

*What is your next step?*





# Unique Multilingual

***The Dutch Job market  
“How can I find my next  
job?”***

MICT Presentation  
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Unique Multilingual

*Your future, our work.*



# Agenda

- Introduction to Unique Multilingual
- CV & Motivation letter
- The job Interview
- Search Channels
- On-line visibility
- Able to speak to our recruiters get advice on cv

# Unique Multilingual

- Market Leader with more than 30 years of experience in recruitment of native and multilingual speakers. Our clients are international companies, or Dutch companies orientated internationally.
- Types of jobs: Administration, Secretarial, Financial and Commercial from entry level to mid/senior level.

# Unique Multilingual

- Dutch not required, European languages such as French/German/Spanish etc., highly desirable.
- Service is FREE of charge
- Register online via:  
<https://unique.nl/inschrijven>
- Send email or call us so we can find your application

# Our Purpose Today

Assisting and guiding the staff of the former ICTY on the Dutch (International) job market, to finding a new fitting challenge.

# What do Internationals Contribute to companies in The Netherlands?

- Knowledge of a specific language and/or culture (73%)
- Strong intercultural communication skills (72%)
- Willingness to travel (40%)
- International Business Network (36%)
- Expertise in a specific product or service (35%)

# *The Dutch Job Market*

Why do so many people enjoy living and working in the Netherlands?

- \* Location
- \* Culture
- \* Talent hub
- \* Speaking Dutch is not always required
- \* Large international companies



# *Curriculum Vitae*

How long does a recruiter take to look at your cv?

- 7 seconds

# Curriculum Vitae

- Do's
  - \* Have a good/pleasant layout
  - \* Start with most recent experience first
  - \* Adapt the vocabulary to the vacancy
  - \* Use bullet points or short descriptions
  - \* Be clear and concise
  - \* Use 1 formal font that is easily readable (Arial 10)
  - \* Always spell check and double check
  - \* Make sure your contact details are always up-to-date

# Curriculum Vitae

- **Don'ts**

- \* 'Over' designing!
- \* Grammar / spelling mistakes
- \* More than 2 ½ pages
- \* Using a party picture!

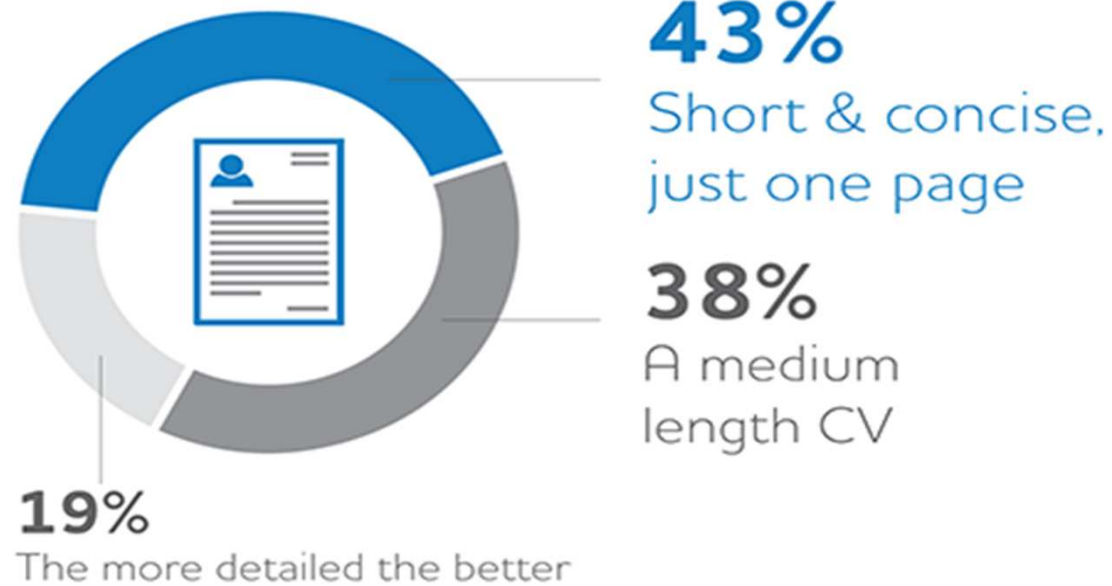
# Curriculum Vitae

## Yes or No?

- \* Using a picture?
- \* Education or experience first?
- \* Hobbies?
- \* Europass CV?

# Ideal CV

What is the ideal length of a CV?



# Motivation Letter

- \* Name, Address, Date and Place
- \* Mention recruiter's name
- \* Where did you see the vacancy?
- \* Why are you interested? (name company and position)
- \* What is your experience? (short)
- \* Why would they pick you?
- \* Always thank them for their attention and consideration
- \* Use always a formal font (sizes from 10-12)

# Example

Name  
Address  
Phonenumber  
Email

Subject: Application

The Hague, 5 January 2012

Dear Sir, Madam,

I would like you to consider my application for the HR Assistant position in your company.

I have been working in the hospitality industry for the past 9 years and in doing so have developed a passion for all aspects of the business that is HORECA. During my career and through my studies I have gained valuable and applicable experience in many areas of the hospitality industry with a strong emphasis on hotels. In doing so, I have also gained a strong confidence in my ability to complete personal tasks and I gain a great deal of satisfaction from maintaining a solid work ethic. Since we all know that the hospitality business can be a very stressful environment, after all this time I can say that I am definitely capable of working under pressure.

During my studies and my career, I have gained a lot of experience and knowledge. Though hospitality is something that is in my blood, I am very interested in working in a totally different branch. Especially during the final phase of my studies, the management placement at Hilton The Hague as an HR trainee, I have learned that I have 'outgrown' the hotel world, and that I am more attracted to develop in another branche.

During this traineeship I encountered many challenges. Normally this department is run by the HR Manager and the Trainee, with support of the Cluster Director of HR. During 3,5 months of my placement I was the only one at the office which resulted in an abnormal load of responsibilities and tasks which varied from recruitment to contracts, from giving tours to organizing team parties, from recognition to legal aspects and from trainings to quality audits. At first I was not satisfied with this situation at all since the guidance which I signed for was not there, but in the end the outcome was very positive. I had the chance to prove myself. I learned a lot in a short period of time and got offered a job as HR Agent.

Now I am ready for my next challenge.

The fact that (company name) is an international company with many growth and development opportunities, makes me very enthusiastic. The (...) Industry has always had my interest, since (name reason).

I believe very strongly in my capabilities as an employee to maintain a high degree of professionalism at all times while ensuring that my relationship with both colleagues and management is comfortable and mutually beneficial. While leading and working as part of a team I have always endeavored to pass on these values to other staff members.

Please find my resume attached and I look forward to discussing any position with you.

Yours sincerely,

(name)



Unique Multilingual

*Your future, our work.*



# *Ready to Apply?*

- Applying online...
- Be organised
- Have good Administration
- Save every application
- Check check double check!

Think about the new Privacy law - do not mention contact details of references

# *The Interview*

Be prepared! But how?

- \* Well dressed/groomed
- \* Bring with you your CV, a note pad and a pen
- \* Check the company's website and vacancy again
- \* Conditions (later stage)
- \* Prepare questions

# *The Interview*

## Tips:

- \* The first impression is important but not a killer!
- \* Make a difference: Show your personality!  
Personal Branding!
- \* Be calm and confident, not arrogant!
- \* Think out of the box: tell more than what is on your CV
- \* Set your phone on silent (not vibrate)!

# The Dutch Job Market

## How and where can you find a job?

- Job Agency
- Via your network
- Via advertisements

# *Search Channels*

Jobboards:

- Xpatjobs
- I am Expat
- Indeed
- TopLanguageJobs
- Monsterboard(.nl)/Jobbird

**» Add your cv, so you can be found**

# Social Media

LinkedIn, Facebook, Twitter



What can you do with social media

- Recommendations
- Join interesting Groups
- Network and build connections
- Find jobs and be found by recruiters

Be careful with what you post online! Google yourself and see what you can find as a recruiter/hiring manager can do the same.

# Linked in

The screenshot shows the LinkedIn Privacy settings page. The 'Privacy' tab is selected in the top navigation bar. The main content area is titled 'Job seeking preferences' and contains several settings. The setting 'Let recruiters know you're open to opportunities' is circled in red. This setting is currently set to 'Change' and allows users to share their profile with recruiters. Other settings include 'Sharing your profile when you click apply' (set to 'No'), 'Stored job applicant accounts' (set to 'Change'), and 'Saving job application answers' (set to 'No').

Setting	Description	Current Status
How others see your profile and network information	Choose whether we can make some of your data available to trusted services for policy and academic research	Yes
How others see your LinkedIn activity		
How LinkedIn uses your data		
<b>Job seeking preferences</b>		
<b>Let recruiters know you're open to opportunities</b>	Share that you're open and appear in recruiter searches matching your career interests	Change
<b>Sharing your profile when you click apply</b>	Choose if you want to share your full profile with the job poster when you're taken off LinkedIn after clicking apply	No
<b>Stored job applicant accounts</b>	Manage which third party job applicant accounts are stored on LinkedIn.	Change
<b>Saving job application answers</b>	Choose if you'd like for LinkedIn to save the information you enter into job applications.	No

# *How to contact us*

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# Questions?

