



Finding a job in Iceland

Are you thinking of finding a job in Iceland? If so, here are some things to keep in mind.

- 1) What are your areas of interest and skill set?
- 2) Acquiring information on vacancies
- 3) CV and cover letter
- 4) Correspondence and interviews

Areas of interest and skill set

What are your areas of interest? It's important to establish what type of job you're looking for, in order to narrow your search. Many recruitment agencies have comprehensive websites to help you see what is available. However, in some cases, companies may not advertise on those sites. That's why it's important to know what you are looking for ahead of time, with regard to your interests and skill set. Once you have an idea of what you're looking for, it's easy to move on to the search phase.

Information on vacancies

The Icelandic [Directorate of Labour](#) provides information and assistance to job seekers. You can register as a job seeker at the service offices and apply for jobs. [The Work, Multicultural and information Centre](#) website also provides useful information. If you are interested in employment at a particular company, it is acceptable to send an inquiry directly to the company in question. If you choose to do so, make sure that you include vital information, such as your CV and state the reasons why you are contacting the company.

Application, CV and cover letter

When applying for a job, it's important to have a current, up to date CV (curriculum vitae). A CV is a record of your education, extra-curricular activities, work experience and interests, and it includes your personal details and a photo. In addition to a CV, you should include a cover letter. A cover letter is usually no more than a page long and it serves as a short introduction. It should include details about why you are applying for a particular position at a particular company. A well written cover letter can make a significant

difference when companies are sifting through applications. Make sure that you state why you want the job and what it is that makes you a suitable candidate. It's a good idea to research the company and find out what its company values and mission statement entails.

Correspondence and interviews

Job applicants can expect to be called in for an interview if they make the short list over those people who are deemed most suited for the position. It's important to keep in mind that interviews are used to gain more insight into the personality, appearances and general characteristics of a job applicant. Interviews are sometimes used to gauge how an applicant responds to certain questions and situations, in order to provide a more complete picture of an individual's personality, qualities and traits.

It's important to be prepared. Make sure that you have some knowledge of the company, are familiar with its main focus and are clear on why you are best suited for the job. Make a note of any questions that you may have. Most interviewers will ask for questions from applicants near the end of an interview. Arrive to your interview on time, be dressed accordingly and in keeping with the position you are applying for and remember that first impressions matter in situations such as this. Finally, make eye contact, listen carefully, and make sure that your phone is switched off. At the end of the interview, applicants receive information on what they can expect regarding when and how they will be contacted.

Further information and links of interest

If you would like to find out more about the process of finding a job in Iceland, you may find more information on the following websites:

[Directorate of Labour](#)

[List of recruitment agencies](#)

[Icelandic Confederation of Labour \(ASÍ\)](#)

[Work, Multicultural and information Centre](#)

[Laws and regulations](#)