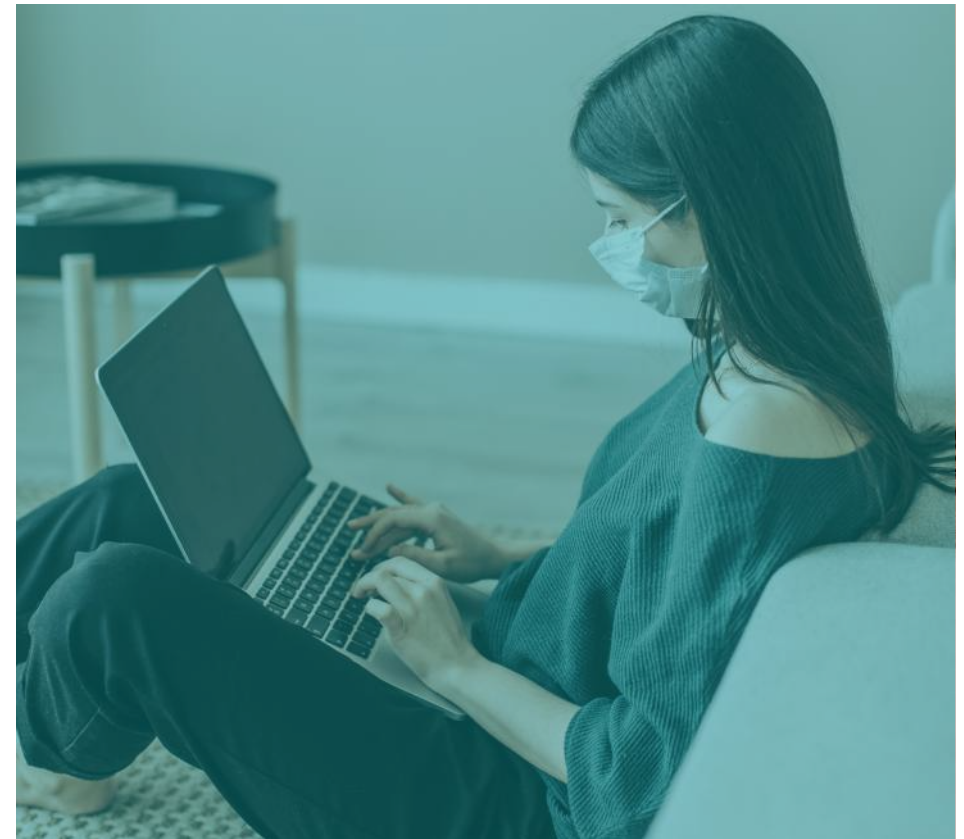
It is therefore time for you as a job seeker to also take advantage of the situation and adapt accordingly. You are now presented with the **opportunity for a career change** and might just stumble across your ideal profession.

Here are some **tips to boost your employability** during the Corona-virus pandemic:

1. Be industry conscious
2. Use the time to reflect on your passions
3. Develop your digital skillset
4. Strengthen your digital presence
5. Build your online network
6. Search for remote jobs
7. Prepare for online interviews

Stay active in your job hunt! Make sure to research employers and industries who are presently in hiring mode! Identify the key companies that are ahead of the game in reacting to the current climate and check if there are any **open positions fitting your profile and interests**.

Remember to **look up similar companies and direct competitors** as there is a high chance they will be recruiting as well!



If you are uncertain about which direction to take, here are some recommendations for **industries and company roles** that have remained stable over the past year:

Most flourishing industries

- Home improvement (furniture and home accessories producers)
- Social platforms
- Entertainment platforms
- Education platforms
- Food and beverages
- Delivery services
- Beauty

Most in-demand jobs during Covid-19



Customer
Service



Web
Developers



Data
Analysts



Content
Writers



Sales
Agents



Journalists



Delivery
Drivers



Health Care
Specialists

The bottom line is that, although some markets such as Tourism and Hospitality have been negatively affected by the pandemic, there are still opportunities out there, with **many industries adjusting their strategies and going on to thrive!**

We advise you to use the time you have wisely: by developing your job search tools and techniques, and embracing changes in your career path.

Whilst others put their job search on hold in uncertainty or frustration, you can seize the perfect moment to **get ahead of the competition.**

Expanding your **HORIZONS**

Your current career does not have to be what you do for the rest of your life. It is important to **open your mind** to what the world can offer you and know exactly what you want from working life.

Trying new things and meeting new people will open up new doors for you, prompting you to **realize your true passions** and what you are capable of accomplishing.

**Turn your passion
into a fulfilling
life mission.**

CONSIDER ALTERNATIVE WORKING SITUATIONS

With modern technology, we are able to work from pretty much anywhere in the world. **Remote work** allows us to be more flexible and boosts our productivity.

CONSIDER NEW CAREER PATHS

If you feel your career path is taking you nowhere or you are lacking drive and passion, don't be scared of change!

The truth is, nowadays, people are expected to change career paths **4-7 times in a lifetime**. If you do choose to take the plunge and switch profession, it's a good idea to consider internships and other forms of work experience to **get your foot in the door**.

CONSIDER DISCOVERING SOMEWHERE NEW

Moving abroad - or even to a different city in your home country - can broaden your horizons!

Relocating is becoming an increasingly popular as Europeans are discover the **countless benefits** of migrating for their career.

4 Essential Questions **TO ASK YOURSELF**

Do you prefer to work in a team or individually?

This one of the most important questions when considering your career path. It can **determine your productivity, efficiency** and how much you enjoy the work you are doing.

What has your past taught you?

It's time to reflect on your past experiences. What you enjoyed, where you found success, and what you disliked - these questions can **lead you to the right decision for your future.**

Is a work/life balance important to you?

Being honest with yourself about how much time you can dedicate to a job will help you to **find a role that allows you to maintain a healthy balance.**

What are your passions?

Following your passions and finding a way in which they can be lucrative is a great step **towards to satisfaction and success.**



Most employable **SKILLS**

COMMUNICATION

The ability to convey thoughts and opinions through solid speaking and writing skills.

TEAM WORK

Making extra effort to get along with your coworkers is key to productivity.

PROBLEM SOLVING

Being able to detect problems and give quick responses to individual and team problems.

COMMERCIAL

Persuasion and negotiation skills are valuable in all sectors.

LEADERSHIP

Strong people management skills and the ability to make a team gel, leading them to success.

MOTIVATION

Taking initiative and enthusiasm to develop your skills are just as attractive as experience.

LANGUAGES

In today's globalised world, the more languages you speak, the more employable you are.

ORGANIZATION

The ability to detect issues and respond rapidly to both individual and team problems.

DIGITAL KNOWLEDGE

The internet is the modern-day agora for international business. Familiarize yourself with programming, social media, and digital design tools.

Become more employable by **LEARNING KEY SKILLS...**

At Europe Language Jobs, one of our favorite mottos is '**Never stop learning!**' No matter how advanced you may be in your career, there are always new competences to pick up whilst you push ever-onwards towards a better version of yourself.

During your job search period, you may find that you have a lot more free time than usual. If so, this is the perfect opportunity to learn some new skills that **will make you more employable!**



Learn the basics

We recommend familiarizing yourself with both **Google G Suite** and **Microsoft office apps**, such as calendars, email platforms and office tools. It's very likely that your new employer will use these on a daily basis.



Sign up to skills apps

Improve your CV by gaining new skills and certifications. Some platforms that will kickstart your learning include **Google Scholar**, **LinkedIn Learning** & **Skillshare**.



Learn a new language

Easier said than done, yes... It might not be the easiest, but it's definitely the most employable! Teach yourself a new language using language apps or sign up to a language course abroad!

THE MOST IN-DEMAND EUROPEAN LANGUAGES

Portugal >> French and German

Greece >> French and Italian

Spain >> French and German

Malta >> English and Finnish

Bulgaria >> French and German

Germany >> Dutch and Polish



Why are more Europeans moving **ABROAD TO WORK?**

1. MORE WORK OPPORTUNITIES

2. CHEAPER TRAVEL


3. INCREASED CONNECTIONS

4. ERASMUS+

5. DEMAND FOR LANGUAGES

6. POLITICAL SITUATIONS

7. LOVE

A person with a backpack is standing on a rocky cliff, looking out over the ocean. The person is wearing a light blue jacket and dark pants. The ocean is a deep blue, and the sky is a lighter blue with some clouds. The person is standing on a dark, rocky outcrop that juts out into the sea. The waves are breaking against the rocks, creating white foam. The overall scene is serene and adventurous.

Europeans are increasingly open to the exciting, adventurous prospect of moving abroad for work.

A person wearing a light-colored sweater is sitting at a desk, typing on a laptop. The image is overlaid with a semi-transparent blue filter. The person's hands are visible on the keyboard, and a watch is visible on their left wrist. The laptop screen is open and shows some content, though it's not clearly legible.

2. PREPARATION IS KEY

Tools to stay **UP TO DATE**

EMAILS



Keep on top of job alerts and possible replies from companies. There is nothing worse than someone who takes a week to reply to a simple question in an email.

LINKEDIN



Make sure your **notifications are on** so you can stay up to date with all connections and messages.

DIARY

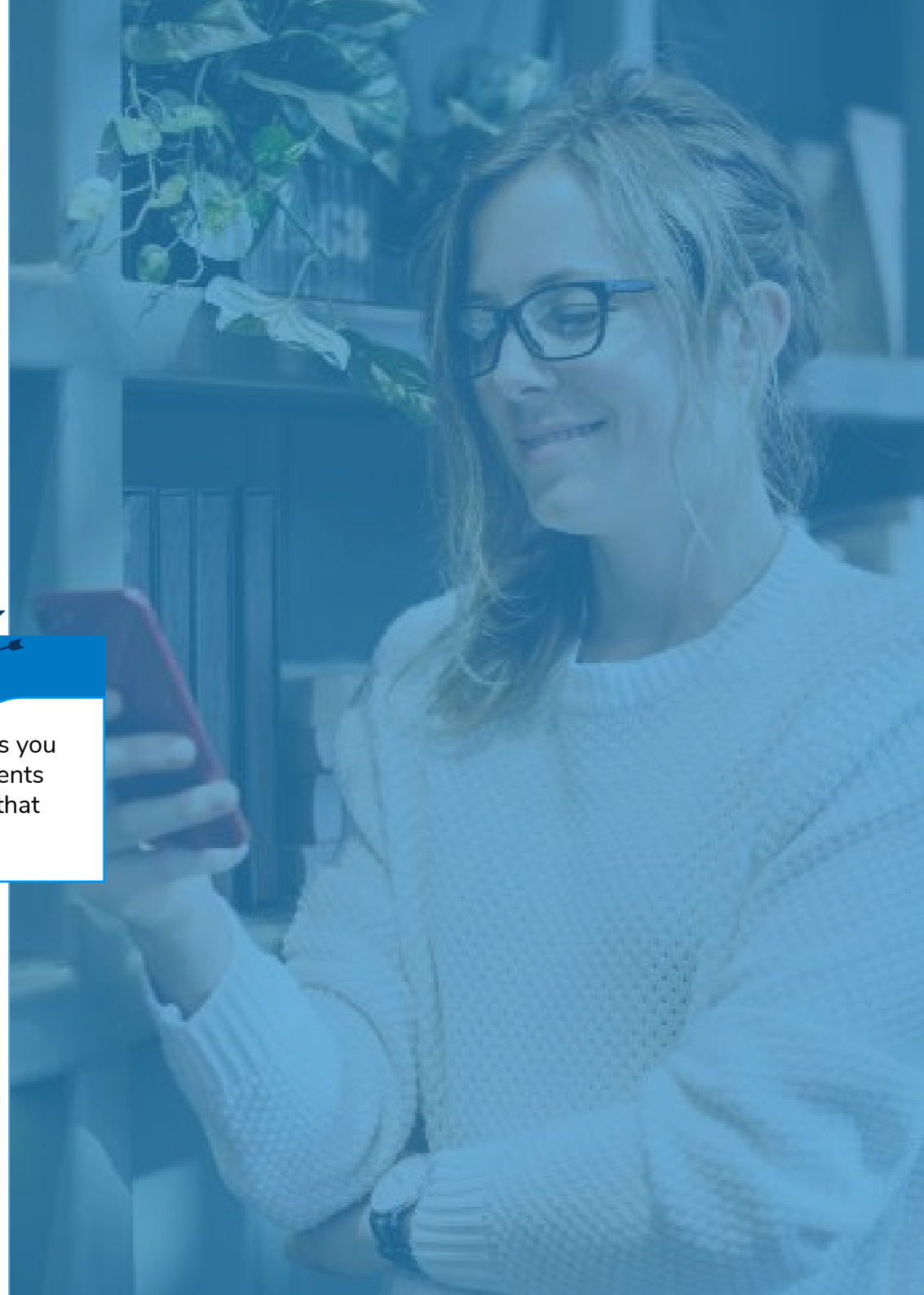


Use a diary to **keep track of job applications** and any upcoming interviews or networking events.

WEEKLY GOALS



Make a goal of how many jobs you will apply to or networking events you will attend each week so that you **remain consistent**.



How to boost your LinkedIn profile

LinkedIn is a social network for professionals. It's a place to display your skills and experience, share work-related content, connect with other professionals, and of course, follow your dream companies!

Follow our 10 steps to **boost your LinkedIn profile**:

1. Update your headline

Use a striking headline that will attract the attention of your target audience, **include keywords related to your job sector, your job title, location and your interests.**

2. Write a summary

Your summary should grab the attention of your target audience with an engaging personal statement about yourself, convincing potential employers to connect with you. **Include: What you do, why you do it, what interests you and what you are looking for.**

3. Add a professional image & cover photo

Upload a profile image of yourself dressed appropriately against a plain background. **Your cover photo can showcase your job sector.** It's common for people to use a stock image of an office or desk, this shows professionalism.

4. Add experience

Include your current and past positions with a paragraph outlining each position. Use bullet points to list your daily tasks and remember to use keywords! **Add any certifications or achievements to this description too.**

5. Network

Start connected with people you know on LinkedIn. These may be alumni from your school, colleagues from previous jobs, close friends, family or local recruiters. **Try to keep your connections relevant to your industry!**

6. Skills & endorsements

Add a minimum of 10 skills to your profile by brainstorming keywords that relate to your industry. It's always nice to endorse your connections to give their profile a boost so commend them on a specific skill and, hopefully, they will return the favor!

7. Share relevant content

Now that your profile is nearly complete, it's time to add your content! This should be **relevant to your industry**. Sharing pertinent articles and infographics show that you have a genuine interest in your industry and help to build a strong personal brand.

8. Gain and give recommendations

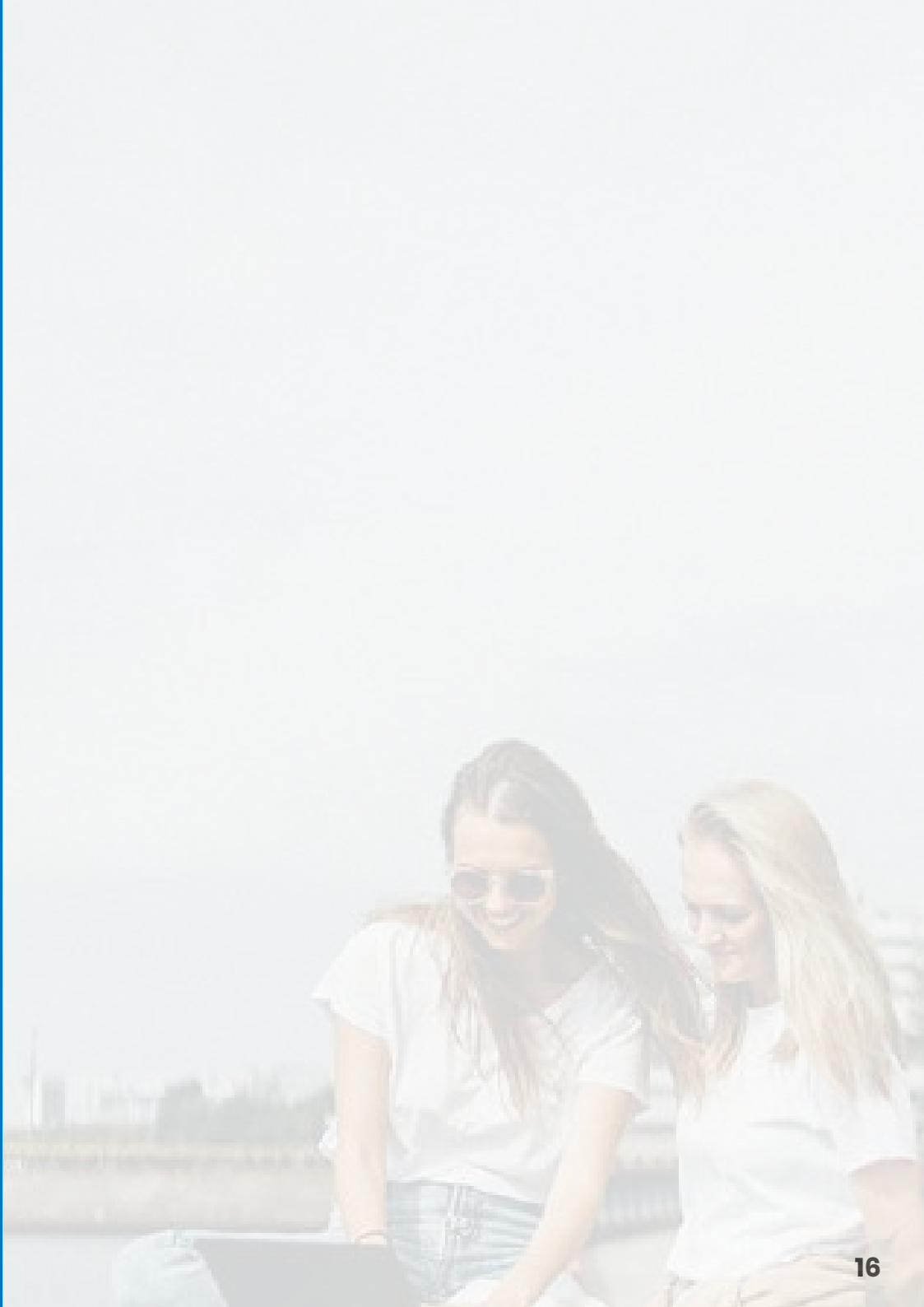
After connecting with a few familiar faces, you can start requesting recommendations. Be polite and provide them with one in return. It **looks great if you have at least a couple of these on your profile**.

9. Follow your dream companies

Find your dream companies on LinkedIn, **follow them, engage with their content** and stay up to date with their news and actions. Never miss an opportunity to connect with them!

10. Search for jobs

LinkedIn is a **great place to search for jobs**. The job board feature is extremely easy to use: you can filter by location, sector, job type and more.



WHAT SIZE COMPANY IS THE RIGHT FIT FOR YOU ?

SMALLER COMPANIES & STARTUPS

Pros

Gain experience in a variety of areas - when working for a smaller company you can get involved in different areas of the business as the **structure tends to be a lot more flexible**.

More visibility from managers and other members of staff - you often have more responsibility working for a smaller company, so **your efforts are more visible**.

A more flexible working environment & schedule - with fewer people in the company, you are usually able to work flexible hours and it's more common for team members to work from home.

Feel closer to your coworkers & boss - due to the smaller, closer environment, you usually have **better relationships** with employees at all levels.

Cons

Limited growth opportunities - smaller companies are **unable to provide a lot** of growth opportunities because they are busy getting themselves off the ground.

Fewer employee perks - due to tighter funds, smaller companies usually offer **lower salaries, lower project budgets**, less training, travel grants etc.

Less structure - tight-knit companies can be **more disorganized** and more likely to experience **frequent changes**.

Not as recognisable - the company is **less likely to be known** by future employers.



LARGE MULTINATIONAL COMPANIES

Pros

More employee benefits - larger companies offer bigger reward packages, higher salaries, paid travel, healthcare programs etc.

More structure - larger companies often have more structure and are **well-organized due to the rules and regulations** they have in place.

Reputation - bigger companies are **more likely to be known** worldwide and this can help to boost your CV!

Growth opportunities - due to the size of the company, there are lots of opportunities **to move around, try new fields** and advance your career from within.

Training programs and courses - larger companies often have a **bigger budget** to offer training sessions for their employees.

Cons

Less recognition - with so many people in the company, it's **harder to get your performance noticed** if you are in an entry-level position.

Less flexible environment and schedule - meetings can take longer to schedule or tasks to be completed as they need to be communicated to several members of staff.

More resistant to change - it's **harder to suggest changes** or introduce new ideas as decisions need to be approved by more senior members of personnel.

FIVE EASY NETWORKING TIPS

For some of us, networking comes more naturally than others. Don't worry, if you aren't one of these people who can network easily, we have some tips to help you socialize professionally.

1. Be approachable

Sometimes people will take initiative and approach you, other times you will need to approach them. This can seem somewhat terrifying but as long as you practice and know what to say, it'll get easier with time. Smile, focus on your body language, and offer a firm handshake. **It's helpful to begin your interaction with a question...**

2. Listen attentively

Although it sounds obvious, it's important to engage properly with the other person and listen actively to their experiences. The information they share with you could benefit your career. **Why waste the opportunity to gain more knowledge?**

3. Engage & ask questions

A great way of displaying your interest and enthusiasm is to ask questions **related to the industry/topic**. This shows that you have been listening and have a genuine passion for the subject. This drive is refreshing and will portray you as a keen candidate or useful contact.

4. Exchange contact details

Even if that particular individual may not be beneficial to your career at this moment in time, they might be in the future! By exchanging numbers, emails, or connecting on LinkedIn, you **make it easier to cross paths again in the future**.

5. Practice, practice, practice

Just like with most activities, the more you practice, the easier it gets! **Get out of your comfort zone**, attend different career-related events, engage with people from different levels of seniority or backgrounds. You never know who you may meet and you might just enjoy networking more than you imagined!



**3.GET THE BALL
ROLLING**

7 things recruiters want to **SEE ON YOUR CV**

A poor CV could be preventing you from getting a job. All the hard work you've put in could be going to waste if you do not include these important details.

1. Contact details

You need to include your **phone number (adding the country dialing code)**, **email**, **Skype address**, **LinkedIn** and your personal website, if you have one. Double check all the information is correct.

2. Job titles

Do some research to find the best title matching what you did, not what your employment contract says you did. Keep things relevant, **it's important to tailor your CV for the position you're applying to.**

3. Job descriptions

Most people don't know how to efficiently sell themselves on paper. In order to show how suitable you are for the role, you need to **include relevant skills and experience within the job descriptions.**

4. Achievements

It's essential you have at least one achievement for each role. Think about one thing you did well in that role and talk about it. **One line of text is fine - keep it short but eye-catching.**

5. Education & training

Recruiters need to see if you're actually qualified to do the job and any additional training you have done. This includes seminars, on-line courses, etc. as **they show the recruiter you are committed to self-improvement.**

6. Explain any gaps in your CV

Whether you were traveling, looking after a relative, unable to find a job or just taking time out - **tell the recruiter what you were doing on the CV and explain those gaps.**

7. Sell yourself

Create a summary on your CV which briefly explains your education, experience and the type of roles you wish to apply to. **Recruiters spend on average less than a minute to scan your CV so make it count!**

Important things to consider **ON YOUR CV**

FLOW

It is important to produce a **well-written CV** that includes the important details whilst not being too long.

KEYWORDS

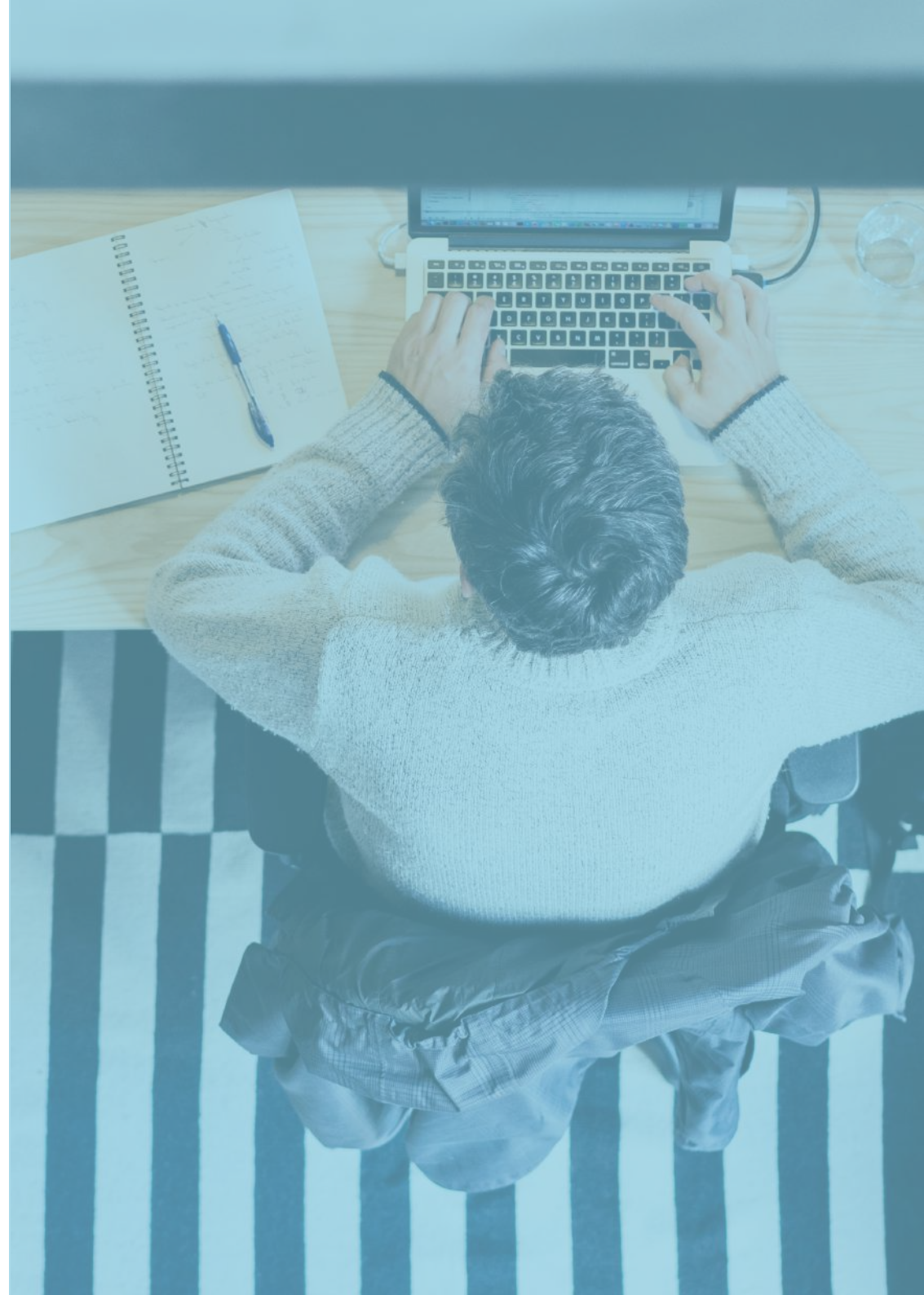
Include the **appropriate keywords** which you think are essential for the position you are applying to.

MOST RECENT ROLE

There is nothing quite as important as your last position so make it sound good, **include a summary of the tasks** you had for this role.

LANGUAGE SKILLS

Increase your employability, especially if you aspire to work for multinational companies and relocate. Make sure you **include the language level**.



CV TEMPLATE

PHOTO

You should **double-check whether or not a picture is required** in the country that you are applying to. In countries like the UK, including one could count against you.

EDUCATION

Your **most recent education** (such as recent qualifications and degrees) should come first and should have more space dedicated to it. You should only go as far back as secondary school.

EXPERIENCES

Include any **relevant work experience** that you have done. You should add the latest job first, and include details such as the title, dates and tasks that you had.

REFERENCE

References are quite important and could speak volumes depending on your experience. **At least one of them should be work related.** If you're a graduate, a professor is a valuable reference.



PERSONAL INFORMATION

This section should include your **name, address and contact details.** Date and place of birth, nationality and gender are usually optional but can vary between countries. Including your LinkedIn profile is a great idea.

SKILLS

This gives you a chance to list skills that you have. You should make sure that they are **relevant to the job you're applying to.** Make sure you also include languages and the level you speak them at.

INTERESTS

Your interests can give a good indication of your personality and how you'll potentially fit into a company. You should focus on **hobbies relevant to the job** that you are applying for.

Where should you **UPLOAD YOUR CV**



LinkedIn - the biggest professional network

Your favorite **companies'** career pages

www

Your University/ Business School
career portals



Websites for professionals in your industry (Behance, Domestika, etc.)

Bē

**EUROPE
LANGUAGE
JOBS**

ELJ - the most trusted job board to find a job abroad

Popular **local job websites**



COUNTRY SPECIFIC CV

Different countries have different rules and expectations. Therefore, it is important to familiarize yourself to increase your chances of employment in your dream destination!

SPAIN, CYPRUS & GREECE

- CV length? **1-2 pages**
- Include a **photograph of yourself**? Yes
- Include **personal information**? (Age/Exact Location) Yes
- Arrange your CV in reverse chronological order with your recent **work experience at the top, followed by qualifications and then education.**

GERMANY, HOLLAND & BELGIUM

- CV length? **1-2 pages**
- Include a **photograph** of yourself? Yes
- Include **personal information**? (Age/Exact Location) Yes
- Arrange your CV in reverse chronological order with **education first, followed by qualifications and work experience.**

UNITED KINGDOM

- CV length? **1-2 pages**
- Include a photograph of yourself? No
- Include personal information? (Age/Exact Location) No
- Arrange your CV in reverse chronological order with the relevant, **recent experiences at the top, followed by qualifications and then education.**

By adapting your CV slightly to each position, you are significantly increasing your chances of being selected for an interview.

SCANDINAVIA: NORWAY, SWEDEN, FINLAND & DENMARK

- CV length? **1-2 pages**
- Include a **photograph of yourself**? Yes
- Include personal information? (Age/Exact Location) No
- Arrange your CV in reverse chronological order with the most relevant, **recent experiences at the top, followed by qualifications and then education.**

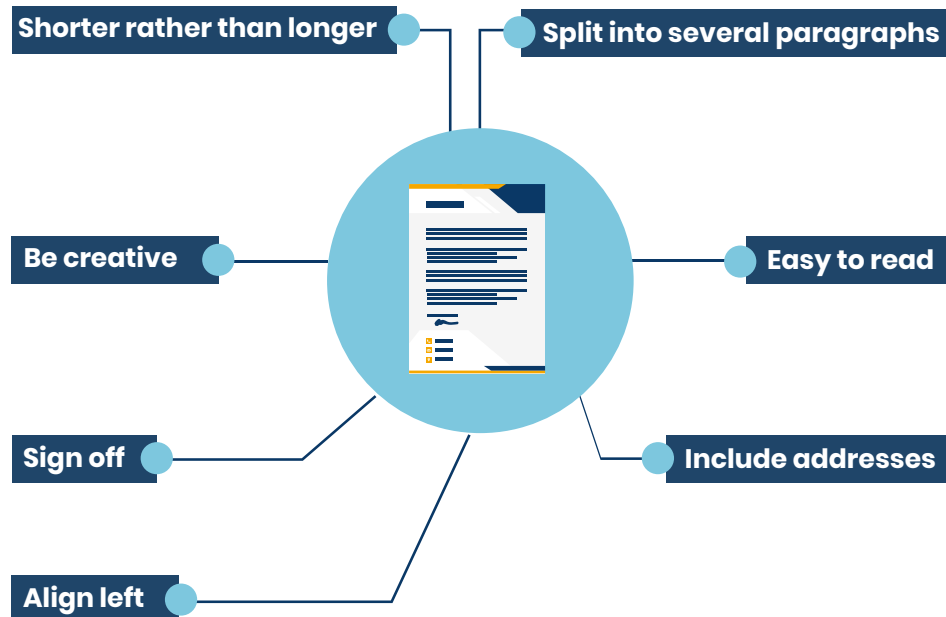
PORTUGAL

- CV length? **1-3 pages**
- Include a **photograph of yourself**? Yes
- Include **personal information**? (Age/Exact Location) Yes
- Arrange your CV in reverse chronological order with your **education first, followed by professional training and work experience.**

What should a COVER LETTER LOOK LIKE?

A cover letter is a great opportunity to show your personality, since there isn't enough space in a CV to introduce yourself on a personal and detailed level.

The original role of the cover letter (named because of its original role as the cover page of a posted CV) was to **explain exactly why you were sending a CV**. It also specified which position you were interested in, as a big company would likely have several available vacancies at one time.



WHAT SHOULD A COVER LETTER INCLUDE?

Tell them why you like the company

Tell the company what appeals to you about them and the position you are applying to. Also, providing some specific details about the company will show you know who and what you are applying to, making your cover letter more specific to the position. **No one wants to feel like they are reading a generic letter** that has likely been sent to plenty of other companies.

Then tell them what you can offer

Simply telling them what your skills are isn't enough. You need to apply your skills to the company. In other words, **tell them why you will be an asset to their company**. Using measurable skills and stats is a great way to give the recruiter a concrete example of just how valuable you would be to them.

Express how much you want the position

Getting the balance between seeming desperate and seeming too carefree is tough. **Use phrases like, 'The prospect of performing in this role genuinely excites me.'**

Make sure...

- It's **easy to read**
- You **check it through!!**
- Any **gaps in your CV** are explained
- It's **personalized to the job** you're applying to

4. SEAL THE DEAL



Differences between **EMPLOYMENT PLATFORMS**

EMPLOYMENT AGENCIES

Agency where you can get financial help and assistance finding a job.

- + Financial, legal and employment help**
- Less interesting job offers**

JOB INDEXORS

Websites where you can find offers collected from different job boards.

- + Huge number of offers**
- Low response rate**

JOB BOARDS

Website where you can find and apply to different offers from different companies.

- + All offers are reliable**
- Don't always receive feedback**

HR DEPARTMENTS

Departments where you can find new vacancies in particular companies.

- + Direct access to employers**
- Can be very slow**

RECRUITMENT AGENCIES

An agency where recruiters find and interview people for other companies.

- + Communication**
- Multiple steps interview process**

SOCIAL NETWORKS

Job offers which are posted on Facebook, LinkedIn, Xing etc.

- + Easy to find offers**
- Not reliable**

Insider tips from **OUR RECRUITERS**

We interviewed our HR Manager, Mónica Senín, and asked her to share her expert tips and interview advice, revealing the best recruitment secrets – what recruiters like and what they don't! Take advantage of this inside knowledge from Europe Language Jobs and you'll become one step closer to landing your dream job!

What are the most common CV mistakes you have come across?

“It's extremely off-putting when a candidate sends their **CV in the wrong order**. We like to open a CV that is well-structured with the latest experience and education at the top.”

What things really stand out to you on a CV?

“When candidates are applying for a position here at Europe Language Jobs, I always enjoy opening a CV that contains a nice professional photograph of the candidate, with a good personal summary, outlining their previous experience, including their tasks and responsibilities. CV's that contain all of this information show us **a clear explanation of why you want to work for us.**”

When is the right time for a candidate to ask about salary?

“Demonstrate your values, experience and why you want the job first, and then think about asking this question. **You can ask this at the end of the interview**, when we ask you if you have any further questions... but please consider how you ask the question.

For example, a good approach would be to ask “what benefits and conditions are the company offering for this opportunity?” It's a question that should be **asked in a polite manner, at the right time.**“

Difficult Interview

QUESTIONS & ANSWERS

How much do you expect to be paid for this role?

Employers want to know that your salary demands are reasonable. **Ask for a range** before you throw out a figure, because if you are the first to state your expectations the number you state could be less than what an employer might be willing to pay. Before your interview **get an idea of how much similar positions pay so you know what you're talking about.** To be safe, use this research as a guide and express your willingness to negotiate your pay scale.

What's your biggest weakness?

This shows how self-aware you are and how good you are at self-reflection. **Being able to rationally see where you've gone wrong and where you can improve is a valuable quality to have.**

Using an answer such as "I'm a perfectionist" or "I work too hard" is all too common and most of the time not very accurate. Recruiters will be able to sense how sincere your answer is, and this type of response doesn't normally cut it. Nonetheless, whilst it's great to be honest, **it's important to also give an example of how you are working on that weakness to overcome it.**

Example:

I can sometimes have problems with time management. To make sure this doesn't interfere with my work, I make my own schedule for the day and am strict with myself that I don't neglect one task whilst paying too much attention to another.

What do you know about our company?

Many people make this mistake. Employers want candidates who are interested not just in the salary, but in the company and the particular role you are applying to. It's not a good look when someone asks "What role did I apply to again?". **Show your interest in the company by doing some research beforehand.**

"Explain what you understood about the company and don't be afraid to ask questions about it. **The importance of this question is showing interest,** that you actually cared to look at what they do."

Example:

"From what I've seen you are a multilingual job board for candidates within Europe. You also have a blog featuring content about career advice and relocating abroad. I wondered whether you have multiple offices around Europe or just in Barcelona?"



Questions to ask **THE INTERVIEWER**

This can be one of the toughest parts of the interview. To make life easier, prepare some questions beforehand and listen carefully throughout the interview to avoid asking about something they already mentioned.

Are there opportunities for professional development?

This question is great for **finding out the available growth and development opportunities**. Any company that doesn't have these should be a warning sign that this might not be the right company to work for.

What's your favorite part about working at the company?

By asking this, you will hopefully **get some insight into the employee satisfaction**. If the interviewer hesitates when answering this, it might not be the best sign.

Where do you think the company is headed in the next 5 years?

If you're looking at staying at a company long term, you'll want to **make sure that you know that there are plans for growth**.

What are the next steps after this interview?

This is one of the most important questions, but also one of the questions that is most likely to have been answered already. This information **will help you to prepare for any of the following stages** if the initial interview goes according to plan.

Knowing what to ask an interviewer is key to showing your interest in a company, as well as making sure the company is a good fit for you.

The interview

YOUR TIME TO SHINE

The interview is probably the most nerve-racking part of the job search process, especially if it's your first interview. Some people can handle them better than others, but even if you are the most confident person out there, you still need to be prepared.

HOW TO PREPARE?

This is the most crucial part of interview success and a recruiter will always know when someone is not prepared. Follow the steps below to **make the best use of your time before the interview**.

Research the company: Completing research beforehand will help you to perform well in the interview and determine whether this is the right company for you **based on the company size, company culture, company values** etc. Browse their website, social media channels, read their press releases, try to find out as much as you can to impress the interviewer!

Make sure you practice: Whether you have been to lots of interviews or this is your first, we always recommend practicing beforehand! This is a great way to **test your knowledge of the company** and to see which questions you need to work on.

Plan your journey: Always make sure that you leave with more than enough time, this way you can avoid rushing and arriving flustered and panicked, and hopefully, **this extra time should cover any unexpected delays along the way**.

WHAT TO BRING?

Next, it's important that you gather the essential items to bring to your interview. Even if you haven't been told to bring anything with you, it's always better to **arrive overprepared** to show off your organizational skills and to **avoid any unwanted complications...**



What happens after the **JOB INTERVIEW**

Straight after the interview there are two main things you need to find out; the time in which it will take for you to receive an answer, and who you should follow up with. Having the contact information of this person is very important, and will most likely be their email address.

The best thing to do straight after this is to **take time to evaluate**, re-think what you mentioned, what seemed interesting to the interviewer etc.

The next step would be to **send a well-thought out thank you email**. In this you should take time to thank them for their time and to answer any questions you were unable to fully answer, add references from previous employers and mention something they found interesting etc. This email is also a great opportunity to **ask any questions that you forgot to ask** during the actual interview.

Another plus point is that it will help to keep your name fresh in the mind of the interviewer, as even if you did well they will probably be interviewing more people, so it can be easy to forget.

It is also a great way to **show that you're truly interested in the job**. Companies will only want to employ someone who's genuinely enthusiastic about the job and really wants to work there.

Points to remember:

- **Be professional**, check spelling, especially of people's names
- **Don't be pushy**
- **Check links/attachments work properly**
- **Send it the same day** as the interview or at most a day after while the interview is still fresh
- **Don't expect instant results** - people are busy!
- **Don't make the email too long**, keep it business like and easy to read.

Following up can be the key factor in getting the job that you want. It shows that you are genuinely interested and enthusiastic about the job, which could separate you from hundreds of other applicants competing for the same position.



FINAL THOUGHTS!

Lots of new opportunities are revealed once we start discovering our own capabilities and stepping outside of our comfort zone.

We wish you the best of luck in your next adventure!

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