



Applying for a job in Portugal: your **CV** and **interviews**

Work in Portugal!

Update: June 2020



Applying for a

CV models used in Portugal

Reverse chronological order

Functional CV

Europass CV

Infographic CV

Creative CV



Applying for a

Which CV model is the best?

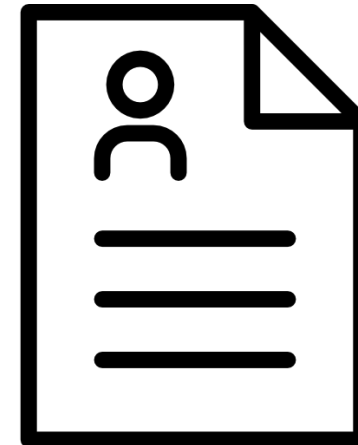


It depends on:

- the kind of job
- the company
- your experience
- the occupational area

But **remember**, it has to be:

- updated
- truthful
- well organized and easy to understand
- written preferably in Portuguese (or in English)
- short (1-2 pages maximum), concise, relevant
- updated passport-sized photo



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Writing your CV: **A FEW MORE TIPS**

- phone: international code number
- LinkedIn profile
- Skype account ID
- use **keywords** that show you match the position requirements
- previous employers: include links to their websites
- your educational background: links to webpages where to find info about courses' contents

What about the **Cover letter**?

- short
- specific for each employer and job
- showing the relationship between your experience, qualifications, expectations and professional profile required by the employer
- use keywords that show you match the position requirements

Interview

- Where you get the chance to **market yourself**, reveal your added value and show you are **the ideal candidate for the job**
- **Prepare** and **plan** your interview

Find out as much as you can about:

- the post,
 - the employer and
 - the activity sector
- Identify your most **positive points** to perform the function

Applying for a

INTERVIEW



Companies keep an eye on:

- Positive attitude
- Non-verbal communication
- Professional experience
- Vocational training
- Knowledge about the post and company

You should have at hand:

- CV copies
- Diplomas, work certificates
- Recommendations



Don't forget! Be punctual and remember that a careful personal appearance (clothing, haircut) may be important.

Recruitment & Selection process

MAJOR STEPS

- review of CVs
- pre-interview by phone
- selection of the best candidate using one or more selection techniques:
 - formal interview (face-to-face or online)

Common but not always used:

- psychometric testing
- written exercises
- group exercises
- ...



Thank you! Obrigad@!

