

Application

We provide advice related to the application process for Blue Book (primarily the European Commission and the European Parliament).

I. GENERAL ADVICE:

1. Prepare your dossier good and well in advance
2. Follow the guidelines for application carefully
3. Make use of your thesis and paper work as a student
4. Exploit also extracurricular activities and experiences
5. Consider carefully your choice of area of employments
6. Be pro-active as soon as you are in the Blue Book
7. Get acquainted with the department's atmosphere before hand
8. Benefit from your evaluation report and receipt of certificate
9. Be realistic because there is no recruitment afterwards
10. Build your network and keep it alive



II. APPLICATION: WRITING A MOTIVATION ESSAY

1. Buzzwords from the job announcement, even copy their sentences
2. Cracking the job announcement
3. Good grades but in a sense: I like to learn, show me what you can teach me
4. Team player, why if you are
5. Why it is the job that was made for you
6. Know more about the work of the European Commission
7. Academic background
- Example: I was in private sector and I would like to switch to a public (make a strong case why do you change it) thanks to the fact I have been working I have so much experience in many areas that I am a strong candidate to work in a xxx sector of xxx dg.
8. What is my interest to apply -
9. What can you contribute?



III. GENERAL MOTIVATION SUMMARY:

Actually, why do we want to work in the EU in the first place?

- Experience how the EU works
- Challenging job responsibilities for broad range of activities
 - Develop language skills
- Multicultural environment and international networks
 - Attractive salary and good working conditions
 - Many training possibilities

Why it's not the best option?

- Difficult competitions
- Bureaucracy and technocracy
- Adaptation to multicultural environment
- No company cars, no laptops, no mobile phones
- Strong focus on ethics and deontology



IV. HOW TO WRITE IT?

1. Fill in your application in an EC working language
2. Knowledge of languages: be cautious [you will have to prove it with certificates or studies]
3. Motivation: a long-term vision is mandatory
4. Emphasize your own merits
5. "Preferred employment area": stick to your profile. Work experience. Work experience - at least 6 weeks. Only these linked to where you apply.
6. Other evidences can be used if comes to languages (proof of exams, etc.)
7. Motivation: to which directorate you'd like to apply, mention why this is the one. Try to define something, make it logical. Emphasize languages in the motivation (these you don't have certificate for. Master IT competences).
Mention thesis.



V. WHAT IF YOU'RE IN?

Sell yourself! CALL PEOPLE IN THE COMMISSION!!!!!!! They hate it, but better this than be left out. First send them e-mails. Find their names in the charts or EU Who is who website. You will frequently find just surname like "J. Kowalski".

Then you go for Google: J.Kowalski DG Trade and you will find e.g. "Jan Kowalski and Michał Nowak met Indonesian minister for trade (...)". Bingo. Now

what you do is simple jan + Kowalski + @ec.europa.eu and you get: jan.kowalski@ec.europa.eu (it's different for the EEAS). Send your application: "Dear Mr. Kowalski, my name is Anna X, I was pre-selected for the BlueBook traineeship (spring 2019). I specialise in XXX, and I have found your unit in the chart. I would really want to work with you because XXX. Please find my CV enclosed to this e-mail."

And then you call them in 2-3 days.

NOTICE: This is one of the strategies. What you are SUPPOSED TO DO is to contact people you ALREADY KNOW. But be realistic, how many of the commission guys you do know? 3? 1? Nobody? Then don't hesitate and send to these that interest you most. Better safe than sorry.



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VI. PIECES OF ADVICE FOR THE END:

- You are in the Blue Book: your stage starts now!
- Be consistent with what is in your application
 - Better calling than sending emails
 - Be ready for an interview

Go for the first directorate, to write it down, because it will be the one .
It's easier to get the summer stage than the winter stage (far less application in
march).

Don't send the application before being selected to the blue book.
Never send an e-mail on Friday afternoon. DO not do that on holiday or on
Friday at all. Contact head of unit (or secretary OR any POLISH person in the
unit).



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VII. WHAT COMES AFTER:

Stagiaire's life - "professional erasmus"

Networking

Job hunting

Start applying for job straight from the beginning of the traineeship. Use the commission address.

Jobhunting - eurobrussels.com First of all be aware of that if you are offered to stay at the comm - it's like hotel california. You can't leave it. You get blacklisted in the job market.

Heads of cabinets - look around what interest me (first)

Master the lobbying skills, representing organisation, preparing executives, briefings, able to express my position in short sentences, legislative process of the eu, project management,

Time managements skills, memory skills, quick reading.

GOOD LUCK!



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