

THIS GUIDANCE IS WRITTEN TO ASSIST APPLICANTS TO A POSITION ADVERTISED BY THE EUROPEAN UNIVERSITY ASSOCIATION (EUA).

#### DECIDING WHETHER TO APPLY FOR A JOB

Please read the full job description very carefully before deciding whether you have the skills, knowledge and experience that we are looking for.

At EUA we aim to recruit the best persons to fill our vacancies, i.e. those candidates that most closely match the skills, competences and required experience set out in the job description.

To be short-listed for an interview, you will need to demonstrate how you meet all of the main criteria listed in the job description.

#### THE MOTIVATION LETTER

The motivation letter is either a letter attached to the application email together with your CV, or it is written in the body of the application email.

As this letter is to explain how you meet the requirements of the role, it is necessarily tailored to the job you are applying for, just like your curriculum vitae. Study the ad carefully, and make sure that your motivation letter touches on the essential things you did/are doing that are relevant for the job.

Make the letter short and to the point. Bullet points are a good tool to highlight the points you would like to convey.

Check your grammar and spelling!

Finally most of our advertisements will ask you to give us an idea of your salary expectations. Please be realistic! An entry-level position will have an entry level salary budget however many years of experience you bring to the job.

#### YOUR CV OR RESUME

Your resume should contain up to date details of your academic and professional background. Those facts and accomplishments should mirror the requirements of the position, therefore make sure to make them stick out.

Focus on achievements, initiative and responsibilities more than on tasks and duties.

Best honest and realistic about your competences and job history.

If you state your career objectives in the header, tailor them to the position!

An easy to read and un-cramped one pager is what we are usually looking for.

Finally avoid the Europass template.

#### IF YOU MAKE IT TO THE INTERVIEW STAGE

We would like to meet you in person if you live in Belgium. Should you be residing abroad, then an initial conversation over Skype will do.

Arriving on time at the interview is a definitive must.