



# **Working in Sweden**

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**Take the steps to  
increase your chances**

# Hi!

This brochure is for those who want a job. Everyone is needed in Sweden, but it can be difficult to find a job if you lack education or experience, for example. Here are some tips on what you can do to increase your chances of finding a job. Discover what you want to do and plan your way forward.

**Good luck to you!**

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# Jobs in Sweden

This section covers:

- different jobs in Sweden
- where to find job vacancies
- how to apply for a job.

## What jobs are available?

There is a service at [arbetsformedlingen.se](http://arbetsformedlingen.se) where you can learn more about different occupations in Sweden. The service is called Find an occupation (Hitta yrken).



Scan the QR  
code with  
your phone



**What jobs do I find  
interesting?**

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# Where can I find job vacancies?

There are many ways to look for a job. You can find advertisements in the Job Bank (Platsbanken) at [arbetsformedlingen.se](http://arbetsformedlingen.se). Many job vacancies are advertised there. But there are also other ways to look for a job.

For example, you can

- ask people you know
- look for jobs via social media, such as Facebook
- contact an employer and ask if there are any job vacancies
- get an internship.

If you get an internship through Arbetsförmedlingen, you can get compensation from Arbetsförmedlingen. Through an internship, you can gain experience and practise the language.

## How Frishta got a job

When 22-year-old Frishta came to Sweden from Afghanistan she had never worked, but after a two-month internship at a shop, she got a job there.

“It was very difficult to find a job here in Sweden without any experience, so I was very happy when I got the internship.”

During Frishta’s workplace training, she was able to practise different tasks such as unpacking goods and putting security tags on clothes.

“I also learned a lot of Swedish, many new words, and I got to know new people.”

When the internship ended, the shop offered her a job with the help of a compensation scheme. The scheme is called new-start jobs (nystartsjobb). Frishta sees the job as a good start to her plans for the future.

“In ten years, I want to have reached my goal of studying economics and then working at a company as a financial manager or accountant.”



### LISTEN!

Listen to  
**The New in Sweden**  
podcast:  
**10 expert tips**  
how to get a job  
in Sweden.



**Which work tasks do  
I want to try?**

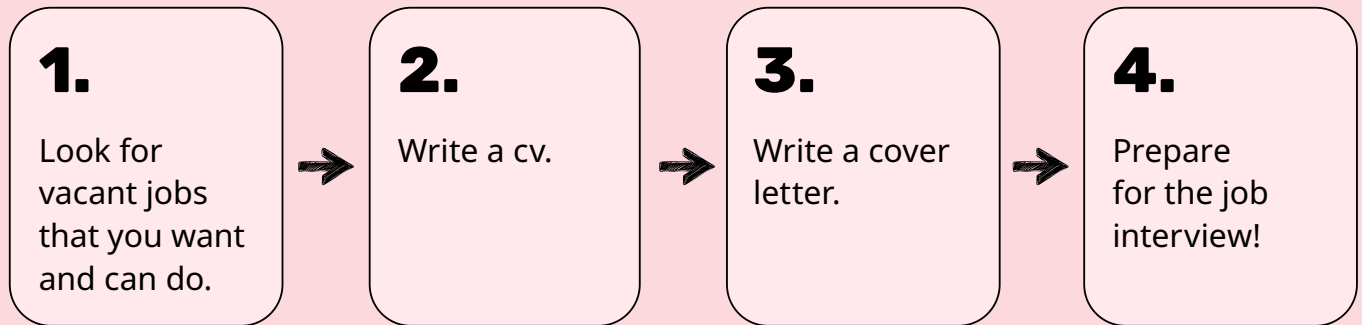
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# How do I apply for a job?

To get a job, you need to prepare yourself in different ways. If you are unemployed and want to look for work, you can register with Arbetsförmedlingen. You can get help there.

## To get a job, you often need to do four things:



## What is a cv?

In your cv (curriculum vitae) you should write down your skills and what you have studied and worked with previously. It should be a maximum of two pages long. Have someone you trust read your cv to see if you have missed anything or if there is anything that could be improved.

## What is a cover letter?

In a cover letter, you explain why you are the right person for the job that you are applying for. Your cover letter should be a maximum of one page long.



# What do I want to work with?

Write the answers to the questions in the boxes below!

## 1. What am I good at?

**Personal qualities and skills that I want to highlight when applying for jobs.**

Example:

I am good at coming up with ideas

I am good at planning things

I am good at solving problems

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## 2. What have I worked with previously?

**Experiences that I want to highlight when applying for a job.**

Example:

I have worked as a hairdresser

I have worked in economics

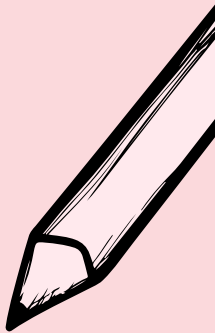
I have taken care of children

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## 3. What do I want to work with?

**Work tasks that I enjoy.**

Example:

I want to work with people

I want to work by a computer

I want to create with my hands

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# Gain new skills and expand your network

This section covers:

- How you can learn Swedish
- How you can expand your network
- Different types of education

## How can I learn the language?

Many people find it difficult to learn a new language, but there are several strategies that could help you. Here are some examples:

### Study at SFI (Swedish for Immigrants)

You can learn Swedish for free at SFI. Almost everyone who is new to Sweden is entitled to studying at SFI. In some municipalities there is also SFI for those on parental leave. There, you can take your child with you when studying Swedish. Contact your municipality and check what is available where you live.

### Practise Swedish at language cafés

At language cafés you can practise your Swedish while having coffee and meeting new people. You can find language cafés in libraries, for example.

### Learn online

Start with a simple and free course. Download the app “Hej svenska” and practise Swedish on your phone.

### TIP!

The website [informationsverige.se](https://informationsverige.se) provides information on how to practise the language.

## What languages do you speak?

Speaking several languages can be an asset when looking for a job!

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# How can I get help from my network?

Many people find jobs through people they know. Everyone you know is part of your network. It could be a friend, a neighbour, or your social media contacts. Sometimes we may need to get to know new people, for example when we move to a new country.

If you want to get to know new people, try this:



## Take part in activities organised by others

Municipalities, libraries and various associations often organise activities where you can meet new people.

## Getting to know new people through your child

If you are a parent, you can, for example, meet the parents of your child's friends by getting involved in your child's sports association.

## Join an association or organisation

There, you can meet people who have the same interests as you or are committed to the same issues as you.



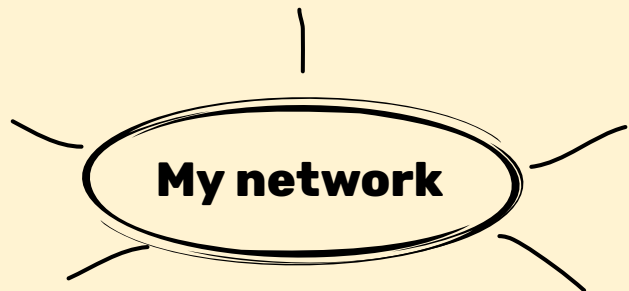
## LISTEN!

Listen to  
The New in  
Sweden podcast:  
How to network  
in Sweden



## Who do you know?

Fill in your network!



# Which courses or programmes are right for me?

You need an education for most jobs. You can study to get your compulsory or upper secondary school diploma through municipal adult education (Komvux) or at a folk high school (folkhögskola). For most courses or programmes you can apply for study grants from the Swedish Board of Student Finance (CSN).

## Do you have any questions about education?

Contact the guidance counsellor in your municipality if you have any other questions about education.

## Labour market training often leads to a job

A labour market training programme is a short-term training programme for occupations where there is a shortage of trained workers. Contact Arbetsförmedlingen to find out if you are eligible for such programmes.

### TIP!

If you have a foreign education, you can validate it. This will tell you the equivalence of your education in Sweden.

## After her labour market training, Ira Veronica got a job as a chef

Ira Veronica had been looking for work for four years, and after her labour market training, she got a job as a chef. Her advice for getting a job is to think about what you want to do and find out more about different programmes and courses.

“The training was great and crucial for me to get a job”, says Ira Veronica. “The teachers were professional chefs. It was great to have access to the network provided by the training programme. I was offered a job before I finished my training, but I wanted to get my diploma since it is good to have in the future.”

Ira Veronica had worked as a pastry chef in Copenhagen, but in Sweden it was difficult to find a job. One day, Ira Veronica went on a study visit for a training programme to become a chef. It turned out that the programme suited her perfectly!



“The best part of the job is the environment and working with my colleagues”, says Ira Veronica.

# What support can I get from Arbetsförmedlingen?

Two types of support are new-start jobs and introductory jobs (introduktionsjobb). With these, the employer receives financial help when they hire you. For you, it means a chance to get a job. A good way to gain experience is to get an internship.

Contact Arbetsförmedlingen to find out if you can get an internship or if you are eligible for new-start jobs, introductory jobs, or other support.



## New-start jobs helped Grace get a job as a math teacher

Grace came to Sweden from Syria in 2014. In Syria, she had studied mathematics and statistics at university and spoke English and Arabic. However, she had not had time to work after her studies, so she lacked experience. She also lacked contacts in Sweden, making it difficult to find a job.

“I decided not to give up but to keep fighting. I learned Swedish through YouTube and I got my driving license to increase my job chances”, says Grace.

Eventually, Grace got in touch with the labour market unit in her municipality. They helped Grace find a job at a school with the help of new-start jobs. Today, Grace works as a math teacher at the same school.

“Without new-start jobs, I would not have had this chance”, says Grace.

## Have you thought about starting your own business?

You can get help from Arbetsförmedlingen if you want to start your own business. You can also read more at [verksam.se](https://verksam.se).



# Family and work

This section covers:

- shared responsibility for home and children
- nursery school in Sweden.

## How do I find time to work and take care of the home?

Working affects the family's finances and how much pension we get. If both parents work, it can be particularly important to talk about how the workload at home and with the children is divided. Shared responsibility is often good for everyone, including the children who get the chance to spend time with both parents.

In Sweden, both parents get the same number of days with parental benefit each. Both mothers and fathers have a legal right to take parental leave.

**What do I need in order to find a balance between home and work?**



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# What do children do at nursery school?

Helena Gutenberg is a Swedish and English teacher who now works at a nursery school. Here she talks about what a day at nursery school can look like and why nursery school is important for children's development.

"At nursery school, children develop their skills in the Swedish language, in mathematics, technology, creativity, science, and in music and dance."

Helena adds that children also learn how to work in groups and cooperate with others, developing both self-esteem and empathy.

"The social skills that children develop at nursery school are very important and something they take with them later in life."

When asked what the best thing about the job is, Helena replies:

"That I can make a difference and contribute to a stable and safe day of learning for every child!"



Nursery schools should both care for children and teach them new things. Teaching takes place indoors and outdoors.

## The role of nursery school

Nursery schools exist so that parents can work. Your child is entitled to attending nursery school from the age of one, even if you are unemployed, studying, or on parental leave with a sibling.

# When there are things in life that make it difficult to work

This section gives you information on what help you can get.

## Socialtjänsten helps many families

Among other things, you can get help with your parenting, your finances, and if you or your children have a disability or are victims of violence.

### If you are a victim of violence

Socialtjänsten can offer you and your children protection and support, so that you can have the opportunity to leave a violent situation.

You can also contact a women's shelter (Kvinnojourern) if you are a victim of violence. You can remain anonymous when contacting the women's shelter.

### Help with finances and housing

You have a responsibility to find housing. However, if you have nowhere to live or are at risk of eviction, you can contact socialtjänsten for advice and support. If you need help paying the rent, you can apply for financial assistance. Socialtjänsten can also provide support if you are struggling to make ends meet or if you are in debt.

**Contact socialtjänsten in your municipality if you want to seek help.**

### Support in everyday life with disabilities

Socialtjänsten can provide you with different types of help and support in your everyday life if you or your child has a disability.

If you have difficulties working because of a disability or illness, you should tell Arbetsförmedlingen.

### If you have been discriminated against

Discrimination is when someone treats you worse than others, for example because of your age, your ethnicity or because you are a woman. If you have been discriminated against, you have the right to get help. In this case, you can contact the authority Equality Ombudsman (Diskrimineringsombudsmannen, DO).

## **What will your next step be?**

Now that you have reached the last page, you hopefully have new knowledge and more ideas on what you want to do. Flip through your brochure again and think about what your next step will be. Please keep the brochure so that you may remind yourself of the tips and maybe learn even more!

**We conclude where we started**  
**- good luck!**

The brochure is a collaboration between Migrationsverket, Försäkringskassan, Socialstyrelsen, Jämställdhetsmyndigheten, and Arbetsförmedlingen with the aim of facilitating the establishment of foreign-born women in the labour market. The initiative is part of a government assignment.

