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L'ORIENTATION

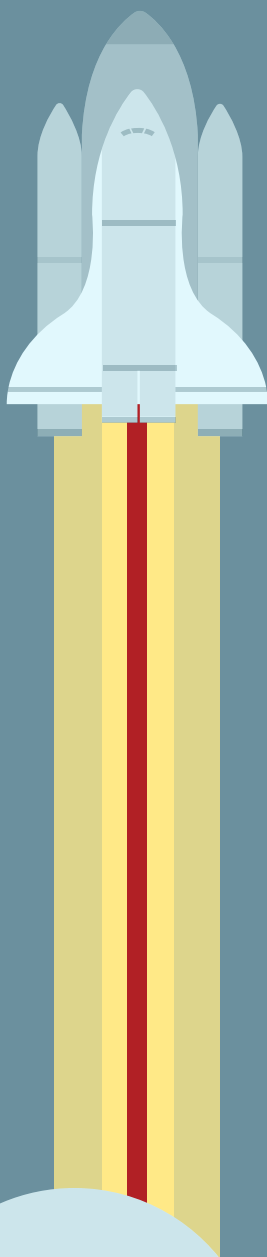
Deng Schoul. Däi Beruff. Deng Zukunft.



BOOST!

CV, COVER LETTER & INTERVIEW





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INTRODUCTION

Entering the professional world requires preparation and research. Whether you are applying for an internship, a student job, a holiday job or any other first professional experience, you will often be asked to submit two key documents: a CV and a cover letter. If your application is successful, an interview usually follows.

But why are these documents so important? What should you keep in mind when writing your CV and cover letter? And how can you best prepare for an interview?

Professional experience gained through internships, student jobs or other opportunities are important milestones in your orientation and future career. They offer valuable insights into your future path and give you the chance to gain experience in areas that interest you.



Intrigued? Then you are in the right place! This edition of **Boost!** will guide you through the application process. It will help you write a strong CV, a convincing cover letter, and prepare you for your first job interviews. You will also find useful tips, examples and tools to support you at every step.

TAKE YOUR FIRST STEPS

Every application process is different, so it is important to prepare accordingly. Before you start working on your documents, take a moment to go over the following steps, which will help you stay organised and confident during your application.

- **Read the role description carefully.** It is important to understand exactly what the role involves and what is expected from you.
- **Check that you meet all the requirements** (age, language skills, availability, etc.). Many positions have specific conditions that candidates need to meet in order to be considered.
- **Create a folder to organise your documents and notes.** Having everything in one place will make it easier to prepare and keep track of your applications. This also helps you to reuse or adapt your documents later on for other applications.
- **Talk to people you trust.** Family, friends or teachers can help you to find interesting opportunities. They can also give you helpful advice and proofread your CV and cover letter.
- **Patience is key.** Getting your first job or interview might take time. You may not get a reply right away or you might even receive a few rejections, but that's perfectly normal! Every application offers you a chance to learn, grow and improve later applications. Stay positive and ask for support if needed.
- **Don't worry!** If you are not invited to an interview, it doesn't automatically mean that you did something wrong. Often, there are simply a lot of applications, or other candidates might be a better fit for the position. Every application is still a valuable experience that helps you to be even better prepared next time.

REFLECT ON YOUR GOALS AND STRENGTHS

Before you start preparing the documents for your application, think about what you want to gain from the experience, like for example learning about a field of work or gaining first-hand professional experience. There are no wrong answers and you can have a mix of different goals that are important to you! In your application, it is also important to highlight your skills and strengths and explain how they will make you a good candidate for the internship or job.

YOUR GOALS

What do you want to gain from this experience? Think about your interests, your personal development or your future plans. This will help you to choose the right opportunities and show motivation in your application.

YOUR GOALS	WHY IT IS IMPORTANT TO YOU
.....
.....
.....
.....

EXAMPLES	
Discover what I enjoy	Gain insight into a specific field
Apply my skills in a real-life setting	Contribute to something meaningful
Get first professional experience	Learn to work in a team
Improve my communication skills	Strengthen my language skills
Build my CV for future opportunities	

YOUR STRENGTHS

What are your personal strengths and skills? These can come from school, hobbies, volunteering or even everyday situations. Sharing these helps demonstrate why you're a strong candidate for a role.

YOUR STRENGTHS & SKILLS	WHERE YOU HAVE LEARNED OR PROVEN THEM
<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>

EXAMPLES
Speak multiple languages
Communicate clearly and listen actively
Work well in a team
Take responsibility and meet deadlines
Stay organised
Pay attention to detail
Remain patient and calm in stressful situations
Show curiosity and motivation to learn new things
Adapt quickly to new environments or tasks
Be creative and enjoy finding solutions to problems

CURRICULUM VITAE (CV)

WHAT IS A CV?

The term Curriculum Vitae (CV in short) means “course of life” in Latin. It is the main document that gives future employers or organisations a first impression of who you are, what you have done and what you can do.

A CV is more than just a list - it needs a clear structure to highlight your education, experiences and skills. This information helps others to decide whether you are the right candidate for the job, internship or training course. When you start writing your CV, you should always keep these three questions in mind:

- What type of position am I applying for?
- Which strengths and experiences are particularly relevant for this position?
- Who will read my résumé, and what will they be looking for?

A good CV needs time and thought. It's completely normal to go through several drafts before you're happy with the result! The key is to present your potential clearly and honestly. You don't need long paragraphs or complicated words, but a simple and clear overview of who you are as a candidate.

There's no perfect template for a CV, but here we'll show you the right tools to help you create one that's truly your own!

WHAT SHOULD BE INCLUDED IN A CV?

Even if you don't have any formal work experience yet, there are still important things to include in your CV! Besides work experience, it should also highlight your education, skills, interests, and any relevant previous experiences like internships, student jobs, or holiday jobs.



TIPS & TRICKS

- Don't write "Curriculum Vitae" on top, it's already clear what the document is.
- Your full name should appear at the top in a larger font, with your last name written in CAPITAL letters.
- Use a serious email address, preferably `firstname.lastname@example.com`.
- Include the country code for your phone number (+352 for Luxembourg) and format it clearly, for example +352 123 456 789.
- You can mention if you have a driver's license.

Ideally, your CV should be no longer than one page and include the following sections:

1. PERSONAL INFORMATION

Your personal details go at the top of your CV. Recruiters use this information to get in touch with you if they think your profile matches the role.

INFORMATION YOU SHOULD INCLUDE

- ✓ First name and last name
- ✓ Address (or only town, village or city)
- ✓ Email address
- ✓ Phone number (with country code)
- ✓ Age and/or birthdate

OPTIONAL INFORMATION



Nationality



Photo

IF YOU ADD A PHOTO, FOLLOW THESE GUIDELINES:

- ✓ A clear portrait (not a full-body shot)
- ✓ Taken against a plain background
- ✓ Showing a professional attitude
- ✓ Well-centred with a slight smile
- ✓ Good resolution








TIPS & TRICKS

A photo can enhance your chances and should reflect your personality!

2. LANGUAGES

The languages you speak are very important to highlight in your CV, especially in a multilingual country like Luxembourg! Be honest about your proficiency level and use a clear way to describe it. You can list your language skills like this:

-  Mother tongue
-  Bilingual
-  Fluent
-  Intermediate
-  Beginner

Alternatively, you can use the Common European Framework of Reference for Languages (CEFR), which is often used in Europe. It ranges from A1 (Beginner) to C2 (Proficient).

Use the link below to find out what level you have:



Common European
Framework of Reference for
Languages



TIPS & TRICKS

- Most CVs in Luxembourg are written in French.
- Pay attention to the language used in the job listing. For example, if the listing is in German, it might be a good idea to adapt your CV accordingly.

3. EDUCATION






Your education is a key part of your CV, especially if you're still in school or applying for your first professional experience. Whether you are currently studying or have already completed a qualification, it's important to present your education clearly. You can also mention any elective courses you've chosen or other relevant details that relate to the opportunity you're applying for.



IMPORTANT

Always start with your most recent education or training on top and go backwards.

IF YOU ARE STILL IN SCHOOL

-  The timeframe
-  The full name of your school (avoid abbreviations)
-  The location (city or town)
-  Your current class (for example 4^e)
-  The type of programme you are in (*secondaire classique*, *secondaire générale*, DT, DAP, CCP, or a European/international programme).



EXAMPLE

2022 – ongoing
Bouneweger Lycée, Luxembourg
4^e secondaire générale, Section sciences
naturelles

IF YOU HAVE COMPLETED A DIPLOMA OR A PROGRAMME

- ↗ The timeframe
- ↗ The full title of your diploma (avoid abbreviations)
- ↗ The full name of your school (avoid abbreviations)
- ↗ The location (city or town)
- ↗ The section you were enrolled in
- ↗ Possible “*mention*” on your diploma (optional)



EXAMPLE

2020 – 2025

Diplôme de fin d'études secondaires
générales

Bouneweger Lycée, Luxembourg

Section sciences naturelles (*mention bien*)



TIPS & TRICKS

- You don't need to include your primary school, except if it is explicitly asked for.
- Structure all your entries in a consistent way.

4. WORK EXPERIENCE

Your work experience section should highlight the tasks and responsibilities you took on during jobs or internships. Every experience counts if it taught you something or helped you develop a skill. If you do not have any work experience yet, you can skip this section.






Instead, focus more on your education by emphasising the knowledge you've gained and the subjects relevant to the position you're applying for.



IMPORTANT

Always start with your most recent experience on top and go backwards.

INFORMATION YOU SHOULD INCLUDE

-  Start and end date of the contract or period
-  The full job title
-  Name of the company or organisation
-  The location (city or town)
-  Describe your main tasks in a few words



EXAMPLE

July 2024 – August 2024

Summer job

Cactus Supermarché, Esch-sur-Alzette

Restocked products on the shelves and helped with closing.

September 2022 – June 2025

Babysitting (part-time)

Private family, Differdange

Took care of two children and helped with homework.

5. EXTRACURRICULAR EXPERIENCE

Your extracurricular activities showcase everything you've done outside of school or paid work. They often count for more than you might expect because they help you learn new things and develop valuable skills! Activities like volunteering, participating in clubs (music, sports, etc.) or earning certificates all demonstrate your motivation and contribute to your skillset. How you present these experiences depends on the type of activity, but in general, you can format them similarly to how you list your work experience or education.



EXAMPLE

February 2024 – ongoing

Brevet Animateur, Animateur A

Service national de la jeunesse, Luxembourg

Completed the certified youth leader training and worked with children during different trips.

March 2023

Model United Nations (MUN), Certificate of participation

European School, Luxembourg

Participated in a simulated UN debate and represented a country in a negotiation setting.

September 2020 – ongoing

Football Club, Esch-sur-Alzette

Active player and Committee member.



TIPS & TRICKS

- Include any experience that shows initiative and engagement.
- You can also list workshops, seminars, or certifications
- Describe the activity and what you learned/contributed.

6. SKILLS

This part of your CV lets you highlight what you're good at and how those skills can be useful in a job or internship. You can include both **personal** and **professional** skills. These skills may have been learned at school, through hobbies or in other situations.

PERSONAL SKILLS

These are the skills that describe how you work, interact with others and approach tasks. They're important for things like teamwork, communication, and learning. They are often referred to as *soft skills*.

Take a look at the table below for examples of personal skills you could include in your CV, but only list those that truly reflect your strengths. You can also refer back to the "Your strengths" table (page 6) for more inspiration.

PERSONAL SKILLS EXAMPLES	
	Organised
	Teamwork
	Creative and curious
	Attention to detail
	Punctual
	Good communication
	Flexible

PROFESSIONAL SKILLS

These are the skills that show your practical abilities and knowledge. You often develop them through work experience, education or personal interests. They're often called *hard skills*.

Take a look at the table below for examples of professional skills you might include in your CV, but only list those that truly match your profile.

PROFESSIONAL SKILLS EXAMPLES

Microsoft Word, Excel or PowerPoint
Other relevant software or programmes
Using a cash register
First aid
Working with tools or machinery



TIPS & TRICKS

- Be honest and only list the skills you actually have.
- Highlight the skills that are relevant for the position you apply for.
- You can describe your level if needed (for example: "Good command of Excel").
- You don't need to separate them into two lists, but make sure both categories are represented.

7. HOBBIES AND INTERESTS

This section helps show who you are beyond your studies and work experience. Through your hobbies and interests, you can highlight your personality, motivation, and valuable skills you've developed in your free time.

You don't need to list everything, but you can focus on a few activities that are meaningful to you. Take a look at the examples below to see how certain interests can reflect specific skills.

EXAMPLES		WHAT IT SHOWS
Team sports	>	Teamwork
Reading or writing	>	Curiosity and communication skills
Drawing or creative hobby	>	Creativity and attention to detail
Playing an instrument	>	Discipline and dedication
Being active in a youth group	>	Social skills and involvement



TIPS & TRICKS

- Choose 2 to 4 hobbies or interests that say something about you.
- Be specific, e.g. "playing football in a local team" is better than just "sports."
- Avoid things like "Watching TV" and only pick activities that show your curiosity, commitment or creativity.
- If your hobbies link to the internship or job, it's even better!

HOW TO CREATE A CV

Now that you know what to include in a CV, it's time to bring it all together! Your CV should be clear, well-structured and easy to read.

There are three main ways you can create a CV:

- Start with a blank page in Word or another word processing programme.
- Use a CV builder on a dedicated website.
- Use a template or adapt an existing CV (for example, from a friend, sibling, or teacher).

1. START FROM A BLANK PAGE

Start with a blank page in a programme like Word, Google Docs or LibreOffice. This gives you full control and helps you learn how to structure a CV step by step, allowing you to make it your own! You can find additional tutorials on video platforms like YouTube that explain the various functionalities of the programme you use.



TIPS & TRICKS

- Use a clean font like Arial or Calibri.
- Write the section titles in bold.
- Use bullet points for a clear structure.
- Keep it at one page.
- Save the document as a PDF when you have finished, but keep the original file so that you can come back and edit your information later.

2. USE A TEMPLATE

Using a CV template can be a big help and starting from an existing example makes things much easier. Ask someone you know, like a friend, classmate or sibling, if they have a CV you can use as a model. You can then adapt it to fit your own profile using a simple text document.

You can also find free templates in different online tools and platforms:



Canva: edit modern templates directly on the platform.



Word templates: open Microsoft Word and search for “CV” in the template search.








Google Docs templates: open Google Docs in your browser and search for free CV templates.

3. USE A CV BUILDER

CV builder websites are specifically designed to help you visualise your information in a clear and structured way. They offer various templates that you can use to create your CV. Be careful which platform you choose, as several are not free of charge. Other platforms offer a limited set of free tools and paid templates.

Below are some websites you can use to build your CV, offering either full or limited free access:

-  Europass (formal EU-style CV)
-  CVdesignR
-  VotreCV
-  FlowCV
-  Adobe Free CV Maker



TIPS & TRICKS

- Look for platforms that let you download your CV as a PDF for free, so you don't waste your time!
- Prepare your information in a simple text document first. Some platforms don't let you save your work or download your CV without creating an account.
- The above-mentioned websites are just a few free options. Feel free to explore and choose the platform that suits you best.
- Some platforms may ask you to create an account before you can access templates or download your CV.

DOS AND DON'TS



WHAT TO DO

- Double-check your spelling, grammar and layout.
- Get your CV proofread by someone you trust.
- Adapt your CV for each opportunity by highlighting the most relevant parts.
- Use clear and simple language, bullet points, and consistent formatting.
- Save your CV as a PDF and give it a clear filename (e.g. CV_Firstname_LASTNAME.pdf).
- Keep a copy of your CV and update it regularly when you gain new experiences.



WHAT TO AVOID

- Don't use someone else's CV without changing the content, it should reflect *your* experiences and profile.
- Don't use fancy fonts, bright colours or long paragraphs.
- Don't exaggerate or invent anything. Be honest and focus on what you have really done.
- Don't mix languages in your CV and choose the one that fits the opportunity.



CONTACT



+352 123 456 789



sofia.khalil@example.com



Ettelbruck, Luxembourg



01.04.2008

LANGUAGES

- Arabic (mother tongue)
- French (fluent)
- Luxembourgish (fluent)
- German (intermediate)

SKILLS

- Teamwork
- Punctuality
- Strong written communication
- Autonomy and organisational skills
- Open-mindedness
- Microsoft Word, Excel & PowerPoint

SOFIA KHALIL

Student

EDUCATION

2019 - present

Lycée Technique d'Ettelbruck, Ettelbruck
2e DAP - Conseiller en vente

WORK EXPERIENCE

April - May 2023

Orientation Internship - Administration
Municipality of Ettelbruck

- Filing documents, welcoming citizens

OTHER EXPERIENCE

First Aid Certificate

- Luxembourg Red Cross, 2023

INTERESTS

- Cooking and baking
- Documentaries
- Reading contemporary novels



Noah DA SILVA

Student



Contact



+352 123 456 789



noah.dasilva@example.com



Esch-sur-Alzette,
Luxembourg



01.04.2009



Languages

- Portuguese – mother tongue
- French – fluent
- Luxembourgish – fluent
- English – intermediate



Skills

- Teamwork
- Detail-oriented
- Reliable and punctual
- Microsoft Excel and Outlook



Interests

- Football and fitness
- Podcasts about technology
- Travelling



Education



2020 – present

Lycée Technique de Lallange, Esch-sur-Alzette
3e DT – Section administrative et commerciale



Work Experience



July – August 2023

Summer Job, Warehouse Assistant
Market Distribution Centre, Bertrange

- Sorting and packaging products



Other Experience



2022 – 2023

Brevet Animateur, Animateur A
National Youth Service, Luxembourg

- Training completed and youth leader during holiday camps



Lina MÜLLER

Recent graduate



+352 123 456 789



lina.mueller@example.com



Bertrange, Luxembourg



01.04.2006

LANGUAGES

- Luxembourgish – native
- French – fluent
- German – fluent
- English – intermediate

SKILLS

- Strong teamwork skills
- Curious and motivated to learn
- Organised and responsible
- Knowledge of Microsoft Word and PowerPoint

INTERESTS

- Volleyball (club)
- Reading and writing
- Drawing

ABOUT ME

Recent graduate of secondary school, motivated and curious. I am looking for an internship to gain first professional experience, develop my skills, and explore new fields before continuing my studies.

EDUCATION

Diplôme de fin d'études secondaires classiques

2017 – 2024

- Lycée Michel Rodange, Luxembourg
- Section des sciences humaines et sociales
- Mention bien

WORK EXPERIENCE

Summer Job – Administrative Assistant

July – August 2023

- Municipality of Bertrange
- Filing documents, assisting with citizen services, scanning documents

Orientation Internship – Municipal Administration

March 2019

- Municipality of Bertrange
- Two-week internship
- Observed administrative services and participated in simple tasks




COVER LETTER

WHAT IS A COVER LETTER?

A cover letter (also called motivation letter in some contexts) is a short, one-page document that accompanies your CV when applying for a job, internship or other opportunity. It allows you to explain why you're interested in the specific position, what you know about the company and what makes you a strong candidate. It should go beyond the facts listed in your CV to highlight your motivation, relevant experience and suitability for the role.

A cover letter complements your CV: while your CV outlines what you've done, the cover letter reveals who you are and why you're interested in the opportunity. It helps employers or organisations understand your goals, your motivation and whether your profile aligns with what they're looking for.

You may be asked to include a cover letter when applying for:

-  A student job or holiday job
-  An internship
-  A volunteering activity or training programme.

Before you start writing, take a moment to reflect on the following questions:

- ↗ What kind of opportunity are you applying for?
- ↗ Why do you want to gain this particular experience?
- ↗ What can you contribute to the team, even if you don't have prior experience?

Even if you don't have much experience yet, a strong cover letter can make a big difference. It's your chance to show what interests you, what you'd like to learn and how you can contribute to the organisation or team. A convincing letter takes time and effort, but it's definitely worth it!

WHAT SHOULD BE INCLUDED IN A COVER LETTER?

A cover letter should be concise, structured and personal. It should fit on **one page** (unless indicated otherwise) and consist of various sections. While there is no one-size-fits-all approach as cover letters are personal, there are some general guidelines to follow when it comes to the structure.

1. START WITH YOUR INFORMATION

Before starting to write the content of your letter, include your personal details on the left and the company's or organisation's details on the right, just like you would do in a formal letter.



EXAMPLE

Lina Müller
5, Rue du Village
L-1234 Bertrange
Luxembourg
+352 123 456 789
lina.mueller@example.com

Garage Mécanix
10, Rue de la Ville
L-1234 Bertrange
Luxembourg

2. SUBJECT LINE

After the addresses and your personal information, you should write the subject line to clearly state what you are applying for.



EXAMPLE

Subject: Application for an orientation internship

3. POLITE INTRODUCTION

Start your letter with a polite and formal greeting. Avoid informal openings like “Hello” or “Hi”, even if the organisation seems casual.



EXAMPLE

A safe and polite greeting:

- Dear Sir or Madam,
- Use this greeting if you don't know who will be reading your letter.

If you know the name of the contact person:

- Dear Mr. [Last Name],
- Dear Ms. [Last Name],

Always end the greeting with a comma and leave a space before starting the next part of your letter.

4. STRUCTURE THE MAIN PART

4.1. INTRODUCTION

In a short opening paragraph, introduce yourself and state which position you're applying for.



EXAMPLE

My name is Lina Müller and I am currently in 5e secondaire classique at Lycée Michel Lucius. I would like to apply for an orientation internship in your company, which I discovered through my school.

4.2. MAIN BODY

In the main part of your cover letter, you can use the “**Me – You – We**” structure. This helps you show who you are (“Me”), why the organisation interests you (“You”) and how you would like to contribute (“We”).



EXAMPLE

ME: Introduce yourself

I am an organised person, motivated to learn and discover the world of work. I enjoy working in a team and I am curious to learn more about administrative tasks.

YOU: Show interest in the organisation

I am particularly interested in your organisation because it offers a dynamic professional environment and matches my desire to understand how a local administration works.

WE: Say what you can contribute and/or what you hope to learn

I would be very happy to learn from your team while bringing my motivation and sense of responsibility. This internship would be a valuable first experience for me.

5. CLOSE YOUR LETTER POLITELY

At the end of your cover letter, express appreciation and your hope to hear back from them or be invited to an interview. You'll need a short closing sentence and a suitable sign-off, followed by your full name.

POLITE CLOSING SENTENCES

- Thank you for considering my application.
- I would be happy to further discuss this opportunity in a personal interview.
- I remain available for any additional information you may need.
- This internship would be a great opportunity for me to learn, grow and support your team.
- I look forward to hearing from you.

FINAL SIGN-OFF



EXAMPLE

Thank you for considering my application I would be happy to further discuss this opportunity in a personal interview. I look forward to hearing from you.

Yours sincerely,
Lina Müller

DOS AND DON'TS



WHAT TO DO

- Double-check your spelling, grammar and layout.
- Get your CV proofread by someone you trust.
- Personalise your letter for each opportunity to show that you've read the offer and that you care.
- Use a clear structure and one page short.
- Be honest in your application and show that your motivation. Explain what interests you and what you hope to learn.
- Save your CV as a PDF and give it a clear filename (e.g. Letter_Firstname_LASTNAME.pdf).



WHAT TO AVOID

- ⬇ Don't copy and paste the same cover letter to apply for different opportunities.
- ⬇ Don't use slang, emojis or casual expressions.
- ⬇ Don't exaggerate and lie about your experience.
- ⬇ Don't make it too long unnecessarily, by keeping it on one page with a few paragraphs.

COVER LETTER EXAMPLE



Lina Müller
5, Rue du Village
L-1234 Bertrange
Luxembourg
+352 123 456 789
lina.mueller@example.com

Garage Mécanix
10, Rue de la Ville
L-1234 Bertrange
Luxembourg

Subject: Application for an orientation internship

Dear Sir/Madam,

My name is Lina Müller, and I am currently in 5e secondaire générale at Lycée Michel Lucius. I would like to apply for an orientation internship in your garage, which I discovered through my school.

I have always been curious about how cars work and would like to better understand how repairs and mechanical tasks are done in real life. I enjoy learning new things, working with my hands and discovering technical jobs. I am responsible, organised, and eager to learn by doing.

Your garage seems like a great place to discover the profession of car mechanic and gain my first real work experience. I would be very happy to support your team while learning from your expertise.

Thank you for considering my application. I remain available for an interview or any further information.

Yours sincerely,

Lina Müller

INTERVIEW

Depending on the opportunity you're applying for, you may be invited to an interview. Not every student job or internship requires one, but if it does take place, it's an important part of the application process. You can think of it like this:

- With your CV and cover letter, you apply for the position.
- In the interview, you show who you are and whether you're a good fit.

The interview is your chance to show your motivation, explain your strengths in person and make a great impression. To help you prepare, keep the following tips in mind!

APPEARANCE

You don't always have to wear very formal clothing. How you dress depends on the opportunity you're applying for. Regardless of the setting, it is always important to appear clean, respectful and presentable.



WHAT YOU CAN WEAR

- Clean clothes without holes or large logos
- Something appropriate for the role (for example, you don't need to wear a suit for an internship in a workshop)



WHAT TO AVOID

- Sweatpants, crop tops, open shoes, ...
- Strong perfume or flashy accessories

PUNCTUALITY

Plan your route in advance and try to arrive about ten minutes before the appointment. Be sure to check the following points beforehand:

- Do you know exactly where the interview will take place?
- Do you know how to get there on time?
- Do you know who you're meeting with?
- Do you need to bring anything with you (résumé, documents, etc.)?

BEHAVIOUR

To ensure that the interview runs smoothly, keep the following in mind:

- Greet everyone in the room (shake hands).
- Smile and maintain eye contact.
- Listen carefully and take your time when answering questions.
- If you don't understand a question, it's perfectly fine to politely ask for clarification.
- At the end, thank them for the conversation and their time.



TIPS & TRICKS

- Practice beforehand with your family, friends or a teacher. Even ten minutes can help!
- Be honest. No one expects you to know everything!
- It's completely normal to feel a bit nervous before your first interview. Just remember: they simply want to get to know you.

PREPARATION

During the interview, you will be asked a few questions to help the interviewer get to know you better. There are no perfect answers. What matters is showing who you are and why you are a good fit for the position. Below are some typical questions you can start preparing for:

MOTIVATION & INTEREST

- Why would you like to work at this company in particular?
- What do you know about our organisation?
- Why did you choose this field of work?
- What do you especially enjoy about this type of work?
- What are your expectations for the internship or job?

WILLINGNESS TO LEARN & GOALS

- What would you like to learn with us?
- Which skills would you like to develop further?
- How do you imagine your professional future?
- What do you hope to gain from this internship for your future career?

STRENGTHS & WEAKNESSES

- What are your greatest strengths?
- What areas do you still need to work on?
- How do you deal with criticism?
- Describe a situation where you solved a problem.

TEAMWORK & APPROACH TO WORK

- Do you prefer working alone or in a team?
- How do you handle stress?
- How do you organise your tasks?
- How would your friends or teachers describe you?

PERSONALITY & MOTIVATION

- What motivates you?
- What do you like to do in your free time?
- How would you describe yourself in three words?
- What is a challenge you have overcome?

To prepare well for an interview, it is important to reflect on your talents and interests. You can refer back to your goals and strengths (see p. 5 and p. 6) to support your preparation. The following questions can help guide your thinking:

- Which tasks do you manage particularly well at school, in everyday life or in your free time?
- What do others, such as teachers, family members or friends, say positively about you?
- Which of your personal qualities could be especially useful in the job or internship you are aiming for?
- In which situations have you taken on responsibility or helped others?
- What do you enjoy doing and how could you bring that into the internship or job?
- With which activities do you feel confident and capable?

Don't worry if you don't have formal work experience yet. You can also mention other experiences that show you are motivated and responsible, such as:

- Babysitting, tutoring or helping out at home
- Assisting in a shop or family business
- Voluntary or community work (e.g. at a club, school or local organisation)
- School projects or group work where you took on responsibility
- ... or anything relevant to the role that shows you can be relied upon



EXAMPLES

- "I helped my class organise a school event."
- "At home, I often help my uncle repair cars. I enjoy working with tools and learning how things work."
- "Every weekend, I help my football club prepare the pitch. This opportunity taught me to be punctual and take care of equipment."



TIPS & TRICKS

- Think of a question you can ask at the end of the interview. It shows interest and curiosity.
- Example: "What tasks would I be responsible for if I joined your team?"

FOLLOW UP

Sometimes it can be a good idea to take one more small step after the interview. For example, you can send a short thank you email. This shows interest and leaves a positive impression. If you forgot to mention something important, you can include it in this message.

Whether your application is successful or not, see every interview as a valuable learning experience. Think about what went well and what you could improve. This way you will become more confident each time.

If you receive a rejection, you can politely ask for feedback. You may get useful advice that will help you prepare even better for your next interview.



TIPS & TRICKS

- A short thank you email or asking for feedback can leave a positive impression.
- Every interview is a valuable experience that can help you with your next application.

CHECKLIST

BEFORE APPLYING

- ☐ Read the job description and check requirements
- ☐ Gather and prepare all documents
- ☐ Create your own overview/folder for applications

YOUR CV

- ☐ Name and contact details (e-mail, phone, town) included
- ☐ Education and experience in correct order
- ☐ Language skills and relevant competences added
- ☐ Volunteering, courses and certificates (if any) included
- ☐ Optional: neutral and professional photo
- ☐ Consistent layout, clear and max. one page
- ☐ Saved as PDF with clear file name
- ☐ Got feedback from a trusted person

COVER LETTER

- ☐ Your own details and organisation's details included
- ☐ Subject line clearly written
- ☐ Polite greeting used
- ☐ Motivation, experiences and competences explained
- ☐ Closing with thanks and outlook
- ☐ Saved as PDF with clear file name
- ☐ Proofread / got feedback

SENDING & FOLLOW-UP

- ☐ Attached all required documents
- ☐ Wrote cover e-mail or filled in form correctly
- ☐ Noted application in personal overview

BEFORE THE INTERVIEW

- ☐ Collected info about the organisation
- ☐ Collected info about the role
- ☐ Planned route and punctuality
- ☐ Chosen appropriate outfit
- ☐ Prepared answers to typical questions
- ☐ Prepared your own question(s)
- ☐ Brought printed documents or CV if required

ON THE INTERVIEW DAY

- ☐ Arrived on time
- ☐ Greeted politely and listened carefully
- ☐ Answered calmly and honestly
- ☐ Thanked at the end

AFTER THE INTERVIEW

- ☐ Optional: sent short thank-you mail or asked for feedback
- ☐ Made notes: what went well, what to improve

ADDITIONAL RESOURCES

If you are still unsure what suits you best, here are some helpful sources of support to guide you through your next steps!

MAISON DE L'ORIENTATION

The Maison de l'orientation organises sessions on many topics, including how to write your CV, draft a cover letter and prepare for a job interview. Check out the agenda here: maison-orientation.public.lu/de/agenda

JUGENDINFO.LU

The association "Jugendinfo Lëtzebuerg" runs www.jugendinfo.lu, where you'll find useful info on jobs, internships, applications, and many other resources for young people.

LOCAL SNJ ANTENNAS

Are you between 15 and 30 years old? Are you unsure whether your current path is really the right one for you? Do you find it difficult to picture what your educational or professional future might look like? Need help proofreading or writing your CV or motivation letter? The local SNJ (National Youth Service) antennas can support you. Find a location near you: hey.snj.lu/fr/contacts-fr/

ADEM

For more detailed advice on how to polish your documents, take a look at ADEM's practical guides on CVs and cover letters here:



[Curriculum Vitae](#)



[Cover letter](#) (only in FR)

NOTES

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

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L'ORIENTATION**

Deng Schoul. Däi Beruff. Deng Zukunft.