

# CHECKLIST

How to create an attractive/searchable profile on workindenmark.dk

## 1. HEADLINE

Your headline is one of the most important parts of your profile. When we search for candidates, your headline is the first we see of you, and it plays a big role in our decision to take a closer look at your profile – or not. Choose your headline wisely: describe your professional profile with few and precise keywords in order to raise your reader's interest. To give you an example: if you saw two profiles with the headlines "6 years experience in Embedded Software Development" versus "Looking for a job to live in Denmark", which one would you take a closer look at?

## 2. SUMMARY

This is where you give your sales speech, a short summary about your experience, your education, your most important skills and personality traits. It is important that you use the right keywords that are typically used in your field of work. If you need some inspiration, have a look at tasks and requirements from relevant job ads, or search on LinkedIn for people similar to you. You will quickly get an impression on the prevailing keywords. Find more information:

<https://www.workindenmark.dk/Find-a-job/Find-relevant-companies-you-can-apply-to>

## 3. WORK EXPERIENCE

This is where you stand out with your work experience. The more detailed you describe your experience, the better we can understand your strengths. Do not only focus on tasks, but also give us a picture of your achievements and key learnings. Take your time to explain, what you did, but also how you did it. Once again, it is essential that you use the right keywords, since our consultants search matching profiles by keywords. If you need some inspiration, have a look at tasks and requirements from relevant job ads, or search on LinkedIn for people similar to you. You will quickly get an impression of the prevailing words. Find more information:

<https://www.workindenmark.dk/Find-a-job/Find-relevant-companies-you-can-apply-to>

Do not get distracted by the choice of categories (Industry, position) but take your time to describe your desired position or work area with your own words. Our consultants search by keywords, not by categories.

## 4. CORE COMPETENCES AND SKILLS

Our search criteria are based on skills mentioned in a specific job ad. Many employers within the technical field are looking for experience with for instance specific IT programs, tools etc. It is important that you mention the ones you are familiar with, and that you indicate your proficiency level. You may have mentioned these in connection to your work experience but it does provide a nice overview if you list these in the skills section also.

## 5. LANGUAGES

Knowledge of specific languages may be important in some jobs and may then be included in a search. However, when this criterion is included it is because we are looking for someone with fluency in a certain language. Make sure you make an honest assessment of your language proficiency.