



## The International Employment Unit of the City of Aarhus Presents:

# WEBINARS FOR INTERNATIONAL JOB SEEKERS

★ ★ ★ January - June 2021

Find inspiration and gain an overview on a wide range of topics that can help to improve your job search process.

## WEBINAR TOPICS

### **CV Writing & Competency Mapping**

Do you want to make sure that your CV is strong, easy to understand, and aligned to the Danish style? Then sign up for this webinar which presents a brief outline of the key elements that you should include in your CV with examples and tips on how you can best present yourself to future employers. This webinar also includes an introduction to the competency mapping process, which will present you with ideas and inspiration on how you can get started with identifying, prioritizing, and targeting your key competencies.

### **Cover Letter Writing Part 1: Solicited applications**

Solicited applications are those written in response to job openings advertised by companies which indicate that they are actively looking to hire. This webinar will show you how to read and understand the job advertisement, plan and structure your cover letter, and then customize your application to highlight your key skills and competencies in alignment with the advertised role.

### **Cover Letter Writing Part 2: Unsolicited applications**

Unsolicited applications are quite common in Denmark and refer to situations where the job seeker approaches the employer offering their competencies— even though no job has been advertised. This webinar will be your guide to how to begin writing good unsolicited applications. It is recommended that you participate in “Cover letter Writing Part 1: Solicited Applications” before joining this webinar.

### LinkedIn for international jobseekers

This webinar is intended for those who would like to learn more about how to use LinkedIn as a jobseeker, and are looking for extra tips and tricks on how to optimize their profiles, reach out to people on the platform, and create engaging posts.

### Coffee meetings

Coffee meetings can be an effective tool in the professional networking process. This webinar will give you a basic guide to coffee meetings and provide inspiration on how to ensure that you make the most out of every meeting.

### How to prepare for a job interview

Do you have an interview coming up that you need to prepare for? Or, are you just curious about job interviews in Denmark? Then this webinar is a good place to start! You will get a general idea of the job interview process, and inspiration on how to present your best self during the interview process.

## WEBINAR SCHEDULE 2021

Date	Time	Webinar Topic
14.01.21	13:00-15:00	CV Writing & Competency Mapping
21.01.21	10:00-11:30	Cover Letter Writing Part 1: Solicited Applications
10.02.21	10:00-11:30	Cover Letter Writing Part 2: Unsolicited Applications
25.02.21	13:00-14:30	LinkedIn for International Job Seekers
10.03.21	10:00-11:30	Coffee Meetings
25.03.21	13:00-14:30	How to prepare for a Job Interview
15.04.21	13:00-15:00	CV Writing & Competency Mapping
28.04.21	10:00-11:30	Cover Letter Writing Part 1: Solicited Applications
11.05.21	10:00-11:30	Cover Letter Writing Part 2: Unsolicited Applications
27.05.21	13:00-14:30	LinkedIn for International Job Seekers
02.06.21	10:00-11:30	Coffee Meetings
17.06.21	13:00-14:30	How to prepare for a Job Interview

## We expect your involvement

We at the International Employment Unit believe that interactive sessions produce the best results and therefore webinar participants are expected to be actively engaged in the session. This means that webinar participants should be prepared to share video and audio, take part in group activities, and actively interact with the presenter and the other participants during the session.

## Sounds like something you might be interested in?

All webinars will be held in English, are free of charge, and you can participate from the comfort of your own home – all you need is a computer and a good internet connection! If you would like to learn more, please write to The International Employment Unit via email at [ieueaarhus.dk](mailto:ieueaarhus.dk), stating clearly which dates you are interested in. You will then be sent an online registration form, that you will need to fill out to reserve a spot for the session. Please note that registration closes one day before the webinar, or when all available spots are filled.

We look forward to hearing from you!

### THE INTERNATIONAL EMPLOYMENT UNIT

Jobcenter Aarhus  
Værkmestergade 5, 8000 Aarhus C  
[www.aarhus.dk](http://www.aarhus.dk)  
[ieueaarhus.dk](mailto:ieueaarhus.dk)

