



ADVICE & TIPS – SPAIN



Finding graduate work in Spain is currently very difficult as unemployment is relatively high. Although Spain has the fifth largest economy in Europe and the eleventh in the world with a total GDP of €1,018,477 million in 2007, the economy has taken a down-turn since the credit crunch in 2007. You will be competing in a large market of Spanish graduates. In 2007, although well over 2 million graduates were in work (over half of them on temporary contracts) - there were on average over 400,000 graduates looking for work throughout the year.

- *Typical problems encountered:* language requirements (see below); getting access to the 'hidden job market'; the amount of experience required for graduate roles (usually two-three years); and legal restrictions for non-EU graduates.
- *How to improve your chances:* make as many contacts as possible. Do not underestimate the importance of networking. Enquiries to companies who work in your field are one way to make contacts. If you are looking for a professional level job, remember that it is a competitive market so your experience and skills must be impressive.
- *Language requirements:* If you do not have a working knowledge of Spanish (Castilian), job options are extremely limited except in areas such as tourism and teaching English. Multi-national companies may sometimes offer jobs where Spanish is not essential and work for non-Spanish speakers is sometimes available within the ex-pat community. If you are seeking work in the Catalan, Basque, Galician or Valencian regions, you may be expected to speak the local language (all these languages are officially recognised by the Spanish government). Spanish courses are available from BBC Languages. Courses may also be offered by your university or local language institutes, and your local library may have Spanish learning resources. The Instituto Cervantes offers courses in Spanish and cultural events, and for courses in Spain, see Diplomas of Spanish as a Foreign Language (DELE). Or you could learn Spanish while doing work experience in Spain.

The Application Letter

Especially for small and medium sized companies informal methods of recruitment (word-of-mouth, networking, speculative applications) are most common.

A letter of application should create enough interest to make the potential employer want to look at your application more detailed by reading your CV and hopefully invite you for an interview. Your application letter, however, should not provide too much information about personal experiences and qualifications; this will be provided in your CV.

In Spain a CV is always accompanied by a typed application letter and sometimes by a recent photo. Testimonials of former employers are hardly ever requested. The letter is short and in a direct, but formal style. In the letterhead you have to give the reference number of the vacancy (if it is a speculative application, mention this in the letterhead). You open the letter with a reference to the job you are applying for. In the second paragraph you mention your education and work experience relevant for this vacancy. You

end the letter with a standard sentence, such as 'En espera de sus noticias, les Saluda atentamente' (Approximately, Waiting for your reply, meanwhile my sincere regards).

The Curriculum Vitae

There are no strict rules for CVs in Spain. Most important is a well-structured CV, not longer than two pages and with little spare space between the headings. Under the heading personal details you also have to give your passport or ID number. Regarding work experience it is important to mention all your former employers, including the tasks and responsibilities performed. If you have attended major seminars, stayed abroad some time, written a publication, or followed an apprenticeship, do mention it under the heading other activities, 'Otras actividades'. Application forms are widespread in Spain.

If you are writing a CV for a job in Spain do always write in Spanish (unless it is specifically requested in the advert that you write in another language). A Spanish employee will be reluctant to invite you to a job interview if you haven't showed that you dominate the Spanish language.

In Spain it is very normal to include a photo on your CV. You can either scan it in or add it afterwards.

What to Include:

Personal Details (Encabezamiento)

The personal details should include:

- First and last names (If your name does not obviously show if you are male or female, include this!)
- Home address including postcode
- Telephone number
- Date of birth - Nationality
- E-Mail address

The next section should either be Education or Employment. The general rule is that if you have had more than 3 years of professional experience then start with Employment otherwise with Education.

Education (Formación académica)

This section should include information about all the relevant education you have. Apart from the points below you should also include information about any special project, thesis, or dissertation work. (In reverse chronological order).

- Name of course and titles awarded
- Name of the institution where you studied
- Location of the institution
- Dates of the course (start and end dates)
- You can also include your final marks (if they benefit you) - it is not strictly necessary in Spain.

Employment History (Experiencia profesional)

This is the most important section of the CV. Here you have to show what experience you have gained from other jobs, your responsibilities and achievements. If you are seeking your first job or don't have much work experience, list summer jobs and unpaid work. Otherwise only use relevant work experience. (In reverse chronological order).

- Name of the company or organisation

- Job title
- Brief description of your responsibilities and what you achieved in that job
- Dates (start and end date)

Interests & Achievements (Otros datos de interés)

In this section you can include volunteer work, personal interest, awards, certificates, etc. but try to make it relevant to the job you are seeking.

Languages

- Language - Spoken and written level

Computer Knowledge (Informática)

- Programs (software) and programming knowledge.
- Level

The Application Procedure

Usually a short introduction interview is held, which is followed by psychological and psychometric tests. After passing this initial selection phase, the recruitment procedure consists of a series of interviews. The interview carries a lot of weight, since human qualities are often judged more important than professional qualities in the assessment of the candidate. Be prepared for questions about your motivation, which is quoted to be the most sought-after quality by Spanish employers. Usually interviews are held on a face-to-face basis. However, group discussions can also figure in the recruitment process, depending on the level of responsibility of the job. The number of interviews varies, but it is not uncommon to have as many as six interviews or more.

Avoid raising the question of salaries in the first interviews. This should not be evoked until the company offers the job.

On-line applications are becoming more common, but do not expect all Spanish employers to use it and/or to favour it.

Despite the fact that in Spain manners are rather formal and companies are hierarchically structured, people are usually very open and welcoming to foreign job seekers. Some years ago this might have been different, but Spain is a very fast changing country at the moment. However, formality still has its influence on the recruitment process, as has the regional division of the country. In general you can speak and work using the Spanish language throughout Spain. But when you work in Catalunya, people do expect you after a while to be able to speak some Catalan.

Where can I work?

- Major industries: retail/wholesale, manufacturing (especially chemicals, metals, food, motor vehicles), construction, real estate, transport, tourism.
- Recent growth areas: service sector, hotels and restaurants, IT and hi-tech industries.
- Industries in decline: construction, real estate, agriculture.
- Shortage occupations: technical posts are particularly in demand. A searchable list of shortage occupations by region is available (in Spanish) from the Instituto Nacional de Empleo (INEM) (National Employment Institute).
- Major companies: Santander, Telefónica, Repsol YPF, BBVA, Endesa, ACS, Cepsa, Iberdrola, Ferrovial, FCC, Mapfre.
- Major cities: Madrid (capital), Barcelona, Valencia, Seville, Bilbao.

What's it like working in Spain?

- Average working hours: average full-time hours are just over 40 hours per week. The working day varies between organisations, but is commonly 9am until 6 or 7pm with a long lunch break. Shift work is common.
- Holidays: usually one month per year plus various national holidays.
- Average graduate starting salary: Spain has some of the lowest graduate salaries in Europe with starting salaries at around €19,000 a year. Salaries vary widely depending on the subject of your degree, with technical graduates doing far better than social scientists, for example. Female graduates tend to earn significantly less than their male counterparts.
- Tax rates: The income tax rate (in 2008) is 15.66% - 27.13% depending on your level of earnings. If you intend to work in Spain, you should register with the national tax office Agencia Tributaria - on your arrival. Non-residents are taxed on any income earned in Spain, but if you work in Spain for over 183 days, you will be classed as a resident for tax purposes and will be asked to declare all your income for that year.
- Working practices and customs: business dress and etiquette in Spain are usually quite formal, though you should take a lead from other staff members. For business purposes, a handshake is the accepted greeting, whilst amongst friends and family kissing on the cheeks is common. Use the '*usted*' form of you when speaking formally and refer to males as *Señor* (Mr) and females as *Señora* (Mrs/Ma'am).

CURRICULUM VITÆ (no es necesario, ya se ve)

Foto (sólo si es exigida)



(Datos personales)

Nombre y apellido:

Lugar y Fecha de nacimiento:

Direcciones: (dirección actual como estudiante y domicilio familiar)

Teléfonos de contacto: fijo y móvil : 00 33 1(pour París) y 00 33 6 (móvil)

e-mail: emilio@com

Objetivo : ej.: *Hacer prácticas en el área de sistemas de información o en marketing*

FORMACIÓN ACADÉMICA (en orden decreciente, de lo más reciente a...)

20XX-20XY TELECOM & Management SudParis , Evry (Francia). Titulaciones:

- Télécom SudParis: **Ingeniería de Telecomunicaciones**. Equivalente al diploma de una Escuela Superior de Ingenieros.
- INT Management : **Administración y Dirección de Empresas**. Equivalente a una Licenciatura de Ciencias Económicas y Empresariales

Si no tiene el diploma, especificar el año o los años cursados., p. ej : *2 do año en INT Télécom .*

20XX Nombre de una Universidad extranjera si ha hecho un intercambio

(p.ej: *Centro Superior Politécnico de Zaragoza, España*), naturaleza del intercambio, ej: *Beca Socrates* o *Doble Diploma* (precisar el tiempo de duración de la estancia.)

20XX-20XY Clases preparatorias. Dos años de estudios cuyo objetivo es la

formación para el examen de ingreso a las “Grandes Ecoles” (Grandes Escuelas). Equivale a dos años de estudios universitarios. (Esta información es necesaria adjuntarla ya que el sistema de *prépa* y de *Grandes Ecoles* no es muy corriente en el mundo hispano)

20XX-20XY Bachillerato (bac), especificar la especialidad : *ciencias de la naturaleza; tecnología o ciencias sociales*, por ejemplo.

Variante para los/as A.S.T. u otros casos :

20XX - 20XY TELECOM & Management SudParis, Evry (Francia). **Titulaciones:**

- Telecom SudParis: **Ingeniería de Telecomunicaciones**. Equivalente al diploma de una Escuela Superior de Ingenieros.
- INT Management : **Administración y Dirección de Empresas**. Equivalente a una Licenciatura de Ciencias Económicas y Empresariales

Si no tiene el diploma, especificar el año o los años cursados., p. ej : *2 do año en INT Télécom .*

20XX Si ha hecho un intercambio: Nombre de una Universidad extranjera (p. ej:

Centro Superior Politécnico de Zaragoza, España) , naturaleza del intercambio: ej. : *Beca Socrates o Doble Diploma* (precisar el tiempo de duración de la estancia.)

20XX-20XY Título universitario: **Diplomatura**(= bac + 3 oulicence) o **Licenciatura** = maîtrise (para Esp.) o **Maestría** = maîtrise (para Am. Latina). Nombre de la especialidad (p.ej.: *matemáticas, ingeniería industrial* para los/as ingenieros/as; *sociología o económicas* para los/as managers) + nombre de la universidad (p.ej : *UniversitéParis-Sud*) + la ciudad (*Orsay*) + el país (*Francia*).

20XX-20XY Bachillerato (bac), especificar la especialidad : *ciencias de la naturaleza; tecnología o ciencias sociales*, por ejemplo.

EXPERIENCIA LABORAL

20XX (Stages) **Prácticas** (empresa, duración, puesto) P.ej.: *Dos meses de prácticas en la BNP Paribas . Departamento de marketing.*

20XX p ej.: *Profesor/a de clases particulares de matemáticas en “Contaplus”*

20XX Otros **trabajos temporales** (empresa, duración, puesto) como por ejemplo: *camarero/a, ayudante de cocina, vendedor(a) de artículos de playa, repartidor(a) de pizzas, guía de turismo, animador(a) sociocultural, responsable de Stand en una feria, etc*

ACTIVIDADES COMPLEMENTARIAS (travail associatif, bénévolat,etc). Ej:

20XX *Organización de la Gala del TELECOM & Management SudParis*

20XX *Organización y ejecución del Proyecto Humanitario “Nicaragua” (descripción del proyecto) de la asociación INTERVENIR.*

20XX *Colaboración en el proyecto “Patati” (descripción del proyecto) de la asociación juvenil PAQUÉ*

IDIOMAS (de mayor nivel a menor; precisar el diploma, si lo tuviera) Ejemplos:

Español : Bilingüe (DELE Superior)

Inglés : Nivel avanzado escrito y oral (TOEIC)

Alemán : Nivel intermedio (estudiado en el colegio y en el instituto)

Japonés : Principiante

INFORMÁTICA

Sistemas : Windows, UNIX (Linux), etc.

Programas : Microsoft Office, Dreamweaver, Fireworks, Photoshop, etc.

Lenguajes : HTML, PHP, SQL, etc.

OTROS DATOS DE INTERÉS

En este apartado deberían indicarse conocimientos que pudieran aportar al curriculum del candidato/a un valor adicional en el proceso de selección. Por ejemplo, *carnet de conducir, coche propio, disponibilidad para viajar, aficiones, etc.*

CURRICULUM VITAE

DATOS PERSONALES

Nombre: **ISABEL SÁNCHEZ GARCÍA**

Dirección: C/ Pedreguer, 5 3º Dcha.

(0245) Alicante

Fecha de nacimiento: 17/ 07/1979 (25 años)

Teléfono: **656653201 / 966685621**

e.mail: is@.jazzfre.com

Carnet de conducir: B. Vehículo Propio.

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FORMACIÓN ACADÉMICA

1997-2002 **LICENCIATURA EN CIENCIAS AMBIENTALES.**

Universidad Miguel Hernández Elche.

FORMACIÓN COMPLEMENTARIA

2001 I Jornadas sobre Biodiversidad y Gestión de Espacios Naturales.

Universidad Miguel Hernández Elche.

2000 Gestión Empresarial .Institut Valencia de la Joventut.(20 h).

2002 Auditores Internos de SGMA (ISO 14001). Bureau Veritas. (21 h.).

2003 Monitor de Medio Ambiente. Generalitat Valenciana. (80h).

EXPERIENCIA PROFESIONAL

2000 AYUNTAMIENTO DE ALICANTE. Plan Parcial de Recogida Selectiva de

Residuos. Prácticas. (Octubre-Noviembre 2002)

2001 "Estudio de los impactos ambientales en la laguna de las Salinas"

Proyecto Fin de Carrera.

2002 ECARPEC, Gestión y proyectos S.L. Impacto Ambiental del Plan General de Alicante.(Junio-Octubre 2002).

2003 PAMP. Monitor de medio ambiente. Elche. (Marzo-Septiembre 2003)

IDIOMAS

Inglés Nivel medio oral y escrito.

Valenciano Nivel alto oral y escrito.

INFORMÁTICA

Manejo a nivel de usuario de los programas Word, Excel, Autocat e Internet.

OTROS DATOS DE INTERES

- Posibilidad de incorporación inmediata.
- Disponibilidad para viajar.