



Marion Hamonou

**Academic and Scientific Cooperation Attachée**  
Institut français de Slovénie / Campus France Slovénie  
[marion.hamonou@institutfrance.si](mailto:marion.hamonou@institutfrance.si)  
01 2000 532





©Institut français de Slovénie

# The French Institute of Slovenia

## Presentation

### Who we are:

- Created in 1967
- Belongs to the network of French cultural institutions abroad
- Mission: to promote the French language and culture in Slovenia, while supporting cooperation projects with local institutions.

### What we do:

- Cultural events
- French classes (A1-C1)
- French certifications (DELF-DALF)
- Multimedia library: access to 10.000 books, CDs and DVDs
- French Government Scholarships to study in France
- Information on studying/living in France





# The French Institute of Slovenia

## Contacts

- Website: <http://www.institutfrance.si/?lang=sl>
- Facebook, Instagram & Twitter: « Institut français de Slovénie »
- Email: [ifs@institutfrance.si](mailto:ifs@institutfrance.si)
- Phone number: 01 2000 500
- Address: Breg 12, 1000 Ljubljana





# A LAND OF OPPORTUNITIES

## A land of opportunities

### Why France?

**France is the 5th largest economy in the world (2<sup>nd</sup> in Europe).**

**France has a high level of research:**

- 6<sup>th</sup> country in the world in terms of domestic expenditure on Research and Development
- 41% of doctoral students enrolled in France are foreigners

**France represents a favorable environment for innovation and young entrepreneurs:**

- France is the European country best represented in the top 100 most innovative companies

**France has a leading industry:**

- France has 31 companies among the top 500 in the world

**French is an international language:**

- 5<sup>th</sup> most widely spoken language in the world
- Official language of nearly 30 countries on 5 continents
- 3<sup>rd</sup> business language and 2<sup>nd</sup> international information language

**An internship in France can open up many professional opportunities for you!**



# What you must know before applying

## Administrative procedures

### Visa/residence permit:

Citizens from the European Union, the European Economic Area or Switzerland may go to / stay in France to look for work as long as they want: no need for a visa or residence permit

Non-European citizens need a temporary work and residence permit (different kinds of permits according to the situation and nationality) – more info [here](#)

### Wage/remuneration:

- Usually not mentioned in the job offer: ask during the job interview, at the end
- Employment: When you work in France, you are guaranteed a minimum wage by law: this is called the SMIC (“Salaire Minimum Interprofessionnel de Croissance”).

Amount	Gross	Net (social charges deducted, around 20%)
Per hour	11,65 €	9,22 €
Per month	1 766,92€	1 398,69 €
Per year	21 203,04 €	16 784,28 €

NB: the net amount depends on the company/field

- Internship:
  - To do an internship in France, you must be registered as a student (in France or abroad) .
  - An internship agreement must be signed between the higher education institution, the hosting organization and the intern. The duration of an internship is 6 months maximum.
  - If the internship lasts more than 2 months, the intern must receive a remuneration (“gratification”) of minimum 4,35€/per hour (around 600€/per month, depending on the working hours).

**Linguistic requirements:** Employers usually require a B2/C1 level in French(+ English).

3

# What you must know before applying

## Campus Bourses

Campus France's  
catalogue for  
scholarships

The screenshot shows the 'Grant search engine' interface. At the top, there's a search bar and a notification icon. Below the search bar, it indicates '27 grants found on 260'. On the left, there are filter categories: 'Type of grant', 'Level', 'Subject area', and 'Nationality'. Under 'Nationality', there are buttons for 'Africa', 'Americas', 'Asia', 'Europe', and 'Oceania'. Below these are checkboxes for various countries: Albania, Andorra, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, and Cyprus. On the right, there are three grant listings, each with a title, description, and a right arrow button:

- ERASMUS GRANTS FROM THE EUROPEAN UNION**  
The European Union's Erasmus program provides financial aid to enable European students to study or complete an internship in another European country for 3 to 12 months.
- AMERICAN TEACHING ASSISTANTS IN FRANCE (TAPIF)**  
TAPIF is an initiative of the French Ministry of National Education, Higher Education and Research.
- MAINTENANCE GRANT - SUSI**  
SUSI (Student Universal Support Ireland) is Ireland's single national awarding authority for all higher and further education grants.





# 4

## 3 ways to find an internship

### 1) Apply to an internship offer

- **Some useful links**

<https://www.francealumni.fr/fr>

<https://jobs-stages.letudiant.fr/stages-etudiants.html> (internships in France)

<https://jd.apec.fr/> (internships in France)

<https://jobs.makesense.org/> (jobs and internships in the field of social entrepreneurship)

<https://www.welcometothejungle.com/en> (jobs and internships in start-ups)

<https://www.iagora.com/work/fr/stages/langue-anglais/France> (English-speaking internships in France)

<https://ec.europa.eu/eures/public/en/homepage> (internships and jobs in Europe)

<https://www.eurobrussels.com/jobs/internship> (internships and jobs in european affairs Europe and Brussels)

<http://jobs.euractiv.com> (internships and jobs in european affairs Europe and Brussels)

<https://www.pole-emploi.fr/accueil/> (jobs in France)

<https://www.keljob.com/> (jobs in France)

<https://www.indeed.com/> (jobs worldwide)

<https://www.monster.fr/> (jobs worldwide)



4

## 3 ways to find an internship

### 1) Apply to an internship offer

Don't wait to meet all the qualifications to apply !!



©Platte river network

# 4

## 3 ways to find an internship

### 2) Send unsolicited applications

- Look for a **company/institution**(websites with job vacancies, companies' websites, social networks, personal network...)
  - Identify the **work** (tasks, position) you could do in this company/institution
  - Look on the company/institution's organizational chart/website to identify in which **department/team** you could work and to which **person** you could send your application
    - Ex : EURALIA: <http://www.euralia.eu/en/our-team/>
  - Avoid sending your application to a general mail address (info@....com)
  - Send you **CV and motivation letter** by email to the person identified or upload them on the company/institution's website (specific section)
  - **Caution:** some companies/institutions do not accept unsolicited applications! Check on the website before!
- 6/10 employers look at unsolicited applications when they need to hire someone**



# 4

## 3 ways to find an internship

### 3) Build and activate your professional network

- Let those around you know that you are looking for an internship and find out about the companies that are recruiting in your field.
- Professional social networks, such as LinkedIn, will let you put your CV online, develop a professional network (former classmates, colleagues, counterparts...) and respond to offers.
- Find people that work in your field, in interesting companies and ask them to meet. During the meeting, ask them questions about what they do, how did they get there. They can give you a lot of advice and introduce you to the right persons. They may not have an internship offer for you, but they can know someone who has.

4

## 3 ways to find an internship

### How to find an English-speaking job in France?

#### A short video...







3 TIPS ON...

5

3 tips on...

The curriculum vitae

**Make it clear:**

- One page length
- Keywords in bold, colourful background for some sections
- Lighten the sections

**Adapt your CV to the specific job offer:**

- Select your work experience to match the job offer (requirements, keywords), develop more the relevant experiences and skills
- Use keywords of the field stated in the vacancy

**Precisely describe what you did:**

- In English: verbs in the past (Ex. organized an event for 400 people in partnership with XXX ...)
- In French: noun (Ex. organisation d'un évènement pour 400 personnes en partenariat avec XX)

**CURRICULUM VITAE AREND KEIZER**

**EDUCATION**

1994 - 2000 **Delft University of Technology** **Delft**  
Masters degree in Mechanical Engineering, Production Technology  
- Average grade: 7.8 (bachelor), 8.2 (master)

1988 - 1994 **Athenaeum at Reynaert College - cum laude** **Huist**  
- Biology (8), Dutch (8), English (8), Mathematics B (9), Physics (9), Chemistry (7), Economics (7).

**PROFESSIONAL EXPERIENCE**

Oct 2007 - **AudioNova International** **Rotterdam**  
*Head of Business Development*  
AudioNova is a private equity owned hearing aid retail group  
- Heading an international team of seven business development managers  
- Performing strategic due diligence in M&A activity  
- Matching commercial strategy to consumer insights

2005 - 2007 **Royal Philips Electronics** **Amsterdam**  
*Manager, Corporate Strategy & Alliances*  
Advised Board of Management and senior executives on strategic issues  
- Refocused strategic direction of Consumer Health & Wellness business  
- Coordinated external consultants in the due diligence of Philips' acquisition of Respironics  
- Analysed market dynamics for DirectLife in the LifeStyle incubator

2001 - 2005 **McKinsey & Company** **Amsterdam**  
*Strategy Consultant*  
Was promoted from Fellow to Associate six months ahead of schedule  
- Project focus on leisure, retail and consumer goods  
- Had an extensive role in developing graduate recruitment  
- Did a one year externship as assistant to the CFO at SHV Holdings

2000 - 2001 **Royal Netherlands Navy** **Den Helder**  
*Lieutenant*

1999 **HAL Investments** **Curaçao**  
*Internship*

**EXTRACURRICULAR EXPERIENCE**

President of study association 'Leeghwater'  
Snowboard instructor in Austria  
Active member of KSV Sanctus Virgilius

**HONOURS AND AWARDS**

Het Insigne voor Optreden onder Gevechtsonstandigheden, Royal Navy  
Second prize in National Physics Competition

De CV template is ontwikkeld en ter beschikking gesteld door [Top of Minds Executive Search](#)



5

3 tips on...

The cover letter

1

**Make it clear**

- One page lenght
- Lighten the sections
- Short sentences

2

**Don't repeat what you said on your resume**

3

**Use the You/Me/We format (especially with unsolicited application)**

- You= company

Your target: mention its context and issues(challenges, developments, needs...)

- Me= service provider

Your proposal: **indicate the issues of the company that you are able to handle**, and argue your service offer by illustrating it with examples and results (education, experience...)

- We= company+ service provider

Your goal: dynamic end formula, request a meeting and state your contacts

**SANDRA FORTIER**

Address ~ City, ST XXXXXX ~ (XXX) XXX-XXXX ~ sfortier@xxxx.com

<Date>

<First Name> <Last Name>

<Address>

<City, State Zip>

<Dear> <Contact Name>,

I hope all is well with you! I know it has been quite some time, and I look forward to catching up in the near future.

I am writing today to let you know that I have recently launched a job search – my first in more than 20 years – and I am hoping you might have some advice or referrals to offer me.

In brief, I am exploring human resources management opportunities and am most interested in the business segment of a medium or large corporation that is a leader in its market or is poised for rapid growth. Nearly all really successful companies have one major thing in common: they recognize and leverage the value that their human capital has to add in achieving overall business goals and objectives. This is the type of company I am targeting. I have extensive generalist experience spanning the entire spectrum of human resources, and I am eager to position myself as a partner in helping a company achieve its strategic goals. While I am not necessarily targeting any particular industry, the high-technology and healthcare industries do interest me.

While I know you have some familiarity with my background, you may not know the details that set me apart from other HR management candidates. In 1989, I joined Xxxxx in accounting and progressed quickly on the executive track into supervisory and then management positions. By 1997, I was ready for a change. So, ten years ago, in a planned career shift to draw on and more fully utilize my excellent people skills, I transitioned from finance to human resources. I have always had excellent skills in the areas of employee relations, compensation and benefits planning, recruiting, hiring, and performance management, and this move gave me the opportunity to put them to use in a more formal way, delivering HR programs, tools, and systems designed to support strategic business goals.

Of course, Xxxxx has gone through many changes in the past decade, and working in HR put me right in the middle of many of them. While the turmoil of the situation was challenging, the experience definitely enhanced my qualifications as a partner in support of corporate reorganization and change management initiatives.

Last summer, after more than 20 years of dedicated service to Xxxxx, I decided it was time for new challenges and new opportunities. Before doing so, I chose to take some time off to spend with my family and to recover from an accident (I broke my arm). Now, I am excited to return to work and I have just launched my search.

<Contact Name>, if you have any advice or referrals to offer me, I would really appreciate it. It has been a long time since I have conducted a job search! For your review and to better familiarize you with my qualifications, I have enclosed a very brief version of my résumé. I have a longer, more detailed version available if you prefer.

Thank you, <Contact Name>! I will give you a call early next week.

Sincerely,

Sandra Fortier

Enclosure

Example cover letter for networking purposes developed by Distinctive Documents [www.distinctiveweb.com](http://www.distinctiveweb.com)  
Copyright 2010, Distinctive Career Services, LLC – Example only, copying prohibited

## 5

## 2 tips on...

## The interview

1

**Prepare the interview**

Search more information about the company/position (website, colleagues, network...).

2

**Prepare questions on the position/company.**

Ask them during the interview or at the end, when you are invited to do so. Listen to the employer and don't ask something that has already been mentioned!



5

## 3 tips on...

### The application and follow-up procedure

- 1 Avoid sending your application to a general mail address (info@....com)
- 2 Don't hesitate to call / to send an email to the contact person if you don't get any reply after one week
- 3 After the job interview, ask when to expect a final reply if they did not tell.  
Don't hesitate to call/ to send an email after the due date

