

*THE HONEST, INSPIRING &
MOTIVATING GUIDE TO*

**DEFINE YOUR
PROFESSIONAL
IDENTITY
ABROAD**



**THE
WORKBOOK
FOR
THE
MODERN & AMBITIOUS
EXPAT
PARTNER**

LET'S START THIS JOURNEY TOGETHER

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6.4 APPLICATION PROCESS

There are so much wisdom and experience in the Expat community! I love to connect with everyone and see where their journey took them and how they develop their skills and continue their career abroad. One of this incredible women is **Susan, a trained psychologist specialized in Human Resource psychology**. I am a huge fan of not inventing the wheel again and again. Therefore, I invited Susan to share her expertise in applying for jobs abroad in this chapter with us.

Applying for jobs abroad is an entirely different beast than what you might be used to back home. The right mindset and preparation are crucial to avoid the most common formal mistakes you can make. As an Expat Partner herself Susan does not only know the theoretical framework of applying abroad but also experienced what works in real life. **Let's learn from the expert:**

ASK THE EXPERT



EXPERT EXPAT ADVISE



Susan is a German freelance writer and trained psychologist specialized in Human Resource psychology. She defines career as a journey in which the way is the aim. On her website www.karrierepfa.de she is giving advice on career development and job search at home or abroad. She is also writing about the life as an Expat Family abroad as she is living in Canada together with her husband and daughters since 2017. Susan will contribute her vast knowledge of applying internationally in this chapter.

You live abroad due to your partner's job assignment and want to take part in the local job market? If you are looking for a job as an Expat Partner, you need patience, strength, and energy. Each culture works differently, vacancies are advertised in different ways and jobs are assigned on other terms than you might be used to. If necessary, the language barrier has to be overcome, and of course, a suitable company to be found. It should also be clear to you what you are looking for before starting to apply. It makes a huge difference in which country you are looking for a job and whether to seek the job at a company headquartered in your home country or within a local company abroad.

START YOUR JOB SEARCH

First, you have to get a feeling for this new, unknown local labor market when searching for an employer abroad. The following tips might be useful for you to get a quicker understanding:

LUCKY YOU! As an accompanying partner, you most likely do not have to deal with work permits, tax liability and insurance worries as most big corporations are offering an Expat Package (See Chapter 2 in this guide for further direction).

1. USE ONLINE JOB BOARDS FOR A FIRST QUICK CHECK:

The most popular online job boards with worldwide job vacancies are Indeed and Monster. In addition, there are regional, professional and industry-focused job search engines. Here is an overview of the most popular ones:

I. Indeed

Maybe you are already familiar with Indeed from your home country. If not I will explain it quickly: Indeed is a local job search engine in more than 60 markets. However, next to the local Indeed websites you can also use Indeed Worldwide to find jobs across borders.

II. Jooble

Similar to Indeed, Jooble is an international job hunting website and can be especially helpful in developing countries

III. CareerBuilder International

Covers the US, Canada, France, Germany, India, Greece, the UK, Sweden and Vietnam.

IV. Going Global

Founded by a woman called Mary Anne Thompson this search engine covers job possibilities around the globe with a focus on the US market. Next to pure job listings they also inform about work requirements and appropriate interview preparation.

V. Monster

Known in most countries, Monster is very similar to Indeed and covers markets worldwide.

2. CHECK JOB ADVERTISEMENTS IN NATIONAL DAILIES:

Often these papers have an online exchange.

3. START NETWORKING ABROAD: THE MOST IMPORTANT PREPARATION FOR A SUCCESSFUL JOB HUNT

- * Update your profile on LinkedIn in English (note: American English vs. British English) and optionally translate into the local language of your new home country. (see chapter 6 in this guide for further direction)
- * Besides the traditional career networks, you can find some exchange networks targeted to Expats such as InterNations with various communities in 420 cities worldwide.

4. CONSULT THE EXISTING PERSONAL NETWORK:

You may have friends or acquaintances in your network who work for companies with foreign branches?

ADJUST YOUR CV

If you have found a company you want to apply to, the appropriate application etiquette must be compiled. The flagship of a candidate is his resume. However, the "translation" of such a CV can create some serious pitfalls. Thus, observance of the country-specific design criteria is essential so as not to get a rejection only due to formal errors. The translation of a CV does not only require to change the language but also to adapt to the local practices such as numeric details and depths. This will take some time and is, therefore, more than a simple translation but more an adaptation. Many expatriates are sent to North America, Southern Europe or Australia. Here are some tips for each region:

USA AND CANADA - PRESERVE ANONYMITY AND STILL SHOW PERSONALITY

In a nutshell, a resume should be short and straightforward. The most relevant information should best fit on one page. Due to strict anti-discrimination laws, the applicant's personal data should be limited to the name and address. There is no need for information such as date of birth, marital status, ethnicity as well as photos. Nevertheless, one should show personality. Hiring agents place great emphasis on volunteer activities that demonstrate commitment besides the professional work life. Professional success must stand out and should be backed up with specific figures and facts. Hobbies are included in the rarest cases in the resume. The North American CV can and must be full of confidence.

SOUTHERN EUROPE - LESS IS MORE

Simple and short is also the goal for the Southern European market. More than one page of the resume should not be included. A photo can be added, but it is not a must-have. Private interests and hobbies are only included if they are relevant to the desired location.

Attention! While the CV in Spain and Italy are headlined with curriculum vitae, using a headline is not common in France.

AUSTRALIA - THE LONGER THE BETTER

Of course, the Australian CV should not be a novel, but two to five pages are pretty standard. When designing your CV, you can orient yourself at the guidelines for North America - with a few exceptions. In contrast to the North American region, it is also common to state the date of birth in Australia.

COVER LETTER OR LETTER OF MOTIVATION - PREFERABLY SHORT AND SWEET

In general: A cover letter should be as short as possible, but at the same time as precise as needed. The motivation for jobs abroad should be formulated in a clear and comprehensible tone. In international applications, the cover letter should be addressed to the direct contacts as possible. A little research can improve your chances for an interview drastically, and it also helps you to get a better understanding.

Attention! In France, it was customary to write letters by hand. Although this has changed now, there are still employers who prefer a hand-written letter.

LANGUAGE CERTIFICATES - FOREIGN LANGUAGES AS A KEY TO SUCCESS ABROAD

Not necessary, but indeed a plus is proof of language skills in a job application. While some certificates focus on the academic field, you can be certified in business language skills. You might want to check out **Common European Framework of Reference for Languages** for further information. However, this scheme is not widely used in North America.

DON'T GET DISCOURAGED BY THE PAPERWORK

Anyone looking for a job abroad has to organize and double-proof many things. The organizational formalities cost not only time but also money. But these efforts will definitely pay off! Anyone who has worked one or more years abroad will benefit his whole life from it. These years abroad will not only foster your professional expertise and career, but they will shape your personality and open up new perspectives on other cultures, work, and lifestyles.

YOUR CHECKLIST FOR YOUR JOB HUNT ABROAD

- * Research the legal restraints of your work permit
- * Research whether your professional qualification will be recognized abroad. If so, what would be the accurate translation. If not, what additional training would be necessary to use your education abroad?
- * Check your existing network for helpful networking abroad
- * Define the most important job portals in your country and make yourself visible
- * Update your LinkedIn profile
- * Include language certificates in your application