



YOUR  
FUTURE  
FIRST

Helping you in the process of finding a job

# Career Journey

Welcome to your Career Journey, for which we offer you this information booklet and our online Career Orientation Programme. Use these in your own time, at your own pace, and in the order you want.

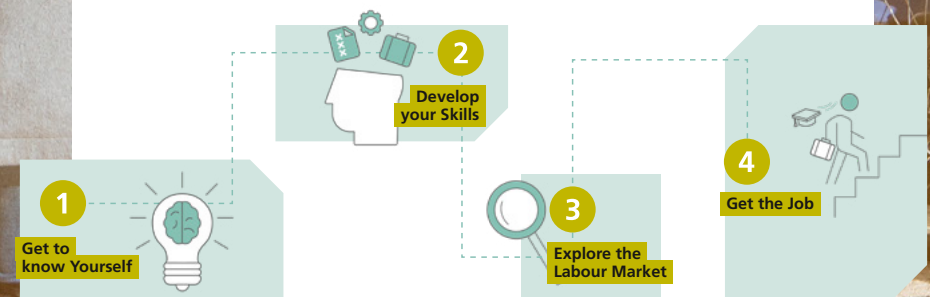
## Structure

This booklet lists two sorts of activities and services: those that you can do and use independently, and those that you can do at the UvA. The former contains our exclusive Career Orientation Programme on Canvas. You need an UvAnetID to make use of this. Make sure you enrol in the Economics and Business (EB) Career Centre's Canvas page. You can then access the programme.

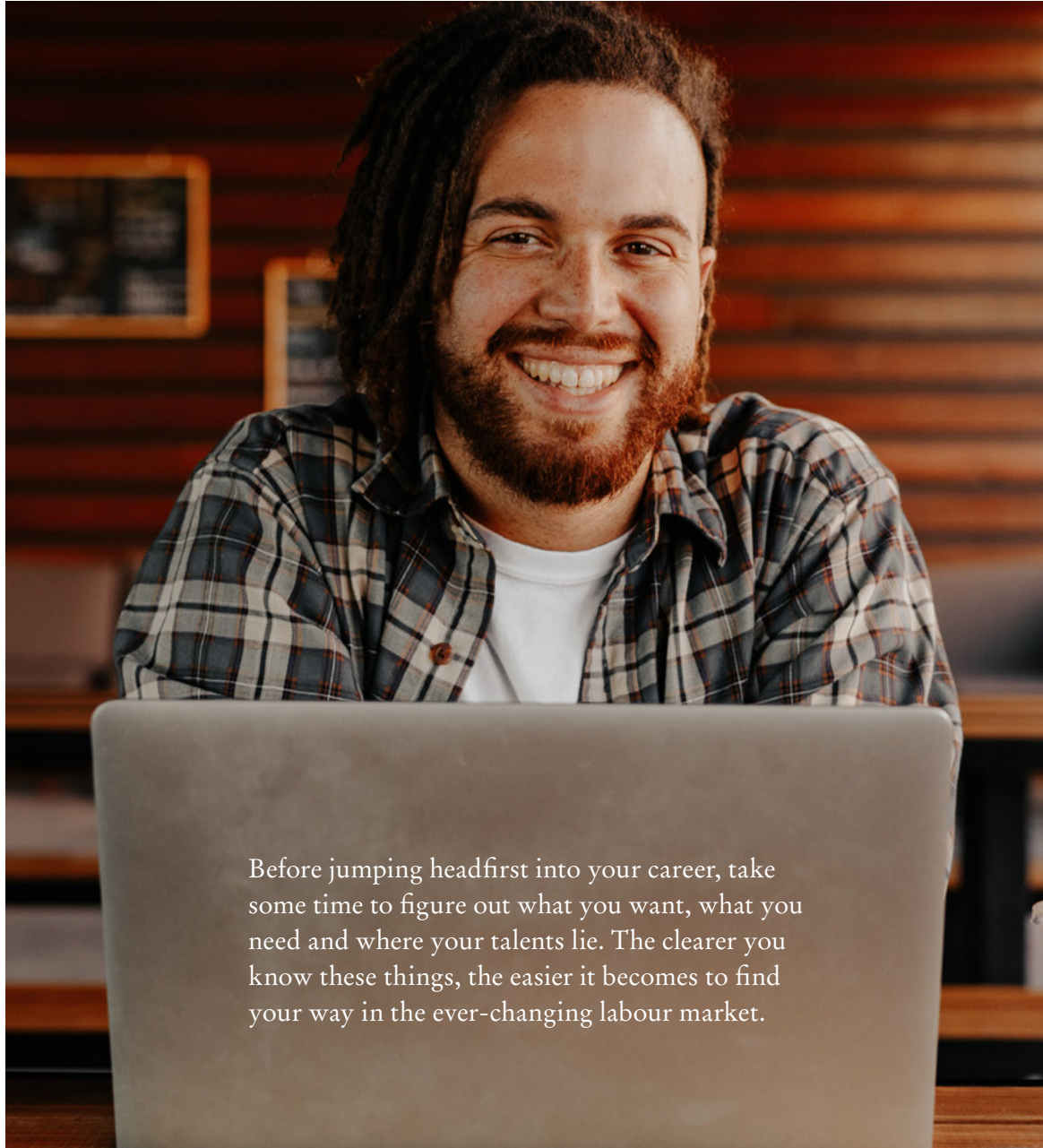
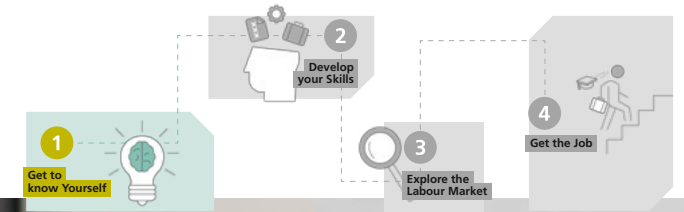
[Click here to enrol](#)

We structured the Career Journey around four different stages that correspond with the process of finding a job.

*Click on the individual steps*



# 1. Get to know Yourself



Before jumping headfirst into your career, take some time to figure out what you want, what you need and where your talents lie. The clearer you know these things, the easier it becomes to find your way in the ever-changing labour market.

## Do this independently

In this first step, describe and define your goals, values, strengths and weaknesses, through exercises, personality tests, and feedback from others. These exercises are described in Step 1 of the online Career Orientation Programme.

[Take Step 1](#)

## Use these services

### Talk with a Career Coach

For personal guidance or advice regarding your future career, get in touch with the University of Amsterdam's (UvA's) Career Coaches. They offer personal advice on finding a suitable career, and can help you with your job interviewing skills, writing a CV, and more.

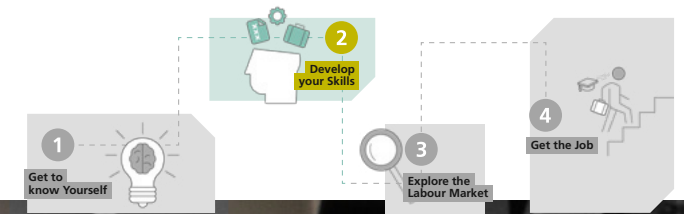
[Read more](#) »

### Take part in a workshop

Both the UvA and the various UvA EB study associations offer a variety of workshops, including [workshops for personal development and self-assessment](#).

[See all workshops](#) »

# 2. Develop your Skills



Your skills and experiences are your currency in the labour market. You obtain them in your studies, internships, and secondary jobs. Additionally, the UvA, your faculty and study associations offer workshops, trainings and more to help you gain and improve valuable skills.

## Do this independently

### Skills

During your studies, you develop specific hard and soft skills. Websites like [carrièretijger.nl](http://carrièretijger.nl) or [prospects.ac.uk](http://prospects.ac.uk) can give you an overview of which those might be, and they can suggest skills you might want to improve. In Step 2 of the Career Orientation Programme, you take stock of these skills and assess them. You can take online courses on trusted platforms like [edX](http://edX) and [Coursera](http://Coursera), to gain skills in specific areas.

**Take Step 2**

### Experience

Many employers ask for experienced applicants. While it may sound challenging to get work experience while completing a degree, you have several options:

- Take on a study-related job. Look for these via the [EB Career Portal](#) and check out our [comprehensive list of job websites](#)
- Join a [study association's board or committee](#)
- Join the [Faculty Student Council](#)
- Do [an internship](#)
- Work on real business cases in a Business Lab course. If you're doing a MSc in Business Administration you have this option. Find your programme in [the course catalogue](#) to see which ones you can take.
- Learn how to start and develop your own business, in the [Minor Entrepreneurship](#)

## Use these services

**At the UvA, you can take part in several workshops and trainings. UvA Economics and Business has specific programmes for you, as do your study associations. Some of the main ones you can take part in:**

- Professional Development Weeks (twice a year, UvA EB exclusive)
- Sefa Skills Week (once a year, UvA EB exclusive)
- UvA Career Skills Week (once a year)

You'll find all of these and much, much more in the [Career Calendar](#). Be sure to also check up on what the [UvA's Career Centre](#) has to offer.

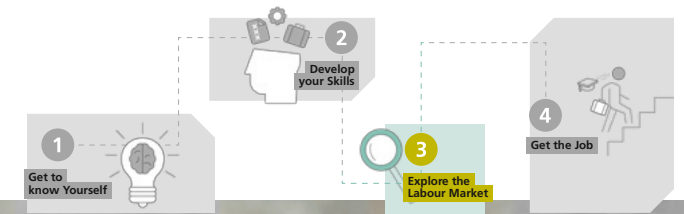
**Open the Career Calendar** »

### EB Career Portal

The EB Career Portal is an exclusive tool for UvA EB students. You'll find vacancies, internships and companies there, as well as career events and workshops by the UvA, UvA EB and its study associations and more.

**Use the EB Career Portal** »

# 3. Explore the Labour Market



Before you enter the labour market, first get an overview and consider what attracts you and what doesn't. It's also important to look for entry points – in your own network, for example.

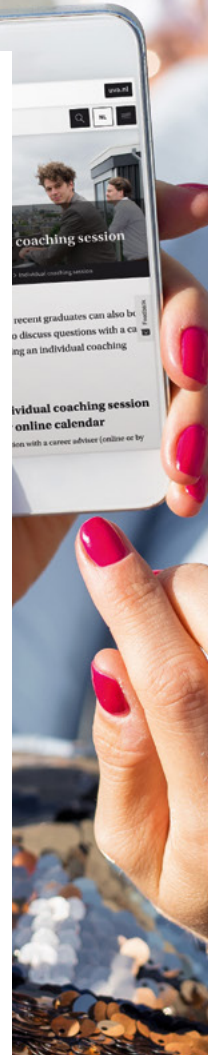
## Do this independently

You can get to know the labour market in different ways. Step 3 of the Career Orientation Programme gives you a comprehensive Quick Guide to the World of Work, a video series on several alumni and their jobs, and assignments on vacancy analysis and networking.

**Take Step 3**

Company inhouse days are another great way to familiarise yourself with companies and industries. Check the website of companies you're interested in for upcoming dates. Often, your study associations list inhouse days by relevant companies.

Don't underestimate the power of your network. You may know people who work in industries you're interested in. Ask them about their experiences, or if they can put you in touch with colleagues who can tell you more.



## Use these services

You can attend several events at the UvA, like the Amsterdam School of Economics' ASE NEXT!, or events organised by your study associations. In the **Career Calendar**, you'll find events like:

- Sefa's annual Career Week, aimed at matching students with companies in different fields
- The UvA's Career Day in November
- Going Dutch, a special programme for international Master's students

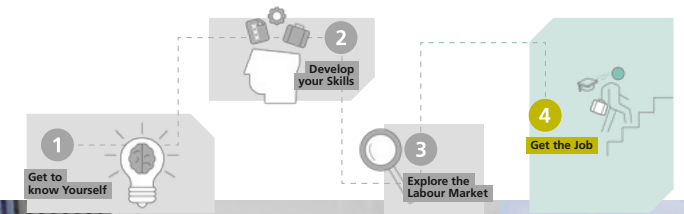
**Open the Career Calendar** »

### Career Coach

Another option is to speak with a Career Coach, who knows the Dutch market and can help you explore industries you prefer.

**Book an appointment** »

# 4. Get the Job



When you've identified your interests and strengths, developed your skills and explored the labour market, it's time to finally start applying for that job!

## Do this independently

In Step 4 of the Career Orientation Programme, you optimise your CV and cover letter for the specific vacancies you're applying to. You'll also work on your LinkedIn profile and prepare for your interview.

**Take Step 4**

### EB Career Portal

In the EB Career Portal you'll find (junior) jobs, internships and traineeships from local and international companies. You can use different filters to make your search as precise as possible.

**Use the EB Career Portal** »

### CV Check

UvA students have access to CareerSet's online CV Check. This simple tool provides feedback on your resume by comparing it to your peers'. CareerSet even lets you tailor your CV to a vacancy. Simply log in with your @student.uva.nl email address to begin.

**Use CareerSet** »

## Use these services

The UvA offers several helpful options. Consider different information sessions and workshops, or speak with a Career Coach.

### Information sessions

You can attend three specific information sessions, which you'll find in the Career Calendar: Networking: the basics, LinkedIn: the basics, and CV: the basics. These sessions are available in both English and Dutch. Read more [on the website](#).

### Workshops

We also recommend these three UvA workshops: Finding a Job in the Netherlands, Writing your cover letter, and Ace your job interview. You'll find them in the Career Calendar when they come up. Read more [on the website](#).

**Open the Career Calendar** »

### Career Coach

The UvA's Career Coaches can give you [personal feedback](#) on your CV, cover letter or LinkedIn profile. Moreover, you can practice the job interview [with a Career Coach](#). They will prepare the session on the basis of your CV, cover letter and vacancy, to give you in-depth tips and advice.

**Book an appointment** »



# Useful links in one place

Here's a quick overview of some of the links in this booklet.

## EBCC

- [Career Orientation Programme](#)
- [FAQ](#)
- [Internship information](#)
- Information for [international students](#)
- [EB Career Portal](#)
- [Career Calendar](#)
- [Contact](#)

## UvA

- [CareerSet online CV check](#)
- [UvA Student Careers Centre services](#)
- [Career Coach](#)
- [Job application tips](#)

## Other

- [edX](#) and [Coursera](#), for online skills courses
- [Carrièretijger](#)
- [Prospects.ac.uk](#)

