



Looking for work in *Luxembourg*

Looking for work in another country requires more than just the obvious CV translation. You will be confronted with issues that probably didn't even cross your mind when you decided to go for an international career, but don't underestimate the big impact they can have on the outcome of your adventure! Think for example about the different rules and habits regarding immigration, job application procedures, the selection procedures and the management culture.

Expertise in Labour Mobility has prepared practical fact sheets to support you in your job-hunting abroad. A thorough preparation will give you a head start in the country of your choice. Here is some info on Luxembourg:

Work permits in Luxembourg

- EEA citizens are free to move and work wherever they want to, within the EEA (including Luxembourg).
- You must apply for a residence permit. This is valid for five years and should be issued within six months of your arrival.
- Contact the Luxembourg embassy in your home country for more information on work permits.

The application procedure in Luxembourg

- The public employment service, Administration de l'Emploi, is a useful route to a job.
- Luxembourg has no full university system itself, therefore they are used to foreign diplomas.
- Given the small size of Luxembourg, much recruitment takes place through informal contacts.

Writing a CV in Luxembourg

- The key focus of your CV should be to persuade the employer to invite you for an interview. Therefore, your CV is a marketing tool, which should be adapted to the market in which you intend to use it.
- There are no strict rules for a CV in Luxembourg.
- Usually the CV is written in French unless requested otherwise.

The application letter in Luxembourg

- Application letters are usually handwritten.
- The letter is usually written in French unless specifically requested otherwise.
- It is customary to send copies of diplomas, certificates and references with the application.
- A photograph may be included in your application.

Dos

- Use the phone in your quest for a job.
- Expect that your language skills will be tested in an interview.
- Provide examples to prove your achievements.
- Be prepared for questions on the company's activities in an interview in Luxembourg.
- Ask if you don't understand the question.
- Look interested – ask questions.

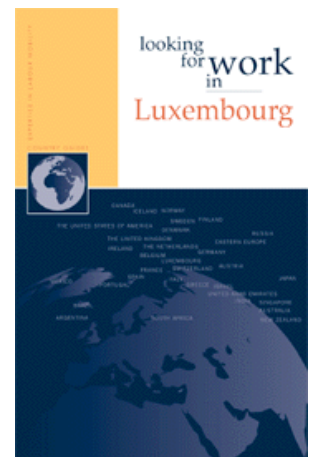
Don'ts

- Sit until invited in an application interview.
- Be too casual, manners are reversed and formal in Luxembourg.
- Underestimate the diversity of nationalities in Luxembourg.
- Criticise former employers.
- Go over the top – stay calm and stick to the facts.

Management culture in Luxembourg

- Business and private life are kept separate in Luxembourg.
- Assertiveness and strong criticism is not much appreciated.
- Luxembourg people tend to skip small talk and focus on business in meetings.
- The decision-making process is based on consensus and can therefore take a long time.
- Punctuality is very important to Luxembourg people, both in business and in social situations.
- Luxembourg people are proud of their country and culture; therefore do not compare them to Belgians or the French.

This information is based on the *Looking for work in Luxembourg* guide (ISBN 978-90-5896-076-4), written by Expertise in Labour Mobility. This one-pager is one step to making your international career aspirations become reality. The full Looking for work in Luxembourg guide tells you everything you need to know. If you want to order or find out more about our services, have a look at www.labourmobility.com.



Good luck with your application in Luxembourg!