

KARRIERE  
CENTERET



# FROM STUDENT TO EMPLOYEE

A guide to finding a job in Denmark



# CONTENTS

Why this guide? .....	3
Working and living in Denmark .....	4
The essence of job seeking .....	7
My job wishes .....	8
My qualifications .....	9
Different kinds of qualifications .....	10
Systematic consideration of different tasks .....	12
The CV and the comprehensive CV .....	14
A short cut to a focused CV .....	18
The application .....	19
Options .....	21
The job interview .....	23
Useful links .....	26



# WHY THIS GUIDE?

This guide is addressed to you: the MSc student at DTU. You have made a choice to study in Denmark. DTU's continuing efforts to make that possible is just one of the many initiatives we take to make DTU an international environment for studies and research. Another initiative is this guide. Its principal objective is to help you write CVs and job-applications that will get you to job-interviews - whether you choose to stay and work in Denmark or find a job elsewhere. The methods for writing applications and CVs introduced here are not exclusively for the Danish job market; you can use them in many countries.

With your degree from the Technical University of Denmark you are well equipped for the job market in Denmark and elsewhere. You have a qualification from one of Europe's top technical universities. That - in combination with this guide - should make it a little easier for you to find your first job and to ensure that it is the right job for you. Joining the DTU Alumni Society can also be a major asset in your search for your first job. That said, it often takes a few months to find the right job. So unless you start job-seeking before graduation, you will probably spend a couple of months unemployed. If this does happen, don't be discouraged; it is absolutely normal. Just keep focusing on the potential of your situation rather than the difficulties.

Good luck finding a job.

The Career Center at DTU

# WORKING AND LIVING IN DENMARK

## **Job market**

We cannot guarantee you that there is a job available for you in Denmark if you choose to stay after finishing your studies. But we can most certainly help you prepare for working life in Denmark - the following paragraphs introduce you to different aspects of working and living in Denmark.

## **Working culture**

Many companies are characterized by an open dialogue between employees and management. Danish business culture is quite informal, and in comparison to other countries we do not have very hierarchical structures. Thus, you find a fairly relaxed atmosphere in Danish work places - somewhat like you may already have experienced at DTU in your relations with your teachers.

Most tasks in Danish companies are performed through cooperation between colleagues and departments. Team work is very important in the Danish job market.

Danes also tend to get more out of their working lives than just work: many companies have a cultural club, a sports club and a couple of social events a year for their employees (Christmas lunch and a summer outing).



### **Equal opportunities**

In Denmark, women have the same career opportunities as men. As for equality of wages the level is by law required to be equal for men and women performing the same job. Employers are not allowed to refuse applicants on grounds of gender, religion, race or sexual preferences.

### **Salaries, taxes and social security**

As an engineer, you can expect fairly high wages in Denmark. The Danish Society of Engineers recommends that a graduate's starting salary in the private sector should be 35,400 DKK (2010 figures). These high salaries are combined with relatively low working hours (37 hours a week - 39,5 if you pay a half hour lunch break yourself<sup>1</sup>) and many companies try to offer their employees a good work-life balance.

As you probably know, Danes also pay high taxes. In return, they receive a high level of social security: health care, schools, roads and many other things are free. A high level of health care is available without private insurance.

If you are considering starting a family, you may like to know that the conditions for maternity and paternity leave are favorable in Denmark. This is true of both the length of leave available and the level of pay. Thus, civil servants continue to receive full salary for part of their maternity or paternity leave. Some private companies also offer this but in general conditions are better in the public sector.

In Denmark, the flexicurity model and subscription to an unemployment insurance scheme guarantee you an income even when unemployed. It is not substantial - for the time being it is about 15,000 DKK a month (a little less for graduates) - but it puts food on the table. Find out more about unemployment insurance for engineers - "Ingeniørernes a-kasse (IAK)" - at <http://www.iak.dk/English.aspx>.

### **The language**

The biggest challenge for foreigners working and living in Denmark is almost certainly the language. We strongly recommend that you pick up some Danish. If you learnt no Danish during your studies but would like to stay in Denmark it would be a good idea to start learning. Even where the corporate language is English, “water-cooler” and “lunch-break” conversations will be in Danish. So, we strongly recommend that you take language courses and that you spend some of your spare time with Danes. Where your company offers sports facilities, for example, you could take exercise with your Danish colleagues. As a newcomer to the company, initiatives like this will benefit you anyway, both socially and as a means of practicing and improving your Danish.

### **Some useful information**

Many things will be new to you if you choose to stay in Denmark. Some things you may already have come across while taking your Msc. in Denmark. But you may well find useful information on these websites:

<http://ida.dk/english>

This site contains information about social security, taxes, living expenses and much else.

[lifein.dk](http://lifein.dk)

A website written by and for expats, it contains lots of information about settling and working in Denmark.

[www.eures.dk](http://www.eures.dk)

This site is similar to the IDA-website above but differently laid-out.

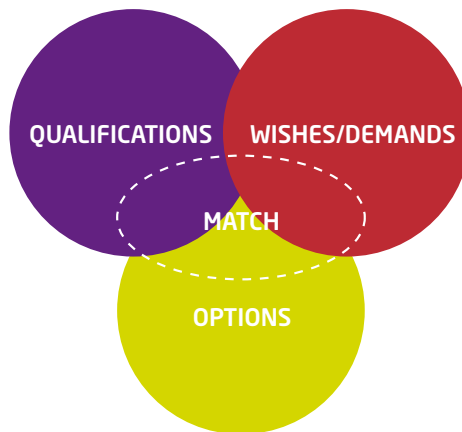
[www.workindenmark.dk](http://www.workindenmark.dk)

The Ministry of Employment started this website to help connect international job-seekers and Danish companies.

# THE ESSENCE OF JOB SEEKING

Job seeking is all about “selling” your skills to a company. It is important to know your product well and research the market in which you are attempting to sell yourself. You need to know what your qualifications are, what your job desires and requirements are and what options are available to you.

Therefore it is a good idea to start a process of clarification, gaining insight into your qualifications, job wishes and job options - thus creating a match: Your new job in the right company for you, doing what you like and what you are good at.



*Figure 1. Once you know your qualifications, your wishes and your options you can find the right match - the right job for you.*

This process is both interesting and instructive. It can also be quite hard. But do not despair - your new clarity will eventually make job seeking much easier.

There is no fixed order to the clarification process - it alternates between qualification, desires and options. Some find it most logical to start by considering what the job of their dreams would be while others find it natural to start by creating a general view of their qualifications and competences. The most pragmatic might want to start the process by identifying their job options - what positions are available right now? This is a matter of temperament and you must do what is best for you. In this handbook the order is:

- 1. My job wishes**
- 2. My qualifications**
- 3. My job options**

# MY JOB WISHES

As an international student deciding to look for a job in Denmark, you will be thinking hard about your job desires and about the society in which you will spend a certain period of your life. Do you like the values of the Danish society, the country, the weather? How do you envisage life in Denmark if you decide to work here for the next few years?

What is most important to you concerning your future job: Job content? The physical environment? Or nice, skilled colleagues? How much do geography and daily commuting influence your preferences? For instance, would you be willing to move if the content of the job seemed perfect? Is there something special you want to achieve in your working life? Would you prefer international employers with subsidiaries in your home country? Or companies where your language skills and cultural qualifications are particularly valuable? Do you have specific values (e.g. concerning environmental protection) that you are anxious to implement in the company you work for?

Here is an experiment to bring your job requirements into focus: Try to recapture a situation - study- or work-related - where you caught yourself thinking "This feels right!" Then describe what gave you that feeling:

- **What where you doing?**
- **What qualifications where you applying?**
- **Who were you with?**
- **Was it something that your colleagues were doing that gave you the feeling?**  
**If so: What?**
- **What where the conditions (freedom or constraints in carrying out a task, the need for originality or a degree of routine)?**

Answering these questions should give you quite a precise idea about when you felt "in your element". The next step consists in finding out what kinds of jobs and workplaces are most likely to make you think "This feels right!" You might like to consider whether you want to be a public servant or to work in the private sector or whether you want your workplace to be big or small. Another consideration might be whether you want your career to have an international aspect - as there is in your studies. Maybe you want to become a researcher? If so, you could apply for a PhD scholarship at DTU.

# MY QUALIFICATIONS

## - CLARIFYING YOUR COMPETENCES

When you apply for a job you want to show the company that you are competent to undertake it. Being competent is about applying the relevant qualifications in the right manner at the right time in order to perform a task. Thus, your application and CV should show not only what you have been doing - but also HOW you did it and what you have achieved. You should describe how your educational and other experience can be used in the job you are applying for.

This is why you have to be very clear about your qualifications. You could start out by:

- making a distinction between your engineering, general and personal qualifications - and describing all of them  
(Read more about the different kinds of qualifications on the next page.)
- systematically considering each different task that you were set - and what you did to complete it  
(You could use the table on page 14 for this purpose)
- asking others what qualifications they think you have  
(You will find some suggestions on page 15)

The next couple of pages help you do this.



# DIFFERENT KINDS OF QUALIFICATIONS

Companies expect you to contribute to their results. It is your overall behavior that enables you to do so. Using your various qualifications well in a certain context makes you competent. High grades alone do not make you competent. They make you qualified. You must also be able to cooperate and share your knowledge with your colleagues.

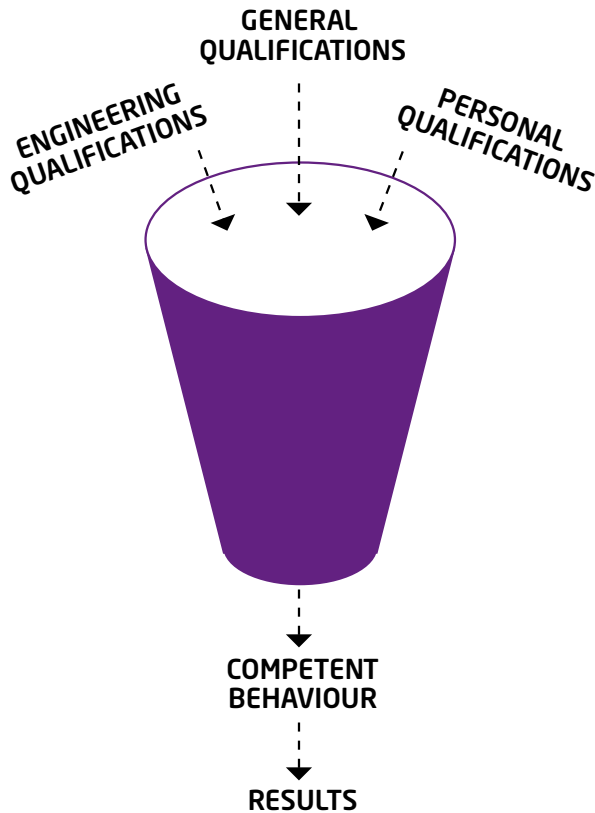


Figure 2. Applying the right qualifications - depending on the context - makes you competent and enables you to create results.

### **Engineering qualifications**

Your engineering qualifications are the ones acquired at DTU and other universities you have been to. They may be in mathematics, physics, materials, programming languages and their use, city planning, the principles of lean production, etc.

### **General qualifications**

Your general qualifications are the ones all academics have whether they majored in arts, politics or engineering: your ability to create an overview, see connections, systematize, and extract and communicate the gist of a matter etc. Not all academics do all of this equally well. We have strengths and weaknesses - it is important that you know yours.

### **Personal qualifications**

Increasingly, employers choose employees on the basis of personal qualifications. Of course, the engineering and general qualifications have to match the job in question - but the applicant who gets the job generally has personal qualifications that mesh with the company's needs and the requirements of the job. "Mesh with the company's needs" means "being able to contribute what is needed".

What is needed might be:

- A good listener
- A good co-operator
- An open-minded person
- A highly observant person
- A person with cross-cultural and linguistic qualifications

All of these are far more related to who you are as a person and to your personal experience than to the education that you have or how high your grades are.

# SYSTEMATIC CONSIDERATION OF DIFFERENT TASKS

You can use the table below to create an overview of your qualifications.

Task	Result	Known qualifications	New qualifications	😊 or 😞 ?

## Task

Describe a task you have performed. It could be a study or work project - you could, indeed, consider your choice to become an international student a completed task.

## Result

Describe the result you achieved by using i.) known and ii.) new qualifications to perform the task.

## Known qualifications

Note the qualifications you knew in advance that you had (engineering, general and personal) and that you used to perform the task.

## New qualifications

Note the qualifications you acquired/developed while performing the task (engineering, general and personal). What did you learn from the process?

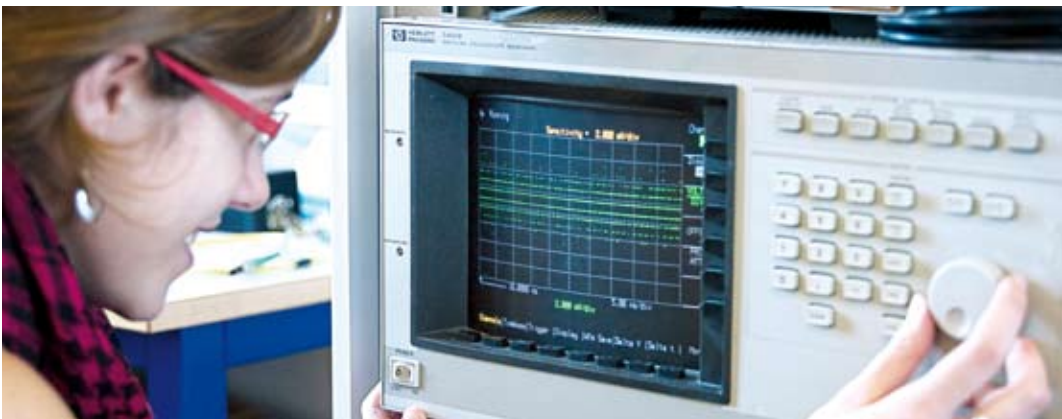
In the last column you should note whether or not you liked the task. Was it fun - or was it just something you wanted to put behind you? Your answer indicates whether you should look for a job that is similar to or different from the given task.

Create your own table in e.g. a Word document and fill it in on your computer.

### **Get others to describe your qualifications**

If you are uncertain about what makes you a good (fellow) student/employee/colleague, try asking others. You might ask the following questions of a fellow student with whom you have worked closely or of a (former) colleague from an internship, a study-project conducted in a company, a student job or a summer job:

- **What do you think I am good at (3-5 examples)?**
- **What makes you say that I am good at it?**
- **What do you think I could change or improve?**



# THE CV

Hopefully, the previous pages have helped you understand what you require from a job and what your qualifications are. Now the task is to create a CV that makes your qualifications clear to the reader.

CV is the abbreviation of curriculum vitae which is a short, precise description of your life and experiences this far. Even so, there is no such thing as “my CV” in the sense that you send the same CV to all the companies you want to work for. You will always want to send a focused, relevant CV that targets the specific job.

The purpose of the CV is to give your potential employer a swift and accurate overview of your qualifications in relation to the job you are applying for - both the engineering, the general and the personal ones (see pages 10-11). So you have to choose which qualifications are relevant to which jobs and structure them in such a manner that you present the most important qualifications first.

CVs are very personal and you cannot write a CV and then say “this is fantastic - it should always be done like this”. There is no formula for “the ultimate CV”. The important thing is that the CV is clear and easily read. This purpose can be achieved by using the template on the next page. The Career Centre therefore recommends it.



Personal data	
Name:	
Date of birth:	
Address:	
Telephone:	
Mobile phone:	
E-mail:	
Marital status:	
Nationality:	
Work experience	
Year	Position, company <ul style="list-style-type: none"> <li>• Task, applied qualifications, result or knowledge achieved</li> <li>• Task, applied qualifications, result or knowledge achieved</li> </ul>
Year	Position, company <ul style="list-style-type: none"> <li>• Task, applied qualifications, result or knowledge achieved</li> <li>• Task, applied qualifications, result or knowledge achieved</li> </ul>
Year	Internship, company <ul style="list-style-type: none"> <li>• Task, applied qualifications, result or knowledge achieved</li> <li>• Task, applied qualifications, result or knowledge achieved</li> </ul>
Education	
Year	Bachelor/Master student at Danmarks Tekniske Universitet <ul style="list-style-type: none"> <li>• Write about your thesis: What task did you set yourself? What did you do to perform your task? What result did you achieve?</li> <li>• Write about your bachelor thesis: What task did you set yourself? What did you do to perform your task? What result did you achieve?</li> <li>• Write about your time as e.g. an exchange student What did you gain from this experience?</li> <li>• Write about other interesting projects during your studies What task did you set yourself? What did you do to perform your task? What result did you achieve?</li> </ul>
Spare time/hobbies	
Year	<ul style="list-style-type: none"> <li>• Voluntary work Task, applied qualifications, result or knowledge achieved</li> <li>• Positions of trust Task, applied qualifications, result or knowledge achieved</li> <li>• Sports</li> <li>• Music</li> <li>• Etc.</li> </ul>

A good method of describing yourself in the CV is the so-called STAR-method. This method reflects your behaviour which is of great interest to your potential employer. From your CV, he or she wants to know you as well as possible. What do you do in certain situations, how do you react? The STAR-method explains not just which tasks you have solved previously but also **how** you solved them and which **results** you achieved.

The four letters in the method stand for:

**S - situation**

**T - task**

**A - action**

**R - result**

This is what you do when you use the method:

- Describe a situation or a task you faced (S and/or T)
- Then, explain what you did to address the situation/task  
If you worked as part of a team, focus on your specific contributions and decisions - which qualifications did you use? Describe both engineering, general and personal qualifications (A)
- Finally, highlight the result of your actions (R)  
If you choose to describe a study project the result might simply be an enhancement of your knowledge. If in a team work you took on the role as the decision maker, show how your decisions resulted in a positive outcome. Give concrete results and numbers whenever possible

In this way, you are documenting your personal competences by putting your qualifications into a context (the task or situation). This gives a far better impression of your abilities than if you merely state that you have this or that qualification.

The STAR-method was developed for job interviews. But the method is also very good for CV-writing because it lets you write more than just a list of tasks completed. You underline your qualifications by showing how they affected your actions and the results you obtained.

Below, you find some examples of situations described with the use of the STAR-method.

John Smith, Msc, Civil Engineering	
2007-2008	<p><b>Assistant teacher at DTU</b></p> <ul style="list-style-type: none"> <li>• As an assistant teacher (<i>situation/task</i>) at DTU, I have always received very positive feed-back from the students (<i>result</i>). I use my talent for organizing to clarify the target of the course and communicate the subject in a structured and clear manner (<i>action</i>)</li> <li>• In case not everybody has understood the point, I listen carefully to find out what they missed in order to explain the matter in a different way, thus getting everyone to understand (<i>action and result</i>)</li> </ul>
Joanne Drabek, chemical engineering	
2009	<p><b>Study project, theoretical modeling of a protein structure</b> (<i>Situation/task</i>)</p> <ul style="list-style-type: none"> <li>• In my group we were very thorough and examined every nook and cranny of the problem. My contribution was primarily my ability to structure and organize (<i>action</i>). Thus, I created a clear picture of the challenges and of the possible solutions to the problem (<i>result</i>)</li> <li>• Our level of ambition, our thoroughness and our commitment (<i>action</i>) motivated us to create a widely-acknowledged and unique solution (<i>result</i>)</li> </ul>
Qiaomei Gao, environmental engineering	
2010	<p><b>Master student at DTU</b> (<i>Situation/task</i>)</p> <ul style="list-style-type: none"> <li>• I took my masters at DTU, Copenhagen, Denmark. This has sharpened my ability to act in a multi-cultural environment where being a good listener is very important (<i>result</i>). I have realized that we all have different points of departure and it has become natural for me to make an effort to understand the people I cooperate with (<i>action and result</i>)</li> </ul>

### **A short cut to a focused CV**

If you base your focused CV on what we call a **comprehensive CV** you can create it quite easily - you will have done the work in advance. The work to be done consists in writing STAR-descriptions of everything from which you have ever learned anything that might one day become relevant to an employer:

- your studies\*
- student jobs
- internships
- study projects
- spare-time activities (voluntary work, scouting, sports, music, travelling etc.)

Your comprehensive CV will probably come out very long. Do not worry - it is supposed to be. The trick is to **choose** the items that are relevant to the job you are applying for and **copy** them into a new, **focused CV**.

Do not - EVER - send your comprehensive CV to an employer. It is your personal tool, to be drawn on when you create focused CVs. Every time you learn something new or see new sides of yourself, modify your comprehensive CV accordingly. This ensures that you are always ready to create focused CVs.

The order of the headings in your focused CV should depend on the relation of the job ad to your own experience. If your related experience derives mostly from your studies, mention your education first. If it comes mainly from previous employment, then mention your work experience before your studies. Do whatever positions you the best.

*\* Include what you learned from studying abroad*

# THE APPLICATION

When writing an application, your objective is to be asked to a job interview. Attaining that goal requires focused applications and CVs - which again requires knowing what qualifications the company is looking for and what qualifications you possess. You must make a convincing case that your competences match the ones required. If not, you will not make it to the interview.

← CV	Application →
Points towards the past: Documentation of your qualifications and the results you have achieved	Points towards the future: Tells how your qualifications can be used in the company

## The application

To create an overview of the qualifications required you have to analyze the advertisement thoroughly or do considerable research if you are making an unsolicited application. If you are uncertain what the company expects from you - call them. Ask specific questions - and make sure that they are not questions that can be answered by a glance at their website.

“What would my day be like in your company?”

“What is the role of a project manager in your company?”

“What do you value in terms of cooperation?”

When you have done this research and identified the qualifications required, the next step is to compare what they are asking for with what you have. You should not hold back from applying just because you do not have all the qualifications required. Focus on the qualifications you do have and describe how the company can profit from hiring you.

In other words, the application should point towards the future and explain how you can be useful to the company. Why are you the solution to their problems? The question the company is asking you is “What’s in it for me?” So this is the question you need to answer.

A sure sign that your application still needs revision is an excess of “I”, “me”, and “my”. This probably means that the focus in your application is on you, your story and your competences, not on the company and what you can do for them. But for the company, this last point is the important one.

## Application check list

<b>Heading</b>	A good heading is one that makes the reader feel like reading on. It could contain a word or two about yourself. Avoid phrases like "Ref.: Advertisement in the Ingeniøren of April 25th 2008".
<b>Introduction</b>	Why are you applying for this job in this company? State your reason. Information about your name, age and education belongs in the CV where you have up to 2 ½ pages at your disposal - whereas the application should not be more than one page or 1½ pages at the most.
<b>The application</b>	Tell the company what you can offer. Relate this to the tasks and qualifications mentioned in the ad. Describe how your competences enable you to fulfil the tasks. If your application is unsolicited you should have found out for yourself what tasks and qualifications are relevant.
<b>Signing off</b>	Of course you should sign off your application in an elegant way. Do not, for example, say that you look forward to expanding on your qualifications in an interview. They know why you wrote to them. Instead you should use the end of your application to say something positive about yourself.
<b>Remember!!</b>	You have to adjust your way of writing to the company's general style (formal/informal, creative/traditional etc.). Check and double check your spelling and the fluency of your application. You could ask others to read your application through before sending it.

# OPTIONS

The next step in the job seeking process is to find the right job to apply for. Basically, there are two options: Responding to a job ad or researching companies in order to make an unsolicited application.

## **Job ads**

Electronic job agents form a good starting point if you are looking for job ads. If you create a job agent in a job database, job ads relevant to you will come directly to your e-mail inbox. At the same time you get the chance to put your CV into the job database so that the companies can look up your CV.

Looking for a job in Denmark, you face the problem that most job databases are in Danish. In many job databases quite a few job ads are in English - but there is no guide in English to lead you to them.

Databases that lead you to ads in English:

[jobbank.dtu.dk](http://jobbank.dtu.dk) (aimed at people with a higher education)

[jobsincopenhagen.com](http://jobsincopenhagen.com) (but not only engineering jobs)

The best job databases for engineers are:

[jobfinder.dk](http://jobfinder.dk) (offered by IDA - The Danish Society of Engineers)

[jobgenvejen.dk](http://jobgenvejen.dk) (offered by IAK - unemployment insurance for engineers)

[jobindex.dk](http://jobindex.dk) (the largest job database in Denmark)

The language problem arises again in relation to job ads in Danish papers and magazines. We do not have an English language newspaper with job ads. You will have to buy the Danish papers and see if there are any ads in English. Luckily, most ads are placed both in the newspapers and on the internet.

The most relevant magazines/papers are:

Ingeniøren (Friday. You can pick it up at IDA - The Danish Society of Engineers - or you can subscribe to it. Call +45 33 26 53 75. Or: You can get for free by mail if you are a student member of IDA)

Berlingske Tidende (Sunday edition)

Politiken (Sunday edition)

Jyllandsposten (Sunday edition)

Most companies put their job ads on their own website, too. So if you know which companies you would like to work for, it would be sensible to visit their website to look for job offers.

### **Unsolicited applications**

Inspiration for companies to which to send unsolicited applications can be found in two catalogues available at DTU:

- **Pejling**

Published by a student organization, DSE (De Studerendes Erhvervskontakt - Students' Link to the Business World), Pejling gives you an overview of the largest engineering companies in Denmark. In the back of the catalogue you find a list that shows what companies are in which industries. Even though it is in Danish it will be useful to you. At very least, Pejling is a helpful guide to deciding which websites to research. You could also visit [www.pejling.dk](http://www.pejling.dk)

- **Karrierevejviseren**

Published by the company "Move-On Communications". It is very similar to Pejling - but it contains all types of companies, not just engineering companies.

### **Networking**

Applications - unsolicited or in response to an ad - are often more successful if you have a person from your network inside the company. Either because the person can give you information relevant to your application or because s/he can tell you who is the best person to contact for more information. In either case, this puts you at a real advantage.

# THE JOB INTERVIEW

The purpose of writing an application is to make it to the interview. The purpose of the interview is to be offered a job.

## What and how to prepare

Attaining your goal requires preparation. You need to be knowledgeable about:

- The company
- What the company wants from you (you should know from their job ad)
- What you have to offer them (you should know from your clarification process)

You get the information about the company from the website, from calling the company or from your network. The information you need to gather might relate, for example, to values, primary tasks, preferred working methods. Find out as much as possible - even details such as whether there is a company dress code.

When you know all this, you can create the link between their needs and your qualifications - and making this connection clear is your goal at the interview. Give them examples of tasks you could perform for them by showing them something similar that you have done and could do again thanks to your overall competence. Use the STAR-method. Fill out the table below in order not to be surprised and tongue-tied when asked questions like: "Tell me about one of your successes?" or "Tell me about an occasion when you failed?".



### STAR-method table

Answer the following questions by using the STAR-method:

1. Describe a project in which your technical skills were challenged.
2. What do you do if you experience cooperation-problems within your study group?
3. Please tell me about a project where you had to come up with an efficient solution to an unexpected problem.

The first question relates to your technical knowledge/capacity, the second to your co-operation abilities and the third to your abilities as a problem solver.

STAR-method			
	<b>Situation/Task</b> What situation were you in? What task were you undertaking?	<b>Action</b> What actions did you take? What qualifications did you use?	<b>Result</b> What results did you achieve?
1.			
2.			
3.			

Source: Ohio State University's website

Other questions typically asked at the interview could be:

- Why are you applying for the job?
- When do you feel that a job is nice and challenging?
- Mention your three best qualities
- Mention three weaknesses you have
- When do you feel that a job is hard?
- What do you do when it gets difficult?
- What do you expect from your boss?

### **A nice atmosphere**

At the interview, you need to have an approach that proves you both interested and forthcoming. You have to prepare questions that show that you are inquisitive and open-minded, e.g.:

- How do you organize the tasks of the department?
- How do you distribute the tasks?
- What is the make-up of your workforce? (Gender, age, education)
- What is the management style?

Being well prepared in terms of knowledge and behavior also helps reduce nerves - which is very important. If you are too anxious the atmosphere gets tense and that will not improve your chances of getting a job offer. So: Shake hands in a sensible way (not too hard, not too long), do not smile too much, do not fiddle with a pen, and maintain eye-contact instead of looking down at the table etc.

Be attentive to the body language of the other people present. It often tells you more than many words. And be yourself - be open and honest and get to show your positive features without hiding the negative ones. We all have both and the interviewer is well aware of this.

### **Last, but not least**

Remember, the interview evaluation process is not just one-way. You are evaluating the company as well. Do the people that you meet, the technical content of the interview and the working milieu strike you as attractive? If not, you too can choose to say 'No thanks'. The company can say no, and so can you.

# USEFUL LINKS

## Trade union

IDA - The Danish Society of Engineers

<http://ida.dk/english>

## Unemployment Insurance

IAK

[iak.dk](http://iak.dk)

## Job databases

Databases that lead you to ads in English:

[jobbank.dtu.dk](http://jobbank.dtu.dk)

[jobsincopenhagen.com](http://jobsincopenhagen.com)

Jobfinder (the IDA job database)

[jobfinder.dk](http://jobfinder.dk)

Jobgenvejen (the IAK job database)

[jobgenvejen.dk](http://jobgenvejen.dk)

Jobindex (largest in DK)

[jobindex.dk](http://jobindex.dk)

## Job seeking assistance

The Career Center at DTU

<http://portalen.dtu.dk/studerende/karrierecenteret>

(click the English flag for English version)

## Working and living in Denmark

[lifein.dk](http://lifein.dk)

[workindenmark.dk](http://workindenmark.dk)



**The Career Center**

Technical University of Denmark

Building 101A

Telephone: 45 25 11 39 or 45 25 11 93

E-mail: [Karriere@dtu.dk](mailto:Karriere@dtu.dk)

[www.dtu.dk/karriere](http://www.dtu.dk/karriere)

[www.portalen.dtu.dk/studerende/karrierecenteret.aspx](http://www.portalen.dtu.dk/studerende/karrierecenteret.aspx)