

Applying for a job in Portugal

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How to apply?

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- ✓ CV
- ✓ cover letter
- ✗ references
- ✗ diplomas, certificates, ...

The *perfect* CV

Choosing a format

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- reverse chronological
 - functional
 - combination
 - Creative
-
- focus on your strengths
 - align with the company branding
 - move around the sections to fit your profile
 - try out different formats

The *perfect* CV

A few tips

- written in Portuguese (or in English)
- short and concise (1-2 pages maximum)
- professional passport sized photo with a smile
- alongside your address state that you are looking to relocate
- international code number
- LinkedIn profile
- tools to use videoconference (Skype, TEAMS, Zoom,...)
- links to your former employers websites
- links to the webpages with info about courses content
- Language skills

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The Cover letter

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While your CV gives an overview of your career path, a cover letter is supposed to tell a story, your story

- keep it simple, short and interesting
- add a signature (when sent as an email)
- personalize - address to a person - find a contact person (head of HR)
- add context and detail do not repeat information that is already on the CV
- use keywords to match the job requirements
- market yourself – keep a good balance between facts and motivation



The Cover letter

Structure **YOU** – **ME** - **US**

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- **show your interest in the position/ company** - shortly write about the company and the job position
- **highlight your skills** - write about main experiences where you gained or already proved the qualities and skills that are required for the position
- **let them know your motivation** - why you want this job? what inspires you about this position and the company?
- **mention which added values you'll bring them**, but also, what you can learn from them.



The Interview

Interview using video conferencing software

- use a laptop or computer
- make sure you have a good internet connection
- choose a professional background
- pick a quiet spot with good lighting
- dress appropriately – avoid busy patterns and accessories
- use appropriate body language
- stay focused and look into the camera
- consider the delay in the conversation
- practice using video conferencing software

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The Interview

Most asked questions - practice answering

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- Can you tell me about yourself?
- What are your greatest strengths and weaknesses?
- Why are you the right person for this job?
- Why are you leaving your job?
- Why are you willing to move to Portugal for this job?
- How will you adapt to Portuguese work culture?
- Would you consider learning Portuguese?
- What do you know about our industry and competitors?
- Where do you see yourself in x years?



Who are You on Social Media?

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Recruiters may google you!

if you have public profiles be aware of the contents shared!





...an important tool

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- increasingly used to recruit qualified workers
- find out more about your professional activity and skills
- get an inside look into your interests and preferences

- make sure that your LinkedIn profile is up-to-date
- follow top companies in the field of your work
- personalize your public profile URL <http://www.linkedin.com/in/your name>
- create a QR Code for your LinkedIn profile



ONE SIZE
DOES NOT
FIT ALL

...there is no one-size-fits-all strategy

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How to stand out?

tailor-made for a particular company and specific job vacancy

- research the company
- think about *“Are you a match?”*
- make it easy-to-read
- don't use only copy&paste on templates, make them your own
- represent yourself

...and remember to be honest, open-minded, and flexible



Obrigad@!
THANK YOU!

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