

Working culture in Denmark

Most Danish workplaces are characterised by a **horizontal structure and open dialogue between management and employees**. The working culture is cooperation-oriented and **the working environment is marked by open and informal social conventions**.

Many Danes are very interested in their work and Danish employees are considered motivated and committed.

Danish workplaces offer very good working conditions, modern facilities and high-quality technical equipment. Competence development is highly prioritised and most workplaces regularly offer continuing education to their employees.

Looking for a job in Denmark is not especially different from looking for jobs in other countries. However, there is the important exception that **employers in Denmark generally expect to receive a brief and motivated application as well as a CV**. A motivated job application involves **giving the employer an impression of both your professional and social competences**. **Your job application may not be more than approx. one A4 sheet**. Enclose your CV and possibly relevant education certificates, recommendations from former employers, etc.

The application is to serve as an appetiser, whereas the CV is a listing of your experience and background.

Typically, you will not hear from the company until after the application deadline, after which time you can be called in for an interview. **In some fields, it has become common to use personality tests and some other tests** may also be used.

The application

The whole purpose of writing an application is to make sure you're called in for an interview. That is why it is important that your application is tailored to the company – **you should never reuse applications that you have sent to other companies**.

You need to know as much as possible about the job, the company and the business they are in before you write the application. If you need more information, you can always go online, contact the company or talk to people who are familiar with the company or their industry.

This background knowledge is even more important if you are writing an unsolicited application. In such cases, you need to know which types of tasks you could carry out in the company and which of your qualifications are relevant.

It is normal **to include interests, hobbies and private matters, since the employers want to know the person**. Even if not so, **the will to stay in the northern countries, should be bigger than to escape the current situation in Spain**

Five good pieces of advice on job applications:

- **See things from the company's perspective**: Explain what you have to offer the company – what's in it for them? Focus more on future benefits for the company than your own past experiences.

- **Address the criteria in the job ad:** Describe how you fulfil the criteria specified in the ad. Be specific when you translate your experiences and personal qualities to match the job criteria.
- **Find a suitable style:** Write your application in a style that matches the type of company you are addressing. Your style will be more informal and creative if you are writing to, for example, an ad agency than if you're addressing, say, a ministry where the style is generally more official and sober.
- **Write clearly and precisely:** **Avoid long, convoluted sentences.** Use shorter paragraphs and break up your application in sections so that it is easier to read. An application should be **no longer than one A4 page**.
- **Avoid mistakes:** Always check your application for language errors – particularly if you are not writing in your mother tongue. If possible, get another person to carefully proofread your application. Mistakes suggest sloppiness and no employer responds positively to that.

Which documents to enclose with your application?

An application must always include a CV. You should also consider enclosing:

- **A photo:** You may choose to attach a recent photo of yourself to your CV, **but it's not required**. Choose the photo carefully, paying attention to its quality and context. **It's better not to enclose a photo than to use one that is not suitable.**
- **Exam certificates:** If you're newly qualified, it's a good idea to enclose a copy of your degree diploma. If you are not, you should only enclose such documents if the job ad requests it. If you do not enclose exam certificates, make sure to bring them along for your interview.
- **Letters of recommendation, reports, etc.:** You may enclose letters of recommendation etc., but **only if they are relevant to the position you are applying for**. If you do not enclose them, bring them to the interview.

An application template:

https://www.workindenmark.dk/en/Find_information/Information_for_job_seekers/International_students/Advice_for_job_seekers/~media/AMS/Dokumenter/Student/Application.ashx

The CV

A CV (curriculum vitae) is meant **to give a short overview of your qualifications and experiences**. Personnel managers spend, on average, one minute reading a CV. So it is important that your CV only contains information that is relevant to the job you are applying for.

Avoid using Europass

Remember that **the CV and your application should support each other** – not just repeat the same information.

You should **update your CV regularly** so that it always reflects your recent job experiences, courses and other relevant information.

It is always a good idea to get someone who knows you to read your CV thoroughly before you submit it. A second reader can help make the content more precise and correct errors that you have missed.

There is no final recipe for how to structure and present a CV. But most people arrange them chronologically or by skill.

A chronological CV

This type of CV is organised by years and dates, listing all your activities in chronological order. The advantage of this approach is that an employer can quickly get an impression of your career. **Remember to list recent activities first** as these will be most interesting to the employer.

It is important to describe the experience and knowledge you have gained in the various jobs, activities, courses and projects that you list. The more precise you are in your description of this, the easier it is for an employer to assess what you have to offer the company.

If you already have a few years of relevant work experience, it's better to list work experience first and then move on to your educational qualifications.

A skill-based CV

This type of CV **focuses more on your competencies than your achievements**. This gives a potential employer a quick overview of your profile. This CV is ideal if you are newly graduated and do not have an extensive career to boast about. Remember to **include all the competencies that are relevant for the job** – also those that you have gained through your studies or your work with organisations.