

Looking for and finding work

To have the best chance of finding a job, it is very important to get a good education. To look for a job you can search on the internet or in the newspapers or apply to a company directly. Your application should include a CV, cover letter and certificates.

What it takes to work

Training is highly valued in Switzerland. Good training is important for almost all professions.

Foreign diplomas are not always recognised .

When looking for a job, work certificates from previous employers are also very important.

Tip: when you leave a job, always ask for a work certificate.

For most jobs, a good understanding of French is an advantage.

Looking for a job

Job advertisements are published in newspapers and on various websites. There are also private employment agencies.

Looking for a job?

You can find support from the Offices régionaux de placement (ORP) (Regional Employment Offices (REOs)). Computers and newspapers are available and staff can give you advice.

Making an unsolicited job application

In Switzerland, it is easy to ask a company either by phone or in writing if there are any jobs available. Even if the company has not advertised a position. This is called making an unsolicited job application.

Applying

Job applications are normally submitted in writing. You can also say: to be a candidate for a job. Your application file (candidate file) must include at least: your curriculum vitae (CV), a cover letter, copies of training certificates and diplomas, and work certificates.

If the employer is interested in your application, they will invite you to a job interview. The job exchange at EFEJ (Espace Formation Emploi Jura) (Job Training Space Jura) in Bassecourt offers free help preparing for applications.

**Additional information (links, addresses, information sheets,
brochures)**

www.bonjour-jura.ch/en/work/looking-for-and-finding-work