

# A Guide for Job Seekers in Sweden

Supporting Access to Employment for People  
with Refugee and Asylum-Seeker Status



**CREATE**

Centre for Refugee Employment, Advocacy, Training and Education



**FORTE**

Swedish Research Council for  
Health, Working Life and Welfare

**CGM**  
CENTRE ON  
GLOBAL  
MIGRATION

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Please note this guide provides general information and is not intended to and does not constitute legal advice regarding the employment of those with refugee or asylum-seeking status.

The law, particularly in relation to employment and the legal status of refugees in Sweden and abroad, is complex and subject to change based on government policy and legislation. The particular circumstances must be considered in every case and for that reason legal advice should be sought. The authors disclaim all liability arising from reliance on the contents of this guide however caused.

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# Why do you need this guide?

This guide was produced based on the findings of a study conducted by Deakin University's Centre for Refugee Employment, Advocacy, Training, and Education (CREATE). The guide provides information and assistance to people with refugee and asylum-seeker status in finding meaningful employment.

The adaptation and translation of this guide to a Swedish context has been made possible by the Faculty of Business and Law, Deakin University (Australia) with the assistance of the Centre on Global Migration and the Organizing Integration Research Program at the University of Gothenburg (Sweden).

For many people with refugee or asylum-seeker status, finding meaningful employment appears complex given difficulties faced in verifying qualifications, determining work rights, understanding the local labour market and job-seeking norms, as well as not having the connections and networks to access information about available service providers and support. Additionally, many organisations assume that hiring people with refugee and asylum-seeker status is fraught with challenges and barriers, when in fact, the large majority with the appropriate permit, is entitled to work in Sweden and motivated to rebuild a career in the country.

This guide includes information, tips and resources to help job seekers finding meaningful employment, with a special focus on people with refugee and asylum-seeker status.

Please note, this guide does not constitute legal advice regarding employment as the legal status of refugees and asylum-seekers, and related permits, can change as a result of government policy.

# Confirming your eligibility to work

Most people with refugee and asylum-seeker status have the right to work or study in Sweden. Confirming so is straightforward.

## Permit categories

- LMA (*Lagen om mottagande av asylsökande, or the Reception of Asylum-Seekers Act*)
- Temporary residence permit (with refugee status or Subsidiary Protection Status)
- Permanent residence permit

## Reception of Asylum-Seekers Act (LMA)

LMA is a certificate in the form of a plastic card that is issued to asylum-seekers while waiting for an asylum-seeker claim to be assessed, during the judicial review process, or in preparation for leaving Sweden. An LMA card is not an identity card but provides proof that the person is an asylum-seeker and has the right to be in Sweden. An LMA card also contains information on whether the person has the right to work during the time as an asylum-seeker, known as “AT-UND”. LMA cards are issued temporarily and need to be replaced after 3-6 months. It says on the card when to replace it. The LMA is issued digitally, and the period of validity can be extended by three months every time someone visits the Swedish Migration Agency. The new LMA card issued after 1 January 2022 has QR code that means everyone with access to a QR reader can easily check if the card is valid and if someone has the right to work (*so-called AT-UND*). When someone receives a decision on AT-UND, it is directly registered on the LMA card, and an employer can check it by scanning the QR code. The AT-UND status normally lasts until either someone is *granted a residence permit or until someone leaves the country*. LMA holders are entitled to open a bank account, access emergency health care, financial support and get a driving license.

## Temporary Residence Permit (Refugee Status)

If the application for asylum is approved, you receive a temporary residence permit with *refugee status*, which is valid for three years. The temporary residence permit gives you the right to live and work in Sweden for three years. During that period, you have the same right to medical care as a person with a permanent residence permit. When you apply for work you should bring copies of the documents which show that you have the right to live and work in Sweden. Also take your residence permit card with you. The employer must know for how long you are allowed to work in Sweden and whether your permission to work in Sweden is subject to any restrictions. Your employer needs copies of your documents and will also inform the Swedish Tax Agency that you have been employed. When the temporary residence permit expires, you will have the opportunity to apply for an extension. You may be granted an extended residence permit if you are still in need of protection. After three years, you can also apply for a permanent residence permit.

## Temporary Residence Permit (Subsidiary Protection Status)

This visa is for people who do not meet the definition of refugee under the Refugee Convention (*Geneva Convention*) from 1951. To qualify for subsidiary protection, you must usually prove that you would face a risk of serious harm if returning to your country of origin. It is not necessary to be at risk for a specific reason such as race, religion, or political opinion. If you have been granted subsidiary protection status, you will receive a 13-month residence permit. When you apply for work, you should bring copies of the documents which show that you have the right to live and work in Sweden. Also, you should take your residence permit card with you. The employer must know for how long you are allowed to work in Sweden and whether your permission to work in Sweden is subject to any restrictions. The employer needs copies of your documents and will also inform the Swedish Tax Agency that you have been employed. When your temporary residence permit expires, you will have the opportunity to apply for an extension. You may be granted an extended residence permit if you are still in need of protection. After three years, you can also apply for a permanent residence permit.

## Permanent Residence Permit

In order to obtain a permanent residence permit, you must:

- Fulfil the requirements for a continued residence permit.
- Have lived in Sweden with a residence permit for a certain period of time.
- Be able to support yourself financially.
- Live an orderly life.

## Important information about the job search process

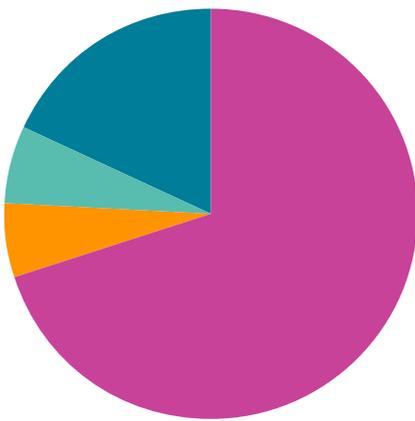
- Looking for work can, in many ways, feel like a full-time job.
- In the process of finding a job, you will develop skills that can be useful in future jobs, such as patience, curiosity, and perseverance.
- Referrals, networks, and connections will be an asset to finding employment.
- It is important to ensure that you have all the essential documentation required to apply for the job.
- There are multiple online portals that can be used to find work (e.g., Jobbsafari, LinkedIn, Indeed, Platsbanken, Jobbland, Careerjet.se, etc.).
- Professional and character references are important.
- It is important to clearly describe your skills in relation to what is required for the current position and give examples that demonstrate this.
- Consider having your qualifications assessed and certified within Sweden (referred to as validation). This can be done through the **Swedish Public Employment Service**.<sup>1</sup>
- If you are offered an interview, read up on the organisation, including their values, goals, and mission.
- Practice your interview skills (see interviewing section later in this guide).

## The job search process

- Identify a job that you would like to apply for.
- Carefully read the job description, key selection criteria, and the submission requirements. It is also a good idea to contact the organisation's representative for further information if needed.
- If you want to apply for the job, gather all documents relevant for the job.
- Ensure that your resume and cover letter reflect the requirements for the job (remember to use key words from the advertisement).
- Submit your application via the application process outlined in the advertisement.
- If you are invited for an interview, remember, preparation is key.

# Networking

In Sweden, many jobs are found via networks, connections, referrals, and people you know – otherwise known as the hidden job market.



- *Hidden job market*
- *Direct marketing*
- *Advertised*
- *Recruitment agencies*

Networking is crucial when searching for a job and for your overall career development. To network means to develop and nourish contacts that you can use in the future to find a job or to master other challenges. A strong network is built on mutual trust and your contacts have to be able to completely trust you in order to be prepared to vouch for you when you need their support.

## Face-to-face networking

It is important to build a network that will add value to your career. Your network can include any of the following individuals:

- People you speak to at employer/industry events or conferences.
- Work colleagues.
- Friends, family, and extended family.
- University peers.
- Lecturers and other university staff.
- Connections through previous employment.
- The broader community.
- Caseworkers and other public officials.

Also, remember, you can form a network anywhere you go. These can include:

- Peer mentor opportunities.
- Clubs and societies.
- University/employer events.
- Employment expos and conferences.
- Parent and school events.

## How to prepare for networking

Think about the following questions prior to the event:

- What is the event and why are you going?
- Who is hosting and who else is attending?
- What is happening in the news and in the sector?

### Some good conversation starters:

- What brought you here today?
- How long have you been involved in your role?
- What is your role like?
- What do you like about the company you work for?
- What did you find interesting from today's session?

After an event, try to re-connect with any new contacts made, either in person or digitally, for instance by connecting or follow up on LinkedIn (see more below about how to use LinkedIn).

## Online networking (LinkedIn)

LinkedIn acts as your 'digital CV', allowing others to review your profile to learn more about you and your professional background. You can use LinkedIn to expand your network and present your profile to a potential employer.

It is a great tool for professional connectivity both within Sweden and globally.

Most job seekers subscribe to LinkedIn to maintain their professional identity, expand their professional network, and access attractive employment opportunities. LinkedIn is a great way to connect to thousands of professionals and stay updated on industry news.

### You can use LinkedIn to:

- Connect with other professionals in your field.
- Search for employment opportunities.
- Follow companies and influencers.
- Create a network of professionals that you can learn from.

**Key things to remember when building your LinkedIn profile:**

**Your photo:**

- Keep it professional.
- Does it represent you in a positive light?
- Are you dressed professionally?

**Your headline:**

- Use keywords related to your areas of interest (these keywords help recruiters find you during headhunting).
- Take inspiration from people within similar fields for ideas.

**Your summary:**

This is a snapshot of who you are, like the 'Career Profile' section in your CV. Consider the following:

- Who are you and what are your goals?
- What skills and experiences do you have to offer?
- What are you passionate about?

**Your education:**

- Mention your highest achieved degree and previously completed qualifications.
- Highlight other achievements, such as scholarships or awards.
- Include study trips abroad or completed internships.

**Your experience:**

- Include a wide range of skills and experiences (from paid as well as voluntary work).
- Use accomplishment statements, similar to those on your CV, to highlight your experiences.
- Aim to sell yourself!



# Your CV



Download your CV template

Click here<sup>2</sup> to download the CV Template Word document, fill it out with your own details to create your CV.

Writing a strong CV (Curriculum Vitae) and cover letter is essential when applying for a job. Your CV is important for communicating your work experiences, education background, and accomplishments (see Appendix A for a CV example and template).

It is important to make your CV accessible online and to continuously update and synchronise it with your other online profiles, such as LinkedIn. While many interactions in Sweden today take place through digital channels, employers still expect you to submit a complete CV in the form of a paper document.

There are two common types of CVs in Sweden; chronological CV and functional CV. A chronological CV offers an overview of your career experience and education experience and is useful in highlighting what you have achieved. A functional CV focusses on your skills relative to the needs of the employer. With less focus on chronology, a functional CV is useful for people who have breaks or disruptions in their career history.

The chronological CV is the most common globally and a popular CV format in Sweden. It is, however, increasingly common with a chronological CV that also includes clear information of skills relative to the role you are applying for. This type of CV format is presented below. Please keep in mind that whatever type of CV you choose, make sure that its structure is clear and simple.

## Personal details

Your CV should start with your first and last name (preferably your legal name and preferred name included, if applicable) and your contact details, including your professional email address, phone number, and the URL to your LinkedIn profile.

## Work experience

This section should include previous employments, internships, part-time work, and extra-curricular activities/volunteering. Include an accurate title of your work title/role, the full name of the organisation, and its location. Use concise bullet points to describe your responsibilities and achievements. Ensure that what you put in your CV matches the role you are applying for and only include relevant roles and responsibilities. Try to use keywords from the job description.

Below is an example of how to describe a work experience:

### Agriculture Development Officer

*Embassy of Japan, Afghanistan: 02/2017-08/2021*

- Monitored and evaluated funded projects in rural areas of Afghanistan.
- Communicated with relevant stakeholders, donors, UN agencies, government ministries, and implementing partners for the embassy's investments in development projects.
- Prepared reports, policy briefs, and provided comments on proposal developments.

## Accomplishment statements

Sometimes it is useful to include an accomplishment statement to highlight previous accomplishments relevant for the role. When writing an accomplishment statement think about the following:

- Clearly demonstrate what you did and how this was valuable. Did you for instance save time and money by making a process or procedure more efficient or did you communicate particularly well with clients and colleagues?
- How did the accomplishment distinguish you from other potential job candidates?
- For each job, what distinguished you from others?
- Think broadly and demonstrate a variety of skills.
- Use active language and begin with a strong verb.

## Merits

Include any awards or achievements on your CV as they may help to distinguish your application from others, especially if you are applying for a competitive role.

## Education

Include both current and previous education information. Use the exact or most accurate title of your qualification and specialisation/major, along with the full name of your university/institution and the location (especially if it was in a different country). Do not forget to include dates (start and end years). While not necessary, you can include additional information/highlights, such as scholarships and awards, but do not list specific units/subjects.

## Languages

Include all languages you speak as recruiters often look for language skills. These can be an indication of your ability to work, communicate, and build relationships in diverse and international environments.

## Other competencies

Including other competencies, such as certifications, skills, or knowledge of a specific software, can help you get the attention of the employer and encourage them to look at the rest of your application.

## Referees

Have in mind two to three referees, including their name, role, organisation, and relationship to you, that you can refer to in case a potential employer ask for references. We suggest that you insert a line at the end of your CV stating, 'Referees available upon request'.

## Europass

The **Europass website**<sup>3</sup> offers a wide range of resources to help and guide you in your career planning, including a useful CV development tool.

### ✓ Do include

- Try and keep your CV to a maximum of two to three pages.
- Limit use of graphics, tables, images, and colour (unless relevant).
- Avoid excessive white spaces or cramming content (try not to include lengthy paragraphs — use bullet points).
- Define any abbreviations if you use them.
- Use an easy-to-read font style (e.g., Calibri or Arial) and maintain a consistent style throughout the document.
- Proofread and ensure consistent spelling and grammar.
- Include appropriate headings to differentiate between sections.
- Use reverse chronological order when listing experiences/qualifications.
- Include start and end dates for each experience (preferably both month and year).
- Keep your file name simple.

### ✗ Don't include

- False information.
- Information about primary school.
- A signed declaration.
- Irrelevant personal information, such as home address, photo, age, date of birth, religion, or marital status (including home address and photo is still common in Sweden but its relevance is increasingly being questioned. It is unlikely that a prospective employer will contact you on your home address and how you look does not not influence your ability to do the work).

# Your cover letter

Your cover letter (also referred to as application letter) should provide a quick overview of why you are interested in the position and how your skills, qualifications, and experiences make you the best candidate (see Appendix B for a cover letter template).

The cover letter should be tailored to the specific position you are applying for. Consider the following when writing the cover letter:

- What is the purpose of writing your cover letter?
- How are your skills, qualifications, and experiences relevant to the position? Read up on the organisation and integrate insights to the letter (i.e., why are 'you' a good fit for 'this' role and organisation?).
- Include key skills highlighted in the job description.
- Make sure that your CV and cover letter are aligned and complement each other (avoid repetitions).
- Write maximum one page.
- Maximise readability and provide only relevant information.

When you have considered the above, use the format outlined below when writing your cover letter.

## Contact information

- Include your name and contact details at the top of the page.
- Include the date, the organisation name, and their contact details on the top left-hand corner.
- If possible, address the letter to a representative of the organisation. If not available, write e.g. "Dear Hiring Manager" or "Dear Selection Committee."

## Introduction

- Mention the role you are applying for and the name of the organisation.
- State where you found the job advertisement or if it was a referral.
- Include one to two sentences on why you are interested in the role.

## Body (two-three paragraphs)

- Describe why you are a suitable candidate by describing two to three relevant skills, qualifications, or experiences. Skill statements need to be made with reference to specific examples or accomplishments.
- Highlight why you are interested in the specific organisation.
- Highlight how your professional background is valuable for the organisation.

## Conclusion

- Emphasise your value and interest in the position.
- Refer to the attached CV or any other requested documents.
- Thank them for considering your application.
- End with 'Yours sincerely' (if you know the addressee's name) or 'Yours faithfully' (if you don't know the addressee's name) and include your full name.



## ✓ Do

- Tailor your cover letter to suit a specific role and organisation.
- Sell yourself by being concrete about how you work and how you are as a person.
- Express yourself professionally, but do not use too formal language.
- Keep it to one page.
- Use short sentences.
- Proofread prior to submission.
- Use a positive tone.
- Define any abbreviations if used.
- Use a consistent font style aligned with your CV.
- Use a professional file name.

## ✗ Don't

- Sound desperate, such as "I'm willing to do anything."
- Overuse words and clichés to sell yourself, such as calling yourself the perfect candidate or stressing how much you "love to work under stress."
- Exaggerate or over sell yourself / brag about your accomplishments.



# The interview

The interview is a conversation between the employer and the job candidate to determine whether the candidate has the necessary knowledge, skills, and abilities for the position, and whether the position and the organisation meet the expectations of the candidate.

All interviews are different, but good preparation increases the chances of a successful interview. Think about the following:

- Ensure that you know where you are going and how to get there. Arrive about ten minutes before the start of the interview to give yourself time for any delays or required paperwork.
- Mute your mobile phone before the interview starts.
- Prepare answers to commonly asked interview questions (read more about common questions in the next section).

## Types of interview questions

Questions will vary depending on the employer and the position. Below are examples of commonly used questions.

### General questions

The purpose of these questions is to gauge your motivation for applying for the specific role. They provide you with an opportunity to show that you have read up on the role and the organisation. It is common in Sweden to ask questions aimed at getting to know you better as a person (i.e., what you value and what you enjoy at the workplace and outside of work), and to find out what makes you unique. A commonly asked question to prepare an answer for is “Tell us a little bit about yourself.”

### Credential and experience verification

This type of question is used to verify the credentials and experiences presented in your CV and cover letter. This can include questions about how long you worked for a specific employer or about a specific software skill. It is worth noting that employers in Sweden generally trust that what you have put in your CV and cover letter is accurate; and these questions are usually brief. This type of questions also aim at relating the skills and experiences mentioned in

your CV to the specific position, and are often phrased as: “which of your previous experiences can you benefit from in this position”, or “what can you contribute with to our organisation”?

### Hypothetical questions

The purpose of hypothetical questions is to evaluate your problem-solving abilities to find out how you would analyse and work through different potential workplace scenarios. Such scenarios are generally aligned to the selection criteria. For example, you may be asked what you would do if you noticed a colleague making a mistake or if you encountered a difficult customer.

### Behavioural questions

Behavioural questions are used to evaluate how you have dealt with situations in the past in order to predict how you would deal with similar situations at the new workplace. For example, you might be asked to describe a time when you dealt with conflict at work or a time when you showed leadership.

When responding to behavioural questions, we recommend using the *STAR technique*:

- **Situation:** Briefly provide an overview of the problem/issue.
- **Task:** State the main job function or purpose of your action.
- **Action:** Elaborate on the steps you took to resolve the issue.
- **Result:** Ideally in measurable terms (% or \$\$), such as increasing sales by 20%. Alternatively, outline the benefit of the action you took.

## What to expect

- The interview is likely to last between 30 and 90 minutes.
- The interview panel may engage in casual conversation before the formal interview begins.
- You will be asked a range of questions aimed at exploring your experience and fit for the role and organisation.
- Some employers may ask you to explain any gaps in your work history (such as time in transit prior to arriving in Sweden).
- At the end of the interview, you usually get the opportunity to ask questions and to bring up

things that have not been addressed during the conversation but that you consider relevant to mention.

### What to ask

Make sure to have prepared some questions on forehand. These can include:

- Questions about the organisation's plans for the future.
- Questions about whether the organisation offers opportunities for training and development and career progression.
- Questions about the organisation's workplace culture and what it is like working there.

### What not to ask

- Don't ask questions about salary or benefits until you have received a job offer.
- Be careful with asking about work flexibility until you have received a job offer.
- Don't ask questions about controversial issues or rumours about the organisation that might have appeared in media.

### What to wear

- Clean comfortable clothing.
- Semi-professional/ professional depending on the type of organisation.

### Next steps

- At the end of the interview, you may be asked to provide referees. Offer to email these through once have confirmed with your referees that they are comfortable with being contacted by the organisation.
- After the interview, it can take up to a couple of weeks before you are contacted by the organisation.
- If the interview goes well and the employer wants to offer you the job, a representative will contact you. You can accept or decline the offer.
- It is often possible to negotiate your salary and other benefits before signing a contract, but please make sure you are realistic.



# Understanding Swedish workplace culture

To perform well, feel comfortable at the workplace, and to know your rights as an employee, it can be useful to familiarize yourself with some key features of Swedish workplace culture, some of which differ significantly from those in many other countries.

There are some key features of Swedish workplace culture that could be useful to familiarise yourself with when re-establishing your career in Sweden. These include:

- Organisational hierarchy.
- Leadership and communication style.
- Expectations of the employer/ employee.
- Equal opportunities.
- Occupational health and safety.

It is also important to note that the individual organisation can have their own specific policies and procedures.

## Flat hierarchies

Power and decision-making in Swedish workplaces is usually not organised via traditional hierarchies. Rather, Swedish workplaces value egalitarianism, which in some cases allows employees to actively participate in decision-making processes. This style of working leads to a more informal and inclusive workplace, which can also influence things such as communication styles and dress code.

## Flexibility and trust

Swedish workplace culture places a strong emphasis on flexibility and trust, two intertwined principles that are seen as contributing to productive and positive work environments.

## Inclusivity

Many Swedish organisations work actively with inclusiveness at the workplace. Some succeed better and others worse, but there are widespread ambitions to foster a welcoming and supportive environment where employees from diverse backgrounds and perspectives can feel valued.

## Dress code

While this will differ from workplace to workplace — as well as from industry to industry — the dress code at Swedish workplaces is often casual, and in many workplaces wearing jeans and a shirt is more common than wearing a suit.

## Work/Life balance

Sweden is known for valuing a good balance between work and private life. Leisure-time and rest outside of work is considered important and working over hours or skip lunch is usually not expected. Being punctual is important, but does not only mean 'starting' work in time, but also 'finishing' work in time.

## Private and professional

While it is not uncommon to go for a social drink or coffee with colleagues after work, generally people keep their private and professional friendships separate.

## Fika

Put simply, *fika* means to have a coffee. It is considered a cornerstone of Swedish lifestyle and a great opportunity for having a break and bond with your colleagues. To join *fika-breaks* is usually very much appreciated.

## Knowing your rights

In Sweden, work rights are generally strong. As an employee, it is important to know about your rights and how these are protected by law. Useful places to start are:

- **Swedish Work Environment Authority (Arbetsmiljöverket)**<sup>4</sup>
- **Equality Ombudsman (DO)**<sup>5</sup>
- **Swedish Public Employment Service (Arbetsförmedlingen)**<sup>6</sup>
- Or the many and influential trade unions, such as **LO (Landsorganisationen)**<sup>7</sup>

Try to familiarize yourself with Swedish workplace culture and with your rights as an employee. It will help you to take control of your career, enjoy your workplace, and get the most out of your work.

# Appendix A — CV example and template



Download your CV template

Click here<sup>®</sup> to download the CV Template Word document, then fill it out with your own details to create your CV.

## Teyebie Abide

Phone: 0412 345 678 | Email: tayebe@gmail.com | LinkedIn: www.linkedin.com/in/Tayebe-Abidiei-77b7b0270

### CAREER PROFILE

A motivated and ambitious psychologist, seeking a role where I can deliver person-centred and strengths-based support. With over a decade of experience as a therapist, I seek a position with an organisation that is focused on the LGBTQIA+ community, particularly working with at-risk youth.

### PROFESSIONAL EXPERIENCE

#### Psychologist — Bright Minds Clinic (July 2014 – Current)

- Provide psychological services and therapies to individuals and groups, focused on youth and families
- Conduct psychological assessments for clients
- Consult and liaise with client families, carers, advocates, caseworkers, significant others, and medical teams as required

#### Group Counsellor — Teen Centre (August 2009 – July 2016)

- Facilitated trauma-informed group therapies to LGBTQIA+ youth
- Provided short-term, brief interventions to at-risk youth
- Liaised with caseworkers to provide appropriate support for all group therapy participants

#### Mental Health Worker — Youth Space (April 2003 – July 2009)

- Facilitated access to services for young people and their families
- Supported interdisciplinary support of young people through case management
- Provided advice, practical support, advocacy and resources to clients and their families

### EDUCATION

#### Master of Clinical Psychology — Deakin University (March 2007 – October 2009)

### VOLUNTEER EXPERIENCE

#### Crisis Counsellor — Life on the Line (Apr 2003 – Current)

- Provide crisis support and suicide prevention interventions for callers in need.
- Provide advice and resources for individuals experiencing crisis

### CERTIFICATIONS

#### First Aid — Burwood First Aid (April 2003 – Current)

#### Mental Health First Aid — Life on the Line (April 2003 – Current)

### MERITS

#### Gothenburg Award for Best Undergraduate Thesis — Gothenburg University (October 2006)

### LANGUAGES

Fluent in English, Farsi, and Urdu

### OTHER COMPETENCIES

Advanced Excel skills such as Pivot tables, extensive experience in customer management and team leadership

### REFEREES

Available upon request.

# Appendix B — Cover letter template

---

[Date]

Your first and Last Name  
Your Phone number  
Your Email Address

Contact's Name  
Contact's Position or Title  
Organization Name  
Organization's Street Address  
Organization's Suburb, City and Postcode.

Dear first and last name,

RE: Position title and reference number if applicable

Provide a brief, positive yet professional greeting and explain why you are writing to the recipient. Specify the position you are applying for, including the position title, reference number, name of the organisation, and where you found the job advertised (if relevant). Include the name of anyone that referred you to the position, if they are a current or former employee of the organisation or a mutual contact, and they have permitted you to do so. Briefly (one or two sentences) explain why you are interested in working for the organisation and why this particular job appeals to you.

In the second paragraph, it is customary to demonstrate that you have researched the organisation. However, be careful not to make this sound like an essay. You want to show that you have knowledge of the organisation and describe what about the organisation is appealing to you. Show an understanding of their industry and their role while also demonstrating your interest and alignment with the organisation's vision and values.

In the third and fourth paragraphs, describe how you are a suitable and appropriate candidate for the role. This is an excellent opportunity to speak about your education and qualifications. If applicable, you can also briefly explain how the outcome of the review by the Overseas Qualification Unit to help the recruiter understand any education completed overseas. If you are currently studying a relevant topic, you may wish to include that here.

In the fourth paragraph, explain your relevant work experience and how it relates to the role. Outline the relevant skills, employment, and personal qualities you would bring to the role. Carefully choose examples that are relevant to the role to which you are applying. Strong cover letters will link the examples to the same language used in the position descriptions to show an understanding of what the employer is seeking. Examples from paid work experience are generally preferred; however, you can also include volunteer work, internships, or other extra-curricular activities. Where possible, include a variety of examples from different workplaces to show versatility. It is also essential to provide specific examples; don't be vague in this section.

In the final paragraph, briefly reiterate the value you will provide to the organisation and your suitability for the role. Refer to any attached documents (e.g., Resume, academic transcript, OQU outcome). Express your interest in an interview and thank the employer for their consideration.

Yours sincerely,

Your name.

# References

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- 1) <https://arbetsformedlingen.se/other-languages/english-engelska/additional-support/support-a-o/validering>
- 2) <https://wordpress-ms.deakin.edu.au/deakincreate/wp-content/uploads/sites/96/2023/02/Workbook-CV-Template.22.docx>
- 3) <https://europa.eu/europass/en>
- 4) <https://www.av.se/en/work-environment-work-and-inspections/foreign-labour-in-sweden/Posting-foreign-labour-in-sweden/posted-workers-rights-and-obligations/>
- 5) <https://www.do.se/choose-language/english/>
- 6) <https://arbetsformedlingen.se/other-languages/english-engelska>
- 7) [https://lo.se/english/labour\\_legislation](https://lo.se/english/labour_legislation)
- 8) <https://wordpress-ms.deakin.edu.au/deakincreate/wp-content/uploads/sites/96/2023/02/Workbook-CV-Template.22.docx>

## Additional resources for job seekers

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### Swedish Public Employment Service

<https://arbetsformedlingen.se/other-languages/english-engelska>



### Informationsverige.se

<https://www.informationsverige.se/en/jag-har-fatt-uppehallstillstand/att-arbeta-i-sverige/att-hitta-ett-arbete.html>



### Disabled Refugees Welcome

<https://disabledrefugeeswelcome.se/en/2022/06/vilka-stod-finns-for-att-fa-jobb/>



### The Swedish Migration Board

<https://www.migrationsverket.se/English/Private-individuals/Protection-and-asylum-in-Sweden/While-you-are-waiting-for-a-decision/Working.html>



### Manpower (Temporary Work Agency)

<https://www.manpower.se/en/for-job-seekers>



**CREATE**

Centre for Refugee Employment, Advocacy, Training and Education



**FORTE:**

Swedish Research Council for  
Health, Working Life and Welfare

**CGM**  
CENTRE ON  
GLOBAL  
MIGRATION



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