



DTU Career Notebook



KARRIERE
CENTERET

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Get Started

This booklet consists of two parts:

Part I

Helps to clarify your aspirations, motivations, skills and experiences, define your career goals and make the necessary steps to reach them.

Part II

Provides how-to-do tips and ideas concerning CVs, motivation letters, job interviews, etc.

When is the booklet relevant?

Use it when:

- seeking project collaboration with a company
- seeking a student job, an internship, or the first job after graduation
- needing guidance in writing targeted CVs and motivation letters
- wishing to clarify your competencies
- preparing for a job interview

How to use this booklet

We believe that you benefit the most from this booklet by completing the proposed tasks. Start working with it as soon as possible instead of waiting until graduation day. You may also choose to use the booklet according to your needs and the time available to you. If you are applying for a job with a deadline in a few days then jump directly to the paragraphs about CV and motivation letter structure and quick tips. Going for an interview tomorrow? Relax! And jump to the paragraph 'The Job Interview'.

Need more guidance?

You are most welcome to drop by the DTU Career Centre for a chat. Also, check out our events and other offers: inside.dtu.dk/careerevents

Keep an eye out for these icons:



Tasks to be completed



Additional tips and ideas

Part I: Preparation

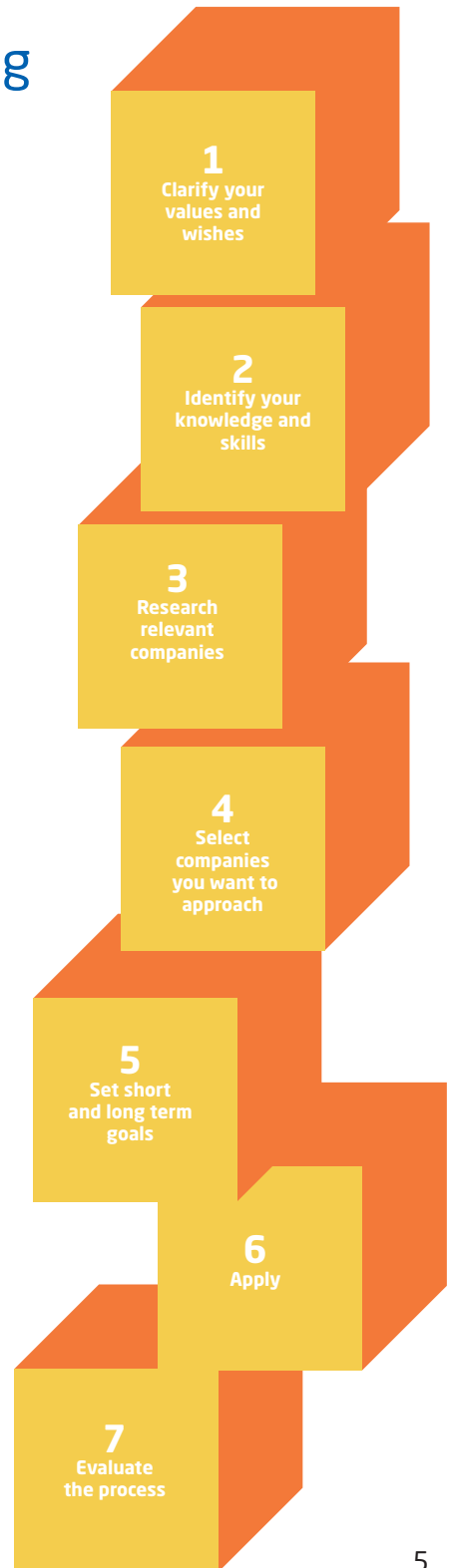


The Process of Job Seeking - Step by Step

Steps 1 and 2 in the job seeking process are to create an overview of your interests, motivations, skills, experiences and goals. They are developing the self-awareness required to describe and sell yourself successfully in CVs and motivation letters and during job interviews. This is why we want you to work through the many relevant questions in this booklet.

Steps 3 and 4 encourage you to research relevant companies and help you to find and select specific companies to approach. On step 5 the focus is back on you: define your job goals and make a plan to reach them. On step 6 you finally get to the fun but difficult part: writing CVs and motivation letters. Step 7, in order to learn from the process: evaluate! Consider your progress over time, understand what you did to move it forward, celebrate your progress, and find out what you still need to do.

This booklet guides you through the seven steps encouraging you to take action by following tips, advices and completing the suggested tasks.





What Motivates Me?

Guideline: Consider your motivations and job aspirations. What helps you to enjoy working?
Return to this page every now and then to update and re-evaluate your motivations and priorities.

1. Tasks I want to perform in my daily work

a

b

c

d

e

2. Working style that makes me thrive (e.g. working alone/in teams, independency, freedom to shape my tasks, short deadlines, several smaller tasks running in parallel, etc.)

a

b

c

d

e

3. Workplace conditions that make me happy (e.g. short distance to work, formal/informal work environment, colleagues, salary, flexible working hours, sport facilities, social events, etc.)

a

b

c

d

e



Clarifying My Skills

Guideline: Use the table below to create an overview of your skills. Think back: when were you successful? Consider all areas of your life - lectures, exams, projects, group work, jobs, travels, sports, volunteer work, etc. This will give you a more complete picture of different skills you have developed through various activities in your life so far.

Task or activity	Result
List each function of your job or activity	Describe the result you achieved after completing the task/activity

Skill

List skills that you use or have used to complete the task

Enjoying?

Mark the tasks you enjoy performing with a smiley 😊

Finding Relevant Companies and Job Types

The shortest way to a job after graduation is having work experience from a student job, an internship or project collaboration with a company. Why? Because of the fact that little experience is better than no experience. But also because experience within a company provides you with valuable networking relations. Keep in touch with the relations you have established in companies you have worked with (study projects, volunteer work, study jobs etc.) but also find ways to build your network with new and relevant contacts, e.g. by participating in job fairs, Grøn Dyst and Grøn Karriere, case competitions, company presentations and visits.

Job search is not just about sending job applications. It is really about researching the relevant companies and jobs to identify the fit between your skills and the specific demands. Be proactive in your research when looking for internships and jobs. You can divide your research focus into:

Tasks and job types

You can start your research by finding out what tasks make you happy (take a look at the tasks you enjoy on page 8-9). When you know which tasks you enjoy

the most you can look for these tasks in different job types, such as consultancy, specialist jobs, project management etc.

Interesting companies

Another approach is to find companies that have jobs with these tasks, or companies you think have an interesting brand, products or potential. Use the handbook for engineering students 'Pejling' (find it on pejling.dk), websites of the companies you already know, and job databases e.g. jobbank.dtu.dk, jobfinder.dk, graduateland.com, top1000.borsen.dk, or jobindex.dk. Use LinkedIn to check if you know someone who works in companies you find interesting. If you like to be challenged with new, different tasks often, then consider also looking into small and medium sized companies.



Tip: Use the database Bisnode MarketProfile (in Danish) to find relevant companies. It provides access to business information about approx. 240.000 Danish companies. Ask the DTU Library for guidance on how to use the search engine.



Questions to Consider When Investigating Companies

Add your own questions:

- a Do I know someone who works or worked for the company?
- b What are the company's mission, vision and values?
- c What articles exist about the company on the internet?
- d What is the company's recent financial history?
- e Who are their biggest competitors?
- f _____
- g _____
- h _____



Job Positions That Would Suit Me Well

Guideline: Get inspiration by checking different job profiles on LinkedIn and reading existing job ads on job databases. What are companies looking for that you would like to do on a daily basis?

a _____
b _____
c _____
d _____
e _____
f _____
g _____
h _____



My Top 5 Companies That I Want to Approach

1 _____
2 _____
3 _____
4 _____
5 _____

Check your match with the companies on the next page.



The Match Between Me and My Top 5 Companies

Guideline: Write the names of your top 5 companies in the brackets below. Tick "Yes" or "No" to the following questions (add your own questions):

Me and (write company name here ...)	Yes	No
1 Can I apply my key skills in this company?		
2 Do I get to perform my favorite tasks in this company?		
3 Can I pursue my career goals?		
4 Do I get to collaborate with others to the extent I want?		
5 Can I have the work-life balance I seek?		
6		
7		
8		

Me and (write company name here ...)	Yes	No
1 Can I apply my key skills in this company?		
2 Do I get to perform my favorite tasks in this company?		
3 Can I pursue my career goals?		
4 Do I get to collaborate with others to the extent I want?		
5 Can I have the work-life balance I seek?		
6		
7		
8		

Me and (write company name here ...)	Yes	No
1 Can I apply my key skills in this company?		
2 Do I get to perform my favorite tasks in this company?		
3 Can I pursue my career goals?		
4 Do I get to collaborate with others to the extent I want?		
5 Can I have the work-life balance I seek?		
6		
7		
8		

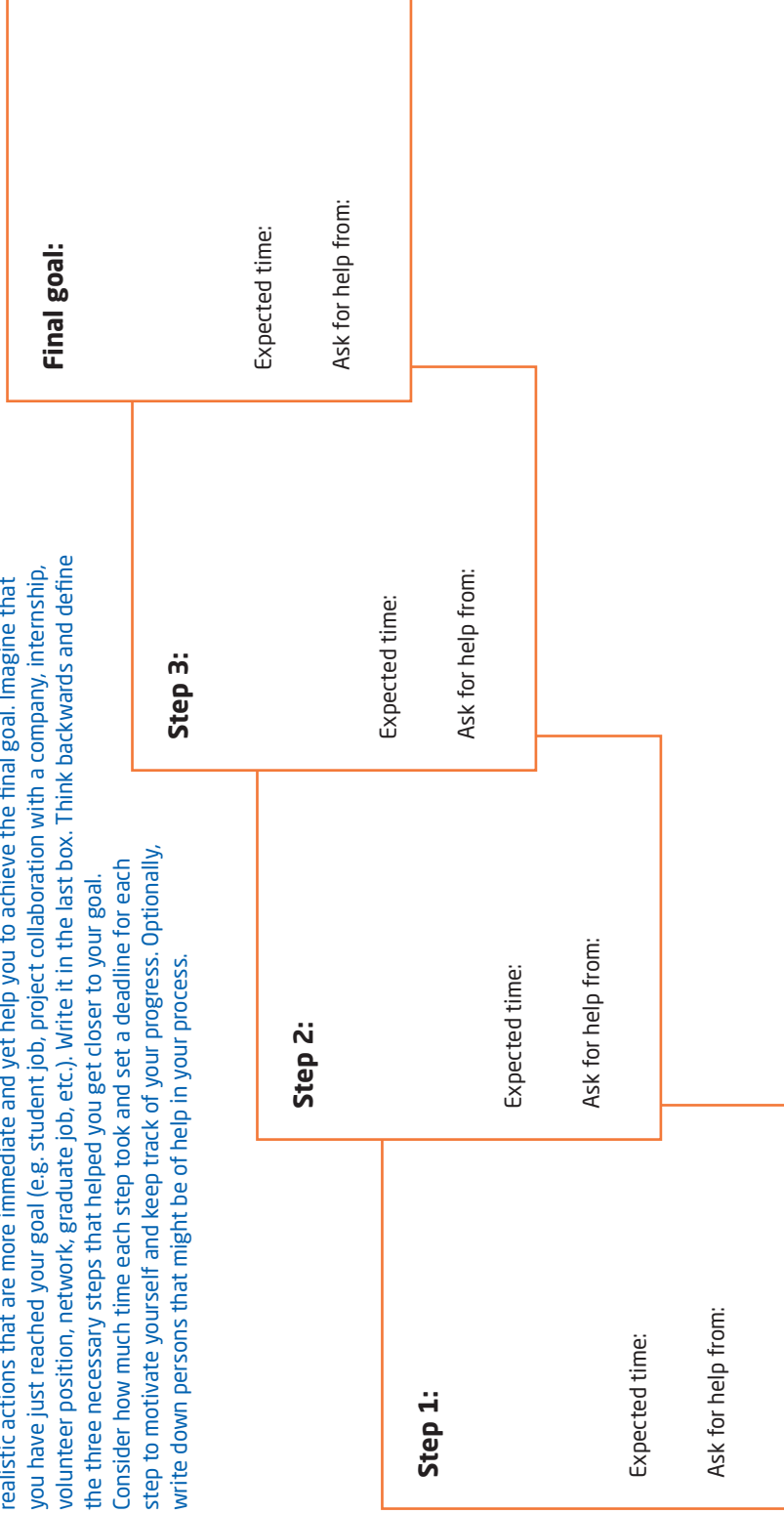
Me and (write company name here ...)	Yes	No
1 Can I apply my key skills in this company?		
2 Do I get to perform my favorite tasks in this company?		
3 Can I pursue my career goals?		
4 Do I get to collaborate with others to the extent I want?		
5 Can I have the work-life balance I seek?		
6		
7		
8		

Me and (write company name here ...)	Yes	No
1 Can I apply my key skills in this company?		
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3 Can I pursue my career goals?		
4 Do I get to collaborate with others to the extent I want?		
5 Can I have the work-life balance I seek?		
6		
7		
8		



Reaching My Goal by Breaking It Into Manageable Steps

Guideline: The task is to set a final goal and work backwards, breaking the goal down into smaller, realistic actions that are more immediate and yet help you to achieve the final goal. Imagine that you have just reached your goal (e.g. student job, project collaboration with a company, internship, volunteer position, network, graduate job, etc.). Write it in the last box. Think backwards and define the three necessary steps that helped you get closer to your goal. Consider how much time each step took and set a deadline for each step to motivate yourself and keep track of your progress. Optionally, write down persons that might be of help in your process.



Part II: Tools



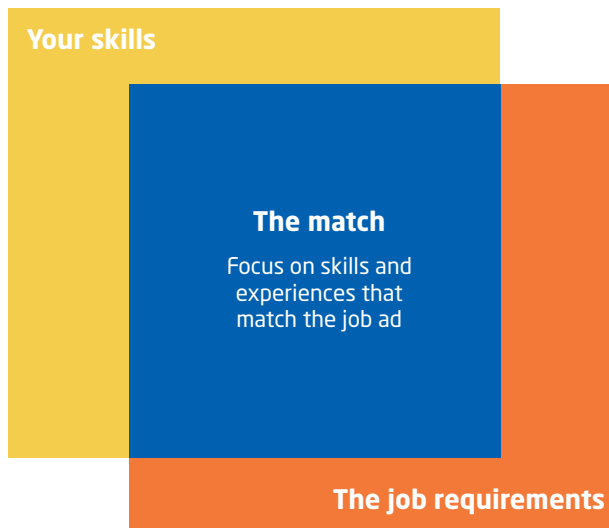
Targeted CVs and Motivation Letters

A CV that gets an employer's attention is targeted, to the point and clearly describes your qualifications for a specific job. A targeted CV is based on a general CV which is a non-specific list of your skills, experiences and results. Keep your general CV up to date as soon as you have gained new experiences.

Creating a general CV is the first step in the process of writing a targeted CV. Unsolicited job applications require that you start with finding out what the

company of your interest needs, e.g. by calling the company. First when you know what the possible tasks in the company could be and which skills you need in order to solve the tasks, you will be able to target your CV and motivation letter with relevant key words and content.

The targeting for a specific job, on the other hand, starts with analysing the job ad.



Analysing and acting on a job ad:

- Read the job ad several times
- Highlight the tasks in the job
- Highlight the technical/engineering skills and experiences required in the job
- Highlight personal skills required in the job
- Mark the skills and experiences that you match
- Out of these choose 3-4 skills/experiences that you will focus on in your motivation letter connecting them to selected tasks from the job ad
- Aim for incorporating all the matching key words in your CV

CV Structure

Guideline: Structure your CV with the classical sections in the presented order (you may want to include other relevant sections than mentioned here):

Personal data

Date of birth, address, email, mobile phone, and nationality in case you are applying in a country other than your native country. Suggestion: Write your name as the title of your CV instead of CV/Curriculum Vitae.

Profile

A short description focusing on skills/experiences that are relevant to the position you are applying for. As these lines are the first the recruitment officer reads this is your chance to catch his or her attention right from the start. The section adds value to your CV as it enables you to target your profile to the one the company is looking for. Rewrite in every CV to demonstrate a match between you and the requirements mentioned in the ad.

Education

Structure with two columns: A narrow one to the left with the period of study and a broader one to the right for describing content under the headline that includes your title/degree, university name, and country. The focus of the content should be on experiences gained from relevant projects, skills developed/applied and not least the outcomes of your effort.

Work experience

Structure the same way as the education section: the period of employment in the left column, the responsibilities, tasks, and results achieved in the right column

under the headline that includes the name of your position, company name, country.

Computer skills

MATLAB, Labview, Autocad, Java, C++, Photoshop, Excel, etc. List the skills in bullets. You may choose to categorise your skills (text processing, programming languages, modelling/designing, calculation).

Languages

List your mother tongue and foreign languages, stating the level with your own words rather than in codes or numbers.

Spare time

What do you want to be remembered by? Choose one topic and include details that make that piece of information about you interesting and memorable. It can be one of your interests, sports accomplishments, volunteer work or other spare time activities.

References

List only relevant references with: Name, Position, Company name, and Phone no. 'References are available upon request' is a fine, less space consuming option.



Tip: Swap the sections 'Education' and 'Work experience' as soon as you get your first job after graduation.



The Final Check

Guideline: Use the checklist when proofreading your CV.
Can you tick all the check boxes below?

- | | |
|--|--|
| <input type="checkbox"/> The layout is simple and structured | <input type="checkbox"/> My language matches the language used in the job ad |
| <input type="checkbox"/> The same style (font, bullets, years etc.) is applied in the whole document | <input type="checkbox"/> My contact information is included |
| <input type="checkbox"/> The profile text is targeted | <input type="checkbox"/> I have proofread a printed version and checked the layout |
| <input type="checkbox"/> The information is relevant to the specific job | <input type="checkbox"/> Others have proofread my CV |
| <input type="checkbox"/> The photo (if included) is professional with a clear background | <input type="checkbox"/> The length of my CV does not exceed 2 ½ pages |

Motivation Letter Structure

Guideline: Structure your motivation letter with the following paragraphs (but don't use them as headlines):

Heading

A good heading (1-1½ lines) says something about you and your competencies relevant to the job. If, for instance, the job ad says “we are looking for a person with drive” you may want to describe yourself with words like energetic, dynamic or enthusiastic in the heading. Avoid headings like “Application to the position of...” or “Dear Sir/Madam”.

Motivation for applying

Keep your motivation paragraph short (3-6 lines) and give a specific reason why you are applying for this job in this company. The fact that they are one of the largest or most successful companies in their field or that it would be a great opportunity for you to further develop your skills are not good reasons. They can be used about any other company – or by any other applicant. Be specific and personal, and show that you have done your research on the company and the job.

The match between you and the job

This paragraph takes up most of the space (approx. half the page) and consists of three to four subparagraphs. Your text should make the reader see clearly that your skills and experiences can be used to solve the tasks mentioned in the job ad. Remember that your contribution does not solely relate to your technical skills – but also to your soft skills: what will it be like having you as a colleague? Choose a few personal skills related to the job ad.

Closing

The company now has all the information needed to evaluate whether you match its requirements. A good way of finishing your motivation letter is to tell how other people perceive you (3-4 lines). E.g. “My fellow students describe me as [...] which I take pride in. It is an attitude to work that I will bring to XX given the chance”. If you are applying unsolicited you may want to end your application with “I will call you next week to follow up on my application” – and then make sure you keep your word.



The Final Check

Guideline: Use the checklist when proofreading your motivation letter. Can you tick all the check boxes below?

- | | |
|---|--|
| <input type="checkbox"/> Recommended length: one page | <input type="checkbox"/> My experiences/skills are linked directly to the tasks and requirements |
| <input type="checkbox"/> The headline expresses my most relevant skills/experiences | <input type="checkbox"/> Examples included illustrate both engineering and personal skills |
| <input type="checkbox"/> My focus is on the future and the needs of the company | <input type="checkbox"/> I have proofread a printed version |
| <input type="checkbox"/> Most of the paragraphs start with something other than “I” | <input type="checkbox"/> Others have proofread my motivation letter |
| | <input type="checkbox"/> My contact information is included |

Action Word Examples

A

Achieved
Advised
Analysed
Arranged
Applied
Attained
Assisted
Administrated

B

Built
Broadened

C

Calculated
Clarified
Collected
Collaborated
Conducted
Converted
Contributed
Computed
Created

D

Designed
Developed
Delivered
Doubled

E

Edited
Eliminated
Estimated
Evaluated
Examined
Expanded

F

Facilitated
Formulated
Founded

G

Gathered
Generated
Guided

H

Handled
Helped

I

Identified
Illustrated
Implemented
Improved
Increased
Initiated
Innovated
Installed
Instructed
Integrated
Investigated

J

Joined

L

Launched
Led

M

Maintained
Managed
Measured
Minimized
Modified
Monitored

N

Negotiated

O

Observed
Obtained
Organized
Outlined

P

Planned
Produced
Programmed
Proved
Provided
Published

R

Reported
Represented
Researched
Resolved
Restored

S

Simplified
Solved
Strengthened
Streamlined
Studied
Supervised

T

Taught
Tested
Trained

U

Updated
Undertook
Utilised

V

Verified

W

Widened
Won
Wrote

Personal Skills Examples

A

Accountable
Adaptable
Ambitious
Analytical
Attentive

B

Brave

C

Calm
Competent
Confident
Conscientious
Cooperative
Creative
Critical analytic
Curious

D

Dedicated
Decisive
Detail-oriented
Diligent
Diplomatic
Discreet
Dynamic

E

Effective
Empathic
Energetic
Enthusiastic
Experienced

F

Fast learner
Flexible

G

Goal-oriented

H

Hardworking
Humorous

I

Impulsive
Independent
Innovative
Insightful

J

Judicious

L

Logical thinking
Loyal

M

Methodical
Motivating

O

Open-minded
Optimistic
Organised
Outgoing

P

Patient
Persevering
Persistent
Practical
Precise
Problem solving
Professional
Punctual

R

Rational
Realistic
Reliable
Resourceful
Responsible
Result-oriented

S

Self-motivating
Social
Strong
Structured
Supportive
Sympathetic

T

Tactful
Team worker
Thorough
Tolerant
Trustworthy

U

Unique
Unprejudiced

V

Versatile
Visionary



Tip: For inspiration concerning your engineering skills: find your programme specific 'Competence profile' on studieinformation.dtu.dk.

CV Quick Tips

1 Structured

A clear and simple layout helps to find the information the reader is looking for. Keep the style and formatting simple using only one font style, table formats, bullet points, short and to-the-point sentences, clear headings and good space between the paragraphs.

2 Targeted profile

Add a short profile paragraph in the beginning of your CV highlighting your qualifications and experiences especially relevant to the job you are applying for.

3 Focus on relevance

The purpose of your CV is to demonstrate skills, experiences and accomplishments with relevance to the job. Change your CV from application to application.

4 Reversed chronology

Present your education and employment history beginning with the most recent and going backwards.

5 Clarify your tasks and results

When you mention a task you can take your communication further by also describing the skills you applied and the results you obtained.

6 Action words

Draw attention to your actions by describing your tasks with action words, such as: developed..., analysed..., designed..., organised.... Present the results with words, such as: achieved..., delivered..., succeeded in... etc.

7 Consistent language

Match your language to the language in the job ad.

8 Relevant references

If you include references in your CV then make sure to use only relevant ones – or bring them to the job interview.

9 Proofread

Poorly proofread documents can significantly reduce your chances of success.

10 Personalised

A personal paragraph in the bottom of your CV is your chance to give your presentation extra dimensions. It could also make the reader remember you better than the other candidates.

Motivation Letter Quick Tips

1 Analyse the job ad thoroughly

Print the job ad. Use different colours to highlight: a) the technical requirements b) the tasks and c) the personal skills wanted.

2 Choose key words

From the highlighted words, choose the ones you match the best. Then sell yourself by explaining how your qualifications match their needs.

3 Motivation - knowledge about the company

Out of all the highlighted words, choose the ones you match the best. Then sell yourself by explaining how your qualifications match their needs.

4 Focus on the company's needs

How will the company benefit from hiring you? Write only about topics that demonstrate that you match with their needs. Save the rest for the interview.

5 Be specific

Avoid empty sentences like: "In the position I can contribute with many skills", or "The tasks in the job are relevant for me, and match my skills perfectly". That would leave the reader with questions like "How?" and "Which skills exactly - and in what way?" Always provide examples.

6 Speak their language

Match your language to the company's language. Mention the company name several times, as well as the tasks in the job with relevant key words to demonstrate your focus on the company's needs and the challenges to be met.

7 Avoid repeating the CV

Instead of writing a longer version of your CV, focus on the future and how you will solve the tasks presented in the job ad.

8 Use the whole page

Profit from using the whole page for your presentation about your match and how you can solve the tasks in the job - half a page is not enough.

9 Check relevance

Read your application through one sentence at a time. Delete any sentences that don't include relevant details.

10 Proofread!

The Job Interview

Make a good first impression by:

- arriving rather too early than too late
- shaking hands with everyone, and firmly
- being well prepared
- smiling to everyone present in the room – also during the interview
- bringing all relevant documents (ad, CV, motivation letter, letters of recommendation, grades) as well as a pen and paper for notes.

At the interview, expect the employer to be looking for this information:

What can you do for him/her (technical skills), how do you perform your technical skills (the way you work because you are who you are) and what is your motivation for the job?

The best way to answer these questions is to give examples of how you already used your qualifications to solve problems more or less similar to the ones you will be solving in this company. The clue is to convince the employer that experience gained in one situation can be applied in another – even if they are not totally identical. This way you can use your experience from a job as e.g. a bartender to show that you are able to organise your work effectively, be forthcoming towards customers and colleagues, that you are responsible, can communicate well with all kinds of people etc.

Do rehearse your examples! Tell them out loud – to a friend, your mother or a mirror. Use the STAR model on next page to prepare examples of how skills acquired in student jobs or in study project groups can be useful in the job you will be interviewed for. You may choose to gather all the examples of your accomplishments in a notebook where you add new examples continuously. That way you can return to them next time you are going to prepare for an interview without having to start from scratch.

Remember to prepare for specific questions you can expect to get based on your CV and motivation letter. Reread your documents. How did you describe yourself? Which example can you give that supports your description?

You may also want to prepare for general interview questions. You can google hundreds of them if you have plenty of time for preparation, but if you are short of time, then select only a handful, for example:

- Can you tell me a little about yourself?
- What do you know about the company?
- What do you consider to be your weaknesses and how do you deal with them?
- What is your greatest professional achievement?
- Where do you see yourself in 5 years?
- What is your dream job?
- Tell me about a challenge or a conflict you've faced at work or in a study group, and how you dealt with it
- Do you have any questions for us?



Practice Telling Stories of Accomplishments

Guideline: Pick three skills/experiences that you want to tell to the employer about. Remember to give examples of both personal and technical skills. Demonstrate those with examples by telling a story using the STAR model below. Put it in writing first, then practice saying it out loud. Well-told stories make you easy to remember and your accomplishments real.

	Situation and Task Describe the situation and/or the tasks solved	Action What did you do? Which skills did you apply?	Result What did you accomplish? What was the outcome?	Benefit to the company How can you use that experience to solve a given task?
1.				
2.				
3.				

Job Interview Quick Tips

1 First impression

Make a good first impression: Be on time, shake hands, smile and answer “Yes please” if they offer you coffee – it helps creating a nice atmosphere. Bring all relevant documents and the interview sheet from page 28.

2 Include everyone present

Make eye contact with everyone in the room when presenting yourself, when giving examples of your results and when asking questions. Say goodbye to everyone when you leave.

3 “Please, tell us a little about yourself”

Put a good amount of time in preparing that question. You should be able to make an introduction of yourself in a maximum of 2 minutes. A good presentation shows a link between your experiences, competencies, your motivation and the job you are interviewed for.

4 Focus on examples you prepared

Use your prepared examples of accomplishments to convince them that you match the position. Thus, you make sure that you present yourself in a way that speaks directly to the employer’s needs.

5 Listen

Avoid interrupting and listen carefully. What information is your interviewer giving you and what questions are being asked? Listening enables you to go into an even dialogue which will enlighten both you and your interviewers. If you do not understand a question, ask them to repeat it.

6 Ask questions

Don’t overlook an opportunity to ask questions prepared in advance. Get inspiration on the next page.

7 Relax

Interviews almost never go perfectly or as you expect. Accept this in advance, it might help you to relax, be yourself, and enjoy the experience. In return the interviewers get to see the real you, you appear prepared, and you can communicate clearly.

8 The salary question

Try to delay any discussions about the salary until after you have had an offer. Let them initiate the salary question and have an answer ready for them.

9 Show interest

Close the interview by expressing your interest in the job and asking about the next steps.

10 Do you still want the job?

See the interview as your possibility to evaluate them as your potential employer. Is the position still attractive to you after the interview? If not, you can actually say no, if they offer you the job.

Interview Sheet

Date:

Guideline: When going to an interview bring this sheet with points and questions you want to focus on.

Company name:

Job title:

What the department does:

Main task in the job:

My key messages (points I must get across):

1

2

3

My key examples of accomplishments for this job (keyword reminders):

1

2

3

My questions to the interviewer(s):

1

2

3



Tip: You can tear out the copy of this page in the back of the booklet and copy it for your future job interviews.



The purpose of
a job application
is to get invited
to an interview

The purpose
of an interview is
to get a job offer

Job Seeking Progress Evaluation Sheet

Date:

Guideline: Follow up and track your progress. The questions help you regularly evaluate your activities and let you know if you are being proactive enough in your job seeking process.

	Yes	No
I have targeted my CVs and motivation letters each time		
I have continuously written down examples of accomplishments		
I have used these examples in my motivation letters/interviews		
I have practiced saying my examples out loud		
When researching companies I have looked up more than just their webpage		
I have extended my network with relevant contacts		

My biggest job seeking successes up to date:

1

2

3

Things I tried that worked - this I need to do more of:

1

2

3

Things I tried that didn't work - this I need to do less of:

1

2

3

Useful Links

DTU Internship and Project Bank:

projektbank.dtu.dk

Trade Unions:

IDA - The Danish Society of Engineers: ida.dk

Unemployment Insurance:

Akademikernes: akademikernes.dk

Job Databases:

jobbank.dtu.dk

jobfinder.dk

jobindex.dk

workindenmark.dk

Job Seeking Assistance:

DTU Career Centre: inside.dtu.dk/careercentre

ida.dk

akademikernes.dk

workindenmark.dk

DSE Pejling - Company Handbook for Engineering Students and Graduates:

pejling.dk

Interview Sheet

Date:

Company name: _____

Job title: _____

What the department does: _____

Main task in the job: _____

My key messages: _____

1 _____

2 _____

3 _____

My key examples of accomplishments for this job: _____

1 _____

2 _____

3 _____

My questions to the interviewer(s): _____

1 _____

2 _____

3 _____



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