

## JOBmatch – Form guide

Please provide as short, precise and catchy a description of yourself as possible. Upload the form to JOBmatch at [www.jobcenterskive.dk/jobmatchkandidat](http://www.jobcenterskive.dk/jobmatchkandidat)

### Items 1 and 2: Your professional and personal core competences

– Please provide a short description of five competences you wish to highlight

Select five keywords that best describe your professional and personal core competences, respectively. You may take as your starting point competences you have acquired or made use of in previous jobs or study programmes. Choose the competences you imagine are most valuable to your future employer.

### Item 3: Why should the company choose you?

– Please provide a description of no more than 20 words

Provide a short, to-the-point description based on your competences. How do you approach job-related tasks? How does your approach create results? Which methods do you use to solve tasks etc.? How can you create value for the company?

### Item 4: What motivates you? What are your passions?

– Please provide a description of no more than 20 words

Use this item to describe the aspects of a job that motivate you. Tell your future employer what you can do for them.

### Item 5: Which tasks can you solve?

– Please provide a description of no more than 20 words

Provide a short list of the tasks you are able to solve. You may take as your starting point previous jobs or study programmes as well as any other tasks you are able to solve.

### Item 6: Have you achieved any results that you wish to highlight?

– Please provide a description of no more than 20 words

If you wish to highlight specific results from previous jobs or study programmes, you may do so here.

### Item 7: Describe your leisure pursuits

– Please provide a description of no more than 20 words

Provide a short description of your leisure pursuits. This will paint a picture of who you are and help give your future employer an impression of you.

### Examples of profile descriptions

Below are two examples of 'teasers'/profile descriptions that may serve as inspiration for filling out the form. ☺

**Quick learner and versatile employee with an interest in foodstuffs and chemical production**

Hello. My name is Jens, and I hold a BSc and an MSc in biomedicine from Aalborg University.

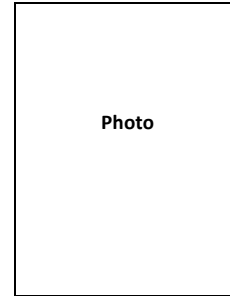
**My core competences are:**

- **Health professional background**
- **Chemistry**
- **Data processing and IT**
- **Communication**

I am persistent, disciplined and empathic, and I have a good sense of judgement, just as I am good at forming and maintaining relations with other people.

I am a versatile employee and a quick learner, and I am quick to acquire new material – both within data processing, law and production.

I am looking for a job within food production, data processing or communication and teaching in natural science subjects.



In my leisure time, I enjoy mountain biking, reading and spending time with my family

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**HR employee with an international career**

My name is Jane, and I have specialised in HR with degrees from Amsterdam, New York and Aarhus.

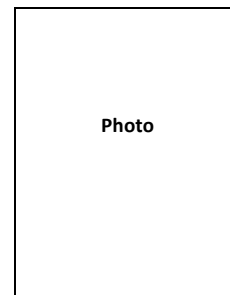
**My core competences are:**

- **Talent development**
- **Recruitment**
- **Teaching**
- **Coaching**
- **Systematic network expansion**

I am a bilingual in Dutch and English, and I have just begun taking Danish at A2+ level (DU3 module 3).

I have an analytical, detail- and customer-oriented mindset. I wish to add value to the company's international market development and possibly help it expand to the Dutch market.

I am looking for an HR-related job focussing on talent development, talent operations and recruitment.



In my leisure time, I enjoy playing floorball, SUP boarding and taking long walks with my family.