

# Career Starter

The career guide for secondary school students and university students in Switzerland

N°30 | 2026

Sample CVs and LinkedIn profiles

Application checklists

Tips for assessing your current situation

Company and university profiles

Job profiles and degree programmes

Assessment centres

Starting salaries



#career



#network



REACH FOR THE CROWN



THE OYSTER PERPETUAL



# Career Starter

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## The career guide for secondary school students and university students in Switzerland



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### Partners





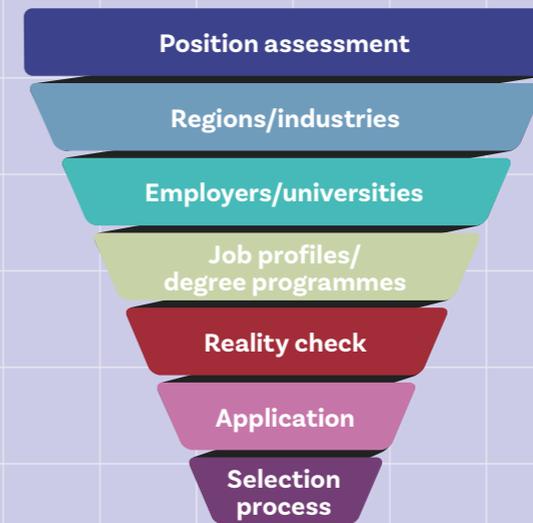
# How do I use the Career Starter?

#DIY

#Usage

1. Take your time!

2. Proceed step by step.



3. Have your smartphone ready for interactive elements.



# Are you

# ready?

AUDEMARS PIGUET  
*Le Brassus*

axpo

BCV

CKW.  
Axpogroup

groupe **mutuel**

Hes·so

HSLU  
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of Applied Sciences  
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PHARMA

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swissgrid

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

vaudoise

VZ VermögensZentrum

zhaw

# Step by step

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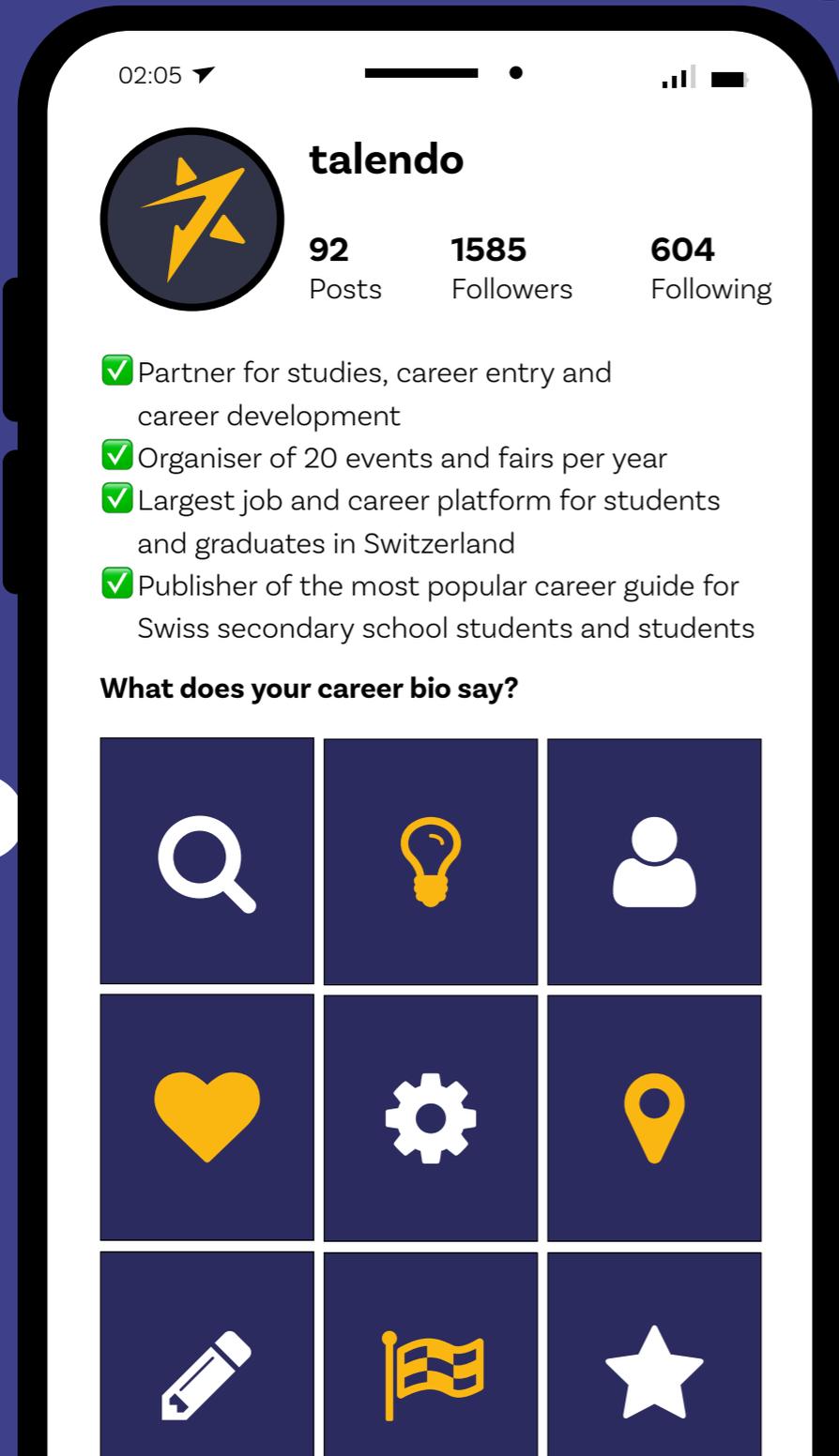
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#Skills

#Vibes

#Interests



#Go

ence



# Position assessment

Knowing yourself is the beginning of every career!



**Position assessment**

**11**

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**Do you need help assessing your current situation?**

**24**

**Summarise your assessment of your current situation**

**25**



## Position assessment

**T**he first step is always the hardest. This also applies to finding the right employer or university. Assessing your current situation requires in-depth self-reflection, which can be exhausting and nerve-racking. But only those who know where they stand can plan for the future in a focused and persistent manner. You need to know what you are capable of and where you want to go in order to choose the right path for you from among the various options available.

On the following pages, you will find various tasks and templates to help you assess your current situation. Take

the time you need to reflect on yourself. But also talk to friends and family. Talking to people close to you will give you valuable insights and possibly also point out any “blind spots”. This external feedback is extremely important in helping you determine your own perception. This is the only way to get a clear picture of your character traits, skills, experiences and interests. Based on this personal list of criteria, you can then work out all the next steps on your way to finding the right employer or university.

In short: assessing your current situation allows you to act instead of just reacting.

# Who are you?

## Which character traits apply to you?

Tick the five character traits that apply most to you and ask one or more people in your circle (friends, family, work colleagues, etc.) to assess you.

Character traits	Your opinion	Opinion of X	Opinion of Y	Opinion of Z	Character traits	Your opinion	Opinion of X	Opinion of Y	Opinion of Z
ambitious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	introverted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
anxious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	optimistic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
balanced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	patient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
calm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	perfectionist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
careful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	persistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
combative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	positive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
committed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	proactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
conscientious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	quick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
disciplined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	realistic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
discreet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sensitive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dynamic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sensitive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
energetic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	skilful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
flexible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	spontaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	stubborn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
impatient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	systematic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
impulsive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	trustworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The five character traits from your personal perspective:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The character traits that those around you attribute to you:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

What conclusions do you draw from this?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Determine your thinking style

Tick the five characteristics that best describe your way of thinking. Ask one or more people in your circle to assess you.

Way of thinking	Your opinion	Opinion of X	Opinion of Y	Opinion of Z	The five characteristics from your personal perspective:
analytical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
coherent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
confused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
creative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
critical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
detail-oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
differentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
fast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
focused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
forward-thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
imaginative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
intuitive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
logical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
methodical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
objective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
precise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
reliable judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
slow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

The characteristics that those around you attribute to you:

What conclusions do you draw from this?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**JOIN FOR FREE!**



## Next Generation Network

Your future starts with you



[electrosuisse.ch/nextgenerationnetwork](https://electrosuisse.ch/nextgenerationnetwork)



### How do you behave towards other people?

Tick the five characteristics that best describe your behaviour towards other people. Ask one or more people in your circle to assess you.

My behaviour is	Your opinion	Opinion of X	Opinion of Y	Opinion of Z
ambitious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
amiable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
attentive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
authoritative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
calm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
committed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
communicative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
competitive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dependent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
diplomatic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
distant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
empathic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
friendly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
generous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
humorous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
independent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
influential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
leading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
loyal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
motivating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
neglectful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
persistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
persuasive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
petty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
respectful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
responsible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
self-confident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sensitive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
shy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sociable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
talkative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
tough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
warm-hearted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The five behaviours from your personal perspective:

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The behaviours that those around you attribute to you:

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What conclusions do you draw from this?

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# 4 tips on soft skills

1

You don't have to be able to do everything. Stay authentic and don't pretend to be someone you're not.

2

Certain soft skills can be practised. Individual coaching helps you to identify your existing skills and to deepen and strengthen them through targeted exercises.

3

If you start your CV with a description of your goals, include at least two points that describe your skills and soft skills. HR managers really appreciate this info as it helps them get a quicker idea of who you are.

4

Soft skills are differentiating factors. When it comes to your job application or promotion, it is important to know exactly what soft skills you have so that you can present them convincingly.

### Determine your soft skills

There are six different areas of soft skills. For each area, tick the skills that best describe your personality. Then ask one or more people in your circle to assess you.

1. Social skills	Your opinion	Opinion of X	Opinion of Y	Opinion of Z
Ability to handle criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to motivate others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empathy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good judgement of character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Networking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-verbal sensitivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Communication skills	Your opinion	Opinion of X	Opinion of Y	Opinion of Z
Conflict management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empathy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negotiation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Networking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persuasiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quick-wittedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rhetorical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Personal skills	Your opinion	Opinion of X	Opinion of Y	Opinion of Z
Constructive attitude to life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empathy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good judgement of character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moderation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quick-wittedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading and learning skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-marketing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Mental skills	Your opinion	Opinion of X	Opinion of Y	Opinion of Z
Ability to motivate others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decisiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good judgement of character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-verbal sensitivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading and learning skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stress management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Systemic thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Implementation skills	Your opinion	Opinion of X	Opinion of Y	Opinion of Z
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decisiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negotiation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading and learning skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-marketing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Leadership skills	Your opinion	Opinion of X	Opinion of Y	Opinion of Z
Ability to handle criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to motivate others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decisiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Systemic thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The two areas of competence in which you ticked the most skills:

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The areas of competence in which your environment ticked the most skills:

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What conclusions do you draw from this?

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# What experiences do you have?

## Look back on your professional past

Even if you are still young, you have a professional past. You can certainly point to “small jobs” during the holidays or internships in companies. The small jobs demonstrate your curiosity, flexibility and open-mindedness. Internships show that you have already applied the theoretical knowledge you gained during your studies in practice. List your jobs and internships according to the following example and become aware of what you learned personally and professionally during this time.

 <b>Company</b> (Name, location, industry)	<b>Company X</b> Zurich Consulting	<b>Fashion House Y</b> Bern Retail/Wholesale	<b>Company Z</b> Lucerne Transport/Logistics
 <b>Duration of activity</b>	2-month internship	For 3 years, Wednesdays and Saturdays, as well as during school holidays	3-month internship
 <b>Main activity</b>	Sales promotion campaigns for supermarket products	Sales	Warehouse and shipping work
 <b>Responsible for</b>	Participation in advertising for customers, briefings, presentation of the campaign to customers, setting up and daily supervision of the sales promotion campaign, market study in relation to results, accountability report to customers	Advising customers, visiting suppliers to select and order models	Preparation of delivery notes and customs export certificates
 <b>Internship report</b>	"Increasing sales through sales promotion", 100 pages	No report	No report
 <b>What you have learned about yourself</b>	First experiences with specific responsibilities (manager, targets), contact with various professional groups (printing company, product manager, arts and crafts), learning about stress, success, followed by permanent employment	Responding fully to customers' wishes	Precise work, contact with many international customers, gained more confidence in using languages
 <b>What you learned professionally</b>	Introduction of supermarket products, consumer goods advertising	Models for forecasting future fashion trends	Production processes in logistics

Now complete the following table according to the examples shown.

 <b>Company</b> (Name, location, industry)			
 <b>Duration of activity</b>			
 <b>Main activity</b>			
 <b>Responsible for</b>			
 <b>Internship report</b>			
 <b>What you have learned about yourself</b>			
 <b>What you learned professionally</b>			

Now proceed to analyse your professional and personal experiences.

Create the following table:

	What you have learnt about yourself...	What have you learnt professionally...
<b>... and would like to apply again in a future job?</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>... and no longer wish to use in a future job?</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

### In-depth analysis of your professional achievements

Now move on to an in-depth analysis of each position. You have no doubt mastered tasks that you are particularly proud of, either because the challenge was very difficult or your solution was particularly ingenious. Become aware of your achievements and your abilities.

<b>Your role</b>	<b>Intern at advertising agency X</b>
<b>Initial situation</b>	<ul style="list-style-type: none"> <li>• Strong competition for Product A due to new painkillers on the market</li> <li>• Insufficient awareness of Product A</li> <li>• PR budget too small to carry out the necessary campaigns</li> <li>• Offer from the press: 50% discount on advertisements linked to Valentine's Day in terms of theme and timing</li> </ul>
<b>Your initiative</b>	Suggested to client that they place a current advertisement for Valentine's Day with the slogan: "I can't deal with headaches tonight".
<b>Successes</b>	<ul style="list-style-type: none"> <li>• First prize from the daily press for the best advertisement</li> <li>• Improved product awareness</li> </ul>
<b>Demonstrated skills</b>	Creativity, efficiency, initiative, budget control

#### Your professional success (position 1)

<b>Your role</b>	_____
<b>Initial situation</b>	_____ _____ _____
<b>Your initiative</b>	_____ _____ _____
<b>Successes</b>	_____ _____ _____
<b>Demonstrated skills</b>	_____ _____

#### Your professional success (position 2)

<b>Your role</b>	_____
<b>Initial situation</b>	_____ _____ _____
<b>Your initiative</b>	_____ _____ _____
<b>Successes</b>	_____ _____ _____
<b>Demonstrated skills</b>	_____ _____

### In-depth analysis of your personal achievements

Studies, family, sports, leisure, social life, etc. What do you most enjoy talking about when you get together with your friends? Choose events that are not only easy to talk about, but also useful in a professional context. As before, follow a specific pattern: starting point, initiative, successes and skills.

<b>Your role</b>	<b>Responsible for setting up a football team</b>
<b>Initial situation</b>	<p>Since I enjoy team sports, I looked for an existing football or basketball team. Due to irregular study and working hours, it was difficult for me to find a suitable team.</p>
<b>Your initiative</b>	<ul style="list-style-type: none"> <li>• I spoke with colleagues</li> <li>• Put together a group of people interested in football</li> <li>• Motivated the group to participate in various football tournaments</li> </ul>
<b>Successes</b>	<ul style="list-style-type: none"> <li>• Enthusiasm among colleagues</li> <li>• Won various football tournaments</li> </ul>
<b>Demonstrated skills</b>	Leadership qualities, dynamism, persuasiveness, results-oriented approach

#### Your personal success

<b>Your role</b>	_____
<b>Initial situation</b>	_____ _____ _____
<b>Your initiative</b>	_____ _____ _____
<b>Successes</b>	_____ _____ _____
<b>Demonstrated skills</b>	_____ _____

#### Now analyse the skills you have demonstrated in your professional and personal successes.

Create the following table:

##### Which skills have you demonstrated...

...and would you like to use again in a future job?

_____
_____
_____
_____
_____

...and you don't want to use in a future job?

_____
_____
_____
_____
_____

# What inspires your passion?

## Find activities that you enjoy so much that you don't need any extra motivation

The better your studies/career match your personal passions, the more likely you are to succeed. But you will definitely be a much more balanced and satisfied person. The following questions can help you identify your passions. Then decide which passions you would like to pursue in your private life and which you would like to pursue in your studies and/or career.

Your passions	Where do you want to pursue your passion?		
	Privately	At university	Professionally
What topics do you like to read books about?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What search terms do you enter on the Internet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What do you do on the weekends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What are you looking forward to during the holidays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What topic could you write a guidebook about right now?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What topics do other people ask you for advice about?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What do you like to talk about with your family?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What do you like to talk about with your friends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What problem would you like to solve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Which prejudice would you like to eliminate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What makes you forget the time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What does the person you admire most do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Which idea would you like to implement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Passions you want to pursue in your career:

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# What else is important to you?

## What factors are important to you?

Of course, you want to earn a living, but what else?

### What does work mean to you? (Tick the applicable boxes)

<input type="checkbox"/> Taking responsibility	<input type="checkbox"/> Boosting self-esteem
<input type="checkbox"/> Personal commitment	<input type="checkbox"/> Earning a lot of money
<input type="checkbox"/> Supporting humanity	<input type="checkbox"/> Being successful
<input type="checkbox"/> Helping to shape the future	<input type="checkbox"/> Security
<input type="checkbox"/> Social advancement	<input type="checkbox"/> Other:

### What are your three most important requirements? (Tick the applicable boxes)

<input type="checkbox"/> High salary	<input type="checkbox"/> Freedom to act
<input type="checkbox"/> Pleasant working environment	<input type="checkbox"/> Travel within Switzerland
<input type="checkbox"/> Good social benefits	<input type="checkbox"/> Travel worldwide
<input type="checkbox"/> Opportunities for advancement	<input type="checkbox"/> Working with targets
<input type="checkbox"/> Training opportunities	<input type="checkbox"/> Good rapport with superiors
<input type="checkbox"/> A lot of responsibility	<input type="checkbox"/> Varied work
<input type="checkbox"/> Regular working hours	<input type="checkbox"/> Calm and regular work
<input type="checkbox"/> Individual working hours (as desired)	<input type="checkbox"/> Challenging work
<input type="checkbox"/> Teamwork	<input type="checkbox"/> Other:

### Which conditions can you accept? (Tick yes or no)

	Yes	No
Frequent changes of residence	<input type="checkbox"/>	<input type="checkbox"/>
Remote assignments	<input type="checkbox"/>	<input type="checkbox"/>
Irregular working hours	<input type="checkbox"/>	<input type="checkbox"/>
Performing several tasks simultaneously	<input type="checkbox"/>	<input type="checkbox"/>
Commission-based pay	<input type="checkbox"/>	<input type="checkbox"/>
Fixed salary	<input type="checkbox"/>	<input type="checkbox"/>
Fixed basic salary + commission	<input type="checkbox"/>	<input type="checkbox"/>
Social obligations	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

What does work mean to you?

What are your three most important requirements?

What conditions can you accept?

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# Do you need help assessing your current situation?

ask! –  
Beratungsdienste für Ausbildung und Beruf



Bern Universities //  
Advisory Centre for Bern Universities



Ecole hôtelière de Lausanne // Centre de carrière



Ecole Hôtelière Genève //  
Internship and Alumni Office



EPF Lausanne // Employability and  
Development Center



ETH Zurich // ETH Career Center



EU Business School, Geneva & Montreux //  
Career Services



FHNW University of Applied Sciences and Arts  
Northwestern Switzerland // Career Services FHNW



HEC Lausanne // Centre de Carrière



HEG-Fribourg/HSW Freiburg // Career Center



HEG - Haute école de gestion Arc //  
Centre de Carrière



HEIG-VD // Career Center



HES-SO Valais-Wallis // Career Design Center



Lucerne University of Applied Sciences and Arts //  
Careers Service



OST - University of Applied Sciences of  
Eastern Switzerland // Career Services



The Graduate Institute, Geneva // Career Services



University of Applied Sciences and Arts of Southern  
Switzerland (SUPSI) // Student life and career service



University of Applied Sciences Bern //  
Career Services



University of Applied Sciences of the Grisons //  
Career Center



University of Basel // Career Service Center (CSC)



University of Bern // Career Service



University of Fribourg // Career Services



University of Geneva // Centre de carrière



University of Lausanne //  
Vocational Guidance and Careers Service (SOC)



University of Liechtenstein // career:service



University of Lucerne // Career Services



University of Neuchâtel // Centre de carrière



University of St. Gallen //  
Career & Corporate Services (CSC)



University of Zurich // UZH Career Services



USI Università della Svizzera italiana //  
USI Career Service



Webster University // Career Services



ZHAW Zürcher Hochschule für Angewandte  
Wissenschaften // Career Services ZHAW



# Summarise your assessment of your current situation

## Brief summary

The summary of your key findings from the assessment forms the basis for your next steps on the way to finding the right employer and/or the right university.



Who are you? (see pages 12 - 17)

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What experiences do you have? (see pages 18 - 21)

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What inspires your passion? (see pages 22)

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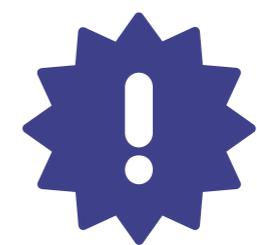
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What else is important to you? (see pages 23)

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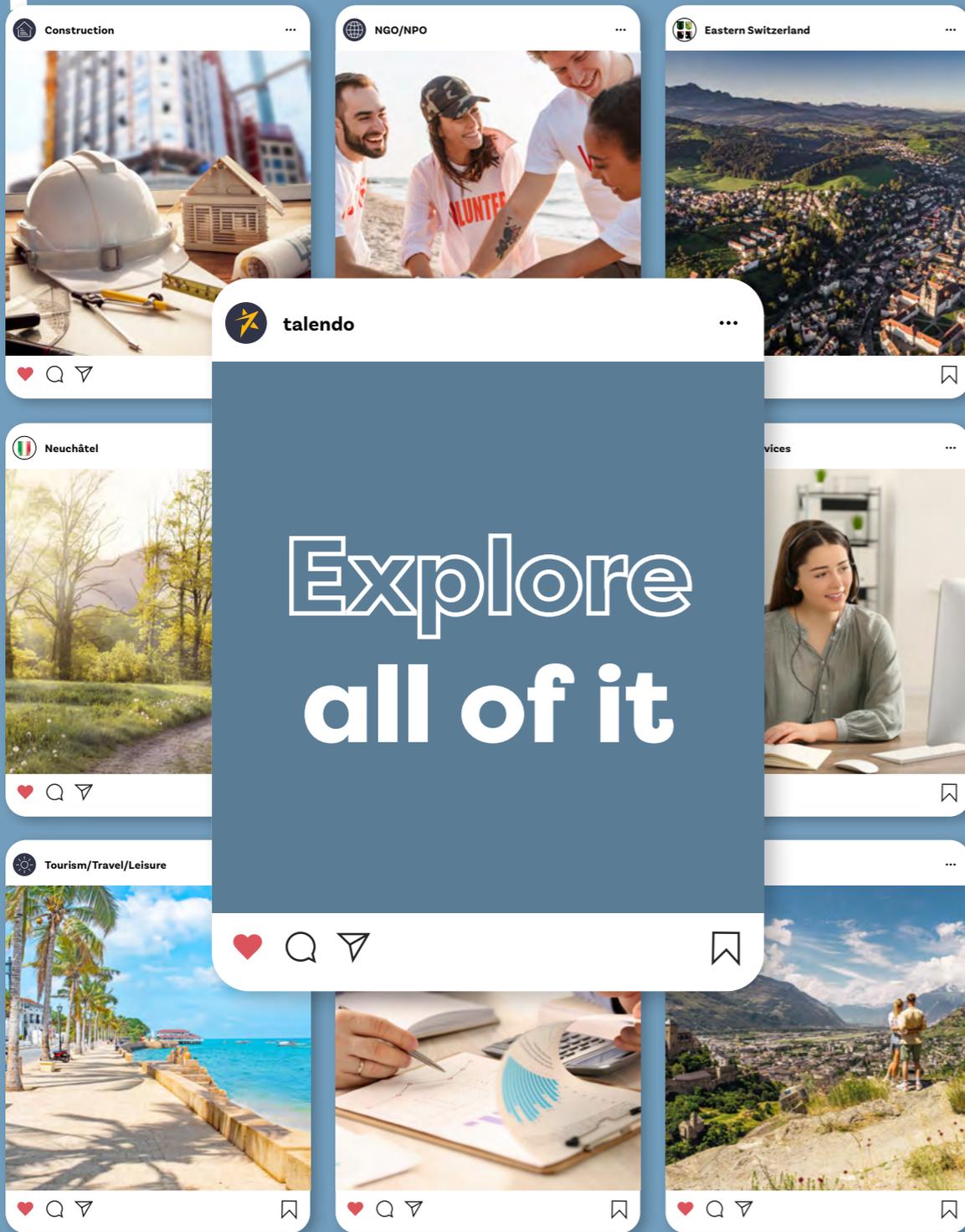
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# #Industry

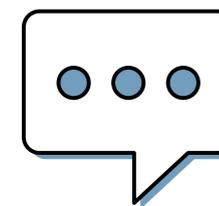
# #Tech



# #Canton

# #Tourism

## Regions/ industries



If you just make safe choices, you will never achieve what you truly want!



## Overview of regions

29

## Overview map

30

## Focus on attractive regions

32

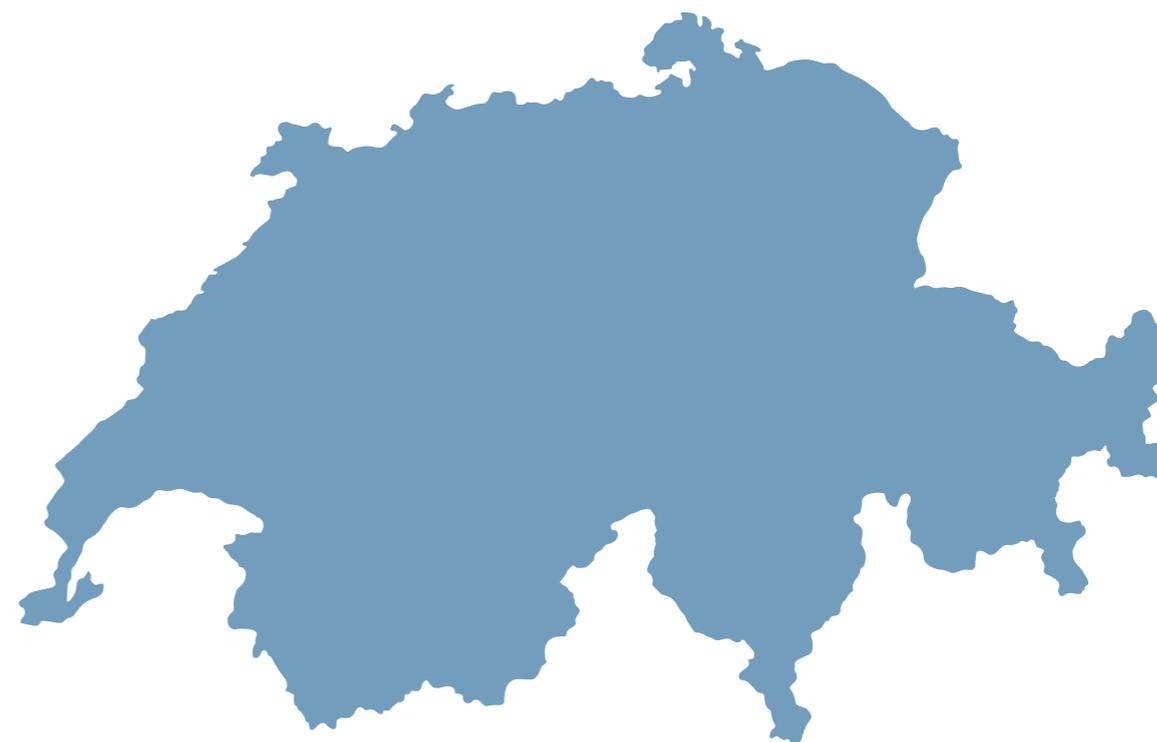
Basel.....46	Lucerne.....38
Bern.....46	Neuchâtel.....40
Eastern Switzerland.....32	Schaffhausen.....48
Fribourg.....47	Solothurn.....44
Geneva.....47	Uri.....45
Glarus.....34	Valais.....42
Graubünden.....36	Vaud.....48

## Which regions have caught your interest?

49

## Career and education fairs in your region

50



# Overview of regions

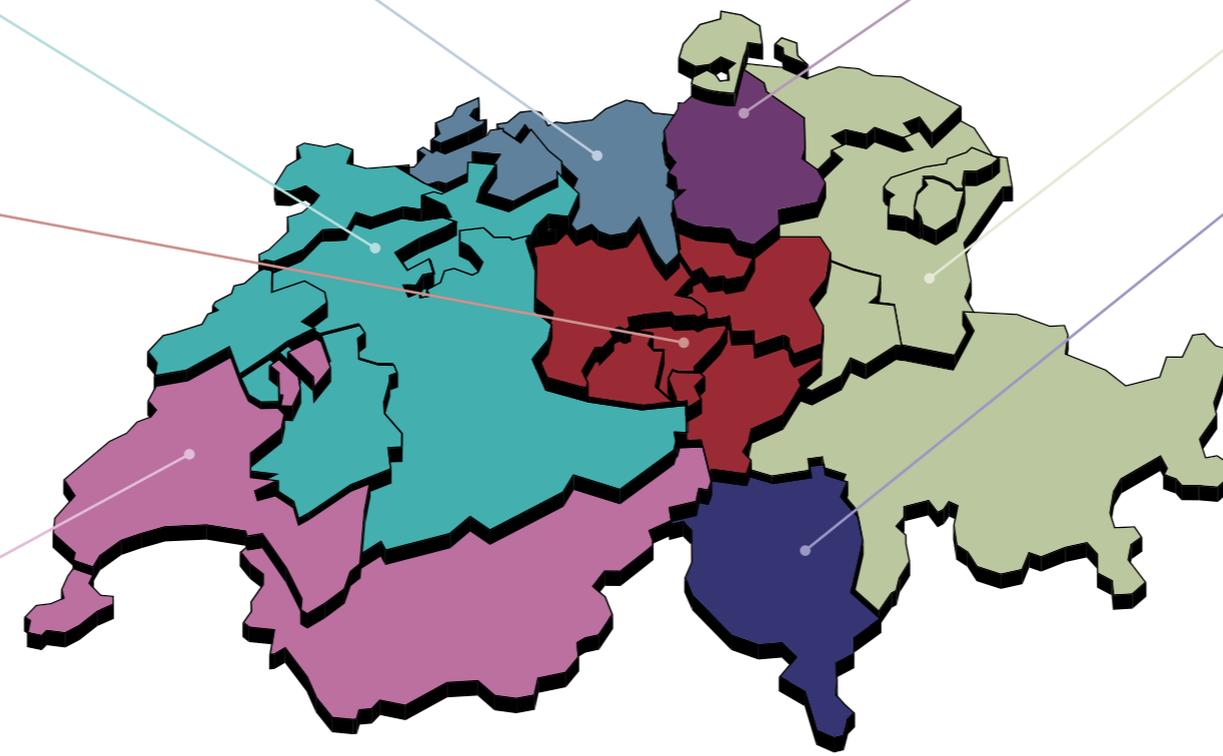
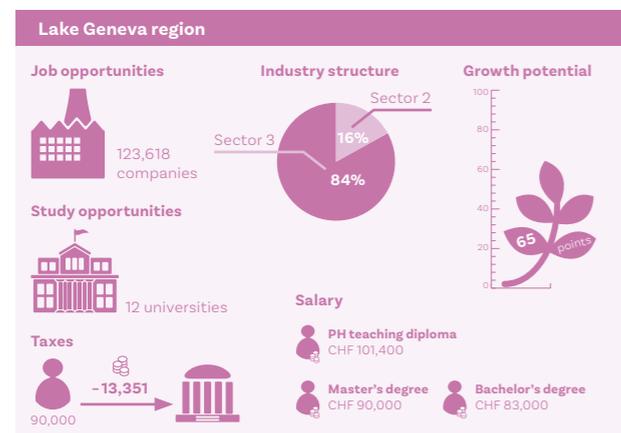
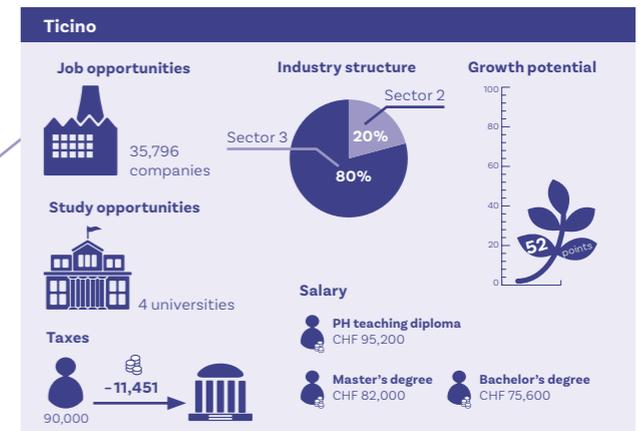
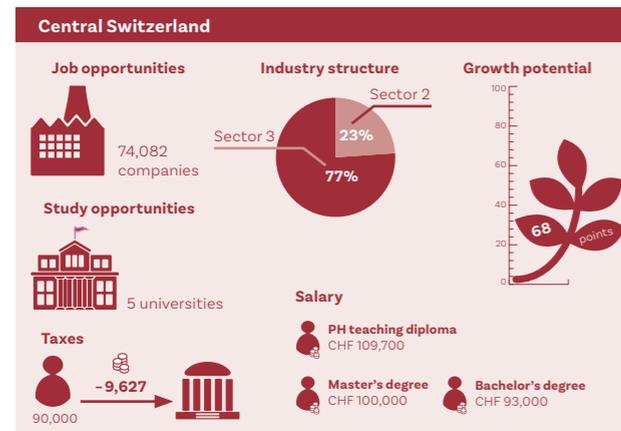
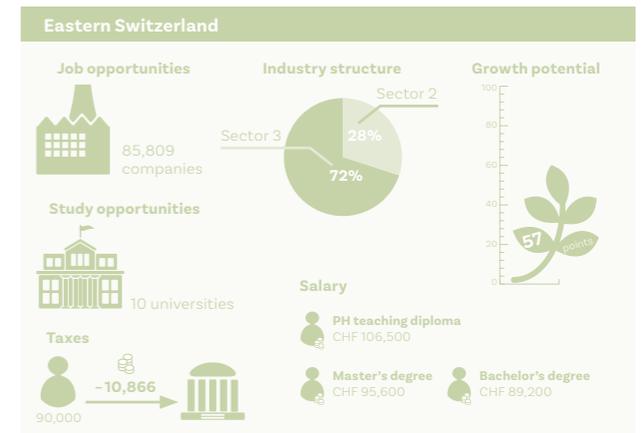
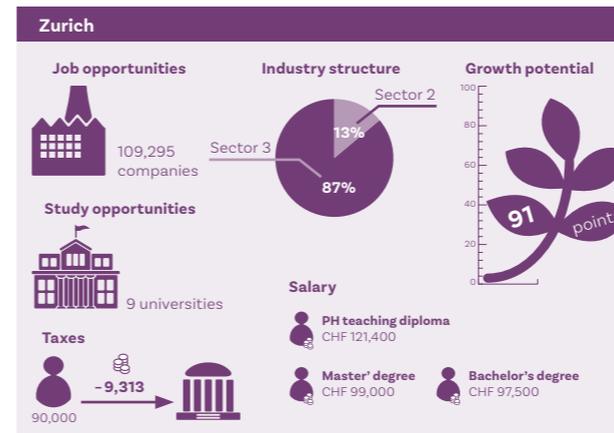
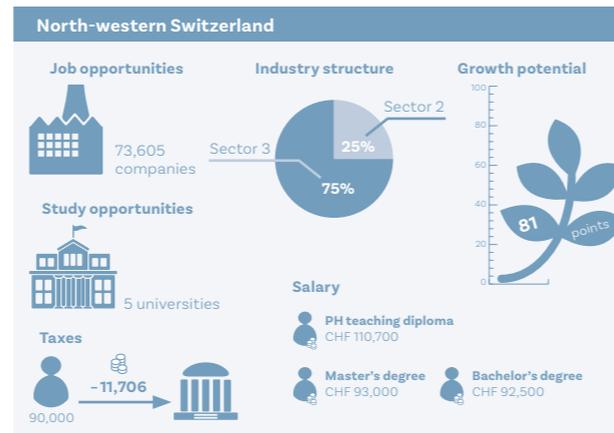
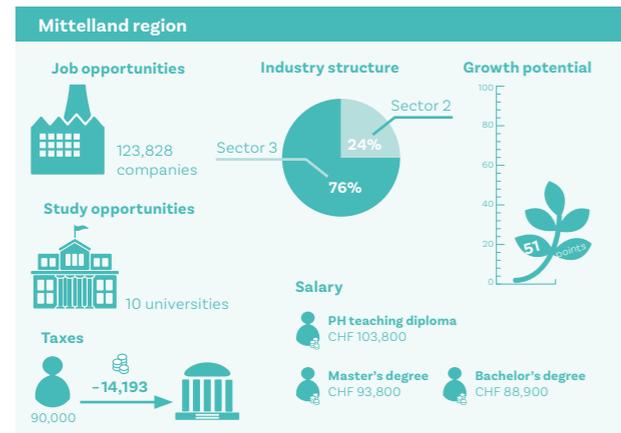
Various studies show that Switzerland ranks among the top countries in terms of quality of life. There is hardly any other country in the world that can offer conditions as attractive as those in Switzerland. However, due to the federal structure and natural conditions, there are regional differences within Switzerland – even though standards are very high everywhere.

Since you will always put down private roots in a region when you start your studies or career, you should consider which region you would like to live, study and/or work in before choosing a university or employer. When choosing where to study, work and live, consider various criteria and weigh them up according to your personal goals, skills, interests and values. After all, you should feel at home where you study and/or work!

To help you narrow down your search for the right region, the following pages provide an overview of various criteria relating to study/work opportunities, industry structure, growth potential, wages, housing costs and taxes. This compilation is indicative and based on market research results from talendo. We then present attractive regions for studying, working and living that offer exciting opportunities and a high quality of life.

Career fairs with a regional focus are a great way to find out more about interesting regions for studying, working and living. At these events, you can find out about the general advantages of each region in a relaxed atmosphere and make exciting contacts for the future.

# Overview map



**Remarks:**

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## Job opportunities

Number of companies per major region in the previous year according to the Federal Statistical Office.

## Industry structure

According to the Federal Statistical Office, the proportion of employees in the secondary and tertiary sectors per major region in the third quarter of 2025.

## Growth potential

UBS's 2025 cantonal competitiveness indicator, which calculates the growth potential of each major region based on eight factors (economic structure, innovation, human capital, labour market, accessibility, catchment area, cost environment and public finances). The maximum value is 100 points.

## Study opportunities

Number of accredited higher education institutions and other accredited institutions in the higher education sector in 2025, according to the Higher Education Promotion and Coordination Act, per major region.

## Salary

According to the Federal Statistical Office, the average gross income one year after graduation (graduation year 2022) per major region for a master's degree from a university, a bachelor's degree from a university of applied sciences and a teaching diploma from a university of teacher education.

## Taxes

Average total tax burden per major region for a single person without children, non-denominational, with a gross income of CHF 90,000 in 2025.



# Eastern Switzerland

## Your opportunity for career and life

Discover exciting career opportunities and an excellent quality of life in Eastern Switzerland.

The cantons of St. Gallen, Thurgau, Appenzell Ausserrhoden and Appenzell Innerrhoden combine outstanding educational opportunities, economic prospects and proximity to beautiful nature and vibrant cities.



Thanks to its strong links between industry and ICT, a good university environment and an excellent research and development environment, Eastern Switzerland is a forward-looking technology location in the heart of the DACH region (Germany, Austria, Switzerland). Numerous global market leaders, including in the fields of precision technology (automotive, photonics, medtech, plastics and packaging industry) and ICT (B2B, e-commerce), offer a wide range of career options.



### Economy and career opportunities

Eastern Switzerland offers over 400,000 jobs at innovative and international companies.

More than 15,000 students are educated at renowned universities and universities of applied sciences.

### Did you know that:

- ...the Schützengarten brewery in St. Gallen is the oldest brewery in Switzerland and that monks laid the foundation for it behind the monastery walls back in the Middle Ages?
- ...70% of all Swiss rail vehicle exports come from the eastern Swiss cantons of Thurgau and St. Gallen?
- ...50% of the global flour volume is sieved and classified using fabric from the Appenzell-based company Sefar?
- ...the fashion label Akris was founded in 1922 by Alice Kriemler-Schoch in St. Gallen as an apron studio and has been based in St. Gallen ever since?
- ...the Holy Fashion Group from Thurgau manages world-famous clothing brands, such as Strellson, JOOP! and windsor. steers?
- ...the lens on the Rosetta space probe was manufactured by the St. Gallen-based company Leica Geosystems AG?



### Your Eastern Switzerland bonus

- Affordable and attractive housing
- Excellent training and further education opportunities
- Vibrant nightlife and cultural highlights, such as Europe's largest hip-hop festival in Frauenfeld or the legendary Openair St. Gallen
- Sporting events, outdoor leisure activities and culinary diversity
- Benefit from an international network and proximity to major cities such as Zurich and Munich



© University of St. Gallen (HSG)

Discover your new workplace in a region that perfectly combines diversity, innovation and quality of life.  
Your future starts here!





Glarus

# Get off to a legendary start in Glarus



Come here, stay here: in the canton of Glarus, you will find diverse and meaningful jobs. This mountainous canton will impress you with its wide range of cultural activities, stunning natural landscape and enormous variety of sports and leisure opportunities.

As a star chef, Noah Bachofen posts insights and recipes on social media. What began as a hobby has now become his daily business. Today, Noah inspires his community with his world of cooking, and his customers as a successful content creator.

Noah's home canton of Glarus is where the magic happens. This is where the social media posts that inspire hundreds of thousands of people across Switzerland are created. It's not just Noah, but also other products and services from the canton of Glarus that are inspiring the world. Did you know that...

- ... Coop was founded in Glarus?
- ... the Pope relies on technology from Schwanden?
- ... world-class chocolate comes from Ennenda?
- ... drones for South America are produced in Näfels?
- ... Volvo relies on the expertise of engineers from Mitlödi for product development?
- ... your PET bottle gets a second life in Europe's most modern recycling plant in Bilten?

Impressed? So are we! Glarus offers you an environment where you can learn and lead. Here, you're not just one of many cogs in the wheel; here, you're the engine that drives the project forward. The world offers you an internship; Glarus offers you a career and work-life balance.

That's quite a lot already, but there's more: Glarus is pure quality of life. It's truly legendary - we promise.

Whether it's work or leisure: either/or is elsewhere. In Glarus, you get the whole package. Here you will find...

- ... both sleeping in and being the first on the ski slopes;
- ... both a beautiful flat and affordable rent;
- ... both project management and chilling by the lake;
- ... both global customers and mountain bike trails on your doorstep;
- ... both a learning environment and responsibility.

Glarus is like Noah's burger - truly legendary.

On behalf of:



Further information about the canton of Glarus can be found at:  
Canton of Glarus  
Contact point for business  
Morena Zhunig and Andreas Mächler  
Zwinglistrasse 6  
8750 Glarus  
Tel.: +41 55 646 66 12  
kontakt@gl.ch  
www.gl.ch/wirtschaft

# BE LIKE NOAH TRULY LEGENDARY!



Scan the QR code discover from Noah what makes Glarus so extraordinary.

Level up:

# Onboarding in Graubünden



Graubünden

## Perspectives on the way up



### We create facts

At [naturmetropole.ch](http://naturmetropole.ch), you will find stories about people's experiences, information about everyday life in Graubünden and job vacancies for career entry and advancement.

Do you prefer facts to platitudes? – Same here. Welcome to Graubünden.

Here you will find over 900 mountain peaks, 600 lakes, 400 mountain railways – and more nature than in any other canton in Switzerland. Powder skiing, biking, hiking, bouldering, swimming or simply taking a deep breath and unwinding... Does that sound like quality of life to you? Decide for yourself. People from 130 nations already share the Graubünden lifestyle. Sure, some valleys seem sleepy. But St. Moritz, Davos and Laax offer more high life than some big cities. And speaking of cities: Chur is the first and oldest city in Switzerland.

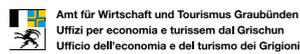
### Our launchpad for your ideas

Dynamic start-ups are shaking up the scene: the young team at Wuerfeli is bringing a breath of fresh air with its minimalist designs. Muntagnard stands for sustainable fashion. AirMarker is making its mark on outdoor athletes in need, while BIOS Medical helps people get back on their feet quickly after thigh fractures. In this creative environment, you'll find jobs where you can really make a difference. Or do you have your own business idea and are looking for the right launchpad to get it off the ground? Startup support is a bit more personal here in the mountains. Founders, techies and investors know each other. They meet in hubs such as Technopark Graubünden, the Innovation Center Davos or the Löwenberg – surselva impact lab. You benefit from a wealth of expertise and an attractive infrastructure.

### Next level: high-tech and top companies

Among the white peaks, globally leading high-tech companies also stand out – a reliable career lift. If medtech or life sciences are your world, you should definitely take a closer look at the cutting-edge research infrastructure of Hamilton in Bonaduz and Integra Biosciences in Landquart. When it comes to high-performance plastics and speciality chemicals, there is no way around the EMS Group. Light-based technologies (photonics) are experiencing an additional boost through AI applications. The demand for sensors and lasers is growing rapidly. Graubünden is at the forefront of future technology as part of Photonics Valley. Switzerland's first photonics course at the University of Applied Sciences of Graubünden (FHGR) in Chur gives you practical access to this field. In Landquart, CEDES' photonics beacon is rising – ideal for internships, jobs during your studies or direct career entry. Are you ready for the next level?

### On behalf of:



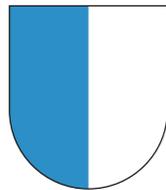
Ringstrasse 10  
7001 Chur  
Phone: +41 81 257 23 42  
info@awt.gr.ch

Work where you love living.



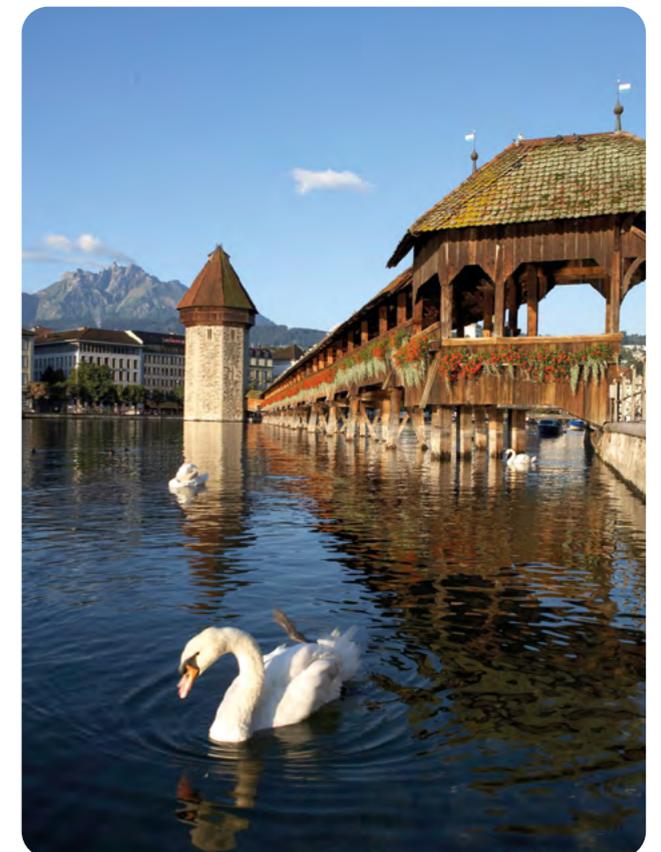
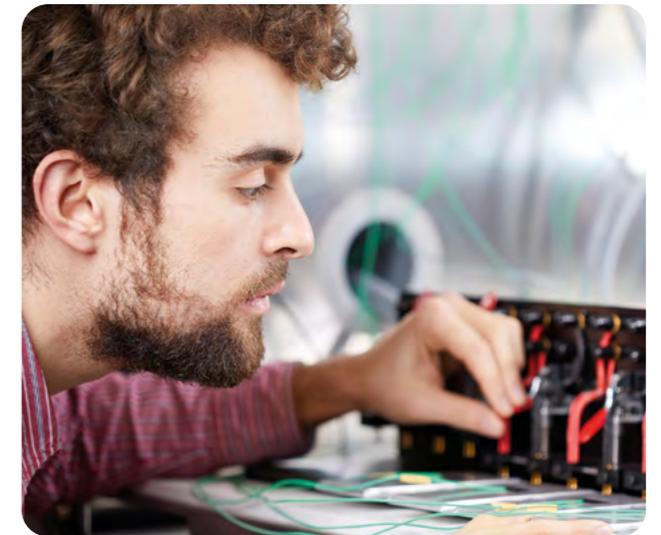
Scan the QR code and get ready for take-off





Lucerne

# Working in Lucerne – a great option for life



## Working in Lucerne – a great option for life

Top jobs, leading companies and an excellent quality of life – find your place in the heart of Switzerland.



[www.workinlucerne.com](http://www.workinlucerne.com)



On behalf of:



Wirtschaftsförderung Luzern  
Alpenquai 30  
6005 Luzern  
[luzern-business.ch](http://luzern-business.ch)

Want to kick-start your career and enjoy life at the same time? Then Lucerne is just the place for you. The canton offers you, as a student, graduate or young professional, numerous opportunities – right in the heart of Switzerland.

On the **Work in Lucerne** website, you can find job openings, exciting employers and everything you need to know about working and living in Lucerne: [workinlucerne.com](http://workinlucerne.com).



### Why Lucerne?

Many roads lead to Lucerne – and for good reason: centrally located, perfectly connected and surrounded by beautiful countryside. Here you will find an environment that combines culture, nature and joie de vivre. A vibrant city life combined with a wide range of leisure activities that are sure to make sports and music lovers' hearts beat faster are what makes Lucerne the ideal place to live.

### Global players and homegrown Swiss companies

From highly specialised SMEs to well-known large corporations: the canton of Lucerne is home to international companies such as **adidas**, **JT International**, **Carrier**, **Aurora Swiss Aerospace** and **Heineken Switzerland**, as well as traditional Swiss brands such as **HUG**, **SUVA**, **CSS**, **Emmi**, **TRISA** and **CALIDA**. Whether operating globally or locally, this wide selection of companies opens up excellent opportunities for you to demonstrate your creative drive.

At innovative companies such as **KOMAX**, **Thermoplan**, **SCHURTER** and **Schindler**, you will have the opportunity to contribute to Swiss precision technology “Made in Lucerne”. It goes without saying that these companies offer exciting career opportunities, whether in engineering, product design, research or management.

If you are passionate about health issues, the life sciences industry is well represented in Lucerne. Names such as **MSD Switzerland**, **Organon**, **B. Braun Medical** and **Geistlich Pharma** offer first-class career opportunities for motivated graduates like you. And if you care about the responsible use of resources, large companies such as **CKW** and numerous startups in the energy sector offer you numerous opportunities to create innovative solutions and actively contribute to a better future.

Dream career opportunities in the canton of Lucerne: [workinlucerne.com/vacancies](http://workinlucerne.com/vacancies)

Dream career opportunities in the canton of Lucerne:  
[www.workinlucerne.com/vacancies](http://www.workinlucerne.com/vacancies)



Neuchâtel

# Quality of life in the heart of a dynamic industrial location



Neuchâtel is one of the most dynamic microtechnology clusters in the world.

The precision engineering expertise developed in the watchmaking industry has now been transferred to other cutting-edge sectors, including medical technology, electronics, luxury goods, mechanical engineering, ICT and renewable energies.

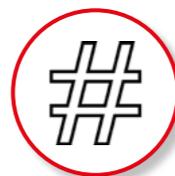


## Industrial Smart Map

On behalf of:



[www.invest-neuchatel.ch](http://www.invest-neuchatel.ch)



#Miniaturisation  
#Reliability  
#Complexity  
#LowConsumption  
#WithHighAddedValue

### Three centuries of industrial heritage

The canton's economy is characterised primarily by the manufacture of high value-added products, its pioneering spirit and its open-mindedness. Its industrial structure consists of SMEs and large international companies. The canton can rely on leading institutions in the field of micro-technology, such as EPFL, CSEM and HE-Arc Ingénierie. The latter are key players in the Microcity innovation hub, an accelerator for technology and innovation transfer.

### Four dynamic and promising ecosystems



Luxury goods industry



Pharma & Medtech



Microelectronics



Machinery & Microtechnology

### A high quality of life close to major city centres with a rich cultural offering

The two cities of Neuchâtel and La Chaux-de-Fonds, located between the largest lake entirely within Switzerland and the mountains, complement each other harmoniously. The cost of living is lower than in Switzerland's major cities and housing is affordable. The lake shores are accessible to all and are ideal for swimming and barbecuing. Numerous concert halls and festivals recognised throughout Europe contribute to the cultural life of the canton throughout the year.



#PlageDesSixPompes  
#BuskersFestival  
#NIFFF #Festineuch



#Career #Industry  
#Cartography  
#Industrialsmartmap

### Connect to a world of business opportunities

Are you a young professional looking for your next career move? Discover our platform and use our AI-powered search for industrial companies now! Finding Neuchâtel companies that might interest you has never been easier.

Industrial Smart Map was honoured with the Award from the Location Switzerland network as an innovative project. [www.industrialsmartmap.ch](http://www.industrialsmartmap.ch)



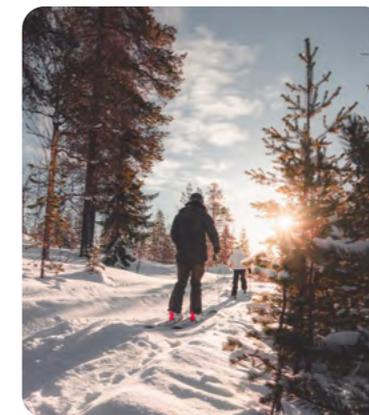
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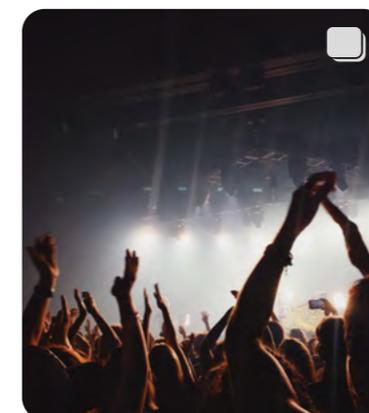
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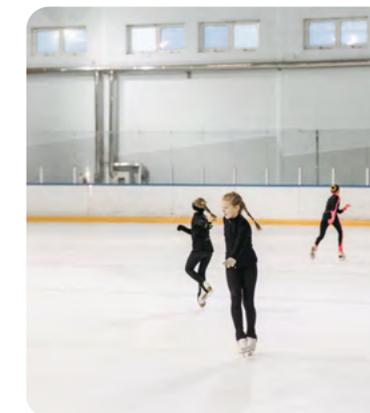
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523





# Valais Where work and *joie de vivre* cohabit.



### Live and work in Valais.

We bet that when you hear about Valais, you immediately think of holidays. And rightly so. But Valais is much more than that. It is a home.

It offers not only spectacular landscapes and a wide range of activities, but also exciting training and career opportunities. Above all, it offers an inspiring quality of life.

*Valais ensures that you will have some of the best times of your life.*

### valais4you

To ensure that your arrival in Valais is not only smooth but also fulfilling, the valais4you platform accompanies you every step of the way. It offers job vacancy information, practical tips and useful resources – from finding accommodation and local services to insights into everyday life. A central point of contact that provides guidance and ensures that a new chapter becomes a home. Your home? By the way: you can ask all your questions at the Welcome Desk.

Discover why it's worth settling here and what makes life so unique. Are you ready for Valais?

### Valais – a place that inspires and opens up new perspectives.

In Valais, everything starts with quality of life – and work fits right into that. “Life-work balance” is our motto. Innovative industries, exciting career opportunities and modern infrastructure create space for ideas and entrepreneurship. Studies, adventure and the future go hand in hand. Nature is omnipresent, cities are within easy reach, jobs range from green energy to high-tech, strong SMEs with inventive mindsets and more lifestyle for your budget – combined with a warm spirit that makes you feel at home immediately.

### Living the dream in Valais.

- ♥ Where nature is part of everyday life and the city is never far away.
- ♥ Creative SMEs reaching out from the mountains.
- ♥ Meaningful jobs: from green energy to high tech.
- ♥ Better life for your money – affordable and enjoyable.
- ♥ Diversity, warmth and a place to call home for families.
- ♥ Life-work balance: work where others recharge their batteries.

### Expertise at the highest level.

In the heart of the Alps, Valais reveals a side that surprises many: an industry as diverse as the landscape itself. Ideas that grow from small workshops into global enterprises are born here, start-ups combine courage with creativity; and international corporations rely on the strength of a location that breathes innovation. Around 195,000 jobs are part of this ecosystem, which allows talents like you to flourish. Excellence and quality characterise the way we work, and collaboration makes visions tangible. Valais is number one in Switzerland for aluminium research and production and number two in the life sciences. Were you aware of all that?



**250** companies committed to sustainability with the Valais “Company” label and/or Valais Excellence.

### These industries need you.

- ★ **Life sciences:** Lonza, Debiopharm, Bachem AG
- ★ **Chemistry and process engineering:** CIMO, Syngenta, Siegfried, AISA
- ★ **Innovation and technology / AI:** EPFL, HES-SO, DePoly, Idiap
- ★ **Renewable energies:** FMV, Hydro Exploitation
- ★ **Industry:** Constellium, Novelis, Eversys, Bosch/Scintilla
- ★ **Healthcare:** Spital Wallis
- ★ **Construction, crafts and trade**
- ★ **Tourism, hotel industry, hospitality**



### Innovation, research and development.

Behind the picture-postcard idyll of mountains and holiday resorts lies a Valais that is looking to the future: universities, research institutes and its own innovation park create an environment that inspires students and employees alike and allow start-ups to flourish. Science, entrepreneurial spirit and industry in highly specialised fields come together to form a breeding ground for exchange, courage and pioneering spirit. Here, ideas take shape and results become visible.

### Did you know?

- ★ **ALPOLE:** EPFL research centre for forecasting climate-related environmental changes.
- ★ **H55:** At the forefront of electric propulsion for aviation.
- ★ **AISA:** Industry leader in the global packaging industry.
- ★ **DePoly:** A unique global process for infinite PET and textile recycling.
- ★ **Eversys:** supplies fully automatic coffee machines with barista quality worldwide.



### Welcome to Valais – Welcome home.

Just imagine: in the morning at work or in a lecture, in the afternoon adventure awaiting right outside your door. Trail running, hiking, biking, skiing – and in the evening, a festival or raclette at the club. Speaking of which, with slightly lower health insurance premiums, more moderate rents, higher family allowances and reliable childcare, Valais is also the ultimate family paradise. And finally, nowhere else does the sun shine more, the mountains stand higher or the people have such a strong connection to their natural surroundings as here. Their values shape their history, which they continue to write every day. Would you also like to start a new chapter?

### Plus points.

- ♥ **300** days of sunshine
- ♥ **9,000** kilometres of hiking trails
- ♥ **4,000** kilometres of bike routes
- ♥ **45** 4,000-metre peaks
- ♥ **72** Gault&Millau restaurants



**20,000** jobs in the industrial sector generate around a quarter of the canton's added value.



**7** Valais start-ups in the 2025 ranking of the top 100 young companies in Switzerland.



**90%** of the population live less than 15 minutes from a recreational area, thanks to a well-developed public transport network.



**Stylish evenings** Cosy bars and terraces with Valais charm.

### Fancy a little cultural insight?



valais4you.ch  
The guide to regional integration



valais.ch  
10 reasons to make this your new home.



Solothurn

# Canton of Solothurn - the heartbeat of Switzerland



## Living and working in the canton of Solothurn

Located in the heart of Switzerland, the canton of Solothurn offers quick access to Switzerland's economic centres and the whole of Europe.

- Basel, Bern, Zurich and Lucerne are around 30 minutes away from Olten by train.

- The major motorway routes intersect in the middle of the canton of Solothurn.

- The international airports of Zurich and Basel are easily and directly accessible from Olten every half hour.

In the canton of Solothurn, employees ultimately have significantly more to live on than the Swiss average. This is because housing is cheaper and fixed costs are lower.

On behalf of:



The canton of Solothurn offers a diverse range of opportunities for innovation. Large international corporations and locally based family businesses offer attractive jobs.

## What makes the canton of Solothurn special?



### Location

The canton of Solothurn is located in the middle of the dynamic Zurich - Basel - Bern triangle.



### Education

Solothurn has a vibrant educational landscape.



### Quality of life

A warm culture and home to many skilled workers.



### Industry and high-tech expertise

We have our finger on the pulse of innovation and technology.

**791 km<sup>2</sup>**  
of space

offer plenty of room for business, innovation and quality of life.

**17,731**  
companies

were listed in the commercial register at the end of 2023.

**10%**  
of all medtech jobs

in Switzerland are located in the canton of Solothurn.



## The Canton with a warm heart, beat after beat

Canton of Solothurn

Further information about the canton of Solothurn can be found at:  
so.ch  
standortsolothurn.ch

Uri

# The alpine technology hub around Uri



## At the heart of the Alpine technology cluster

Alpine technology has been a strong niche market for years, with several nationally and internationally renowned specialist companies. Added to this is the SkiArena Andermatt-Sedrun, the largest winter sports area in the Gotthard region and also an ideal platform for product testing in the industry.

## Interested in a tour of the Alpine expertise in the canton of Uri?



On behalf of:



## Concentrated expertise in alpine technology

Uri is located directly on Europe's most important north-south axis, nestled among imposing Alpine peaks. With 37 cable cars and seven ski resorts for 37,000 inhabitants, it is a mountain railway paradise. This is also reflected in the mix of industries in the business location.

## A business location in a class of its own

The high density of alpine technology companies is no coincidence: Uri offers the perfect environment as a business location in the heart of the alpine technology cluster. In addition to its ideal transport links, optimal cost environment and reliable implementation of business ideas, the canton of Uri offers immediately available space for industry, commerce and services. In the "Werkmatt Uri" area near the new cantonal railway station alone, 21 building plots covering around 120,000m<sup>2</sup> are ready for sale.



## Working in the field of alpine technology

The multiple nationally and internationally renowned specialist companies not only offer a wealth of alpine technology expertise, but also exciting jobs. Working in alpine technology in the Uri region offers numerous advantages: in addition to exciting and future-oriented jobs, there is a leisure paradise for countless outdoor sports. Affordable housing, excellent public transport connections to the north and south, and a wide range of cultural activities are just some of the advantages.



Further information on the Alpine technology location can be found at:  
alpintechnik.ch

Standortförderung Uri  
Business Contact Point  
wirtschaft@ur.ch  
Tel.: +41 41 875 23 98



Basel, the international economic and cultural metropolis on the Rhine, is a dynamic region offering a high quality of life.

- Thanks to its location in the border triangle, Germany and France are just a few minutes away - ideal for cross-border careers.

- Basel is located on Europe's major transport routes: direct train connections to Paris, Zurich and Milan make travelling easy.

- EuroAirport Basel-Mulhouse-Freiburg is an international hub for business and leisure travellers.

## Basel

### The gateway to the world for science and culture

Basel is small but cosmopolitan - and you can feel that in every corner. The city on the Rhine is a global hub for pharmaceuticals, biotechnology and research. With companies such as Roche and Novartis, Basel offers students and graduates excellent career opportunities in high-tech industries. But art and culture lovers will also find plenty to enjoy: Basel is not only home to numerous museums, but also offers a vibrant, creative environment with its events and festivals. Whether you're strolling through the old town or networking with international experts, here you can combine professional success with a lively, cosmopolitan lifestyle.

Basel scores highly with top salaries and first-class infrastructure, while the surrounding area offers attractive living options. Here, you can work globally while enjoying a relaxed regional lifestyle. From the Rhine promenade to world-renowned cultural events, Basel offers the perfect mix of career and leisure.

## Fribourg

### Innovation, nature and career opportunities

The canton of Fribourg, in the heart of Switzerland, is a true crossroads of cultures, innovation and professional opportunities. Harmoniously combining tradition and modernity, this dynamic region attracts visitors with its diverse economy, which encompasses cutting-edge technologies, agri-food, high-quality craftsmanship and thriving creative industries. This unique blend fosters an environment conducive to innovation and entrepreneurship, while offering solid opportunities in a variety of sectors.

Fribourg stands out not only for its professional opportunities, but also for its exceptional quality of life. The natural landscapes are of rare beauty, with crystal-clear lakes, green hills and mountains within easy reach. Its rich cultural and architectural heritage, from lively festivals to historical museums, offers a wide range of leisure activities for young and old alike.

Thanks to its renowned academic institutions, such as the University of Fribourg and other leading educational centres, the region attracts Swiss and international talent. Its strategic location between the major cities of Bern, Lausanne and Geneva facilitates travel and access to the major economic centres of Switzerland and Europe. Living and working in Fribourg also means enjoying a multilingual environment where French and German coexist, promoting cultural and professional openness.



Whether you are a recent graduate, an experienced professional or an entrepreneur, Fribourg promises you not only a thriving career, but also a perfect work-life balance in a region where life is good.



The canton of Bern is the heart of Switzerland - and it beats strongly!

**Perfectly connected:** Whether by train, car or plane, Bern connects you directly to Zurich, Basel and Geneva, as well as international destinations.

**Career opportunities:** From tech start-ups to medical technology and international organisations, top jobs await you here.

**Attractive living space:** Affordable living in charming towns or idyllic rural surroundings.

**Leisure paradise:** Hiking in the Alps, sailing on Lake Thun or enjoying culture in Bern's old town - here you'll find the perfect balance to your work.

## Bern

### The perfect balance between tradition, innovation and quality of life

The canton of Bern combines the best of both worlds: urban flair in the capital city of Bern and unspoilt nature in the Bernese Alps. Here you will find a strong network of international companies, innovative start-ups and cutting-edge research. Bern is not only the political centre of Switzerland, but also a hub for careers in technology, life sciences and communication.

Thanks to its proximity to nature, you can be hiking, skiing or at Lake Thun in no time after work. The high quality of life, combined with a balanced working environment, makes Bern the ideal place for young talent.

## Geneva

### Economic and financial hub

Geneva's privileged location - at the crossroads of Europe - enabled it to welcome numerous merchants and traders from the Mediterranean and northern Europe as early as the 15th century.

Thanks to its highly developed and stable financial system, Geneva has become one of the main trading centres for commodities such as oil, sugar, coffee, cereals, rice and grains, and is now Europe's second largest international trading centre after London. To meet the needs of this sector, a dense network of related services has emerged: large law, audit and accounting firms, consulting, reinsurance, inspection, mediation, IT and, more recently, data security companies. Geneva is highly attractive from an economic perspective and offers clear advantages for global companies, including an ideal location, a multicultural tradition, infrastructure worthy of a major city, a highly skilled and multilingual workforce, flexible labour laws and stable institutions.

According to the American scientific journal Science, the Lake Geneva region is currently "the number one hub for life sciences on the European continent". A centre of innovation and technical excellence, Geneva is home to more than 600 companies active in research, development and manufacturing in high value-added sectors.



### A renowned financial centre

Geneva's financial centre enjoys a worldwide reputation. In total, more than 120 banking institutions, asset management companies, universal banks, commercial institutions, cantonal banks, private bankers and 3,200 financial intermediaries operate in the region. The sector employs more than 36,000 people.



Schaffhausen combines international openness, a natural quality of life and a dynamic environment.

**Proximity to the border as an advantage:**

Thanks to its direct location on the border with Germany, you benefit from international mobility, a wide range of leisure activities and attractive shopping opportunities – all within easy reach.

**Nature and recreation on your doorstep:**

The Rhine Falls, Randen and wine-growing regions offer ideal conditions for unwinding, playing sports or spontaneous trips to the countryside.

**Schaffhausen**

**International companies offer top jobs**

From industrial companies to high-tech businesses: Schaffhausen is home to companies with top job offers. Global corporations such as Georg Fischer (GF), IWC Schaffhausen, Janssen Pharmaceutical Companies of Johnson & Johnson, Syntegon and Unilever are just a few of the attractive employers that have settled in the canton of Schaffhausen. Living and working in Schaffhausen means combining a challenging job with a genuine quality of life. It starts in the morning on the way to work: short distances, relaxed commuters and a noticeable sense of calm.

**Living in Schaffhausen**

Schaffhausen – the charming and liveable alternative to the suburbs: affordable residential areas in the countryside and in the city, charming old towns and a diverse range of cultural and leisure activities. Schaffhausen also has good transport links. Whether by train, bus or car, Zurich, Winterthur and the international airport can all be reached in just over half an hour.

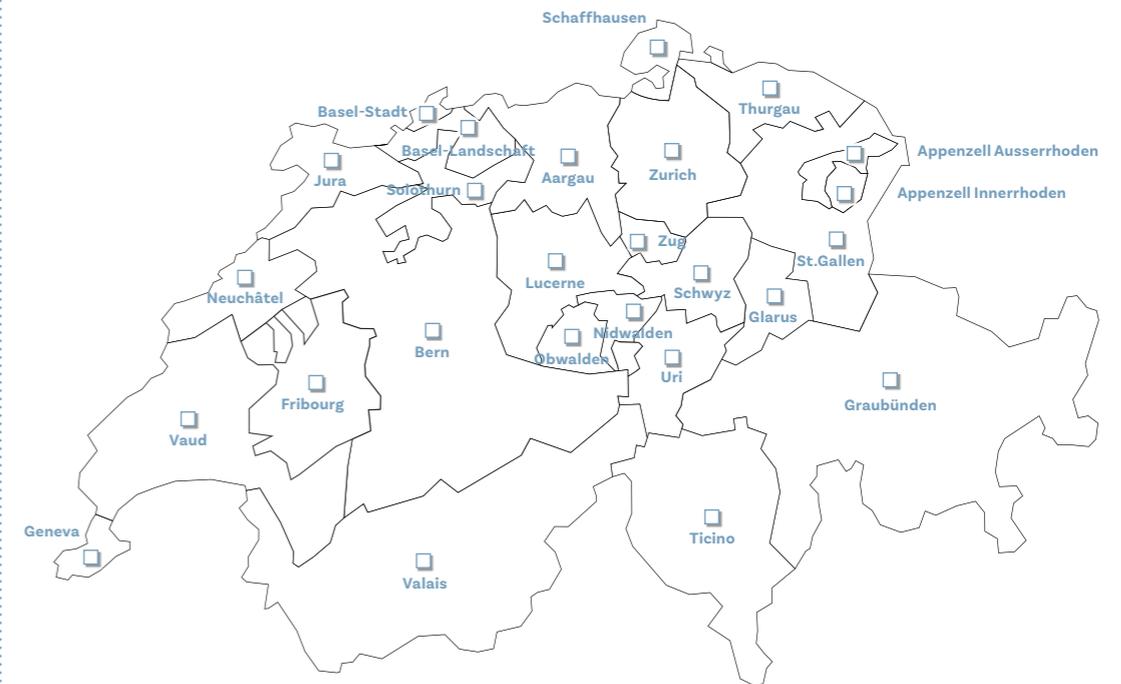
**Find attractive jobs**

No matter what size of company, what industry or what job appeals to you, Schaffhausen offers a wide range of exciting positions.

**Which regions have caught your interest?**

**Brief summary**

Tick the five regions where you would like to study and/or work.



**Remarks:**

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**The whole variety of the Swiss economy in one canton!**

The diversity of businesses in Vaud, combined with a wide variety of sectors, enables graduates from all types of courses to find a job that meets their aspirations. The canton of Vaud also offers opportunities for first jobs, particularly in the fields of engineering and architecture.

**Vaud**

**Dynamism and innovation**

With more than 52,000 businesses and 400,000 jobs, the canton of Vaud ranks first among the cantons of French-speaking Switzerland in economic terms. Its dynamism is based on several factors: the diversity of its sectors of activity, the resolutely innovative orientation of its economic fabric, and significant government support for industry and innovation.

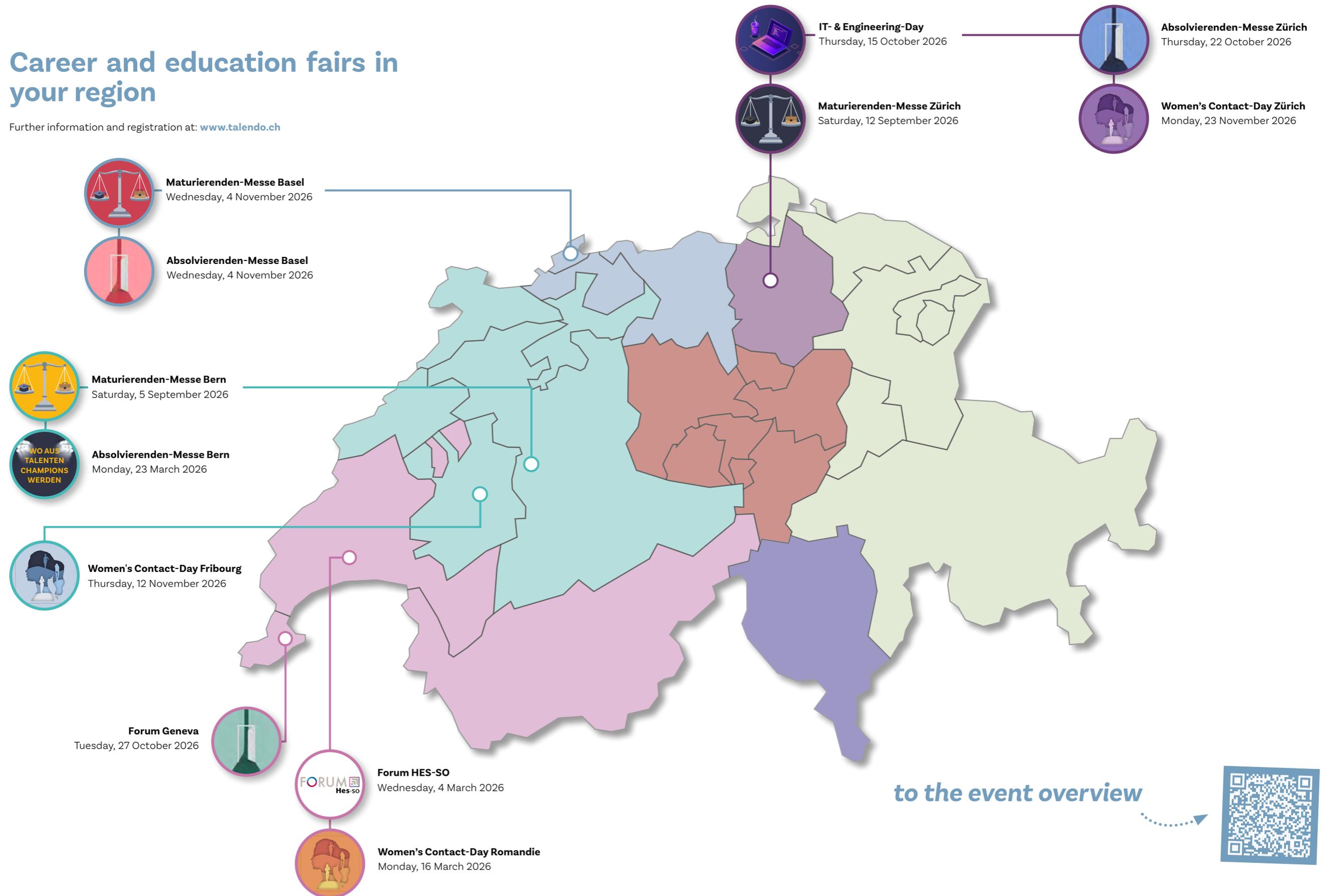
The majority of businesses in Vaud are small to medium-sized enterprises (SMEs) that are highly specialised and very flexible. They employ nearly 85% of the working population. They enable many young graduates to find their first job and quickly take on responsibilities.

Multinational companies are attracted by the presence of cutting-edge skills in research and innovation, and seek multilingual employees who are keen to develop new technologies. They account for 15% of jobs.

Industrial activity in Vaud is focused on high value-added sectors, making it a favourable region for professional activity related to: medical technologies (life sciences), the agri-food industry, watchmaking and microtechnology, information and communication technologies (ICT), energy and environmental technologies (cleantech), sports administration and multinational headquarters.

# Career and education fairs in your region

Further information and registration at: [www.talendo.ch](http://www.talendo.ch)



*to the event overview*





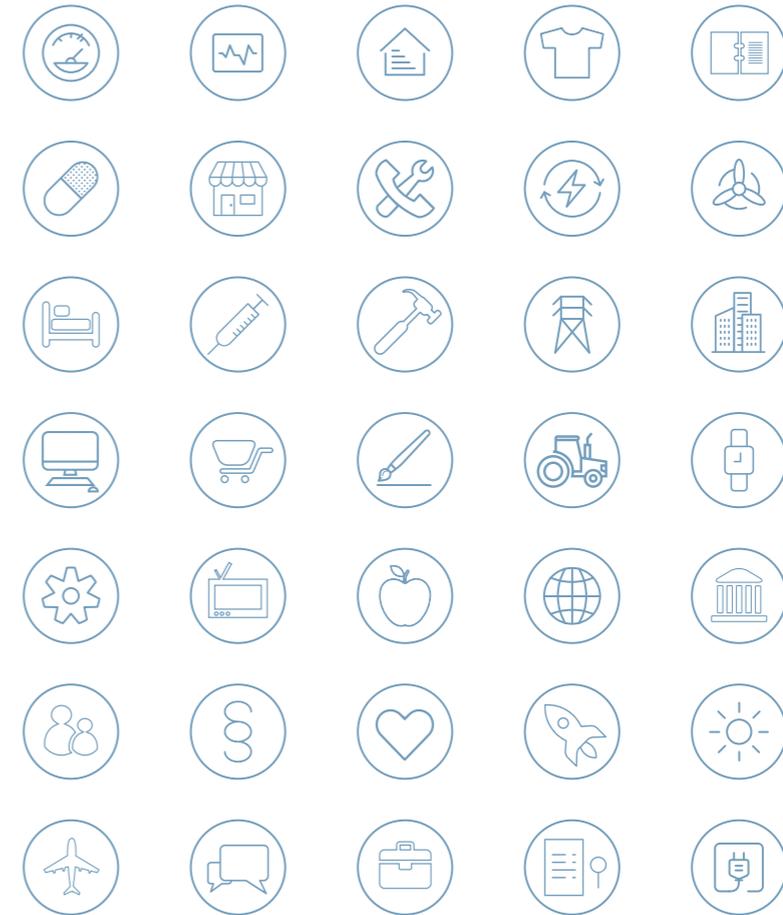
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## Which industries have caught your interest?

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# Overview of industries

**W**hen you start your career, you are also deciding on the industry in which you will work. Since your choice of industry has a significant impact on the course of your career, you should consider which industry you would like to work in before choosing an employer.

When choosing your preferred industries, consider various criteria and weigh them up according to your personal goals, skills, interests and values. Ultimately, you should be able to identify with the product or service. Only if you work with the product or service of your dreams will you enjoy your work - and achieve the corresponding professional success!

To help you narrow down your search for the right industries, the following pages introduce you to the various industries and their challenges and future prospects. This compilation is indicative and based on talendo's assessments. By scanning the QR codes, you can obtain even more information about employers and job advertisements within these industries.

Career fairs with an industry focus are a great way to find out more about interesting industries. At these events, you can learn about the general advantages of the respective industry in a relaxed atmosphere and make exciting contacts for your professional future.



Electrical, energy and information technology

# Next Generation Network



### The future starts with you

As a future specialist in the fields of electrical engineering, energy, ICT or communications technology, you will be working at the forefront of the latest technological developments. Digitalisation, the energy transition, modern information and communication technologies, and sustainable mobility offer you more opportunities today than ever before.

The Electrosuisse Next Generation Network gives you free access to the professional sector while you are still studying and allows you to benefit from numerous advantages:

- Community & networking
- Free tickets to our events
- Access to European and international professional networks: standardisation (CES, CENELEC, IEC), technology (EUREL), energy transition (CIGRE)
- Annual subscriptions to our trade journals:
  - Bulletin.ch (8x per year, in German and French)
  - electra.ch (6x per year, in German)
- Electrosuisse salary survey Electrosuisse Lohnradar (in German and French)

As a member of the Next Generation Network (NGN), you will benefit from free and non-binding Electrosuisse membership, which will automatically end when you complete your studies. Would you like to continue enjoying these benefits after that? As a regular member, you can continue to enjoy all the advantages.

The NGN is aimed at individual members under the age of 35 and offers targeted support for your technical, personal and professional career growth, as well as all the regular membership benefits.

### A network for you and your future.



#### Information and registration

Electrosuisse NGN:

[electrosuisse.ch/nextgenerationnetwork](https://electrosuisse.ch/nextgenerationnetwork)



Information and registration CIGRE NGN

[join.cigre.org](https://join.cigre.org)



Tech industry

# New technologies for current challenges



Switzerland is one of the most innovative countries in the world. The Swiss tech industry plays a major role in this. Thanks to ongoing research and development, companies are constantly managing to capture leading positions in global markets. New technical solutions are in demand in many areas. And engineers who can implement these solutions in exciting projects are also in demand. No matter which megatrends take centre stage - digitalisation, energy efficiency, climate - the industry's skilled workers have their finger on the pulse and are helping to shape the future.

Innovations do not only come from multinational companies; it is often the employees of small and medium-sized enterprises who create added value for their customers and open up new global markets with their developments.

Companies from the mechanical, electrical and metal industries (MEM industry) form the core of the Swiss tech sector. Thanks to their agility and customer focus, they are able to be at the forefront of a wide variety of niche markets. It is therefore not surprising that three quarters of their products are exported.

For young engineers, there are many exciting challenges in an international environment. There is little room for routine; instead, exciting technologies, international contacts and a wide range of creative opportunities await.

With around 320,000 employees, the tech industry is the largest industrial employer in Switzerland. More than 1,000 companies in the industry - including many SMEs - are members of the Swissmem association.

At [www.tecindustry.ch](https://www.tecindustry.ch), you will find exciting solutions to current challenges and further information on training and companies. Get in touch with the companies - and contribute to the global reputation of Swiss industry.



Further information on the industry can be found at: [www.tecindustry.ch](https://www.tecindustry.ch)



### Auditing/trust services

The auditing industry consists of the so-called Big Four (Deloitte, EY, KPMG and PwC), second-tier companies, and small and medium-sized auditing firms. Since audits of annual financial statements often take place at the client's premises, new entrants must have strong communication skills, initiative and mobility in addition to analytical skills. A flair for numbers is an absolute must. It is not without reason that auditors are often said to be the best-informed economic experts.



### Automobile/automotive

The automotive industry is ideal for aspiring engineers from universities of applied sciences and the two Swiss Federal Institutes of Technology. In addition to research and development, the traditional production of high-quality accessories is a growing industry in Switzerland. But the automotive industry offers many opportunities not only for graduates of technical disciplines: graduates in sub-areas of economics such as marketing and supply chain management can also put their knowledge to the test here.



### Banking/financial institutions

The Swiss financial centre comprises almost 300 banks and financial institutions. The two major banks alone hire around 500 university graduates every year. Not only are graduates in economics and law in demand, but also those from other fields such as computer science, mathematics, applied psychology and communication.



### Consumer goods

The consumer goods industry manufactures goods for the daily needs of private households. This includes all food and luxury foods, cosmetics, sporting goods, etc. Companies in the consumer goods industry rely heavily on the reputation of their brands. The consumer goods industry offers exciting career opportunities for university graduates from a wide range of disciplines. The fields of study sought after are primarily computer science, engineering, natural sciences, psychology and economics.



### Education

The education system includes all institutions where the acquisition of education is the primary focus. This includes the state-regulated school system, universities, but also the area of private education and training. The education system faces numerous challenges. Keywords include life-long learning, permeability between educational pathways, digitalisation and internationalisation. In order to successfully meet these challenges, university graduates from all fields of study are sought after.



### Electrical/medical technology

The electrical industry is involved in the research, development and production of devices with electrical or electronic components. This includes, for example, plant engineering, electric vehicles and consumer electronics. Both electrical and medical technology are considered innovative and promising industries that offer a wide range of career opportunities for university graduates from a variety of disciplines. A degree in engineering or medicine is most suitable.



### Chemicals/pharmaceuticals

The chemical and pharmaceutical industry is Switzerland's largest export industry, employing around 70,000 people in Switzerland and over 338,000 worldwide. In Switzerland, over 11,600 highly qualified employees work in research. A typical career start involves practical work in research and development as part of a degree programme. As a rule, graduates are required to have a doctoral degree.



### Clothing/textiles

The textile industry manufactures textile products that are further processed by the clothing industry. On the one hand, the textile and clothing industry is a supplier to other industries such as the pharmaceutical, automotive and construction industries, as well as the medical and protective clothing sectors, but on the other hand, it also makes use of the services of the mechanical engineering and chemical industries. The clothing/textile industry is specifically looking for industrial engineers, but also graduates in economics.



### Construction

The construction industry is one of the highest-turnover sectors worldwide. It also employs around 320,000 full-time workers in Switzerland. However, according to various experts, there does not appear to be any acute danger of a sudden and severe slump in construction activity at present. The construction industry offers a wide range of entry-level opportunities for university graduates. A degree in architecture, construction and planning or engineering naturally makes you the ideal candidate for a career in this industry.



### Energy/water management

The end product of energy and water management is electricity. If the power goes out, almost everything comes to a standstill. Electricity demand has been rising steadily for years. The current challenges in the field of energy and water management lie primarily in implementing the Swiss Parliament's decision to phase out nuclear energy. The energy/water industry relies on the knowledge of future engineers, computer scientists and economists.



### General services

The service industry is a very broad field. The common denominator is that these companies focus on their customers and their needs, rather than on a product. In Switzerland, the service industry is the largest economic sector. Due to the profound changes taking place, digitalisation plays a major role for many SMEs in this industry. These companies need active support in their digital transformation. In order to successfully meet these challenges, graduates from all fields of study are sought after.



### Hardware/telecommunications

Telecommunications refers to the exchange of information over a physical distance. Signal transmission can be either wired or wireless. Within the telecommunications industry, a distinction is made between telecommunications network operators, telecommunications solution manufacturers and service providers. A degree in computer science or engineering is naturally the best preparation for a career in the telecommunications industry.



### Healthcare

Healthcare is one of the largest growth markets worldwide and one of the largest sectors of the Swiss economy. The current challenges in healthcare are the shortage of skilled workers and rising costs, which are causing concern not only for premium payers and taxpayers, but also for the economy. Healthcare is, of course, the ideal career path for graduates of medicine, pharmaceutical sciences and health studies.



### Information technology

Switzerland is a world leader in the field of computer science: it has produced groundbreaking innovations with the World Wide Web, which was developed at CERN in Geneva, and the Pascal programming language, introduced in 1971 by Niklaus Wirth at ETH Zurich. It is a veritable El Dorado for all graduates in computer science and business informatics. But it is not only IT companies that offer attractive jobs - almost all companies have recognised the economic importance of well-functioning IT.

**IT- & Engineering-Day,**  
15 October 2026, [www.itday.ch](http://www.itday.ch)



### Insurance

The Swiss insurance market is one of the largest in the world. No other country spends more money per capita on insurance premiums than Switzerland. Insurance companies are traditional employers for prospective (insurance) mathematicians and economists who consider aspects of individual risk management for private individuals and companies. However, due to the interdisciplinary nature of the insurance industry, new entrants from the fields of computer science, applied psychology, communication, law, architecture, construction and planning are also recruited.



### Legal advice

A characteristic feature of this sector is that the vast majority of solicitors still work in small law firms. However, as Swiss companies enter the global market, legal services must also grow and become more international. In addition, the flood of legislation is leading to specialisation among individual solicitors and thus to a high degree of division of labour. Legal advice is, of course, predestined for law graduates.



### Luxury goods

Companies involved in the manufacture and marketing of luxury goods have a long tradition in Switzerland and are an important driver of innovation. They employ around 20,000 people in Switzerland and generate annual sales of CHF 13 billion. The industry offers a wide range of career opportunities for university graduates. The fields of study sought after are primarily architecture, construction and planning, computer science, engineering, natural sciences, psychology and economics.



### Management consulting

Switzerland has the highest density of consultants in the world. A core competence of external management consulting is to guide clients through change processes and support them with innovations throughout the business cycle. The current challenges in consulting lie in the areas of digitalisation, sustainability, globalisation, innovation and regulation. Very good academic performance is usually required to enter the consulting profession.



### Mechanical/plant engineering

Mechanical and plant engineering is considered the core of the capital goods industry, supplying complex products and technologically sophisticated upstream supplies of machinery and production systems for all sectors of the economy. The mechanical and plant engineering sector offers university graduates a wide range of opportunities and challenges. The fields of study sought after are primarily computer science, engineering and natural sciences. However, graduates in economics can also put their knowledge to good use here.

**IT- & Engineering-Day,**  
15 October 2026, [www.itday.ch](http://www.itday.ch)



### Media/printing/publishing

The term "media" encompasses various sectors in film, television, telecommunications, broadcasting and the internet, with printing companies and publishing houses considered sub-sectors of the media. Printing includes all print media and information sources such as magazines, books and newspapers. Publishing houses are considered the most popular distribution channels for print media. There are exciting career opportunities for university graduates from a wide range of disciplines to help drive change in this industry.



### NGO/NPO

NGOs are interest groups and are deeply rooted in Swiss society. They often champion issues and causes that do not have their own lobby and are therefore not high on the political agenda. NGOs offer new employees something unique: the thrill of making a difference and a great sense of purpose in terms of positively influencing the environment. The actual field graduates study is less important than strong language skills, openness to other cultures and a willingness to work abroad.



### Personnel consulting

300,000 temporary workers clock up 142 million hours of work per year and generate a total wage bill of CHF 4.4 billion. The temporary employment sector is growing by almost nine per cent per year! The role of a recruitment consultant requires above-average people skills and exemplary interpersonal skills, as they play an important role as a point of contact for companies and job seekers. The field of study is not decisive; personal characteristics and skills are more important.



### Public administration/associations

International studies give Switzerland good marks: its high level of efficiency makes a significant contribution to the quality of the location. Looking at this area more broadly, by adding energy and water supply, postal and rail services, health and education, the importance of public services becomes clear: they account for approximately 22% of total economic value added. For graduates of Swiss universities, public administrations/associations are of central importance, as they offer entry-level opportunities for many fields of study.



### Real Estate

The real estate industry deals with the development, financing, construction, marketing, management and recycling of buildings. There are currently around 2.5 million buildings in Switzerland with a total value of CHF 2,500 billion. Managing, cleaning and maintaining these buildings alone costs almost CHF 50 billion annually. The industry offers a large number of interesting entry-level and career opportunities for university graduates from a wide range of disciplines.



### Retail/wholesale

In addition to its socially important supply function, the retail trade also plays a central role in overall economic development. It contributes around five per cent to gross domestic product and employs 400,000 people. A university degree is usually required to enter the retail/wholesale sector, for example as a regional sales manager. This primarily applies to graduates with a degree in economics.

### Tourism/travel/leisure

Tourism is of great importance to the Swiss economy. Current challenges include, for example, changing demand patterns in an increasingly ageing society. By 2050, one in five people in Switzerland will be aged 60 or over. A degree in tourism naturally provides a good foundation for a career in this industry. However, as customer behaviour depends on socio-economic criteria, social scientists are also always welcome. Other sought-after fields of study include computer science and economics.

### Transport/logistics

Public transport in Switzerland contributes billions to the economy and employs more than 100,000 people. The biggest challenge is the increasingly competitive environment faced by transport and logistics companies due to the strong Swiss franc. University graduates are needed for areas such as finance and controlling, marketing, communications, internal auditing, human resources, process management and project management.

## Which industries have caught your interest?

### Brief summary

Tick the five industries in which you would like to work.

- |   |  |
|---|--|
| <input type="checkbox"/>  <b>Auditing/trust services</b>         | <input type="checkbox"/>  <b>Insurance</b>                            |
| <input type="checkbox"/>  <b>Automobile/automotive</b>           | <input type="checkbox"/>  <b>Legal advice</b>                         |
| <input type="checkbox"/>  <b>Banking/financial institutions</b>  | <input type="checkbox"/>  <b>Luxury goods</b>                         |
| <input type="checkbox"/>  <b>Chemicals/pharmaceuticals</b>       | <input type="checkbox"/>  <b>Management consulting</b>                |
| <input type="checkbox"/>  <b>Clothing/textiles</b>               | <input type="checkbox"/>  <b>Mechanical/plant engineering</b>         |
| <input type="checkbox"/>  <b>Construction</b>                   | <input type="checkbox"/>  <b>Media/printing/publishing</b>           |
| <input type="checkbox"/>  <b>Consumer goods</b>                | <input type="checkbox"/>  <b>NGO/NPO</b>                            |
| <input type="checkbox"/>  <b>Education</b>                     | <input type="checkbox"/>  <b>Personnel consulting</b>               |
| <input type="checkbox"/>  <b>Electrical/medical technology</b> | <input type="checkbox"/>  <b>Public administration/associations</b> |
| <input type="checkbox"/>  <b>Energy/water management</b>       | <input type="checkbox"/>  <b>Real Estate</b>                        |
| <input type="checkbox"/>  <b>General services</b>              | <input type="checkbox"/>  <b>Retail/wholesale</b>                   |
| <input type="checkbox"/>  <b>Hardware/telecommunications</b>   | <input type="checkbox"/>  <b>Tourism/travel/leisure</b>             |
| <input type="checkbox"/>  <b>Healthcare</b>                    | <input type="checkbox"/>  <b>Transport/logistics</b>                |
| <input type="checkbox"/>  <b>Information technology</b>        |  |

#work

#dream



**Employers**

Companies looking for your talent.

Remember

Follow

Discover now

#learn



**Universities of applied sciences**

Practical studies - where your strengths are in demand.

Remember

Follow

Discover now



**Universities**

Research, teaching and perspectives - all in one place.

Remember

Follow

Discover now

#love



**Language stays**

New countries, new cultures, new language skills.

Remember

Follow

Discover now

#impact



**Volunteering**

Make a difference - for others and for yourself.

Remember

Follow

Discover now

#study



# Employers/ universities

The future belongs to  
the curious.



## Overview of employers

65

Large companies or SMEs?

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## Focus on attractive employers

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Audemars Piguet .....	75	Rheinmetall Air Defence AG.....	99
Axpo .....	76	ROLEX SA .....	88
Banque Cantonale Vaudoise ..	78	Romande Energie .....	99
CKW.....	80	Schindler Aufzüge AG.....	90
Groupe Mutuel.....	96	SCHOTT Pharma	
Hospice général.....	96	Schweiz AG .....	91
isolutions AG.....	97	SONCEBOZ .....	94
KPMG AG .....	82	Swissgrid .....	100
LGT Private Banking.....	84	Swiss Federal	
Lidl Switzerland .....	86	Administration .....	92
Loterie Romande .....	97	Vaudoise Versicherungen.....	95
M&S Software		VZ VermögensZentrum.....	100
Engineering AG.....	98		
Mikron Switzerland AG, Boudry.....	98		



Which employers have caught your interest?

102

Get an overview of potential employers!

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# Overview of employers

According to the Federal Statistical Office, there are over 600,000 companies in Switzerland. Instead of analysing all employers, you can now create a list of potential employers based on your criteria catalogue from your personal assessment, your favourite regions and your preferred industries. We recommend that you be curious when searching for potential employers and, in addition to well-known large companies, also study the career opportunities at innovative SMEs.

To help you narrow down your search for suitable employers, the next page contains a test and an extract from the

talendo radar with all employers who are actively looking for new employees in the “students/graduates” segment. This compilation is indicative and based on market research results from talendo.

To get an overview of potential employers in your preferred regions and industries, there is only one thing to do: take every opportunity to get to know potential employers! Attend various career and education events to find out about the specific advantages of different companies and make initial contacts for your future (see events on pages 50/51).

# Large companies or SMEs?

## Which appeals to you more?

Various surveys show that large international companies are particularly attractive employers for students and university graduates. But which better meets your personal needs, a large company or an SME? Tick the box that best suits you.

	 Large companies	 SMEs
<b>Organisation</b>	<input type="checkbox"/> Complex, highly structured organisation	<input type="checkbox"/> Organisations that are heavily dependent on the owner/management
<b>Structures</b>	<input type="checkbox"/> Highly formal structures	<input type="checkbox"/> Less formal structures
<b>Hierarchies</b>	<input type="checkbox"/> Many hierarchical levels, suitable for a management career	<input type="checkbox"/> Few hierarchical levels, suitable for a specialist career
<b>Responsibility</b>	<input type="checkbox"/> Responsibility is shared among several people	<input type="checkbox"/> Responsibility is shared among a few people
<b>Management</b>	<input type="checkbox"/> Career starters have little contact with management	<input type="checkbox"/> Career starters have regular contact with management
<b>Tasks</b>	<input type="checkbox"/> Career starters have specialised tasks	<input type="checkbox"/> Career starters have a variety of tasks
<b>Focus</b>	<input type="checkbox"/> Career starters gain knowledge about one department	<input type="checkbox"/> Career starters gain an overview of the entire company
<b>Personality</b>	<input type="checkbox"/> Career starters must be patient and diplomatic	<input type="checkbox"/> Career starters must quickly achieve results that are relevant to the company
<b>Contact</b>	<input type="checkbox"/> Career starters have many colleagues, but few cross-departmental contacts	<input type="checkbox"/> Career starters have fewer colleagues, but cross-departmental contacts
<b>Impact</b>	<input type="checkbox"/> Career starters make a less obvious contribution to overall success	<input type="checkbox"/> Career starters make a more obvious contribution to overall success
<b>Appreciation</b>	<input type="checkbox"/> Career starters are highly valued in their own department, but less so in the company as a whole	<input type="checkbox"/> Career starters are highly valued in their own department and in the company as a whole
<b>Decision-making</b>	<input type="checkbox"/> Often longer decision-making processes	<input type="checkbox"/> Often shorter decision-making processes

In which column did you place more crosses - large companies or SMEs?

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# talendo radar

The talendo radar lists Swiss employers who are currently actively recruiting students and graduates from universities of applied sciences and universities (including ETH and EPFL). In addition to the name of the employer, you will also find the fields of study they are looking for. This list is indicative and based on market research results from talendo. If your career path is a hybrid, for example a technical apprenticeship and a degree in business administration, or if you are changing careers, don't hesitate to contact the company. This way, any open questions can be clarified in a personal conversation.

Auditing/trust services																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
BCVS WKB					x	x		x		x	x		x		x	x		x		
BDO Schweiz					x					x							x		x	
Berney & Associés																			x	
ch Stiftung für eidgenössische Zusammenarbeit										x		x								
Consult & Pepper					x	x											x	x	x	
Deloitte					x	x	x	x		x	x						x	x	x	
Etat de Vaud	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
EY					x	x	x			x	x						x	x	x	
Forvis Mazars AG										x							x		x	
Grant Thornton AG										x							x	x	x	
KPMG AG					x	x	x			x							x	x	x	82/129
Manpower	x				x	x	x	x		x	x						x	x	x	
persona service GmbH Schweiz	x				x	x	x										x	x	x	
Pictet		x			x	x	x											x	x	
PwC Schweiz					x	x	x			x							x	x	x	
Qualibroker Swiss Risk and Care					x		x			x	x						x	x	x	
Swissquote Bank		x			x	x	x	x		x	x	x					x		x	
VZ VermögensZentrum										x									x	100

Automobile/automotive																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
Bosch Schweiz							x			x									x	x
ch Stiftung für eidgenössische Zusammenarbeit										x		x								
Consult & Pepper					x	x												x	x	x
Derendinger					x	x	x												x	
Eraneos Switzerland					x	x	x											x	x	
Etat de Vaud	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
IAESTE Switzerland	x				x	x	x	x		x				x				x	x	x
Manpower	x				x	x	x	x		x	x						x	x	x	
persona service GmbH Schweiz	x				x	x	x											x	x	x
SONCEBOZ					x	x													x	94

Banking/financial institutions																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
AKROS AG					x														x	
Avaloq AG					x														x	x
Banque Cantonale Vaudoise					x														x	x
BCVS WKB					x	x		x		x	x		x		x		x	x	x	
BNP PARIBAS, Paris, Zurich & Lancy/Geneva branches							x	x		x	x	x						x	x	x
ch Stiftung für eidgenössische Zusammenarbeit										x		x								
Consult & Pepper					x	x													x	x
Eraneos Switzerland					x	x	x												x	x
IAESTE Switzerland	x				x	x	x	x		x					x				x	x
Inventx AG					x														x	x
LGT Capital Partners AG												x							x	x

- |  |                                 |  |
|--|---------------------------------|--|
| 1 Construction and planning, architecture                  | 7 Mathematics, natural sciences | 13 Sports and exercise sciences                          |
| 2 Design, art  | 8 Medicine, pharmacy, health    | 14 Linguistics and literature, communication, journalism |
| 3 Educational sciences                                     | 9 Political sciences            | 15 Theology, religious studies                           |
| 4 Historical sciences, cultural studies, music and theatre | 10 Psychology                   | 16 Tourism and hotel management                          |
| 5 Computer sciences  | 11 Law                          | 17 Business informatics                                  |
| 6 Engineering sciences                                     | 12 Social sciences, social work | 18 Industrial engineering and management                 |
|  |                                 | 19 Economic sciences                                     |



General services																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
BCVS WKB					x	x			x		x	x			x	x				
Bechtle					x														x	
BNP PARIBAS, Paris, Zurich & Lancy/Geneva branches						x	x			x	x	x						x	x	
ch Stiftung für eidgenössische Zusammenarbeit										x		x								
Consult & Pepper						x	x											x	x	
Etat de Vaud	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
EY					x	x	x			x	x							x	x	
IAESTE Switzerland	x				x	x	x	x		x					x			x	x	
isolutions AG						x												x	x	97
Jet Aviation AG		x					x												x	
Lidl Switzerland	x						x						x					x	x	86/131
Manpower	x				x	x	x	x		x	x							x	x	
NOVO Business Consultants AG						x													x	
persona service GmbH Schweiz	x				x	x		x											x	
Pini Group	x					x														
Police Cantonale de Genève					x	x	x		x	x	x	x			x				x	
Qualibroker Swiss Risk and Care						x		x			x								x	
Stadt Zürich	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Tata Consultancy Services Switzerland Ltd						x		x											x	
USP Partner AG	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Wesser und Partner	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

Hardware/telecommunications																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
ATSP Schweiz GmbH					x		x				x								x	
ch Stiftung für eidgenössische Zusammenarbeit											x		x							
Condair Group AG						x	x	x											x	
Consult & Pepper						x	x												x	
dormakaba Schweiz AG	x				x	x													x	
Elektrizitätswerk der Stadt Zürich (ewz)	x				x	x	x					x			x				x	
Etat de Vaud	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
IAESTE Switzerland	x				x	x	x	x		x					x				x	
isolutions AG						x													x	
Manpower	x				x	x	x	x		x	x								x	
persona service GmbH Schweiz	x				x	x		x											x	
valais4you	x					x	x	x		x									x	

Healthcare																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
AKROS AG						x														x
ATSP Schweiz GmbH						x		x	x			x							x	
ch Stiftung für eidgenössische Zusammenarbeit												x		x						
Consult & Pepper						x	x												x	
Etat de Vaud	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Groupe Mutuel						x					x								x	
Hôpitaux Universitaires de Genève	x		x		x	x	x	x		x		x	x						x	
IAESTE Switzerland	x				x	x	x	x		x				x					x	
Indema AG						x	x												x	
Manpower	x				x	x	x	x		x	x								x	
Stadt Zürich	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
valais4you	x					x	x	x		x									x	
Wavestone						x					x								x	

Information technology																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
Accenture						x	x	x	x											x
Adnovum						x														x
AKROS AG						x														x
ATSP Schweiz GmbH						x		x				x								x
Avaloq AG						x														x
BearingPoint AG						x	x	x												x
Bechtle						x														x
ch Stiftung für eidgenössische Zusammenarbeit													x		x					
Condair Group AG						x	x	x												x
Consult & Pepper						x	x													x
ControlTech Engineering AG (CTE)						x														
CTC Analytics AG						x		x												x
Customize AG						x														x
dormakaba Schweiz AG	x					x	x													x
ELCA Group						x	x	x												x
Elektrizitätswerk der Stadt Zürich (ewz)	x					x	x	x					x							x
Epic Fusion AG						x														x
ERNI Schweiz						x														x
Etat de Vaud	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
EY						x	x	x				x	x							x
Groupe Mutuel						x														x
HICO Group AG						x														x
HR Campus AG						x		x												x
IAESTE Switzerland	x					x	x	x							x					x

Information technology																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
Indema AG						x	x													x
Inventx AG						x														x
isolutions AG						x													x	97
JetBrains						x	x	x												x
Kleis Technology						x														
Lidl Switzerland	x						x												x	86/131
M&S Software Engineering AG							x													98
Manpower	x					x	x	x	x										x	
NOVO Business Consultants AG							x													x
Optravis LLC							x	x												x
persona service GmbH Schweiz	x					x	x	x												x
Pictet	x						x	x	x											x
Qualibroker Swiss Risk and Care							x	x												x
Schneider Electric							x	x												x
SIX Group AG							x													x
Stadt Zürich	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Swissquote Bank	x						x	x	x											x
Tata Consultancy Services Switzerland Ltd																				x
TBF + Partner AG	x						x													x
valais4you	x						x	x	x	x										x
Zürcher Kantonalbank																				x
zweipunkt AG																				x

Insurance																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
AKROS AG							x													x
AXA Versicherungen AG							x		x											x
ch Stiftung für eidgenössische Zusammenarbeit																				x
Consult & Pepper							x	x												x
die Mobiliar							x	x	x											x
Eraneos Switzerland							x	x	x											x
Groupe Mutuel							x													x
Inventx AG							x													x
Manpower	x						x	x	x	x										x

- 1 Construction and planning, architecture
- 2 Design, art
- 3 Educational sciences
- 4 Historical sciences, cultural studies, music and theatre
- 5 Computer sciences
- 6 Engineering sciences
- 7 Mathematics, natural sciences
- 8 Medicine, pharmacy, health
- 9 Political sciences
- 10 Psychology
- 11 Law
- 12 Social sciences, social work

Insurance																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
Mercer Schweiz AG																				x
persona service GmbH Schweiz	x						x	x												x
Qualibroker Swiss Risk and Care							x	x												x
Vaudoise Versicherungen							x	x												x
Visana																				x
Wavestone							x													x

Management consulting																					
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages	
Accenture					x	x	x	x										x	x	x	
APP Unternehmensberatung AG					x	x	x				x							x	x	x	
BDO Schweiz					x						x							x	x		
BearingPoint AG					x	x	x											x	x	x	
Berney & Associés																			x		
ch Stiftung für eidgenössische Zusammenarbeit											x		x								
Consult & Pepper					x	x												x	x	x	
Deloitte					x	x	x	x			x	x						x	x	x	
Eraneos Switzerland					x	x	x											x	x		
EY					x	x	x				x	x						x	x	x	
Grant Thornton AG												x						x	x	x	
HICO Group AG					x													x	x		
Horváth					x	x	x	x			x							x	x	x	
HR Campus AG					x		x				x							x	x	x	
Inventx AG					x													x	x		
isolutions AG					x													x	x	97	
KPMG AG					x	x	x				x							x	x	82/129	
Manpower					x		x	x	x		x	x						x	x	x	
Mercer Schweiz AG											x							x	x		
NOVO Business Consultants AG						x													x		
Orianda Solutions AG - a valantic company							x	x										x	x		
persona service GmbH Schweiz					x		x	x	x									x	x	x	
PwC Schweiz						x	x	x			x							x	x	x	
Qualibroker Swiss Risk and Care						x	x				x	x						x	x	x	
TBF + Partner AG					x													x	x		
twio.tech AG																			x	x	
valais4you					x		x	x	x		x							x	x	x	42
VZ VermögensZentrum												x								x	100
Wavestone						x					x							x	x		
zweipunkt AG						x	x	x	x		x							x	x	x	

Mechanical/plant engineering																					
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages	
BKW						x	x	x										x	x	x	
Bobst SA						x													x		
Bosch Schweiz						x				x									x	x	
ch Stiftung für eidgenössische Zusammenarbeit											x	x									
Condair Group AG						x	x	x											x	x	
Consult & Pepper						x	x												x	x	
Contexa SA						x	x												x	x	
CTC Analytics AG						x	x	x											x		
Elektrizitätswerk der Stadt Zürich (ewz)					x		x	x			x			x					x	x	
Endress+Hauser						x	x	x											x	x	
IAESTE Switzerland					x		x	x	x		x			x					x	x	
Manpower					x		x	x	x		x	x							x	x	
Mikron Automation						x	x												x	98	
Rheinmetall Air Defence AG						x	x	x	x	x	x									x	99
Schindler Aufzüge AG							x													x	90
Schneider Electric						x	x													x	x
Stadt Zürich					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Syntegon Packaging Systems AG						x	x													x	x
valais4you					x		x	x	x		x									x	42

Media/printing/publishing																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
ch Stiftung für eidgenössische Zusammenarbeit												x	x							
Elektrizitätswerk der Stadt Zürich (ewz)					x		x	x			x			x						x
Etat de Vaud					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Manpower					x		x	x	x		x	x								x

NGO/NPO																					
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages	
ch Stiftung für eidgenössische Zusammenarbeit												x	x								
cinfo						x				x	x	x	x							x	
Comundo					x					x	x	x								x	
Consult & Pepper						x	x													x	
CyberPeace Institute					x		x			x	x			x							
IAESTE Switzerland					x		x	x	x		x			x						x	
Internationales Komitee vom Roten Kreuz					x	x		x	x	x	x	x								x	
Loterie Romande							x				x									x	97
Wesser und Partner					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	

Personnel consulting																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
Careerplus AG					x						x						x		x	
ch Stiftung für eidgenössische Zusammenarbeit											x	x								
cinfo						x				x	x	x		x						x
Etat de Vaud					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Hays (Schweiz) AG											x	x		x	x					x
HR Campus AG						x	x				x									x
jeunes@work - Fondation IPT					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	191
Manpower					x		x	x	x		x	x								x
Mercer Schweiz AG											x									x
myAbility Talent® Programm							x	x	x		x									x
NOVO Business Consultants AG						x														x
persona service GmbH Schweiz					x		x	x	x											x
PRO ACADEMICS AG							x	x	x											x

Public administration/associations																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
AKROS AG						x														x
ATSP Schweiz GmbH						x		x	x		x									x
ch Stiftung für eidgenössische Zusammenarbeit												x	x							
Consult & Pepper							x	x												x
Elektrizitätswerk der Stadt Zürich (ewz)					x			x	x			x								x
Eraneos Switzerland							x	x	x											x
Etat de Vaud					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
EURES Schweiz					x			x	x	x										x
Hospice général						x					x	x	x							x
Indema AG							x	x												x
jeunes@work - Fondation IPT					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	191
Loterie Romande							x					x								x
Manpower					x		x	x	x		x	x								x
persona service GmbH Schweiz					x		x	x	x											x
Police Cantonale de Genève							x	x	x		x	x	x							x
Services industriels de Lausanne (SIL)					x		x	x	x											x

- 1 Construction and planning, architecture
- 2 Design, art
- 3 Educational sciences
- 4 Historical sciences, cultural studies, music and theatre
- 5 Computer sciences
- 6 Engineering sciences
- 7 Mathematics, natural sciences
- 8 Medicine, pharmacy, health
- 9 Political sciences
- 10 Psychology
- 11 Law
- 12 Social sciences, social work

Public administration/associations																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
SIG					x	x	x				x									x
Stadt Zürich					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Swiss Federal Administration					x		x	x	x	x	x	x	x	x	x	x	x	x	x	92/132
Transports publics de la région lausannoise sa - tl					x						x	x								x
valais4you					x			x	x	x		x								x
Wavestone						x						x								x

Real Estate																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
BCVS WKB						x	x				x	x	x							x
ch Stiftung für eidgenössische Zusammenarbeit												x	x							
Consult & Pepper						x	x													x
dormakaba Schweiz AG						x	x													x
ECLA					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Etat de Vaud					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
IAESTE Switzerland																				

Retail/wholesale																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
ALDI SUISSE AG					x					x	x		x						x	
ch Stiftung für eidgenössische Zusammenarbeit										x	x									
Consult & Pepper					x	x												x	x	x
Coop					x					x	x							x	x	
Decathlon													x							x
Denner AG					x													x	x	x
Derendinger					x	x	x											x		
Galaxus					x	x												x	x	
Lidl Switzerland	x					x								x				x	x	86/131
Manpower	x				x	x	x	x			x	x						x	x	x
Migros					x													x		
Migros-Gruppe					x													x		
persona service GmbH Schweiz	x				x	x		x										x	x	x
Transgourmet Schweiz AG					x									x				x	x	

Tourism/travel/leisure																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
ch Stiftung für eidgenössische Zusammenarbeit											x	x								
Consult & Pepper					x	x												x	x	x
ESL - Sprachaufenthalte																		x		
IAESTE Switzerland	x				x	x	x	x		x				x				x	x	x
Matterhorn Gotthard Bahn	x					x												x	x	
persona service GmbH Schweiz	x				x	x		x										x	x	x
Skyguide																				x
valais4you	x				x	x	x	x			x							x	x	x

- 1 Construction and planning, architecture
- 2 Design, art
- 3 Educational sciences
- 4 Historical sciences, cultural studies, music and theatre
- 5 Computer sciences
- 6 Engineering sciences

- 7 Mathematics, natural sciences
- 8 Medicine, pharmacy, health
- 9 Political sciences
- 10 Psychology
- 11 Law
- 12 Social sciences, social work

- 13 Sports and exercise sciences
- 14 Linguistics and literature, communication, journalism
- 15 Theology, religious studies
- 16 Tourism and hotel management
- 17 Business informatics
- 18 Industrial engineering and management
- 19 Economic sciences

### Find the right employers with ease!

On the Talendo website, you will find an overview of potential employers and their vacancies based on your preferred industries. You can also find out which events and trade fairs you can attend to get to know the respective employers and establish personal contacts with company representatives. **Further information is available at: [www.talendo.ch](http://www.talendo.ch)**



→ → → Further information on the job profiles can be found on page 122 → → →

Transport/logistics																				
Employers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Pages
AKROS AG					x															x
ch Stiftung für eidgenössische Zusammenarbeit											x	x								
Consult & Pepper						x	x											x	x	x
Derendinger						x	x	x												x
Elektrizitätswerk der Stadt Zürich (ewz)	x					x	x	x					x			x		x	x	x
Eraneos Switzerland							x	x	x											x
Etat de Vaud	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
IAESTE Switzerland	x					x	x	x	x		x				x					x
Lidl Switzerland	x					x									x					x
Manpower	x					x	x	x	x			x	x					x	x	x
Matterhorn Gotthard Bahn	x						x													x
NOVO Business Consultants AG											x									x
Orianda Solutions AG - a valantic company								x	x											x
persona service GmbH Schweiz	x						x	x		x										x
Stadt Zürich	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Transports publics de la région lausannoise sa - tl	x										x	x								x
Wavestone							x					x								x



**AUDEMARS PIGUET**  
Le Brassus

Regions with entry-level opportunities

**Headquarters**  
Le Brassus, VD

**Industry**  
Luxury goods

**Number of employees**  
Switzerland: +1,900  
Abroad: +1,200

**Fields of study sought**  
See talendo radar p. 67ff.

**Career opportunities for students and graduates**  
- Direct entry  
- Internship

Time is one of our most valuable commodities, so let's ensure that our work life inspires and fulfills us. At Audemars Piguet, we are nourished by the concept of time, enriched by the connection with our colleagues.

#### A global collective of passionate talents

To bring every component of a watch together, it takes more than a master's hand. Achieving this relies on the expertise of our watchmakers, engineers, IT specialists and experts across many fields.

For more than 150 years, Audemars Piguet has been shaped by the contributions of countless talents. Today, we are a community of over 3,000 passionate colleagues around the world - inspired by the richness of our heritage and excited by everything we have yet to create.

#### Building the extraordinary, together

With the ambition to become the watchmakers of tomorrow and pioneers of a more sustainable future, our commitments drive us to push boundaries, grow together and craft the extraordinary every day.

**Passion that fuels excellence:** We bring relentless dedication to our craft - pushing boundaries, embracing creativity and always raising the bar.

**Action with impact:** We move forward with purpose - taking ownership, making courageous choices, and turning ideas into reality.

**Collaboration that lifts us higher:** Success isn't solo. We trust, support and challenge each other to grow - because we rise as a collective.

**Transformation in motion:** We don't stand still. We embrace change, learn fast and shape a future that's both innovative and sustainable.

#### Unleash your extraordinary

Considering a career in the unique world of watchmaking? Join us to express your ideas and bring them to life. We nurture creativity, innovation, and uncompromising quality in everything we do.

Together, we are committed to safeguarding the full breadth of watchmaking savoir-faire for generations to come.

Discover Audemars Piguet  
[apl.ch/careerstarter2026](http://apl.ch/careerstarter2026)



# Join us and shape the energy future!

As the largest Swiss producer of renewable energies and an international leader in energy trading and the marketing of solar and wind power, we offer students, doctoral candidates and university graduates the best conditions for a challenging and varied start to their careers.



Regions with entry-level opportunities



**Headquarters**  
Baden

**Industry**  
Energy/water management

**Number of employees**  
Worldwide: 7,000

**Demand for graduates**  
10 trainees and several direct entry-level positions and internships

**Fields of study sought**  
See talendo radar p. 67 ff.

**Career opportunities for students and graduates**  
- Bachelor's and master's theses  
- Direct entry  
- Internship  
- Traineeship

**Further information on job profiles can be found on page 127** → → →

## Take the next step in your career at Axpo

Axpo is Switzerland's largest producer of renewable energy and an international leader in energy trading and the commercialisation of solar and wind power. The company also owns almost 60% of the production capacity installed in Swiss nuclear power plants. Using state-of-the-art technology, Axpo develops innovative energy solutions for customers in over 30 countries in Europe, North America and Asia. Axpo employs around 7,000 people in over 150 different job profiles - offering a wide range of career and entry-level opportunities.

The energy industry is undergoing change and continuing to develop in a dynamic and innovative way. In order to navigate this change, new skills and abilities are needed that enable us to develop innovative solutions. That is why we promote the professional and technical training and further education of our employees through internal training courses, external further education, coaching and digital learning opportunities. Good cooperation with colleagues from the team and the various departments, both nationally and internationally, is central to our success.

## Our diversity - your perspective

Axpo offers a wide range of exciting and challenging tasks and projects, as well as the freedom and flexibility to contribute and implement your own ideas and solutions. We live an open corporate culture and value respectful interaction. Thanks to our entrepreneurial and customer-oriented thinking and actions, we develop innovative and sustainable energy solutions for our customers.

## Help shape the sustainable energy future

Actively contribute your knowledge, enthusiasm and commitment and take on responsibility from day one. With these fields of study, Axpo is the right place for you:

- Engineering
- Mathematics
- Computer science
- Physics
- Data science
- Economics

Take a look behind the scenes and find out more about Axpo at [www.axpo.com/career](http://www.axpo.com/career) or via LinkedIn. We look forward to meeting you soon, in person or virtually.

**Interested?**  
Axpo  
Talent Attraction  
Parkstrasse 23  
5401 Baden  
hr@axpo.com  
www.axpo.com



The Power of You





**Region with entry-level opportunities**



**Headquarters**

Lausanne

**Industry**

Banking/financial institutions

**Number of employees**

Throughout Switzerland: 2,000

**Demand for graduates**

20 (internships)

**Fields of study sought**

See talendo radar p. 67ff.

**Career opportunities for students and graduates**

- Direct entry
- Internship
- Master's thesis
- Part-time jobs, temporary positions
- Trainee programme

**La BCV**

**Une entreprise dont la réussite s'inscrit dans la durée**

Parmi les principales banques de Suisse, la BCV est numéro un sur le marché bancaire vaudois: une personne sur deux habitant dans le canton et une entreprise sur deux font partie de sa clientèle. L'une de ses forces réside dans sa proximité; elle compte quelque 2000 collaboratrices et collaborateurs et près de 60 agences dans le canton. La Banque propose une grande variété de services et contribue au développement de l'économie vaudoise. Cotée à la Bourse suisse, elle se distingue par sa solidité financière (notée AA par l'agence Standard&Poor's). Dans le cadre de sa mission et des principes de responsabilité sociale d'entreprise, elle soutient chaque année plus de 650 associations et événements à vocation sportive, culturelle et sociale.

**Une ambition forte et affirmée, ancrée dans une saine culture de la performance**

La culture d'entreprise de la BCV, orientée vers la performance, valorise la recherche de l'excellence et le dépassement de soi. À tous les niveaux, des objectifs ambitieux sont fixés. La qualité de service à la clientèle est une préoccupation quotidienne pour toutes les personnes travaillant à la BCV.

Sa politique de ressources humaines est soutenue par un système de rémunération dynamique et concurrentiel. La contribution de chaque collaboratrice et de chaque collaborateur est reconnue et récompensée à sa juste valeur.

La BCV entend également favoriser la motivation et l'épanouissement des personnes qu'elle emploie en leur offrant un cadre agréable, des infrastructures modernes, des possibilités d'aménagement du temps de travail ainsi que de nombreux avantages sociaux (santé, prévoyance, etc.).

**La Banque offre**

**Une porte ouverte sur tous les métiers d'une banque universelle**

La BCV propose des carrières dans plus d'une centaine de métiers bancaires. À titre d'exemple, durant ces dernières années, des jeunes au bénéfice d'un diplôme ont été engagés dans les métiers en contact avec la clientèle: Private Banking, Corporate Banking, Trading, Trade Finance; analytiques: gestion de crédits; quantitatifs: Risk Management, Asset Management; ou encore dans le domaine juridique, du compliance et de la sécurité.

**Un soutien actif au développement de vos compétences et à la formation continue**

Vous êtes à la recherche d'un premier emploi enrichissant et exigeant? Le stage de douze mois de la BCV est personnalisé en fonction de votre profil et de vos aspirations. Avec une orientation métier claire, ce stage vous plonge dans la réalité du domaine bancaire. Vous côtoyez les meilleurs spécialistes internes, bénéficiez d'une formation sur le terrain et pouvez ainsi acquérir les compétences nécessaires à l'exercice du métier ciblé. Un cycle de conférences vient étoffer vos connaissances et votre vision d'ensemble des activités de la Banque.

**Interested?**

carrieres@bcv.ch  
www.bcv.ch/carrieres



ÉCRIVONS ENSEMBLE

# 3 histoires

Celle de votre **carrière**  
Celle de votre **banque**  
Celle de notre **région**



## Et si votre vie professionnelle commençait ici?

Pour vous, diplômées et diplômés, la BCV ouvre les portes d'une carrière pleine de possibilités. Rejoignez-nous pour développer vos compétences et réaliser vos ambitions avec une expérience professionnelle enrichissante et gratifiante. Votre succès est notre priorité et nous nous réjouissons de vous accompagner dans cette aventure.

www.bcv.ch/carrieres

# CKW.

## Axpo Group

Regions with entry-level opportunities



### Headquarters

Rathausen (Emmen)

### Industry

Energy/water management

### Number of employees

National: 2,200

### Demand for graduates

4 trainees, several direct entrants and several interns

### Fields of study sought

See talendo radar p. 67 ff.

### Career opportunities for students and graduates

- Bachelor's and master's theses
- Direct entry
- Internship
- Traineeship

➔ Further information on job profiles can be found on page 128 ➔ ➔ ➔

### Interested?

CKW  
Talent Attraction  
hr@ckw.ch  
www.ckw.ch



### Yes to tomorrow

The CKW Group is a leading Swiss provider of integrated energy and building technology solutions. For more than 130 years, the company has been supplying electricity to more than 200,000 end customers from the cantons of Lucerne and Schwyz. In addition, CKW offers innovative products and services throughout Switzerland in the areas of grid services, electrical engineering, photovoltaics, heating technology, e-mobility, building automation, ICT solutions and security. The CKW Group employs over 2,200 people across Switzerland. With around 350 apprentices in 15 professions, it is the largest private sector trainer of apprentices in central Switzerland. In the 2023/24 financial year, CKW generated sales of CHF 1,111 million. With 85.6% of the shares, Axpo Holding AG is the majority shareholder of CKW.

The energy industry is complex - which is why CKW makes your working day easier. With a modern environment, attractive employee benefits, flexible working hours, and a wide range of training opportunities, you can look forward to a workplace full of positive energy.

### Your perfect career start

Help shape the future of energy and become part of CKW. Contribute your knowledge, make a meaningful impact and take on responsibility from day one. CKW offers you various opportunities to start your career:

- Internship
- Bachelor's and Master's theses
- Traineeship
- Direct entry

Have we sparked your interest? Then visit [ckw.ch/hochschulabsolventen](https://ckw.ch/hochschulabsolventen) or find out more about CKW via LinkedIn. We look forward to getting to know you personally!

My job's not 'a man's work' - it's a woman's work, too.

#jazumorgen

Marion  
Business Intelligence  
Engineer

[ckw.ch/karriere](https://ckw.ch/karriere)

# CKW.

## Axpo Group



# Some pages inspire you. This one hires you.

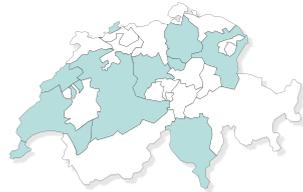
Discover our entry positions and kickstart your career. KPMG. Make the Difference.



[kpmg.ch/careers](https://kpmg.ch/careers)



## Regions with entry-level opportunities



### Headquarters

Zurich

### Industries

- Business transformation
- ESG consulting
- Legal advice
- Tax advice
- Management consulting
- Auditing/fiduciary services

### Number of employees

National: 3,134  
International: 275,288

### Fields of study sought

See talendo radar p. 67ff.

### Career opportunities for students and graduates

- Graduate/direct entry
- Graduate programme
- Internship
- Summer internship
- Working student/part-time

[Further information on job profiles can be found on page 129 >>>](#)

### About KPMG

As a Swiss company with a strong global network, KPMG Switzerland offers national and international clients services in the areas of auditing, IT, tax and management consulting. The focus of **auditing** is on auditing consolidated and annual financial statements. In **tax consulting**, we support our clients in optimising their tax situation within the framework of national and international regulations. Our **management consulting** services combine our high level of expertise in business, regulatory and transaction-oriented topics. With our expertise in **business transformation** and **ESG consulting**, we support our clients in meeting the greatest challenges of today.

### Dare to learn for a lifetime

For committed and courageous employees, KPMG is the right place to start. Your working environment will inspire you on your path to excellence. We expect and encourage entrepreneurial thinking and creativity.

Continue to develop yourself in an environment of constant learning. Satisfy your curiosity, work with top experts to develop new practices and technologies, and gain a head start in life.

We offer our international clientele around 300 different services in the areas of auditing, tax and management consulting. Whether it's an internship, summer internship, working student, graduate programme or direct entry: KPMG offers you numerous career paths and a network for life. Show commitment and initiative and proactively contribute innovative ideas to create added value for our clients, our company and yourself, in the spirit of an entrepreneur.

### Dare to join us.

[kpmg.ch/careers](https://kpmg.ch/careers)

### Interested?

KPMG AG  
Campus Recruiting  
Badenerstrasse 172  
P.O. Box  
8036 Zurich





**Private  
Banking**

Regions with entry-level opportunities



**Headquarters**

Vaduz, Liechtenstein

**Industry**

Banking/financial institutions

**Number of employees**

Liechtenstein: 1,500  
Switzerland: 1,000  
International: 2,800

**Demand for graduates**

30 - 40

**Fields of study sought**

See talendo radar p. 67ff.

**Career opportunities for students and graduates**

- Direct entry
- Internship
- Trainee programme

Further information on job profiles can be found on page 130 → → →

**Interested?**

Apply online at [www.lgt.com/global-en/career](http://www.lgt.com/global-en/career)



**Who we are**

LGT Private Banking is a leading international private bank owned by the Princely Family of Liechtenstein. In fall 2023, all LGT locations worldwide took part in the "Great Place to Work"-survey and certification - with very pleasing results. 90% of employees confirmed that LGT is a "Great Place to Work".

**Our expertise**

LGT Private Banking has over 5000 employees who work out of more than 30 locations in Europe, Asia, Australia and the Middle East. The bank offers comprehensive investment solutions for private investors, with a particular focus on entrepreneurial and family wealth, drawing on its long-standing experience in managing the assets of the Princely Family.

**Our services**

Alongside traditional investment services, LGT's offering also includes additional services such as wealth planning, real estate financing, impact investing and philanthropy advisory. LGT's investment solutions are based on systematic investment processes, modern portfolio theory and in-depth financial and data analysis. Reflecting the long-term and holistic approach of the Princely House, LGT places a strong focus on sustainable investments with a view to creating value - today and for future generations.

**Who we are looking for**

We are always looking for qualified, motivated and committed individuals. Long-term thinking, sustainability and entrepreneurial thinking and behaviour are part of your values. If you are driven by a desire to help shape the future, have a high level of motivation and enjoy working towards ambitious goals as part of a team, then we want to hear from you.

**What we offer**

We offer you a wide range of job opportunities, not only in private banking, but also in many other areas such as trading and treasury, IT, operations or in our corporate functions (compliance, controlling, human resources, marketing and communications). You will find a wide range of career opportunities and individual development prospects with us. If you are looking for a challenging job, flat hierarchies, quick decision-making processes and freedom in how you organise your work, then you have come to the right place.

**Start  
the career**



that will take us in new

**directions**

If you want to unlock your potential, you need freedom to create, opportunities for growth, and a strong team. Are you about to take the first step in your career? LGT is a great place to start your professional journey. [lgt.com/global-en/careers](http://lgt.com/global-en/careers)

Forward-looking  
for generations



**Private  
Banking**



**Regions with entry-level opportunities**



**Headquarters**  
Weinfelden/TG

**Industry**  
Retail/wholesale

**Number of employees**  
National: almost 5,000  
International: >575,000

**Demand for graduates**  
15 – 20

**Fields of study sought**  
See talendo radar p. 67ff.

**Career opportunities for students and graduates**  
– Direct entry  
– Internship  
– Part-time jobs, temporary jobs  
– Trainee programme

**Further information on job profiles can be found on page 131** → → →

**Interested?**  
Maryline Michel  
Recruiting & Employer Branding  
Dunantstrasse 15  
8570 Weinfelden  
Tel.: +41 71 627 81 28  
bewerbung@lidl.ch  
team.lidl.ch



**About us**

With its modern network of over 190 stores, Lidl Switzerland has an increasingly strong presence in the Swiss market. Since entering the market in 2009, Lidl Switzerland has grown strongly year on year. Lidl Switzerland currently employs more than 5,000 people, with new employees joining every month.

**What we offer**

In order to always offer our customers high quality at affordable prices, we keep things as simple as possible. Our motto: clear structures, simple processes, flat hierarchies and short decision-making paths. This is how we create the conditions for our success. Our range includes around 2,000 everyday items. The Swiss origin of our products is very important to us: products from Switzerland account for over 50% of our sales.

**Lidl as an employer**

Whatever your specialist background, as a university graduate you will take on responsibility from the outset and work independently on your own projects. You will benefit from quick decision-making processes, working in a highly motivated team and a dynamic environment. As we mainly fill senior positions internally, as a trainee or direct entrant you will be one of our managers of tomorrow.

**Starting as a trainee:** Lidl Switzerland offers university graduates an 18-month trainee programme that takes you to your goal in three steps. In the first phase, you will get to know our operational business in the stores. In phase two, you will be trained in different areas at our headquarters. You will take on your first sub-projects and support us in our day-to-day business. The third and final phase is for consolidation – you will deepen your knowledge in a specific area.

**Starting as a trainee area manager:** After an intensive 12-month trainee programme, you will take on overall entrepreneurial responsibility for three to five branches and up to 100 employees as an area manager in sales.

**Direct entry:** After comprehensive training, you will immediately take on responsibility for your own area of responsibility as a direct entrant. Direct entry is possible in areas such as real estate, marketing and controlling.

**Work and study:** Get to know the diverse world of retail while you are still studying, either as a temporary employee or in a part-time job. This will put you in pole position to get started after successfully completing your studies and become part of our success story.

# A bright future for you!

Ready to shape the future of retail? Fancy some responsibility and pace? After graduation, we offer you the perfect start to a world full of opportunities!

Apply now. [team.lidl.ch](https://team.lidl.ch)



#teamlidl

**Trainee and Junior Jobs**



More to Value.




# ROLEX

Regions with entry-level opportunities



**Headquarters**  
Geneva

**Industry**  
Luxury goods

**Number of employees**  
International: +15,000  
National: +10,000

**Fields of study sought**  
See talendo radar p. 67 ff.

**Career opportunities for students and graduates**

- Bachelor's and master's thesis
- Direct entry
- Internship
- Management spiral
- Programme for young graduates

**An unmistakable symbol of quality and expertise**

The Swiss watch manufacturer Rolex, based in Geneva, enjoys a worldwide reputation for its expertise and the quality of its products. All Oyster Perpetual and Perpetual wristwatches manufactured by Rolex are certified as superlative chronometers for their precision, performance and reliability, and captivate with their excellence, elegance and unique reputation. The term "Perpetual", which appears on every Oyster wristwatch, is much more than just a word on the dial. It stands for a philosophy that is underpinned by the vision and values of the Rolex watch brand – a constant pursuit of excellence that was instilled in the company by its founder, Hans Wilsdorf. Rolex can look back on a number of significant inventions in the art of watchmaking: in 1926, the Oyster, the first waterproof wristwatch, was presented and in 1931, the rotor-driven automatic winding mechanism, the Perpetual rotor, was invented. Rolex has registered over 600 patents since its foundation.

**Immerse yourself in practice**

Rolex offers internship opportunities tailored to your educational path, whether you are studying at a university, technical college, higher technical college or working towards a vocational baccalaureate. An internship at Rolex is a real springboard of inestimable value for anyone who wants to prepare for their future career in the best possible conditions. You will have the opportunity to immerse yourself in the practical side of the business, take on responsibility step by step, collaborate on innovative projects and contribute your enthusiasm and newly acquired skills to the company. Rolex will always be there to support you as you master these challenges.



# Shape your future with Rolex!

**Just like our watches, the opportunities we offer the next generation are one of a kind. Using work experience in a major organization to kick-start your career; immersing yourself in practical skills; taking part in ground-breaking projects with access to state-of-the-art technologies; developing your knowledge; taking on responsibilities; forging links with Rolex: this is what we have to offer – and more. Whether you're a recent graduate or still studying, looking for that first job or in search of an internship, Rolex has the perfect opportunities to suit your needs. Become part of a passionate team!**



[www.carrieres-rolex.com](http://www.carrieres-rolex.com)  
Apply now!



Interested?  
[www.carrieres-rolex.com](http://www.carrieres-rolex.com)



**Schindler**

Regions with entry-level opportunities



Throughout Switzerland and internationally

**Headquarters**  
Ebikon, Lucerne

**Industry**  
Mechanical/plant engineering

**Number of employees**  
National: 5,000  
International: 70,000

**Fields of study sought**  
See talendo radar p. 67ff.

**Career opportunities for students and graduates**  
- Bachelor's and master's thesis  
- Direct entry  
- Internship  
- Trainee programme

**Interested?**  
Schindler Elevators Ltd.  
Recruitment Team  
Zugerstrasse 13  
6030 Ebikon  
Tel.: +41 41 445 31 31  
recruiting.ch@schindler.com  
www.schindler.ch/karriere



BE THE  
**ONE.**



IHRE IDEEN MACHEN  
HIER KARRIERE.

#oneofus

**Shape the healthcare sector with SCHOTT Pharma**

SCHOTT Pharma develops scientifically sound solutions to ensure that medicines are safe and easy to use for people around the world. Because health is crucial. The portfolio includes storage and delivery systems for medicines, such as pre-fillable glass and polymer syringes, cartridges, vials and ampoules. Around 4,700 people from over 65 nations work at SCHOTT Pharma every day to contribute to global healthcare.

SCHOTT Pharma Switzerland AG, based in St. Gallen, develops and manufactures syringes and cartridges made of special glass and plastic for the international pharmaceutical industry and, as a centre of excellence, plays an important role in the company's international production network. The company is one of the largest private employers in the St. Gallen area.

**SCHOTT Pharma Schweiz AG as an employer**

Our SCHOTT Pharma Schweiz AG stands for an authentic and team-oriented working environment and an uncomplicated culture of informality. Every employee is encouraged to get involved and develop themselves, both personally and professionally. We offer attractive and modern company benefits as a sign of our appreciation and recognition of all our employees. In addition to flexible working hours and good public transport connections, we have a subsidised canteen, ergonomic workstations, in-house massages, a relaxation room and offer various further training and language courses at our site.

**Your career opportunities**

We are particularly open to career starters - and our doors are always open. In addition to basic training in various future-oriented professions, we offer opportunities for final theses and professional internships. You will regularly find advertised internships in the areas of business development, product development, purchasing, technical services, production quality, operational excellence, safety & lean production, warehouse and human resources. This gives you the opportunity to gain professional experience, put your knowledge into practice and build a valuable network. BE THE ONE and become part of the SCHOTT family!



Regions with entry-level opportunities



**Location**  
St. Gallen

**Industry**  
Electrical/medical technology

**Number of employees**  
Location St. Gallen: 790  
SCHOTT Pharma: 4,700  
SCHOTT Group: 17,100

**Fields of study sought**  
See talendo radar p. 67ff.

**Career opportunities for students and graduates**  
- Direct entry  
- Internship  
- Master's thesis  
- Trainee programme

**Interested?**  
SCHOTT Pharma Schweiz AG  
Human Resources  
Elina Dominioni  
St. Josefen-Strasse 20  
9001 St. Gallen  
elina.dominioni@schott.com  
Tel.: +41 71 274 07 14  
www.schott-pharma.com





# Swiss Federal Administration

Helping to shape Switzerland



«I've always wanted a job that is meaningful, that really matters.»



**Sara**  
Business Administration  
HR Specialist

Work where what you do matters.  
Apply now.  
[jobs.admin.ch](https://jobs.admin.ch)

 Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

### Regions with entry-level opportunities



### Headquarters

Bern

### Industry

Public administrations/associations

### Number of employees

National: 37,000  
International: 4,000

### Demand for graduates

500 internships and  
3,000 full-time positions per year

### Fields of study sought

See talendo radar p. 67 ff.

### Career opportunities for students and graduates

- Bachelor's and master's theses
- Direct entry
- Internship

[Further information on job profiles can be found on page 132](#) → → →

### Helping to shape Switzerland

The Federal Administration gives you the opportunity to use your knowledge for the benefit of Switzerland and to acquire a wide range of skills. Providing modern infrastructure, ensuring the health and safety of the population, creating favourable conditions for economic growth and digital progress are just some of the objectives we pursue every day.

### How to join the Federal Administration

The Federal Administration's fields of activity are as diverse as they are exciting. That is why we hire university graduates from almost all disciplines.

- An internship is a great way to find out more about our organisation, gain practical work experience, get solid references and build your network.
- In many areas, you may also have direct access to a permanent position. Take a regular look at the vacancies on our jobs portal.
- Would you like to write a practice-oriented Master's or final thesis? Find out more from the administrative units involved in your field of study, which may have suitable opportunities.

### What you can expect at the Federal Administration

- A stimulating working environment, where you can work with experienced colleagues, take part in interdisciplinary projects and benefit from continuing professional development tailored to your needs
- Numerous ways of reconciling your work and private life: mobile working, flexible working time models, part-time working, job sharing, sabbatical leave, etc.
- A competitive salary that is commensurate with the job requirements, your qualifications and your performance; interns receive a fixed salary
- A corporate culture oriented towards diversity, equal opportunities, plurilingualism and intergenerational collaboration

All information on career opportunities within the federal administration is available at the following address:

[vacancies.admin.ch](https://vacancies.admin.ch) > Career level > Students and graduates (Only available in French, German and Italian)

Interested?  
[www.vacancies.admin.ch](https://www.vacancies.admin.ch)



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Swiss Confederation

**Swiss Federal Administration**  
Helping to shape Switzerland





Regions with entry-level opportunities



**Headquarters**

Sonceboz, canton of Bern

**Industries**

- Automotive & trucks
- Electric mobility
- Industrial applications & MedTech

**Number of employees**

Switzerland: 1,300+  
Abroad: 100+

**Fields of study sought**

See talendo radar p. 67ff.

**Career opportunities for students and graduates**

- Bachelor's and master's thesis
- Direct entry
- Internships and apprenticeships

**About Sonceboz**

We are Sonceboz, a Swiss industrial group based near Biel, Neuchâtel, and Bern.

We design, develop and produce mechatronic systems of the highest quality. Our solutions, intended for positioning, flow control and actuation, meet the most demanding requirements. Every day, we support engineers in changing the world through safer, more responsible and more powerful technologies in the automotive, truck and off-road, medical and industrial sectors.

Sonceboz creates tailor-made solutions that combine mechanics and electronics to transform a signal into motion, perfectly summed up by our motto "From Mind to Motion". Driven by customer focus, we provide solutions of the highest quality and reliability. We are known for our outstanding industrial standards and highly automated production lines. Due to our expertise in the field of electromagnetism and our patented systems, we are able to respond quickly and efficiently.

Our company is committed to innovation and meeting the current needs of our customers, such as digitalisation, cyber security, Industry 4.0, electric vehicles and safety in general.

**Talent management**

With expertise in mechatronic systems, Swiss quality and industrial excellence, Sonceboz offers a unique ecosystem that promotes a "Let's Do It" entrepreneurial spirit. At Sonceboz, we know that it is our employees who make the difference and ensure our success year after year.

**Message to future employees**

Sonceboz has a dynamic structure that enables our people to develop their potential and creativity. As a future employee, you will find a stimulating environment in which you can freely develop your skills. You will be able to expand and deepen your existing professional responsibilities. We offer career development processes with special tools so that your talent can develop within the company and you can achieve both personal and professional goals. Discover a company that gives you the means to achieve your ambition!

**Your goal - our inspiration**

As a cooperative insurance company, Vaudoise attaches great importance to community and mutual respect. We are committed to providing a healthy, inclusive and inspiring working environment for our employees. We also actively support vocational training and promote talent across the board.

**We live our values every day**

Approachable, trustworthy, human and proactive: based on our values, we create a pleasant and inspiring working atmosphere based on mutual trust and respect. A healthy work-life balance is also important to us, and we do everything we can to promote it.

Our commitment makes us an attractive employer with certifications from recognised labels. For several years now, we have been one of the best employers in Switzerland, with employee satisfaction at almost 85%. At Vaudoise, we work in an environment that is open to diversity and promotes equal opportunities.

**We offer an attractive and motivating working environment**

The well-being of our employees is our top priority, which is reflected in our attractive working conditions. Our corporate culture promotes personal development and direct exchange, particularly in the context of sporting and cultural activities. In addition, we offer flexible working arrangements in modern and environmentally friendly premises.

**We create new opportunities**

Vaudoise offers unique development opportunities in many different fields. In addition to traditional insurance professions, we have a wide range of professional groups, particularly in the areas of IT, digital transformation, communication, marketing, finance and asset management.

**We promote young talent**

We currently have over 120 trainees working in our company. We offer apprenticeships, internships, student jobs and basic training in the insurance sector. Many university graduates also start their careers with us.

**We grow together**

Vaudoise supports its employees in expanding their skills. We have developed numerous training programmes and offer interesting opportunities for professional development.



Regions with entry-level opportunities



**Headquarters**

Lausanne

**Industry**

Private insurance

**Number of employees**

Approx. 2,000

**Demand for graduates**

20 - 25

**Fields of study sought**

See talendo radar p. 67ff.

**Career opportunities for students and graduates**

- Bachelor's and master's theses
- Direct entry
- Internship



**Interested?**

You can find our current job vacancies here:  
[www.sonceboz.com/carriers](http://www.sonceboz.com/carriers)



**Interested?**

Vaudoise Versicherungen  
Jennifer Fiaux  
Place de Milan  
P.O. Box 120  
1007 Lausanne  
[talents@vaudoise.ch](mailto:talents@vaudoise.ch)  
[www.vaudoise.ch/carriers](http://www.vaudoise.ch/carriers)



Regions with entry-level opportunities



**Industry**  
Insurance

**Interested?**  
Groupe Mutuel  
Rue des Cèdres 5  
1919 Martigny  
Tel.: 0848 803 111  
recrutement@groupemutuel.ch  
job.groupemutuel.ch/en



**Our company**

With more than 2,800 employees throughout Switzerland, Groupe Mutuel serves 1.3 million individual customers and 31,000 companies. As the only comprehensive insurer in Switzerland, Groupe Mutuel is the preferred partner for its individual and corporate customers in the areas of health and pensions. In addition, Groupe Mutuel takes on around 30 apprentices, interns and candidates for commercial vocational baccalaureate qualifications every year.

**Groupe Mutuel as an employer**

At Groupe Mutuel, we are delighted when our employees find their place with us. Whether you are a specialist or a young talent, a creative mind or a systematic thinker, there is guaranteed to be a department at Groupe Mutuel that suits you. Every Groupe Mutuel employee benefits from an attractive working environment, favourable working conditions and interesting social benefits. In line with our values, which have been recognised by Health Promotion Switzerland with the "Friendly Work Space" label, we place respect and innovation at the heart of everything we do.

**Find the job that suits you**

At Groupe Mutuel, we want our employees to feel at home. Whether you are an expert in your field or a rising star, an intuitive creative or a dedicated rationalist, there is bound to be a sector that suits you. Every Groupe Mutuel employee benefits from a high-quality environment, favourable working conditions and attractive social benefits. In line with our values, which are recognised in particular by the "Friendly Work Space" label awarded by Health Promotion Switzerland and the "We Pay Fair" label guaranteeing equal pay, we place respect and innovation at the heart of everything we do.

**isolutions AG - Together we shape the future**

isolutions is one of Switzerland's leading Microsoft partners and supports companies on their path to digital transformation. With offices in Bern, Zurich, Basel and Barcelona, we develop innovative cloud solutions, modern workplaces and customised software that make our customers more successful in the long term. Our strength lies in combining technological expertise, consulting and implementation from a single source - and in a team that breaks new ground with passion and creativity.

**What makes us unique?**

We live an open, appreciative corporate culture in which every opinion counts and personal development is encouraged. Our projects are diverse - from the introduction of modern collaboration platforms to the development of AI-supported business solutions. We focus on teamwork, personal responsibility and continuous learning.

**Who are we looking for?**

We offer attractive entry-level opportunities for students and graduates in the fields of computer science, business informatics, economics and related disciplines: direct entry or participation in the isolutions trainee programme. With us, you can take on responsibility, contribute your own ideas and help shape the digital future. Become part of a dynamic team and grow with us!

#weshapethefuture

Regions with entry-level opportunities



and Barcelona

**Industries**  
- General services  
- Hardware/telecommunications  
- Information technology  
- Management consulting

**Interested?**  
Annika Lemke  
HR Manager  
jobs@isolutions.ch  
www.isolutions.ch/en/career



Region with entry-level opportunities



**Headquarters**  
Geneva

**Industry**  
Public services/associations

**Interested?**  
Website: www.hospicegeneral.ch  
Career space:  
careers.smartrecruiters.com/  
Hospicegeneral



**People are at the heart of what we do. Give meaning to your career!**

Founded in 1535, the Hospice général has been pursuing a mission that is more relevant than ever: supporting people in precarious situations. Would you like to put your skills to work for people and the community? Join Geneva's largest social institution!

**A social mission, 80 professions to accomplish it**

Our mission is to promote the social and professional integration of people receiving social assistance and asylum seekers assigned to the canton by the Swiss Confederation. More than 1,600 employees, spread across 60 sites, work towards this goal. We are recruiting in **social support, project management, IT, finance, human resources, real estate, accommodation** and many other areas.

**Working conditions and career development**

- **Work-life balance:** we strive to promote the best possible balance between your professional and private life.
- **Training and mobility:** our attractive training policy gives you the opportunity to develop your skills and progress within the institution.

**At the heart of social innovation, together**

To meet the needs of a constantly changing world, we must constantly reinvent ourselves. Here, you will build the social assistance of tomorrow with your colleagues and in partnership with the Geneva social network. We offer you a stimulating working environment based on **openness, collaboration and innovation.**

See our vacancies on our careers page. Applications can only be made online.

**Company**

A semi-public company, Loterie Romande has been an indispensable partner to nearly 5,000 associations in French-speaking Switzerland working for the community for over 85 years. A major player in the development of the social and economic ecosystem of French-speaking Switzerland, it distributes all of its profits to social, cultural and sports associations through the operation of lottery games and betting.

**Values**

It conducts its activities in a measured and responsible manner, drawing on the work of eight departments: marketing, sales, operations and information systems, finance, management control, legal affairs and compliance, communication and human resources. Its values are respect for its employees, the constant pursuit of player satisfaction, the company's commitment to public service, dynamism and relevance in the creation of games, and finally innovation, rigour and transparency in the management of the company.

**FWS and Equal Salary labels**

Thanks to continuous improvements in its corporate health and diversity management policy, Loterie Romande has been awarded two certifications. In recent years, it has obtained the Friendly Work Space label and the label awarded by the Equal Salary Foundation. It stands out for the actions it has been taking for several years to promote well-being at work and equality, particularly through its training, remuneration, promotion and evaluation policies, as well as the special attention it pays to the principles of social responsibility.



Region with entry-level opportunities



**Industry**  
Public services/associations

**Interested?**  
Loterie Romande  
Human Resources  
Avenue de Provence 14  
1007 Lausanne  
Tel.: +41 21 348 13 13  
info@loro.ch  
www.loro.ch



# M&S

## SOFTWARE ENGINEERING

### Regionen mit Einstiegsmöglichkeiten



**Branche**  
Informatik/Telekommunikation

**Interesse geweckt?**  
M&S Software Engineering AG  
Guido Jauch  
Rekrutierungsspezialist  
Tel.: +41 44 738 26 11  
guido.jauch@m-s.ch  
www.m-s.ch/karriere

Auf der Suche nach deinem neuen Job? Bei uns bist du richtig!

A B C D E F G H I J K L  
N E R F O L G R E I C H O  
P Q H R T W X O A H L K S  
H W K A R R I E R E B D I  
J H O I U M N L A N  
P O L G L E G J B N  
W X L F R X S T D H  
• N E T D C # F B A  
A T G P C O M P A N Y U F  
F R I N G E B E N E F I T  
N R A T L K O P H G Q F D  
S I L U M I C R O S O F T



Infos / Talent-Pool



### Our company

Rheinmetall Air Defence AG is part of the internationally active Rheinmetall Group, whose successful history dates back to its founding in 1889. Our systems are designed to defend sensitive targets against any threat from the air. Our core competencies lie in the development and manufacture of air defence systems, simulators and training systems. Rheinmetall Air Defence AG advises and supports its international customers in the introduction, training, logistics and maintenance of existing or new air defence systems.

We offer attractive employment conditions and excellent social benefits. We attach great importance to flexible working conditions that make it easier to balance family, private life and career. Flexible career models and a wide range of training and further education programmes ensure that employees have individual development opportunities.

### Your profile

It is possible to join our company at almost any time via an internship. We also support young students in writing their dissertations.

- Electrical, mechanical and computer engineers, business economists, industrial engineers
- Excellent technical and methodological skills, creativity, ability to work in a team, communicative, innovative, social skills

# RHEINMETALL

Region with entry-level opportunities



**Industry**  
Mechanical/plant engineering

**Interested?**  
Daniel Sigg, HR Management  
Birchstrasse 155, 8050 Zurich  
daniel.sigg@rheinmetall.com  
www.rheinmetall.com



# MIKRON AUTOMATION

Regions with entry-level opportunities



**Industry**  
Mechanical/plant engineering

**Interested?**  
Mikron Switzerland AG, Boudry  
Division Automation  
Human Resources Department  
Route du Vignoble 17  
2017 Boudry  
Tel.: +41 32 843 11 11  
recrutement.mbo@mikron.com  
www.mikron.com



Mikron Automation is a leading company in the development of scalable and customised assembly systems. With its commitment to innovation, flexibility, premium customer service and an ever-growing portfolio of platforms, Mikron offers state-of-the-art solutions for the most complex assembly and testing requirements. Mikron Switzerland AG, Boudry, with over 620 employees, is the headquarters of Mikron Holding. The division employs over 800 people at its locations in Denver (USA), Singapore, Shanghai and Kaunas (Lithuania). Mikron is rooted in Swiss innovation culture and develops solutions for its international clientele operating in the following markets: pharmaceuticals, medtech, automotive, electrical/industrial and consumer goods.

### Our environment

We take on many technological challenges and find innovative and high-performance solutions to meet the needs of our customers. Our innovative working environment offers optimal conditions for creativity and interdisciplinary exchange. We support and train our employees who are willing to take on entrepreneurial responsibility based on our values and corporate goals.

### Would you like to join us on an exciting technological adventure? Then get in touch!

If you are an engineer, technician or polymechanic who is passionate about your profession, ready to take on new challenges and enjoy working in a multidisciplinary team and a multi-cultural and dynamic environment, then don't hesitate to send your complete application (CV, cover letter, diplomas, references) to our Human Resources department.

### As a company ...

As a leading energy provider and the largest electricity supplier in French-speaking Switzerland, we offer a wide range of sustainable solutions in areas such as energy distribution and production, energy services, energy efficiency and electric mobility.

### As an employer ...

We want to shape a more sustainable future - with you! Join us on our mission to propel our region towards a carbon-free future. At our company, your dynamism and passion are the driving forces behind our ambition: to positively transform our region while building a rewarding and enriching career.

In addition to this inspiring and meaningful mission, we offer particularly attractive conditions:

- Flexible and adaptable working hours
- Modular and personalised training programmes
- A modern and collaborative workspace
- Innovative and impactful projects
- Competitive employment conditions

Don't hesitate! Start your career with a company that values your skills and gives you the opportunity to grow.

Join us - and become a true source of energy yourself!



Regions with entry-level opportunities



**Industry**  
Energy sector/renewable energies

**Interested?**  
Romande Energie SA  
Human Resources  
Rue de Lausanne 53  
1110 Morges  
www.romande-energie.ch/carrieres



# swissgrid

Regions with entry-level opportunities



#### Industry

Energy/water management

#### Interested?

Swissgrid  
Corina Wieland  
Tel.: +41 58 580 33 39  
hr@swissgrid.ch  
www.swissgrid.ch/jobs



#### The Swiss transmission grid is needed to get electricity from the socket

It is a long way from electricity generation to the end user's electrical device. The Swiss transmission grid plays a central role in this process. It absorbs the energy produced in Switzerland and abroad. The electricity is transported at a voltage of 220,000 and 380,000 volts to the vicinity of consumers, where it is fed into the distribution grid via three transformation levels. As the owner, Swissgrid is responsible for the transmission grid in Switzerland.

Swissgrid plays a key role in the energy transition. Together with the energy industry, business, politics and the population, Swissgrid develops solutions for the sustainable and efficient expansion of the Swiss transmission grid.

#### Become part of our success story

Swissgrid employs around 980 highly qualified staff from 38 countries at its locations in Aarau and Prilly and its bases in Castione, Landquart, Laufenburg, Ostermundigen and Uznach. As one of the top 100 employers in Switzerland, Swissgrid offers ambitious students and graduates internships, diploma positions, graduate programmes, working student positions and direct entry opportunities. Young and motivated individuals from the fields of engineering, economics, natural sciences, electrical engineering or computer science who want to make a difference with their commitment, creativity and team spirit will find the ideal start to their professional career at Swissgrid.

# VZ VermögensZentrum

Regions with entry-level opportunities



#### Industries

- Banking/financial institutions  
- Real Estate  
- Legal advice  
- Management consulting  
- Insurance

#### Interested?

Chiara Bernauer  
Senior Recruiting Manager  
Gotthardstrasse 6, 8002 Zurich  
Tel.: +41 44 207 27 27  
VZ WhatsApp: +41 79 262 77 98  
recruiting@vzch.com  
www.vzch.com/jobs



#### Who we are

VZ VermögensZentrum is a member of the VZ Group. Since its foundation in 1993, VZ has developed into Switzerland's leading independent financial services provider. We advise our discerning and affluent private clients on all matters relating to investments, mortgages, taxes, insurance and inheritance. We develop concepts to optimise income, assets and taxes and implement them ourselves: as an independent asset manager, we pursue an active investment policy - without our own products.

#### Your entry and development opportunities

VZ employs around 2,000 specialists. With their skills and commitment, they ensure that VZ remains dynamic and innovative. We invest heavily in this: in a healthy corporate culture, in new ideas and, above all, in the continuous training and development of all our employees. University graduates can expect permanent direct entry into financial consulting at VZ, one of the most diverse fields in the financial industry. The expertise required for this demanding job is developed in a clearly structured, eduQwa-certified trainee programme. Every newcomer is coached by an experienced advisor.



# Get started with VZ!

Working for the leading independent financial advisory firm offers more variety than anywhere else in the financial sector. At VZ VermögensZentrum, we provide our clients with independent and transparent advice. In the VZ trainee programme, we offer:

- Permanent employment from day one
- A clear path to becoming a consultant in 18–24 months
- Direct client contact right from the start
- Mentoring by an experienced consultant
- Independent advisory work without the need for acquisition

Apply now!



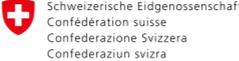
Please note that most of our positions require fluency in either German, French, or Italian.

[vzch.com/jobs](http://vzch.com/jobs)

# Which employers have caught your interest?

## Brief summary

Tick a maximum of ten employers that interest you and that you would like to get to know better.

 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
 <input type="checkbox"/>	 <input type="checkbox"/>	

Transfer the results to the table in the section entitled "Reality check" on page 153.

# Get an overview of potential employers!

Career and education events offer you the opportunity to get an overview of potential employers or universities.

Date	Event	Location
23.02. - 06.03.2026	HSG Talents	University of St. Gallen
03.03.2026	Kontaktgespräche Bau & Planung	OST - Eastern Switzerland University of Applied Sciences, Campus Rapperswil-Jona
04.03.2026	Forum HES-SO	Beaulieu, Lausanne
05.03.2026	Conecto ZHAW	Eulachhallen Winterthur
10.03.2026	Kontaktgespräche Technik & Informatik	OST - Eastern Switzerland University of Applied Sciences, Campus Buchs
11.03.2026	Kontaktgespräche Wirtschaft	OST - Eastern Switzerland University of Applied Sciences, Campus St. Gallen
11.03.2026	CareerNight Jus	University of Bern
14.03.2026	VIS Kontaktparty	ETH Zurich
16.03.2026	Women's Contact-Day Romandie	Swiss Tech Convention Center, Lausanne
16. - 20.03.2026	UZH JobHub	University of Zurich
17.03.2026	FHNW Career Day	FHNW University of Applied Sciences and Arts Northwestern Switzerland, Campus Brugg-Windisch
18.03.2026	Kontaktgespräch Hochschule Luzern	Lucerne University of Applied Sciences and Arts, Campus Zug-Rotkreuz
21.03.2026	EHL Career Fair	EHL Campus Lausanne
23.03.2026	Absolvierenden-Messe Bern	Champions Lounge, Stadion Wankdorf, Bern
24.03.2026	Irchel Fair	University of Zurich, Campus Irchel
25.03.2026	MindPhair	ETH Zurich
25.03.2026	Kontaktgespräche Technik & Informatik	OST - Eastern Switzerland University of Applied Sciences, Campus Rapperswil-Jona
25.03.2026	Unternehmenstag Holz Biel	University of Applied Sciences Bern, Biel
31.03.2026	Long Night of Careers @USI	USI Università della Svizzera italiana, East Lugano Campus
31.03.2026	Career Forum UNIFR	University of Fribourg, Campus de Pérolles
15./16.04.2026	Kontakttreffen Hönggerberg	ETH Zurich, Campus Hönggerberg
21. - 24.04.2026	ETH Polymesse	ETH Zurich
28.04.2026	StepIn->ToCareer	SUPSI DTI Campus, Lugano
05.05.2026	Career Day Technik und Informatik	University of Applied Sciences Bern, Switzerland Innovation Park Biel + virtually
02.09.2026	EHL Career Fair	EHL Campus Passugg
05.09.2026	Maturierenden-Messe Bern	BERNEXPO, Halle 2.0, Bern
12.09.2026	Maturierenden-Messe Zürich	StageOne, Zurich-Oerlikon
28.09. - 09.10.2026	HSG Banking Days	University of St. Gallen
05. - 09.10.2026	Forum EPFL	EPF Lausanne
15.10.2026	IT- & Engineering-Day	SIX ConventionPoint, Zurich
19.10.2026	Law Fair UNIFR	University of Fribourg, Miséricorde
22.10.2026	Long Nights of Careers FHNW	FHNW University of Applied Sciences and Arts Northwestern Switzerland, Campus Olten
22.10.2026	Absolvierenden-Messe Zürich	StageOne, Zurich-Oerlikon
27.10.2026	Forum Geneva	HEAD, Le Cube, Geneva
04.11.2026	Absolvierenden-Messe Basel	Messe Basel, Basel
04.11.2026	Maturierenden-Messe Basel	Messe Basel, Basel
06.11.2026	Long Night of Careers	Siders, Bellevue
11./12.11.2026	Long Nights of Careers UZH	University of Zurich
12.11.2026	Women's Contact-Day Fribourg	Fri-Son, Fribourg
23.11.2026	Women's Contact-Day Zürich	X-TRA, Zurich
ongoing	ETH Career Weeks	ETH Zurich





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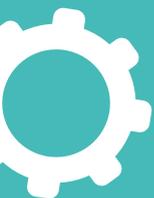
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## Get an overview of potential universities!

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# Overview of universities

The choice of degree programmes is huge, which makes it impossible to study all the options in detail. Therefore, on your way to finding the right degree programme, you should first get an overview of the various universities.

In Switzerland, there are universities, universities of applied sciences and universities of education. All of these institutions offer a very high standard of education by global standards. It is now up to you to take advantage of these excellent conditions for your own personal benefit. We re-

commend that you be curious when searching for the right university and find out about all the universities and universities of applied sciences. When making your decision, consider the wide variety of courses offered by the different types of higher education institutions in different languages (German, French, Italian, English). And take advantage of the permeability between the universities focused on basic research and the practice-oriented universities of applied sciences. You will be surprised by the variety of opportunities offered by the Swiss higher education landscape.

# University, university of applied sciences or pedagogical university?

## Which appeals to you more?

The three types of higher education institutions differ in terms of their educational and research missions, the courses they offer, the structure of their programmes and their admission requirements.

**Universities (UH):** focus on basic research and offer abstract teaching that leads to general professional qualifications. The ETH in Zurich and EPFL in Lausanne also belong to this type of higher education institution.

**Universities of applied sciences (FH):** focus on applied research and practical teaching that specifically prepares students for a particular professional field.

**Pedagogical universities (PH):** train teachers for all levels of education and are often affiliated with universities of applied sciences.

All higher education institutions operate according to the Bologna model: bachelor's degrees last three years, master's degrees another 1.5 to 2 years. Subjects such as medicine and sociology are only offered at universities, while others such as aviation and landscape architecture are only offered at universities of applied sciences. The question of which type of higher education institution is more suitable in a specific case can only be answered on an individual basis. The following comparison will help provide individual clarification.

	 University of Applied Sciences	 Pedagogical University	 University
<b>Admission requirements</b>	<input type="checkbox"/> Vocational Matura, specialised Matura in related fields of study or grammar school Matura with work experience	<input type="checkbox"/> Specialised secondary school leaving certificate in education, secondary school leaving certificate or vocational secondary school leaving certificate with passed entrance examination	<input type="checkbox"/> Secondary school certificate or vocational/specialised secondary school certificate with passed supplementary Passerelle examination
<b>Degrees</b>	<input type="checkbox"/> Bachelor's, master's	<input type="checkbox"/> Bachelor's, master's	<input type="checkbox"/> Bachelor's, master's, PhD (doctorate)
<b>Standard degree</b>	<input type="checkbox"/> Bachelor's	<input type="checkbox"/> Varies depending on the level of teaching	<input type="checkbox"/> Master's
<b>Focus and primary educational objective</b>	<input type="checkbox"/> Applied research with a high degree of practical relevance, training for professional careers	<input type="checkbox"/> Applied research with a high degree of practical relevance, training for professional careers	<input type="checkbox"/> Focus on research and theory, scientific training for academic careers
<b>Organisation and structures</b>	<input type="checkbox"/> Tendency towards smaller groups with little change over the duration of the course, tendency towards a more informal and school-like atmosphere	<input type="checkbox"/> Tendency towards smaller groups without major changes over the duration of the course, tendency towards a more familiar, and school-like atmosphere	<input type="checkbox"/> Tendency towards larger groups, many group changes over the duration of the course, tendency towards anonymity and more freedom (e.g. subject combinations) and independence
<b>Subject exclusivity</b>	<input type="checkbox"/> Design, hospitality, music, health professions	<input type="checkbox"/> Teaching, education, educational science	<input type="checkbox"/> German studies, medicine, theology, mathematics
<b>Internationality</b>	<input type="checkbox"/> Tendency towards stronger regional focus	<input type="checkbox"/> Tendency towards stronger regional focus	<input type="checkbox"/> Tendency towards greater internationality (student body and reputation)

The above comparison provides an overview of the typical ways in which they differ. However, the information provided is not legally binding. Deviations and exceptions may occur in individual cases. Each higher education institution makes its own decision autonomously. **In which column did you place more crosses - university of applied sciences, pedagogical university or university?**

# No more money worries: your path to financing your studies

Not sure how to finance your education? Whether you want to study or continue your education, EDUCA SWISS offers educational opportunities for everyone, regardless of grades, age or background. Here is your roadmap:

## Step 1: Create a budget and education plan

Start planning your education now so that you don't encounter any nasty surprises and know exactly how much money you need. It's not often that easy to realistically estimate costs, and it's easy to forget about expenses. The online platform at [educaswiss.ch](http://educaswiss.ch) helps you create your own financial and education plan. If you need help, EDUCA SWISS also offers free coaching. For a quick overview of your daily expenses and income, we recommend the app from [budgetberatung.ch](http://budgetberatung.ch).

## Step 2: Get support from your family

Have you realised that you cannot finance your studies on your own, despite having a part-time job? A clear budget, a clear career goal and a well-considered choice of study programme are your trump cards when it comes to convincing those close to you of your plans so that they will support you financially. You will increase your chances if you show how much money you need and how long your studies are likely to take.

*"I had no savings and couldn't count on my family's support. EDUCA SWISS gave me moral and financial support to achieve my career goal."*

Stephanie, Master of Science in Environmental Technology

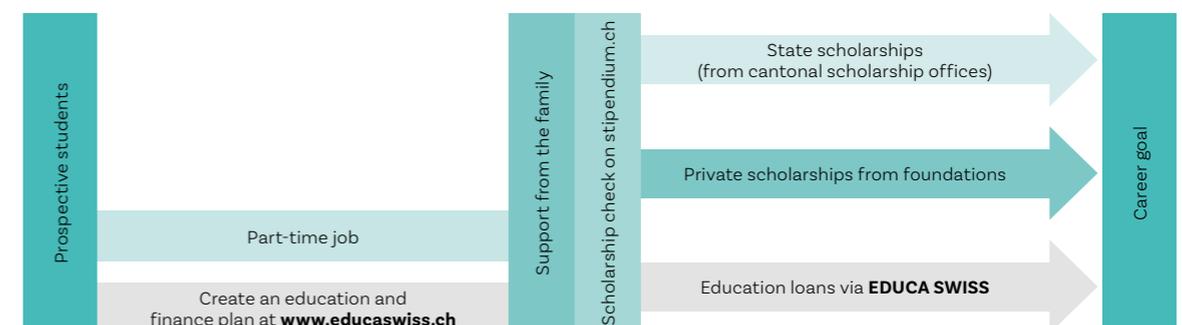


## Step 3: Find support through scholarships

At the same time, you should check whether you are eligible for a scholarship. You can find this out on the website of your cantonal scholarship office. If so, submit your application as soon as possible, as it often takes a long time (approx. 6-10 months) to receive a decision. At the same time, you can also try to obtain a scholarship from a private foundation. Send your education plan from EDUCA SWISS to [stipendium.ch](http://stipendium.ch) and seek advice. There may be a foundation that is willing to provide specific support for your studies, your family situation or your life circumstances.

## Step 4: Alternative financing option: "loans"

If you are not eligible for a scholarship or still need more money, the non-profit foundation EDUCA SWISS is there to provide even more help. After receiving free coaching, you'll be able to obtain an education loan there. This means that you borrow the money at a non-profit interest rate of less than 2% on average and pay it back after completing your education so that the money is available to someone else. For EDUCA SWISS, the most important thing is: Where do you want to go? What is your goal? From second-chance education to studying abroad, EDUCA SWISS supports all educational paths as long as they are realistically achievable.



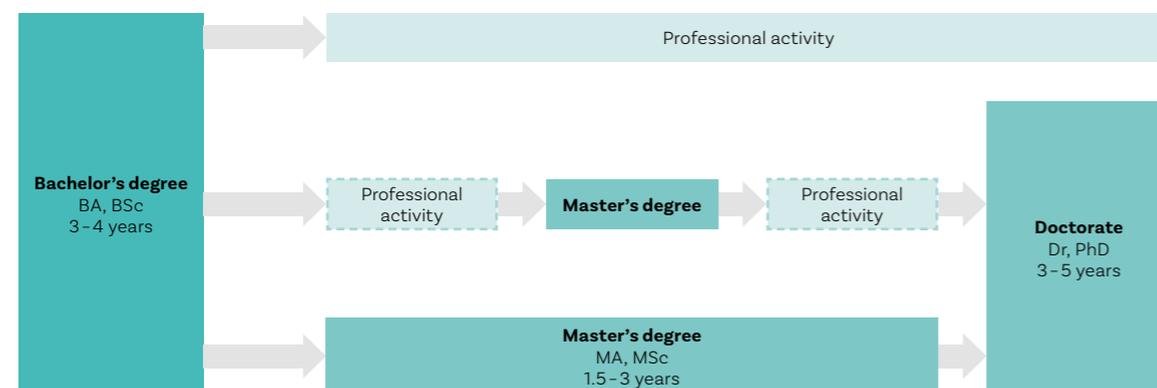
Source: EDUCA SWISS, [www.educaswiss.ch](http://www.educaswiss.ch)

# Bachelor's, master's and PhD (doctorate): your path through the higher education landscape

The world of higher education can seem quite complicated, but don't worry! Here is a simple overview of bachelor's, master's and PhD (doctorate) degrees. Find out which path suits you best and take the next step in your career.

## 1 Bachelor's degree: the first step

<b>Duration</b>	3 years (standard period of study, in some countries/courses also 4 years)
<b>Objective</b>	<i>Universities:</i> scientific foundations in your subject <i>Universities of applied sciences:</i> vocational training, practice-oriented
<b>Admission</b>	<i>Universities:</i> secondary school diploma or vocational/specialised secondary school diploma with passed Passerelle supplementary examination  <i>Universities of applied sciences:</i> vocational secondary school diploma, specialised secondary school diploma in related fields of study or secondary school diploma with work experience  <i>Pedagogical university:</i> specialised secondary school diploma in education, secondary school diploma or vocational secondary school diploma with passed entrance examination
<b>Degrees</b>	<i>BA (Bachelor of Arts):</i> humanities, arts, courses in the field of education, some social sciences, economics  <i>BSc (Bachelor of Science):</i> natural sciences, economics, health, some social sciences  <i>Others:</i> e.g. BEng (engineering), BLaw (law), BMed (medicine)
<b>Career opportunities</b>	Direct entry into many fields or qualification for a master's degree



## 2 Master's degree: deepen your knowledge

<b>Duration</b>	1.5-2 years, medical courses up to 3 years
<b>Objective</b>	Deepening and specialisation in the chosen subject area or interdisciplinary further education
<b>Admission</b>	A bachelor's degree (suitable subject for consecutive Master's) Additional professional experience or specific admission tests for specialised programmes
<b>Types</b>	<i>Consecutive:</i> builds on your bachelor's degree, e.g. BA Economics > MA Economics <i>Non-consecutive:</i> interdisciplinary, e.g. BA Economics > MA European Studies <i>Specialised:</i> with admission restrictions, e.g. BA Economics > MA Climate Sciences <i>Joint Master's:</i> in cooperation with foreign universities
<b>Degrees</b>	<i>MA (Master of Arts):</i> humanities, arts, teaching programmes, some social sciences, economics  <i>MSc (Master of Science):</i> natural sciences, economics, health, some social sciences  <i>Others:</i> e.g. MEng (engineering), MLaw (law), MMed (medicine)
<b>Career opportunities</b>	Qualification for higher-level positions, e.g. management, research, politics

## 3 Doctorate: for your research career

<b>Duration</b>	3-5 years or longer (depending on the research project)
<b>Objective</b>	Independent research project (dissertation) and the title "Dr" or "PhD"
<b>Admission</b>	Good master's degree Research proposal or project plan; letters of recommendation often required
<b>Degrees</b>	<i>Dr (Doctor):</i> typical in many European countries <i>PhD (Doctor of Philosophy):</i> internationally recognised degrees
<b>Career opportunities</b>	Prerequisite for academic careers, professorships or research-intensive professions  Advantageous in management positions or specialised industrial sectors

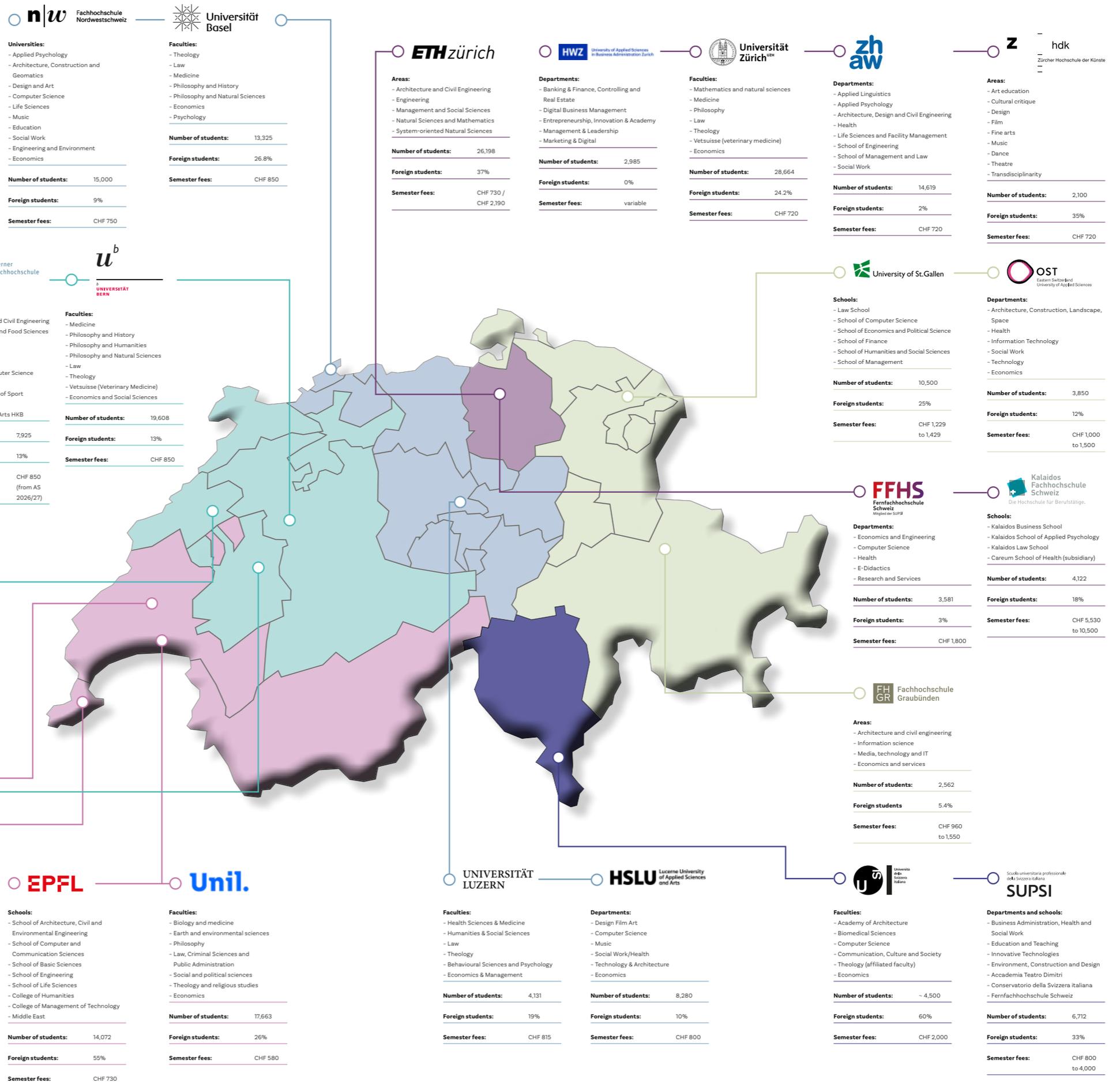
Source: [www.berufsberatung.ch](http://www.berufsberatung.ch)

# Swiss Higher Education Compass

To help narrow down your search for the right university, you should define criteria that are important to you personally:

- Study location
- Specialisation options
- Internationality
- Career opportunities
- Career services
- Reputation
- Semester fees
- Infrastructure
- Student-teacher ratio
- Practical relevance
- Alumni network
- Accreditations
- Rankings

Next, the selected criteria must be weighted and the relevant information about the individual universities collected. At the end, you will have a personal overall assessment and can further narrow down the number of suitable universities.





**Location**  
Wädenswil



**Number of students**  
1,900 students

**Semester fees**  
CHF 720

**Bachelor's degree programmes**

- Applied Digital Life Sciences
- Biomedical Laboratory Diagnostics
- Biotechnology
- Chemistry
- Facility Management
- Food Science
- Natural Resource Sciences

**Master's degree programmes**

- Circular Economy Management
- Life Sciences with the following specialisations:
  - Applied Computational Life Sciences
  - Chemistry for the Life Sciences
  - Pharmaceutical Biotechnology
  - Food and Beverage Innovation
- Environment and Natural Resources
- Real Estate and Facility Management
- Preneurship for Regenerative Food Systems

**Info events 2026**

We offer info events throughout the year.

More information:  
[www.zhaw.ch/en/lsfm/studies/info-events](http://www.zhaw.ch/en/lsfm/studies/info-events)



**Studying in Wädenswil – in Life Sciences and Facility Management**

**The ZHAW in Wädenswil offers future-oriented degree programmes in the fields of Life Sciences and Facility Management. The bachelor's degrees are in high demand on the job market and open up a wide range of career paths. Consecutive master's programmes offer additional interesting career opportunities – including internationally.**

The ZHAW School of Life Sciences and Facility Management is located in Wädenswil on the left bank of Lake Zurich, a good 20 minutes by train from Zurich. Dedicated lecturers impart theoretical and practical knowledge on the subjects of the environment, nutrition and food, health and society. The university has state-of-the-art teaching, laboratory and technology rooms at three locations. The unique location in the countryside, with beautiful gardens and close to the lake, guarantees a stimulating teaching and learning atmosphere.

**What does Life Sciences involve?**

In Wädenswil, Life Sciences includes bachelor's degree programmes in Applied Digital Life Sciences, Biomedical Laboratory Diagnostics, Biotechnology, Chemistry, Food Science and Environmental Engineering. The consecutive master's programmes build on the Bachelor's programmes and lead to further specialisation in the chosen field of study. They combine in-depth subject knowledge, scientific competence and practical orientation, opening up additional career opportunities.

**What is facility management?**

Facility management deals with the design of working and living spaces. The programme combines elements of architecture and technology with economics and psychology. It focuses on the economic and sustainable management of real estate and facilities, the optimisation of building systems, the design of modern workplace concepts, and the development, organisation and implementation of innovative services and events. The consecutive master's programme is research-based and provides students with comprehensive preparation for future management tasks.

**OST – Empowering expertise**

The OST is a dynamic university that strengthens Eastern Switzerland with forward-looking initiatives. In doing so, it makes a significant contribution to the economic and social development of the region. OST is the university of applied sciences for the six cantons of Eastern Switzerland and the Principality of Liechtenstein. With around 4,000 students in six departments, 2,000 continuing education participants, and over 1,000 current research projects, we are the educational hub of the region.

**Teaching and research under one roof**

With its 35 research institutes, OST develops new, application-oriented technologies across departments as a research and service partner and transfers sustainable solutions to the economy and society.

[www.ost.ch/forschung-und-dienstleistungen](http://www.ost.ch/forschung-und-dienstleistungen)

**Bachelor's degree programmes**

OST offers degree programmes in the following areas:

- Architecture, Civil Engineering, Landscape Architecture and Spatial Planning
- Health Sciences
- Computer Science
- Social Work
- Technology
- Management

Holders of a high school diploma can complete the PiBS practice-integrated bachelor's degree program.

**Continuing education programmes**

Choose from a wide range of courses and seminars. OST lecturers offer technical and didactic expertise as well as up-to-date practical relevance to optimally prepare professionals for their future careers.



**EMPOWERING EXPERTISE.**

**Locations**



Switzerland and Liechtenstein

**Number of students**  
Approx. 4,000 students

**Semester fees**  
CHF 1,000

**Overview of information events 2026**  
[www.ost.ch/info-veranstaltungen](http://www.ost.ch/info-veranstaltungen)  
(German)

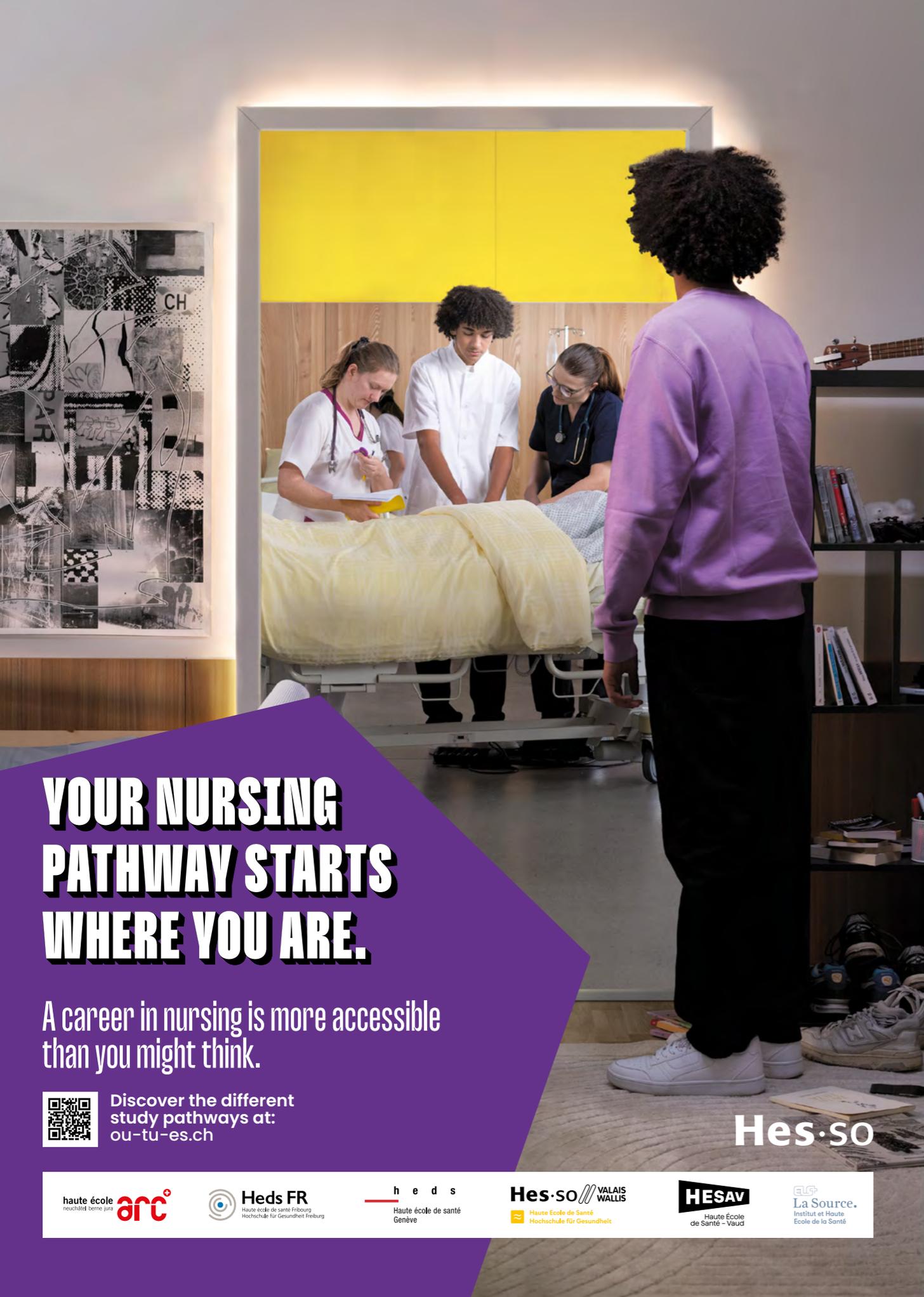
**Further information**  
[www.ost.ch/en/degree-programs](http://www.ost.ch/en/degree-programs)



**Interested?**

ZHAW School of Life Sciences and Facility Management  
Grüntalstrasse 14  
P.O. Box  
8820 Wädenswil  
Tel.: +41 58 934 59 61  
[studiensekretariat.lsfm@zhaw.ch](mailto:studiensekretariat.lsfm@zhaw.ch)  
[www.zhaw.ch/lsfm/studium](http://www.zhaw.ch/lsfm/studium)





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A career in nursing is more accessible  
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Discover the different  
study pathways at:  
[ou-tu-es.ch](http://ou-tu-es.ch)

Hes·so



## Get an overview of potential universities!

Information days offer you the opportunity to get an overview and background information about potential universities. Scan the QR code below to find out about all upcoming information days.

Date	Event	Location
02. - 13.03.2026	<b>Masterstage UZH</b>	University of Zurich
03.03.2026	<b>Journée des Masters</b>	University of Lausanne
04.03.2026	<b>Journée des bachelors UNIGE</b>	University of Geneva
04.03.2026	<b>Soirée des masters de l'Université de Neuchâtel</b>	University of Neuchâtel
07.03.2026	<b>Infotag Bachelor in Informatik an der Universität St. Gallen</b>	University of St. Gallen
10./11.03.2026	<b>Masterdays UniFR</b>	University of Fribourg
11.03.2026	<b>Bachelor-Infotag</b>	HWZ University of Applied Sciences in Business Administration Zurich
12.03.2026	<b>Basler Infoabend Master</b>	University of Basel
13.03.2026	<b>Women @HSG Bachelor-Infotag</b>	University of St. Gallen
17. -19.03.2026	<b>Master's open days</b>	University of Bern
19./21.03.2026	<b>Information Days Bachelor's and Master's Degree at the FHGR</b>	University of Applied Sciences of the Grisons
26.03.2026	<b>Bachelor Info Day</b>	USI Università della Svizzera italiana
14. - 17.04.2026	<b>Master Meetings</b>	USI Università della Svizzera italiana
02./03.09.2026	<b>Information days at ETH Zurich</b>	ETH Zurich
02./03.09.2026	<b>Studieninformationstage UZH</b>	University of Zurich
05.09.2026	<b>Maturierenden-Messe Bern</b>	BERNEXPO, Halle 2.0, Bern
12.09.2026	<b>Maturierenden-Messe Zürich</b>	StageOne, Zurich-Oerlikon
22.10.2026	<b>Absolvierenden-Messe Zürich</b>	StageOne, Zurich-Oerlikon
27.10.2026	<b>Forum Geneva</b>	HEAD, Le Cube, Geneva
29./31.10.2026	<b>Information Days Bachelor's and Master's Degree at the FHGR</b>	University of Applied Sciences of the Grisons
04.11.2026	<b>Maturierenden-Messe Basel</b>	Messe Basel, Basel
04.11.2026	<b>Infoday</b>	University of Neuchâtel
16. - 20.11.2026	<b>Information days at Zurich University of the Arts</b>	Toni-Areal, Zurich
18. - 20.11.2026	<b>Journées d'information EPFL</b>	SwissTech Convention Center, Lausanne
20.11.2026	<b>Basler Infotag Bachelor</b>	University of Basel
24./25.11.2026	<b>Infodays UniFR</b>	University of Fribourg
27.11.2026	<b>Bachelor's Information Day</b>	University of Lucerne
01./02.12.2026	<b>Bachelor's open days</b>	University of Bern
02./03.12.2026	<b>Journée découvertes (gymnasiens)</b>	University of Lausanne
all year round	<b>Online informative events SUPSI</b>	<a href="http://supsi.ch/en/online-informative-events">supsi.ch/en/online-informative-events</a>
all year round	<b>Open Day at SUPSI</b>	<a href="http://supsi.ch/en/penday">supsi.ch/en/penday</a>
all year round	<b>Information events for Bachelor's and Master's degrees at the University of Lucerne</b>	<a href="http://unilu.ch/infoveranstaltungen">unilu.ch/infoveranstaltungen</a>
all year round	<b>Information events at the FHNW</b>	<a href="http://fhnw.ch/infoanlaesse">fhnw.ch/infoanlaesse</a>
all year round	<b>Information events HSLU</b>	<a href="http://hslu.ch/ausbildung">hslu.ch/ausbildung</a>
all year round	<b>Information days at the University of St. Gallen</b>	<a href="http://infotag.unisg.ch">infotag.unisg.ch</a>
all year round	<b>Information events at BFH</b>	University of Applied Sciences Bern / virtually
all year round	<b>Information events at HES-SO</b>	<a href="http://hes-so.ch/agenda?cat=560">hes-so.ch/agenda?cat=560</a>
all year round	<b>Information events at HWZ</b>	<a href="http://fh-hwz.ch">fh-hwz.ch</a>
all year round	<b>Information events at OST</b>	OST - Eastern Switzerland University of Applied Sciences / virtually
all year round	<b>Information events at the ZHAW</b>	ZHAW Zürcher Hochschule für Angewandte Wissenschaften / virtually
all year round	<b>Online information events</b>	Fernfachhochschule Schweiz / virtually
all year round	<b>Online Information Events at the FHGR</b>	<a href="http://fhgr.ch/infoanlass">fhgr.ch/infoanlass</a>
all year round	<b>Student for a Day at FFHS</b>	Gleisarena Campus Zurich

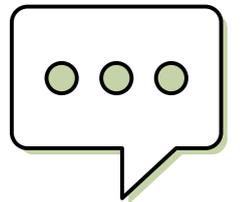
all information days



[berufsberatung.ch/infotage](http://berufsberatung.ch/infotage)

#Work

#Vibes



# Job profiles/ degree programmes

Choose an activity  
you love and you will never  
have to work a day in  
your life!

#Learn

#Study



**Trainee programme or direct entry 119**

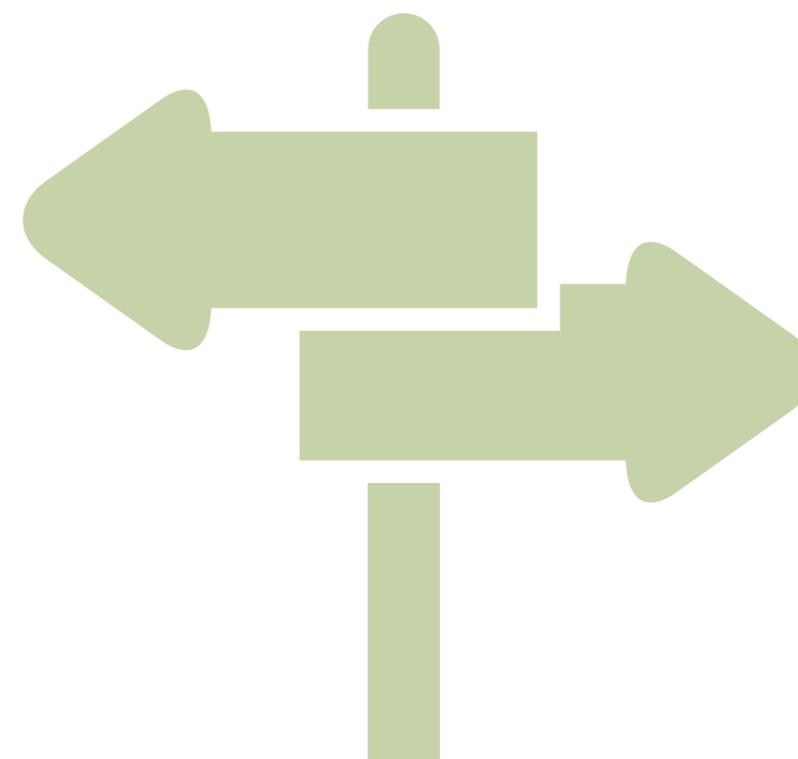
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# Trainee programme or direct entry

**A**fter you have compiled a list of potential employers, the question arises as to whether you should start your career with a trainee programme or direct entry.

There is no one-size-fits-all answer to this question. What is a big advantage for one person may be a significant disadvantage for another. It is also important to bear in mind that in some industries, starting with a trainee programme is the norm, while other industries only offer direct entry. Against this background, only you can make the right decision - depending on your personal goals, preferred industries and preferred employers.

Below you will find an overview of the different types of trainee programmes and direct entry. There are two types of trainee programmes: management trainee programmes and specialist trainee programmes.

The aim of management trainee programmes is to promote young talent for future management positions. During the programme, trainees are assigned to various departments so that they can gain an overview of the company and build up a large internal network. They also attend seminars that focus on soft skills.

The aim of the specialist trainee programme is to promote young talent for future specialist roles. To this end, the future job profile is determined at the time of recruitment. Trainees use the entire duration of the programme to gain a comprehensive understanding of their target role. To this end, they work in the relevant departments and attend seminars that will be useful for their future specialist role.

# Management, specialist trainee programme or direct entry

Which appeals to you more?

Tick the option that is most important to you. You will then see which type of career start is most suitable for you.

	 Management trainee programme	 Specialist trainee programme	 Direct entry
<b>Objectives</b>	<input type="checkbox"/> Trainees should gain an overview of the company and its various departments within a specified period of time	<input type="checkbox"/> Trainees should become thoroughly familiar with a target function within a specified period of time	<input type="checkbox"/> Career starters are hired for a permanent position and should be introduced to the specific job profile as quickly as possible
<b>Target group</b>	<input type="checkbox"/> Graduates who wish to pursue a management career	<input type="checkbox"/> Graduates who wish to pursue a specialist career	<input type="checkbox"/> Graduates who know exactly in which area/role they wish to work
<b>Target role</b>	<input type="checkbox"/> The job profile best suited to the person is determined at the end of the programme	<input type="checkbox"/> The job profile that the person will be trained for during the trainee programme is determined upon hiring	<input type="checkbox"/> From the outset, the person works in the defined job profile and can thus immediately gain practical experience
<b>Content</b>	<input type="checkbox"/> Non-binding insight into the day-to-day business of various departments/functions	<input type="checkbox"/> Getting to know the departments/functions relevant to the target function	<input type="checkbox"/> After training, independently taking on a permanent position with responsible tasks
<b>Responsibility</b>	<input type="checkbox"/> No or only minor responsibility	<input type="checkbox"/> No or only minor responsibility	<input type="checkbox"/> Quick assumption of responsibility
<b>Right to have a say</b>	<input type="checkbox"/> Often have a say in the selection of departments/functions	<input type="checkbox"/> Little say in the selection of departments, as target function is known	<input type="checkbox"/> It is not usually possible to get a taste of any other departments
<b>Stay abroad</b>	<input type="checkbox"/> Often possible	<input type="checkbox"/> Possibly possible	<input type="checkbox"/> Not planned
<b>Change of workplace</b>	<input type="checkbox"/> Very frequent job changes	<input type="checkbox"/> Frequent job changes	<input type="checkbox"/> Permanent job
<b>Supervisor</b>	<input type="checkbox"/> Person responsible for trainee programme	<input type="checkbox"/> Person responsible for trainee programme	<input type="checkbox"/> Supervisor

	 Management trainee programme	 Specialist trainee programme	 Direct entry
<b>Contract duration</b>	<input type="checkbox"/> Fixed-term contract with the aim of offering the person a permanent position after completion of the trainee programme	<input type="checkbox"/> Fixed-term contract with the aim of offering the person a permanent position after completion of the trainee programme	<input type="checkbox"/> Permanent contract for a permanent position
<b>Networking</b>	<input type="checkbox"/> Establishment of a cross-departmental, company-wide network	<input type="checkbox"/> Establishment of an internal, subject-specific network	<input type="checkbox"/> Establishment of an internal, function-specific network
<b>Further training</b>	<input type="checkbox"/> Seminars that focus on teaching and developing soft skills, personal mentor	<input type="checkbox"/> Seminars that focus on teaching and developing professional skills, personal mentor	<input type="checkbox"/> On-the-job training, few professional or personal development programmes, often with a personal mentor
<b>Salary</b>	<input type="checkbox"/> Lower salary than with direct entry due to high investment in human capital	<input type="checkbox"/> Lower salary than with direct entry due to high investment in human capital	<input type="checkbox"/> Higher salary than with a trainee programme
<b>Requirements</b>	<input type="checkbox"/> High degree of flexibility regarding location and department during and after the trainee programme	<input type="checkbox"/> Flexibility/interest in the job profile	<input type="checkbox"/> Interest in the job profile

The type of career start with the most crosses is what appeals to you the most and is therefore probably the most suitable for you:

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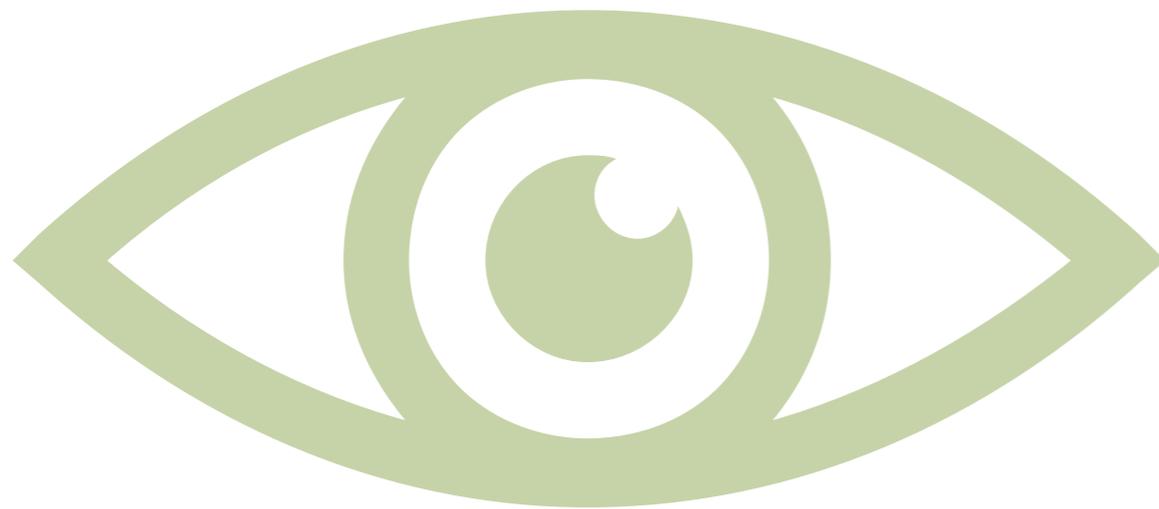
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**Tip** for your career

The type of career start is not decisive for your future career. The quality of your daily work is much more important. You will only have a successful career if you deliver creative and high-quality results.



## Overview of areas of activity

**N**ow it is time to think about your preferred job profile. Since your first job has a significant influence on the direction of your career, you should find out as much as you can about the specific content and responsibilities of the various job profiles and make an informed decision.

Instead of analysing all job profiles, you can now create an overview of possible job profiles based on your skills, interests and values from the assessment and the list of preferred employers. In doing so, you will most likely come across job profiles that you are not yet familiar with. Remain curious when searching for potential job profiles, because there is nothing worse than not being able to apply your skills in your job or being expected to perform tasks that do

not interest you. Only when your personal skills and professional requirements match will you develop a passion for your work that gives you the strength and energy you need for a successful career!

To help you narrow down your search for suitable job profiles, the following pages provide an overview of the various areas of activity. By scanning the QR codes, you can obtain even more information about the individual areas of activity and job advertisements within these areas.

To find out more about interesting job profiles, you can attend job profile presentations or talk to people who hold these positions. However, the best way to gain insight is to complete an internship in your desired field.



### Accounting & controlling

Entry-level positions in accounting and controlling are looking for economists with a flair for numbers. While accountants are responsible for managing accounts receivable, accounts payable, asset accounting and payroll accounting, controllers review individual parts of the company for efficiency. Controllers are also important advisors to management. Therefore, in addition to a strong affinity for numbers and strategic thinking, controllers should also be able to impress with their soft skills.



### Administration & management

Administration and management include all internal functions and tasks in the organisation and administration of a company. This applies, for example, to work processes in accounting, auditing, management and dunning within a company. The respective tasks cover a wide range of operational and/or organisational areas of activity and can vary greatly depending on the subject area.



### Applied medicine, psychology & health

The fields of applied medicine, psychology and health encompass various sub-disciplines and areas of application in different fields of work. These range from work in public counselling centres, hospitals or clinics to fields of activity in business and administration, private practice or teaching and research, with the focus of these professional fields always being on the theoretical and practical problem-solving (diagnosis, research, healing methods, therapy) of physical and mental illnesses.



### Compliance & law

Compliance and law refers to professional fields that deal with the need for companies to comply with legal regulations and avoid violations of laws and rules. The main tasks range from consulting and coordinating solutions to legal issues. These include, for example, quality and risk management. The main objectives include risk minimisation and increasing the efficiency and effectiveness of the company. Commercial lawyers are mainly active in middle to upper management, but can also train to become certified tax advisors or auditors and work independently in these fields.



### Consultancy, planning & strategy

Consulting, planning and strategy encompass internal processes, methods, projects and solutions relating to customer support and corporate development in various industries. This includes management consulting, various services, the preparation of performance, market and competition analyses, the planning and creation of strategic initiatives, and employer branding with the aim of maximising corporate profits. In addition to technical knowledge, soft skills such as emotional and social competence, motivational skills and personal decision-making skills are particularly important for consulting work.



### Customer service

Customer support is all about responding to suggestions and requests from customers, which are mainly made after they have purchased a product or service. Customer service work is very important for companies, as, when problems arise, customer satisfaction can only be ensured if the contact persons are competent. The first point of contact for customers is often a call centre, where enquiries are handled by telephone. Customer service employees should have an empathetic and communicative personality and be able to approach people openly.



### Design, media & creation

Jobs in design, media, and art are mostly in design agencies, public relations, advertising and new media. The tasks of graphic and communication designers, product designers, media designers, etc. mainly include designing the appearance and external image of a company, which includes designing advertisements, business documents, website designs, multimedia presentations and advertising posters. In addition, trained industrial, product or communication designers can also work in film and television, in publishing or in the print media, or as product designers in the consumer and capital goods industry.



### Editing

Editing encompasses activities in newspaper or magazine publishing, television or radio, but also in management consulting and corporate communications. Traditional editors work in print media, although new developments are increasingly leading to a cross-media approach to the profession. The main tasks of editors consist of planning and organising projects, programmes or texts. In addition, there are other activities such as research, editing content or supervising productions. Successful editors have not only journalistic expertise but also good general knowledge, creativity and flexibility.



### Human Resources (HR)

The tasks of human resources departments have changed significantly in recent years. Whereas in the past, their responsibilities often consisted solely of payroll accounting and employee data management, modern human resources management involves much more. Today's HRM activities include strategic tasks as well as operational activities such as personnel planning, personnel management, personnel development, personnel communication, personnel marketing, personnel controlling, personnel organisation, remuneration management, etc.



### Manufacturing & production

Manufacturing or production encompasses the manufacture of products in industry and skilled trades. This includes design, work preparation and assembly. These processes and interfaces must be understood and mastered from both a technological and organisational perspective in order to minimise the error rate. In this field of activity, a precise and accurate approach to work is of central importance. Regular quality controls aim to keep error tolerances as low as possible. In contrast to industry, direct contact with customers is common in crafts, which is why good communication skills are also required here.



### Marketing & communication

The task of marketing and communication encompasses all activities that place a company sustainably on the market and expand its competitive advantages. The respective marketing strategies are reflected in product, pricing, communication and distribution policies. The central marketing tasks are observing and anticipating changes in the market and satisfying the needs of the target groups. As a marketing manager, you need good organisational skills and creative ideas in addition to rhetorical and foreign language skills. Knowledge of statistics, market research methods, design and controlling is an advantage.



### Operations

The scope of operations management or production management encompasses the coordination of all activities involved in the provision of services. Operations managers or plant managers are therefore responsible for planning, controlling and monitoring work processes and are primarily required in manufacturing industries. Due to their leadership responsibilities, assertiveness, social skills and technical expertise are a must in the profession of operations manager. Alongside financial management and marketing management, operations management is one of the most important disciplines of business management.



### IT & software

Computer science primarily encompasses the development, programming and modification of hardware and software solutions in connection with complex communication, information and control systems. Computer scientists usually develop system solutions, software and programmes in teams. Different professional tasks and objectives are defined depending on the area of application. In addition to developing software components, the tasks of software developers often include, for example, maintaining contact with customers and advising users.



### Logistics & transport

The tasks of logistics include procurement/purchasing, production, distribution, supply chain management and disposal, with the individual steps ideally linked together. The overarching goal of logistics is to make optimal use of resources so that time, money and work equipment can be saved. The tasks of logistics specialists in procurement include customer contact, negotiations and calculations, while good warehouse management is required in distribution. Basically, logistics tasks always lie between procurement and sales, whereby the warehouse tasks are always about meeting.



### Management

While strategic management identifies and develops new potential for success, operational management strives for immediate business success. To this end, management plans, coordinates and controls processes, employees and their activities so that the company can achieve its goals as efficiently as possible with the resources available. Influence over employee behaviour is exerted through personal contact and the creation of incentive, planning and key performance indicator systems.



### Project management

Project management refers to the initiation, planning, control, monitoring and completion of projects. Project managers lead each project and are responsible for meeting the expectations of the various project stakeholders as far as possible. In doing so, project managers have to balance time (duration, deadlines), costs and the quality of the project results. Against this background, in addition to methodological skills, the social skills of project managers are always crucial to the success of a project.



### Property, Real Estate & Real Estate Management

Many companies use their real estate as an investment. The real estate industry deals with the acquisition, financing, management and marketing of office buildings, factories and other properties. Professions in the real estate sector often require good communication skills, independence and the ability to take on responsibility.



### Purchasing & procurement

Purchasing and procurement is the interface between manufacturers and suppliers. A basic distinction is made between strategic and operational purchasers, with strategic purchasers designing procurement processes and working conceptually. Their tasks include, for example, price negotiations and market research. Operational purchasers are responsible for processing orders and assisting with inventory management, i.e. for carrying out purchasing activities. In general, purchasers are responsible for comparing, obtaining and processing orders, always developing the most cost-effective methods and processes possible.



# 5 tips for choosing the job profile

1

The type of career entry – management trainee programme, specialist trainee programme or direct entry – is not decisive for your future career.

2

However, the content and responsibilities of the entry-level position have a strong influence on the direction of your career.

3

Remain curious when searching for potential job profiles.

4

Talk to people who hold positions that interest you.

5

Choose a position where your personal skills match the professional requirements. This is the only way you will develop a passion for your work that will give you the strength to pursue a successful career.



## Quality assurance

In quality assurance, work processes are optimised to improve the quality of the product or service. The agreed quality benchmarks are often checked by means of audits. To this end, auditors carry out reviews. The auditors then use audit reports to communicate internally where action is needed and externally whether the organisation meets the minimum requirements and will receive certification.

## Research & development

Areas of activity in research and development (R&D) are primarily found in scientific fields. This is where a company's technological progress is driven forward, with existing solutions and concepts being optimised or redesigned. In the university and higher education sector, too. Fields of activity in research and development are popular career options after graduation, with teaching and basic research also playing an important role. A career in science and research requires the acquisition of a doctoral degree (PhD) and often includes research projects abroad.



## Sales & acquisition

The sales sector is primarily concerned with offering and selling products and services to end customers or intermediaries. Sales employees also act as customer advisors and strive to establish long-term relationships with customers. This includes preparing quotations, conducting negotiations and acquiring new customers. Typical job titles include sales manager/consultant, account manager and call centre agent. To have a successful career in sales, you should have good communication skills, enjoy competition, be helpful, be driven to succeed and be flexible.

## Tax & finance

Entry-level positions in the areas of taxation and finance are looking for economists with a flair for numbers, who will then work as tax managers, treasurers or auditors. As a financial management employee, you are responsible for the financial structure of a company, which is particularly important in times of low turnover.

### Areas of activity at Axpo

- X Accounting & controlling
- X Administration & management
- X Compliance & law
- X Consultancy, planning & strategy
- X Human Resources (HR)
- X IT & software
- X Manufacturing & production
- X Marketing & communication
- X Operations
- X Project management
- X Purchasing & procurement
- X Research & development
- X Sales & acquisition
- X Tax & finance



X Compliance & law

## Head Data Protection & Digital Law

**Yvonne Ruckli**  
Master's degree in Political Science, University of Zurich

After completing my Master's degree in Political Science at the University of Zurich, a CAS in Change & Innovation Management at the University of St. Gallen and my project management training, I moved to Axpo after four years at CKW, joining a group-wide project as a sub-project lead. Today, my work covers group-wide data protection and topics related to digital law. My team and I operate at the intersection of technology and law and see ourselves as business enablers: we advise IT-related projects, for example on personal data or the use of AI, to ensure they are implemented in line with legal requirements.

I am currently working with colleagues from Risk, Ethics & Compliance and IT on Axpo's AI governance as part of the EU AI Act. Our goal is to use AI's potential while meaningfully mitigating any risks. I especially enjoy leading my international team in Switzerland and Spain and seeing how everyone develops and contributes creative ideas.

A highlight for me was being welcomed so openly into the legal department despite not having a legal background. The collaboration shows me how valuable different perspectives are. My advice for young talents: stay flexible, remain open to new opportunities and say "yes" when a chance arises. Learning by doing!



X IT & software

## Software Engineer

**Frederic Letsch**  
Master's degree in Robotics, Systems and Control, ETH Zurich

After completing my studies (BSc ETH Mechanical Engineering, MSc ETH Robotics, Systems and Control), I looked for an opportunity to continue pursuing my passion for software development. Axpo's Software Engineering Traineeship offered me the ideal opportunity to further develop through exciting, impactful projects and build a network within the company.

In the three rotations of the traineeship, I developed a web app for Axpo's biomass plants, spent six months in Montpellier working on a project to improve the data quality of solar plants and was part of a team developing automated inspections of high-voltage lines using drones.

I now work as a Software Engineer in the Data Platform Team and help develop and operate a Databricks-based data platform. On this platform, analysts, data engineers and scientists from across the company can bring together, process and analyse data from a wide range of sources.

What motivates me most is working with inspiring colleagues and gaining insight into many innovative and exciting projects. One of the highlights of my time at Axpo was organising a hackathon – lots of coding, pizza and great people. It was a lot of fun!



X Research & development

## Trainee Quantitative Analysis

**Veronica Ostini**  
Master's degree in Mathematics, ETH Zurich

In my Master's degree in mathematics at ETH Zurich, I focused on mathematical finance and stochastic processes. In my thesis, I applied these theoretical frameworks to the world of energy. The optimisation of the energy market is a challenging and highly relevant task, and a traineeship at Axpo seemed like the ideal way for me to continue focusing on it.

In my first rotation, I worked in the Models team of the Core Market Trading division. My first project focused on the numerical stabilisation of the long-term optimisation algorithm for hydroelectric power plants, which challenged me to find creative solutions that could be consistently implemented. In another project, I analysed the imbalance markets. Now in my second rotation, in the Market Risk team, I am currently developing a stress testing tool, which allows me to expand my coding skills while also deepening my understanding of the European energy markets.

At Axpo I feel empowered to make a real contribution. Every day I have the chance to learn something new in both the technical and business domain, which keeps me excited and motivated to shape the future of energy. The people are incredibly supportive and available, which gives me the confidence to tackle complex challenges.

Areas of activity at CKW

- X Accounting & controlling
- X Administration & management
- X Compliance & law
- X Consultancy, planning & strategy
- X Human Resources (HR)
- X IT & software
- X Manufacturing & production
- X Marketing & communication
- X Operations
- X Project management
- X Purchasing & procurement
- X Research & development
- X Sales & acquisition
- X Tax & finance



X IT & software

## Trainee Data Driven Innovation

**Enrique Romano**  
Bachelor's degree in Mobility, Data Science and Economics, Lucerne University of Applied Sciences and Arts

During my studies, I only had limited direct contact with the energy sector. However, my bachelor's thesis on charging processes in electromobility and their integration into the power grid sparked my interest. Since CKW is known as an innovative, data-driven company, it quickly became clear to me that the traineeship was the ideal way to apply and expand my skills while contributing to the transformation of the industry.

In my second assignment, I developed a machine learning model that, despite limited data, forecasts the quarter-hourly production of all PV systems in CKW's basic supply area, offering potential to reduce balancing energy costs. In my third assignment, I am now integrating the Energy Tracker functionalities as an in-house solution, including consumption forecasts, disaggregation into categories and the comparison of similar residential buildings.

I am motivated by the fact that CKW actively promotes new technologies and that I can develop solutions that have a real impact on the energy system and our customers. I especially value the open collaboration, the freedom to try out new ideas and the strong sense of teamwork. The many company events also help me grow my network, ideal for young talents who want to take responsibility and help shape a more sustainable future.



X IT & software

## Chapter Lead Data & Analytics

**Marion Sidler**  
Bachelor's degree in Business Information Technology, MAS in Business Intelligence, Lucerne University of Applied Sciences and Arts

After completing my commercial apprenticeship, I earned a Bachelor's degree in Business Information Technology and then joined CKW through the one-year Junior Programme, the predecessor of today's traineeship. Later, I completed the MAS in Business Intelligence, and today I work as a Chapter Lead Data & Analytics, with personnel responsibility for Data Engineers in Switzerland and Madrid. I also serve as a Scrum Master, supporting the teams and ensuring they can work with as few interruptions as possible. In both roles, I promote collaboration within and across teams.

At the beginning of my career, I mainly implemented business requirements. The ongoing development of our systems, data and use cases allowed me to continuously learn new things, something that still motivates me today. In my current role, my focus is on empowering my team, supporting them in their growth and seeing them succeed and take pride in their achievements.

A highlight of my journey was being one of the first women to start in CKW's IT department and later leading an all-female team. Today, women are represented in many teams, which makes me very happy. We are a young team, who work and support one another on an equal footing. My tip for young talents: don't give too much weight to prejudices - anyone can be convincing.



X Project management

## Project Engineer

**Luca Bühler**  
Master's degree in Management, Technology and Economics with a focus on energy technology, ETH Zurich

I studied mechanical engineering at ETH Zurich for my bachelor's degree and management, technology and economics with a focus on energy technology for my master's degree. I joined CKW as a trainee in Innovation and Product Development. Today, I work in the Production department in the "New Energies" team, where I am involved in evaluating large thermal storage systems and their potential applications in combination with thermal networks. This also includes assessing the economic potential and developing possible business cases.

What I find particularly motivating in my work is the opportunity to contribute to innovative projects and help drive a sustainable and secure development of the energy system. Among the highlights of my time so far is that I've been able to get to know many different teams and areas of responsibility and take ownership of my own projects from the start. I also enjoy working on a project or new supply approach that is not yet established in the Swiss energy system.

At CKW, I value the open and supportive work culture. People help each other and work together toward achieving shared goals.

Areas of activity at KPMG AG

- X Accounting & controlling
- X Compliance & law
- X Consultancy, planning & strategy
- X IT & software
- X Management
- X Operations
- X Project management
- X Property, Real Estate & Real Estate Management
- X Sales & acquisition
- X Tax & finance



X Consultancy, planning & strategy X IT & software

## Director Digital Transformation

**Pauline Turbiez**  
Master's degree in Management, ESCP Business School

### Everyone is talking about digital transformation, but what exactly does it mean?

Digital transformation means supporting a business strategy with technology. This is customer-specific and can be related to data, innovation, customers, competition or values, for example. There are different types of digital transformations, and often several are involved in a single transformation. Rarely is it just one specific type.

### What inspires you at work?

**How do you find meaning in what you do?**  
My passion is helping companies streamline their transformation programmes and ensuring that business and IT are working in the same direction. My main inspiration comes from my children; I am amazed to see how they continue to push the digital boundaries in a complex world with an ecological mindset and a smile.

### What makes graduates successful at your company?

You should be curious, team-oriented and innovative: KPMG's slogan is "Dare to do" and that sums it up perfectly. Everyone has a voice here, especially the new generation, as they are the management consultants of tomorrow.



X Consultancy, planning & strategy X Management

## Senior Manager Corporate Sustainability Services

**Theresa Tiersch**  
Master of Science in Business Administration, Dresden University of Technology

### ESG stands for environmental, social and governance. What makes a job in this field so exciting?

The range of activities in this field is very diverse, as we support clients with both audit and advisory services on a variety of sustainability issues. This includes reporting in accordance with recognised standards, the development and operationalisation of ESG and climate strategies, and issues in the area of sustainable finance.

### You audit and advise companies on sustainability issues. How does that work?

It's not just about financial figures; companies need to understand the impact of their business activities and disclose ESG-related risks and opportunities. We audit this information and ensure balanced reporting that reconciles economic, environmental and social indicators.

### What qualities should new colleagues bring to the table?

You should have a passion for sustainability issues and be curious and committed. Good analytical skills and a structured approach to work are also an advantage.



X Accounting & controlling X Compliance & law

## Intern Audit KPMG US

**Valentin Ess**  
Master's degree in Accounting and Corporate Finance (MACFin)

Valentin completed a six-month internship at KPMG US's German Desk in New York - an opportunity for KPMG Switzerland interns to gain international professional experience.

### Valentin, can you give us an insight into your internship abroad and describe your role?

My journey at KPMG began in 2022 in Audit Corporates in Zurich. This was followed by an internship in Deal Advisory. In October 2023, I started my internship at KPMG US in New York, which I completed in March 2024. I worked at the German Desk of New York Metro Audit, where we conducted audits for German and Swiss companies.

### What sparked your interest?

It was a unique opportunity to deepen my audit knowledge and gain international experience. In addition, the prospect of living in New York was a dream come true and also required a great deal of courage.

### What was the most memorable moment during your time there?

The whole experience was impressive: from riding on the underground to working on the 39th floor with a view of the skyline and the Chrysler Building. The experience of not just being there as a tourist but as part of the city, was truly special.

**Areas of activity at LGT Private Banking**

- X Accounting & controlling
- X Compliance & law
- X Consultancy, planning & strategy
- X Human Resources (HR)
- X IT & software
- X Management
- X Marketing & communication
- X Project management
- X Sales & acquisition
- X Tax & finance



X Consultancy, planning & strategy X Sales & acquisition

### Graduate Client Relationship Officer, Zurich

**Melina Stüssi**  
Master's degree in Banking & Finance, University of Zurich

I came to LGT's graduate programme via a detour. Although I had studied banking and finance at the University of Zurich and worked part-time at a major bank, I initially joined an auditing and consulting firm because of my analytical skills.

Then I came across LGT and its Graduate Programme on LinkedIn. What appealed to me was that it offered comprehensive training, strong career and networking opportunities, as well as continuous professional development and mentoring in a trustworthy organisation. After my experience at a major bank, I found it particularly exciting that private banking thrives on personalised advice and close client relationships. When I heard numerous positive things about LGT and its corporate culture from my professional network, I took the plunge and applied. My expectations were not disappointed, because as a graduate I was already able to prove myself in many different tasks. I also realised that I would like to develop my strength in dealing with people. LGT actively supports me in this.

I was pleasantly surprised by the important role played by the Princely Family. They are the owners of LGT and their values are actively lived out at LGT. Clients can even invest in the same way as the owners. That makes working at LGT very special.



X IT & software

### Graduate in Information System Development, BERN

**Maurice Marxer**  
Bachelor of Science in Business Informatics, University of Applied Sciences Eastern Switzerland (OST)

I became aware of LGT's graduate programme at the career day at OST, where I studied business informatics. However, the decisive factors in my application were recommendations and the international orientation. The start was very challenging, but I was well supported from the outset and felt welcome. My colleagues are always very helpful.

I am currently working in Development Support Incidents & Changes. This gives me an overview and helps me decide which other IT departments I would like to do internships in. I was also able to take IT courses for professional development, which I think is very generous. You are challenged and can really get involved everywhere, but you also receive the necessary support when you need it.

The international nature of LGT is something special. We graduates are travelling to Singapore for two weeks to learn more about private banking in Asia and the LGT branch there. As several colleagues from my team work there, I am looking forward to meeting them in person.

In the coming months, I will get to know other IT departments to find out how I can best contribute to LGT after the graduate programme ends - and which areas of IT I enjoy the most.



X Consultancy, planning & strategy X Sales & acquisition

### Former graduate and now in Relationship Management, Vaduz

**Seraina Bammert**  
Master of Arts in Banking and Finance (MBF), University of St. Gallen (HSG)

I made a conscious decision to join the LGT Graduate Programme after completing my studies. I liked the fact that it covers a wide range of topics and gives me insights into different areas of the company, and because the target role was already set, it was also clear from the outset which area I would be able to work in later on.

Today, I work in relationship management and value the fact that I was able to gain insight into various teams beforehand. In addition to the technical input, I was able to get to know many colleagues. When I make an enquiry in portfolio management or investment advisory today, I know the teams and their processes.

The social aspect of the programme was also valuable to me, as was the exchange with other graduates during the introductory week and during my stay abroad in Singapore. This community still exists today. Another highlight was the Social Week on an alp in Obwalden.

What made my start at LGT as a graduate easier: everyone knows that you are fresh out of university. This allowed me to approach colleagues more openly and ask questions. Today, I know that mutual helpfulness is an important part of the corporate culture. This also made the transition to my current job easier.

◀◀◀ Further information about the company can be found on page 84 ▶▶▶

**Areas of activity at Lidl Switzerland**

- X Accounting & controlling
- X Administration & management
- X Human Resources (HR)
- X IT & software
- X Logistics & transport
- X Management
- X Marketing & communication
- X Project management
- X Property, Real Estate & Real Estate Management
- X Purchasing & procurement
- X Quality assurance
- X Sales & acquisition
- X Tax & finance



X Purchasing & procurement

### Senior Manager Purchasing

**Pelle Bonné**  
Bachelor of Science in Food Science & Management, Bern University of Applied Sciences BFH

I already felt comfortable as a customer at Lidl Switzerland. When I got to know the company better at a graduate fair, I found it innovative and dynamic. I had also heard that you can quickly take on responsibility, and I was keen to do that.

Today, I am a Senior Purchasing Manager and I appreciate the close and trusting cooperation with the various departments and partners. When you have an idea for a new product, and then it actually appears on the shelves and is well received - that's a great feeling!

The journey to get there is also exciting: I don't sit at my desk all day; you'll often find me in the kitchen at tastings or in the market, learning about the latest trends. As a Senior Purchasing Manager, you are responsible for a specific product range and its development. From market analysis and recipe development to product development, you work with various departments such as quality assurance and marketing. Since Lidl arrived in Switzerland, the company has grown continuously. You can feel that Lidl Switzerland invests in its employees and does everything it can to create the best possible working conditions. We feel really comfortable at our headquarters in Weinfelden: state-of-the-art workplaces, a restaurant and a gym.

◀◀◀ Further information about the company can be found on page 86 ▶▶▶



X Sales & acquisition

### Area Manager

**Benjamin Baumgartner**  
Bachelor of Science in Business Administration, specialising in General Management, ZHAW Zurich University of Applied Sciences  
Master of Science, specialising in Business Development, OST - University of Applied Sciences of Eastern Switzerland (graduation 01.08.2026)

The perfect career start is rarely found on paper; you have to feel it in everyday life. At Lidl Switzerland, I quickly realised that the dynamic here suits me. Today, that gut feeling has been confirmed. As an Area Manager, I work in an environment that challenges me every day and where I can really make a difference.

I am responsible for five stores. Together with the store managers, I take care of the recruitment, management and development of our teams. Another important part of my work is analysing key figures and initiating measures to ensure the success of the locations. Optimising store processes and supporting new store openings are also part of my daily routine. Communication, commitment and independence are particularly important in this role. Being a role model is always key.

My path to this position involved an 18-month trainee programme, in which you intensively work your way through all stages - from sales to branch management. After the branch manager phase, you support an experienced area manager in their day-to-day business. Training courses and a personal mentor round off the programme. This direct exchange helped me enormously to grow into my leadership role!



X Property, Real Estate & Real Estate Management

### Department Manager Construction

**Michèle Sallenbach**  
Bachelor of Science in Business Administration Major Real Estate, HSLU Lucerne

Whether it's construction, expansion, facility management, energy & CSR or portfolio management - Lidl Switzerland offers the whole package. You can contribute directly to the growth of Lidl Switzerland and be there when a new branch or special building is created, from the signing of the contract to the opening.

I started at Lidl Switzerland in the expansion department, where I acquired my first branch projects. After about two years, I was given the opportunity to move to the implementation department. There, I was able to build the projects I had acquired. I then moved from implementation to the head office and now head the department for strategy, specifications and quality assurance in construction. This is extremely exciting for me and shows how versatile you can be at Lidl Switzerland.

Flexibility and assertiveness were important on my journey. Familiarising myself with new things in a targeted manner and implementing ideas quickly - that's what mattered and still matters in my position. I find it fascinating to see how, with each branch, a plan grows into a functioning building and comes to life when the branch team moves in. At Lidl Switzerland, even young people are given the opportunity to take on responsibility and make a difference. I like the flat hierarchies, the short communication channels and the direct communication. For me, that's what makes Lidl Switzerland such a great employer.



Areas of activity at the Federal Administration

- Accounting & controlling
- Administration & management
- Applied medicine, psychology & health
- Compliance & law
- Consultancy, planning & strategy
- Customer service
- Editing
- Human Resources (HR)
- IT & software
- Logistics & transport
- Management
- Marketing & communication
- Operations
- Project management
- Property, Real Estate & Real Estate Management
- Purchasing & procurement
- Quality assurance
- Research & development
- Tax & finance



- Consultancy, planning & strategy
- Research & development

### Academic intern in Short-term Economic Analyses

**Noella Munganga**  
MSc International and Monetary Economics, University of Bern

#### Highly relevant to my academic background

Due to my keen interest in macroeconomics, monetary economics and quantitative analysis, I completed a Master's degree in International and Monetary Economics. The internship in the "Short-term Economic Analyses" division at the State Secretariat for Economic Affairs (SECO), is perfectly aligned with my studies: here, I can apply the knowledge I have acquired whilst also using real-life situations to deepen and develop my skills in quantitative macroeconomic analysis.

#### Tasks with practical applications

Among other tasks, I am mainly responsible for updating the index of weekly economic activity, which provides immediate (real-time) information on the development of the Swiss economy. This information is then used in various economic analyses within the division and by other forecasting institutes.

#### Stimulating environment

My internship enables me to collaborate with highly experienced economists and thus benefit from their expertise. It is especially motivating to know that my work makes a real contribution to economic monitoring and to the important missions of the Confederation. Moreover, the team cultivates constructive collaboration.



- Operations
- Tax & finance

### Academic intern in the field of regional passenger transport financing

**Nico Wyss**  
BSc in Civil Engineering, EPFL

#### From the lecture hall to the FOT

As part of my Master's degree in Management, Technology and Entrepreneurship at EPFL, I am working on my Master's project as part of an internship. While looking for a job, I came across the Federal Office of Transport (FOT). The financing of regional passenger transport ties in perfectly with my academic background in economics and civil engineering, with a focus on transport and mobility.

#### Trust that motivates

From day one, I was given a warm welcome and introduced to all the processes. Through my daily tasks, such as order processing and subsidy checks, I am in constant contact with cantons and transport companies. I particularly appreciate the trust that has been placed in me by my manager: I carry out my tasks independently, work on exciting projects such as optimising processes in the ordering procedure and contribute my knowledge from my studies. I can always count on the support of my colleagues.

#### Enthusiasm that moves

I really appreciate being able to immerse myself in the world of Swiss public transport and learn from my section. I am motivated to make a contribution, however small, to ensure that millions of people reach their destinations reliably every day.



- IT & software

### Academic intern in AI and machine learning

**Salina Jägers**  
MSc Bioinformatics and Computational Biology, University of Bern

#### A welcome opportunity in the security sector

During my studies in mathematics and bioinformatics, I was unsure about what specific job I wanted to do later on. However, I knew that I wanted to work in the security sector, away from the academic environment and in a field closer to everyday life. Being able to join the Post and Telecommunications Surveillance Service (PTSS) served as a great opportunity for me.

#### An open approach to tasks

Very early on, I was given the freedom to choose which skills I wanted to acquire during my internship. I was able to familiarise myself with all areas of the PTSS and then choose my own projects to work on. I now help various teams to integrate machine learning. For me, this is the ideal combination of independent research and teamwork. Despite strict federal and legal requirements, the areas of application are very diverse and the teams are open to trying new things.

#### Benefiting from the experience of others

The insights into the operational and legal activities surrounding Switzerland's security policy are exciting and instructive. Every day, I can benefit from the experience of my colleagues and develop myself further. I enjoy working on technical developments which acts as a great motivation for my future.

# Which job profiles have caught your interest?

## Brief summary

Tick a maximum of five job profiles that interest you and that you would therefore like to learn more about.

- Accounting & controlling
  - Intern Audit KPMG US
- Administration & management
- Applied medicine, psychology & health
- Compliance & law
  - Head Data Protection & Digital Law
  - Intern Audit KPMG US
- Consultancy, planning & strategy
  - Academic intern in Short-term Economic Analyses
  - Director Digital Transformation
  - Former graduate and now in Relationship Management, Vaduz
  - Graduate Client Relationship Officer, Zurich
  - Senior Manager Corporate Sustainability Services
- Customer service
- Design, media & creation
- Editing
- Human Resources (HR)
- IT & software
  - Academic intern in AI and machine learning
  - Chapter Lead Data & Analytics
  - Director Digital Transformation
  - Graduate in Information System Development, Bendorf
  - Software Engineer
  - Trainee Data Driven Innovation
- Logistics & transport
- Management
  - Senior Manager Corporate Sustainability Services
- Manufacturing & production
- Marketing & communication
- Operations
  - Academic intern in the field of regional passenger transport financing
- Project management
  - Project Engineer
- Property, Real Estate & Real Estate Management
  - Department Manager Construction
- Purchasing & procurement
  - Senior Manager Purchasing
- Quality assurance
- Research & development
  - Academic intern in Short-term Economic Analyses
  - Trainee Quantitative Analysis
- Sales & acquisition
  - Area Manager
  - Former graduate and now in Relationship Management, Vaduz
  - Graduate Client Relationship Officer, Zurich
- Tax & finance
  - Academic intern in the field of regional passenger transport financing



**Part-time or full-time study**

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Full-time v part-time study:  
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**Overview of degree programmes**

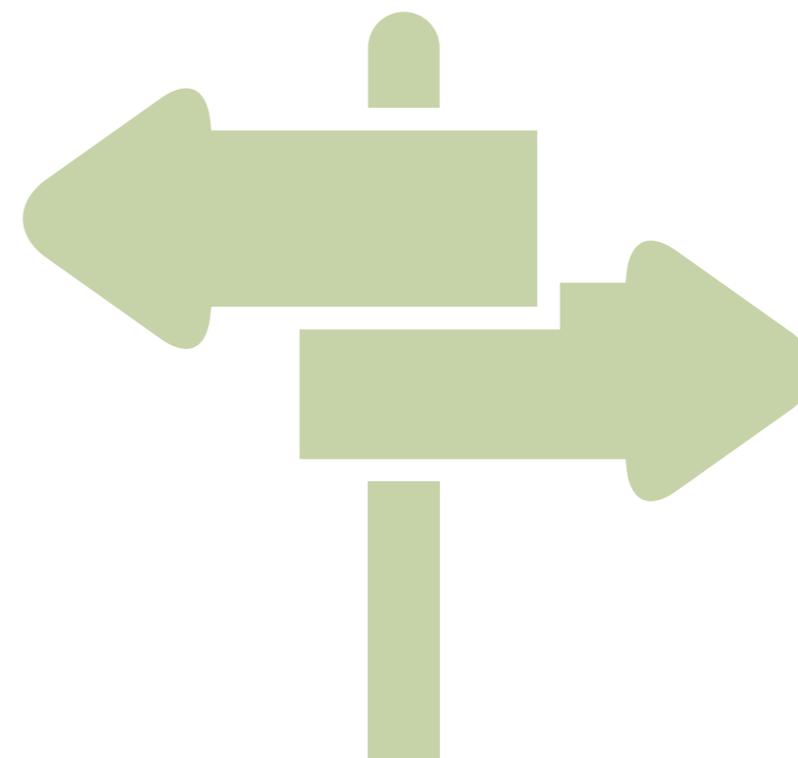
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**Focus on attractive degree programmes**

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**Which degree programmes have caught  
your interest?**

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## Part-time or full-time study

It is not easy to decide on a degree programme, bachelor's, master's or further education at a university of applied sciences or university in this country. The choice of courses is huge and the topics covered in training and further education programmes are endless. However, once you have found something that is really exciting and suitable,

you have to ask yourself the next important question: do you want to study full-time, study part-time and benefit from the additional practical experience, or even study while working? Each study model has its advantages and disadvantages – but which type is right for you?

# Full-time v part-time study: what suits you best?

Finding the right degree programme is one thing, deciding on the right study model is another. Here, too, you have several options for how to approach your studies.

## Full-time study



### Go full throttle

The name says it all: in a full-time programme, all your time is devoted to your studies. With this type of programme, you acquire knowledge continuously over a period of a few years. As the shortest route to a degree, full-time study is one of the most popular options. Nowadays, students' timetables often consist of a mix of distance learning and classroom-based learning. This combination gives students flexibility and the option of working alongside their studies. As a rule, full-time students at universities and universities of applied sciences spend around 40 hours per week studying, learning and researching. For this reason, it is advisable for prospective students who choose this study model not to work full-time. Due to the workload, it is not possible to invest as much time in a job as you would if you were studying part-time. Nevertheless, students have the opportunity to take on weekend jobs or part-time jobs. However, this requires good time management.

## Part-time study



### For multitaskers

Full-time study is not to be underestimated financially, and sometimes personal circumstances no longer allow you to devote yourself entirely to your studies. That is why universities and technical colleges offer part-time study programmes. Distance learning universities are also particularly popular for this type of study. At this type of institution, the majority of courses or further education programmes consist of distance learning with only a few days of classroom study. This study model is particularly suitable for people who want to combine study and family life or who are already experts in their field and want to acquire theoretical knowledge while continuing to work. As a rule, prospective students choose part-time study if, for example, they are pursuing further education at a college or university after completing their bachelor's degree or if a full-time job is essential.

## Part-time study



### The middle way

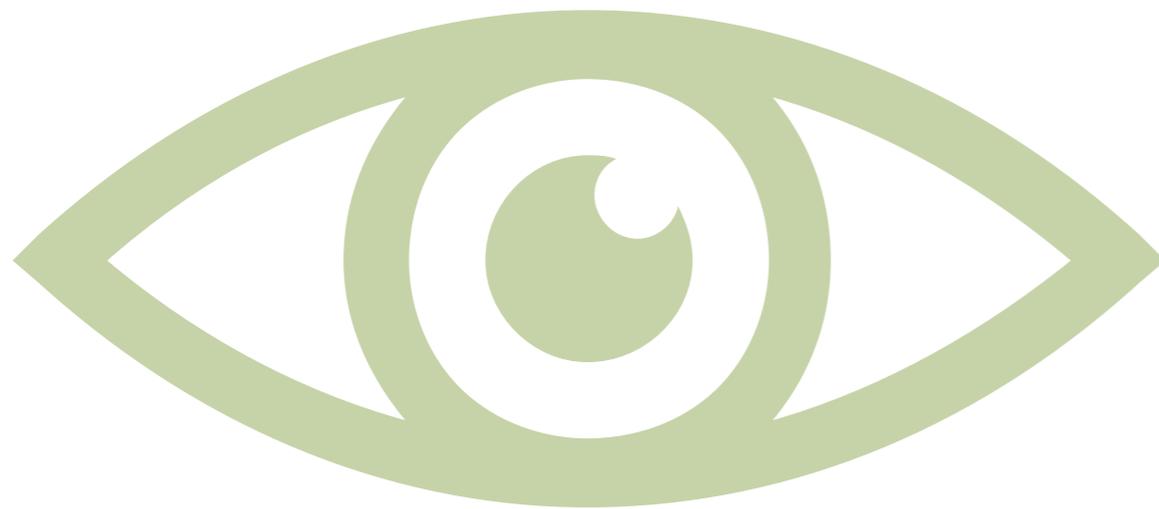
You may be wondering what the difference is between a part-time degree programme and a part-time course of study. The difference is not significant, as part-time study involves working around 60 per cent of full-time hours while studying alongside your job. This concept is also very popular with people who decide to pursue a master's degree or further education at a university. You can quickly apply what you have learned in class to the professional world, striking a perfect balance between theory and practice. In addition, certain bachelor's programmes, continuing education programmes and master's programmes require students to work in a related field.

### The personal path counts

There is no such thing as one right model. Everyone is in a unique life situation. That is precisely why there are different study models that aim to enable everyone to pursue a degree or further education.

### Note

*eduwo is Switzerland's largest comparison platform for continuing education. Whether you are interested in a bachelor's, master's or CAS degree, the education platform [www.eduwo.ch](http://www.eduwo.ch) provides interested parties with an overview of the Swiss education landscape as well as personal testimonials from students and course participants. You can also find exciting employers and see which graduates they are interested in. And by the way, you can also register directly for a course or programme via the website and enjoy exclusive benefits.*



# Overview of degree programmes

Choosing a degree programme is an important step that will have a significant impact on your professional future. With so many options available, it is important to maintain an overview and make an informed choice. You should reflect on your interests, strengths and long-term goals and carefully examine the career prospects of different degree programmes. The wide range of degree programmes offers numerous options, from established subjects to new, innovative fields. Compare the

structure and content of the programmes and pay attention to internships and stays abroad. The location and admission requirements also play a role. Consider the future viability of the degree programme and whether it fits your personal goals and motivations. A thorough examination of these aspects is crucial in order to go through a well-informed decision-making process for your choice of degree programme.



### Computer sciences

Computer science programmes focus on the development and application of computer systems and programmes in business. Courses include computer science, business informatics, data science, cybersecurity and more. Students acquire knowledge in programming, databases, networks, artificial intelligence and information systems. They also learn how to analyse and solve computer problems, how to develop software and systems, and how to use data for business decisions. The degree programmes offer a combination of theory and practice and enable students to gain practical experience through projects and internships.

**IT- & Engineering-Day,**  
15 October 2026, [www.itday.ch](http://www.itday.ch)



### Construction and planning, architecture

Architecture, construction and planning are closely related fields of study that deal with the design, planning, construction and maintenance of buildings and other structures. Architecture deals with the aesthetic design and planning of buildings, while construction and planning focus on the technical aspects of construction and maintenance. Other fields of study in the area of construction and planning include structural engineering, surveying and construction economics.



### Design, art

Fields of study in design include graphic design, industrial design and fashion design. Graphic design focuses on the design of graphics and visual elements for print and digital media. Industrial design deals with the design of products and their functionality. Fashion design focuses on the design of clothing and accessories. Students acquire knowledge and skills in aesthetic design, concept development, technical drawing and model making, and are prepared for careers in the design industry and related sectors.



### Economic sciences

Economics programmes focus on the analysis and development of economic systems and processes. Courses include business administration, economics and more. Students acquire knowledge in economic theory, finance, marketing, statistics and management. They also learn how to analyse economic problems, develop business strategies and models, and make decisions regarding economics and finance. The programmes offer a combination of theory and practice and enable students to gain practical experience through internships and projects.



### Educational sciences

Educational sciences encompass fields of study such as pedagogy, educational sciences and special education. These courses deal with the theory and practice of educating and teaching children and adults. Students learn about different pedagogical approaches, theories of human development and learning methods. They acquire skills in lesson design, planning and evaluation, as well as in educational research and statistics. Graduates can work in various areas of education, including schools, universities, companies, government agencies and non-profit organisations.



### Engineering sciences

Engineering deals with the application of science and technology to solve technical problems. Degree programmes include mechanical engineering, electrical engineering, civil engineering, chemical engineering, aerospace engineering and more. Students acquire knowledge in mathematics, physics, materials science and mechanics, as well as in specific areas such as design, product development and automation. The degree programmes offer a combination of theory and practice and enable students to gain practical experience through internships and research projects.

**IT- & Engineering-Day,**  
15 October 2026, [www.itday.ch](http://www.itday.ch)



### Historical sciences, cultural studies, music and theatre

Fields of study in these areas deal with the research and analysis of history, culture, art, music and theatre. Historical sciences examine the past in order to enable a better understanding of the present and future. Cultural studies deal with the significance and role of culture in society. Music and theatre studies examine music, drama and dance and their historical, cultural and social contexts. Students acquire knowledge and skills in the research, analysis and interpretation of art, history and culture.



### Law

Law programmes focus on the analysis and application of laws and legal systems. Courses include law, international law, criminal law, commercial law and labour law. Students acquire knowledge of laws and legal systems, including the theory and practice of law. They learn how to analyse legal cases, interpret laws and argue cases. Graduates can work in various fields, such as the legal profession, the judiciary, government, business, NGOs and international organisations.



### Linguistics and literature, communication, journalism

Fields of study in these areas deal with the analysis and application of language and communication. This includes linguistics, literary studies, communication studies and journalism. Students acquire knowledge in the analysis of language, writing, rhetoric, theory and practice of communication, and media history. They learn how to communicate, analyse and write effectively, and how to use language in various contexts, from art to science. Graduates can work in various fields such as publishing, media, journalism, advertising, marketing and public administration.



### Psychology

Psychology courses deal with human behaviour, thinking and experience. The courses cover general psychology, clinical psychology, social psychology, educational psychology and developmental psychology. Students acquire knowledge of psychological research theories and methods, the diagnosis and treatment of mental disorders, and how to analyse and understand human behaviour in various contexts such as family, school and work. Graduates can work in various fields, such as clinical practice, research, education, counselling and public administration.



### Social sciences, social work

Degree programmes in social sciences and social work focus on analysing and improving social conditions and people's quality of life. Courses include social work, social pedagogy and sociology. Students acquire knowledge in the analysis of social problems, developmental psychology, intercultural competence and social justice. They learn how to support people in need, how to plan and implement social interventions, and how to empower individuals and communities.



### Sports and exercise sciences

Sports and exercise sciences deal with the analysis and improvement of physical performance and health. The fields of study include sports science, sports medicine, sports psychology, sports management and sports education. Students acquire knowledge in anatomy, biomechanics, nutrition and training methods. They learn how to create training programmes, improve athletic performance and prevent injuries. The courses combine theory and practice and enable students to gain practical experience through internships and research projects.



### Mathematics, natural sciences

Mathematics and science courses focus on the study and analysis of the natural world. Programmes include mathematics, physics, chemistry, biology and earth sciences. Students acquire knowledge in mathematics and the fundamentals of natural sciences, including the theory and application of physical laws, chemical reactions and biological processes. They learn how to conduct scientific research, experiment and analyse data.



### Medicine, pharmacy, health

Fields of study in medicine, pharmacy and health deal with human health and medical care. Degree programmes include medicine, pharmacy, dentistry, nursing science and public health. Students acquire knowledge in anatomy, physiology, pathology, pharmacology, diagnosis, therapy, health management and public health. They learn how to recognise, treat and prevent diseases, how to prescribe medication and how to care for patients. Graduates can work in various fields such as medical facilities, research institutes, the pharmaceutical industry and public administration.



### Political sciences

Political science programmes focus on the analysis and study of political systems, theories and ideologies. Courses include political science, international relations, public administration, political communication and political economy. Students acquire knowledge about political systems, political theories and political institutions. They learn how to conduct political analysis, make political decisions and bring about political change. Graduates can work in various fields, such as politics, government, NGOs, international organisations, media and business.



### Theology, religious studies

Fields of study in theology and religious studies deal with the study of religion, faith and spirituality. Courses include theology, religious studies, biblical studies, Islamic studies and more. Students acquire knowledge in religious philosophy, ethics, history and culture. They also learn how to analyse and interpret religious texts and traditions, how to study religious practices and rituals, and how to promote dialogue between different religions. The programmes offer a combination of theory and practice and enable students to gain practical experience through excursions, field research and community work.



### Tourism and hotel management

Degree programmes in tourism and hotel management deal with the planning and design of travel, leisure and hospitality offerings. These include degree programmes such as tourism management, hotel and hospitality management, event management and destination management. Students acquire knowledge in business administration, marketing, service quality and sustainable development. They learn how to develop tourism services, improve guest experiences and manage hotel or tourism businesses efficiently. They also examine current trends such as digitalisation and changing travel habits.



## 4 tips for choosing a degree programme

- 1 The content of your degree programme will have a significant impact on the direction of your career.
- 2 Remain curious when searching for a potential field of study.
- 3 Talk to people who are currently studying or have already completed the degree programme you are interested in.
- 4 Choose a degree programme that interests you and allows you to express your personal abilities.



## Welcome, Team Future!

### What makes your heart beat faster?

Whether it's music, design, business, film, art, social work, architecture, technology, computer science or health – you're sure to find the right course for you at Lucerne University of Applied Sciences and Arts. Whether it's a Bachelor's degree in Business Administration, Nursing, Energy and Environmental Technology or a Master's degree in Information and Cyber Security. What's your thing? Find out at our information events!

### Less talk, more action

The HSLU prepares you for a career based on real experience and practical skills. Benefit from hands-on learning, intensive support and direct access to lecturers. Our diverse and interdisciplinary range of courses offers you flexibility and promotes your personal and professional development. Study in the heart of Switzerland, surrounded by nature and culture, and unleash your potential.



## Bachelor's degree in Medical Technology | Life Sciences

The **Bachelor of Science in Medical Technology | Life Sciences** programme is characterised by a unique combination of three key areas: medical device development, life sciences and medical informatics. This combination is unique in Switzerland.

In this **interdisciplinary programme**, you will learn about the complex challenges of an increasingly networked medical technology environment. The joint foundation semester and the high degree of permeability between the three fields of study, with a wide range of elective modules, allow you to closely interlink topics from life sciences and medical technology. This will enable you, as a future engineer, to develop solutions to make the **diagnosis, treatment and rehabilitation** of patients more effective and safer.



## Bachelor's and Master's degrees in Nursing

The **Bachelor's degree in Nursing** combines practice, science and technology in an ideal way, opening up attractive career opportunities. Working in the nursing sector has a bright future, and **the demand for appropriately trained specialists is greater than ever before.**

The full-time Bachelor's programme in Nursing and the shortened Bachelor's programme for qualified nurses prepare you optimally for future challenges in a dynamic healthcare system. They make you a highly qualified, sought-after professional and open up attractive career opportunities for you.

The focus of the Bachelor of Science in Nursing programme is **on the individual care, support and treatment of patients and the support of relatives across all age groups.** You will work in various fields such as acute somatic care, Spitex, psychiatry, long-term care or rehabilitation. You will take on tasks in health promotion and prevention, acute and chronic illnesses, rehabilitation and palliative care. In doing so, you will make a fundamental contribution to the health and quality of life of patients.

The consecutive Master's programme in Nursing opens up attractive career opportunities with specific roles for future Advanced Practice Nurses (APNs).



## Bachelor's degree in Business IT & Digital Transformation

Are you looking for a degree programme with strong career prospects in the digital economy? Would you like to carry out practical projects with companies and are you interested in computer science and economics? Then the Bachelor's degree in **Business IT & Digital Transformation** at Lucerne University of Applied Sciences and Arts is ideal for you.

This **new and unique** degree programme in Switzerland will provide you with sound IT and business skills to support companies in their **digital transformation.** You will learn in a practical way how to optimise business processes with new technologies, develop digital business models and successfully implement projects.

During your studies, you will acquire technical expertise in computer science and digitalisation as well as knowledge in IT management, financial management and project management. This will prepare you optimally for a **career at the interface between business and IT** – with prospects ranging from business solution architect to digital transformation engineer to head of information & process management or even founding a start-up.

**The programme starts in February or September.**



## Creative Computer Science – two bachelor's degree programmes

Are you passionate about **creativity and technology**? Are you fascinated by games, digital media, interaction and immersive worlds? At HSLU, you can choose between two Bachelor's degrees in Creative Computer Science: **Digital Ideation** and **Immersive Technologies.** Here, you will learn how to program and design creatively at the same time.

In the **Bachelor's programme in Digital Ideation**, you will delve into game and interaction design, web and app development, prototyping and storytelling. In interdisciplinary teams with design and computer science students, you will develop digital products – from the initial idea to a playable or market-ready prototype.

The **Bachelor's degree in Immersive Technologies** (taught in English) focuses on serious games, virtual and augmented reality (VR/AR), projection mapping and other immersive media productions. You will learn 3D modelling, game design and development, and design applications that allow people to immerse themselves in virtual worlds.

Both degree programmes are very practice-oriented: you will work on real projects, build up a portfolio and prepare yourself optimally for a career in computer science, creativity and digital media production.



## Bachelor's and Master's degrees in Business Psychology

Do you wonder what working conditions make people happy and productive, or how to develop products that offer high customer value and successfully place them on the market? Do you want to understand people's experiences and behaviour in an economic context and use this knowledge to benefit employees, consumers and companies? **The Bachelor's programme in Business Psychology** will teach you these sought-after skills.

You can choose between a **specialisation in work and organisational psychology or market and consumer psychology.** In the process, you will develop a comprehensive portfolio of psychological and business management skills.

**In the subsequent Master's programme,** you will deepen your expertise in current and future-oriented topics, closely related to megatrends such as digital transformation and sustainable development. You will also acquire key skills in dealing with big data. This means that nothing will stand in your way as a future psychologist in applying future-oriented methods and technologies specifically to your tasks.



[www.hslu.ch/studium](http://www.hslu.ch/studium)



[www.hslu.ch/medizintechnik](http://www.hslu.ch/medizintechnik)



[www.hslu.ch/en/health](http://www.hslu.ch/en/health)



[www.hslu.ch/bachelor-bitdt](http://www.hslu.ch/bachelor-bitdt)



[www.hslu.ch/de-ch/informatik/studium/bachelor/kreative-informatik/](http://www.hslu.ch/de-ch/informatik/studium/bachelor/kreative-informatik/)



[www.hslu.ch/business-psychology](http://www.hslu.ch/business-psychology)

# Get an overview of potential universities!

Information days offer you the opportunity to get an overview and background information about potential universities. Scan the QR code below to find out about all upcoming information days.

Date	Event	Location
02. - 13.03.2026	<b>Mastertage UZH</b>	University of Zurich
03.03.2026	<b>Journée des Masters</b>	University of Lausanne
04.03.2026	<b>Journée des bachelors UNIGE</b>	University of Geneva
04.03.2026	<b>Soirée des masters de l'Université de Neuchâtel</b>	University of Neuchâtel
07.03.2026	<b>Infotag Bachelor in Informatik an der Universität St. Gallen</b>	University of St. Gallen
10./11.03.2026	<b>Masterdays UniFR</b>	University of Fribourg
11.03.2026	<b>Bachelor-Infotag</b>	HWZ University of Applied Sciences in Business Administration Zurich
12.03.2026	<b>Basler Infoabend Master</b>	University of Basel
13.03.2026	<b>Women @HSG Bachelor-Infotag</b>	University of St. Gallen
17. - 19.03.2026	<b>Master's open days</b>	University of Bern
19./21.03.2026	<b>Information Days Bachelor's and Master's Degree at the FHGR</b>	University of Applied Sciences of the Grisons
26.03.2026	<b>Bachelor Info Day</b>	USI Università della Svizzera italiana
14. - 17.04.2026	<b>Master Meetings</b>	USI Università della Svizzera italiana
02./03.09.2026	<b>Information days at ETH Zurich</b>	ETH Zurich
02./03.09.2026	<b>Studieninformationstage UZH</b>	University of Zurich
05.09.2026	<b>Maturierenden-Messe Bern</b>	BERNEXPO, Halle 2.0, Bern
12.09.2026	<b>Maturierenden-Messe Zürich</b>	StageOne, Zurich-Oerlikon
22.10.2026	<b>Absolvierenden-Messe Zürich</b>	StageOne, Zurich-Oerlikon
27.10.2026	<b>Forum Geneva</b>	HEAD, Le Cube, Geneva
29./31.10.2026	<b>Information Days Bachelor's and Master's Degree at the FHGR</b>	University of Applied Sciences of the Grisons
04.11.2026	<b>Maturierenden-Messe Basel</b>	Messe Basel, Basel
04.11.2026	<b>Infoday</b>	University of Neuchâtel
16. - 20.11.2026	<b>Information days at Zurich University of the Arts</b>	Toni-Areal, Zurich
18. - 20.11.2026	<b>Journées d'information EPFL</b>	SwissTech Convention Center, Lausanne
20.11.2026	<b>Basler Infotag Bachelor</b>	University of Basel
24./25.11.2026	<b>Infodays UniFR</b>	University of Freiburg
27.11.2026	<b>Bachelor's Information Day</b>	University of Lucerne
01./02.12.2026	<b>Bachelor's open days</b>	University of Bern
02./03.12.2026	<b>Journée découvertes (gymnasiens)</b>	University of Lausanne
all year round	<b>Online informative events SUPSI</b>	supsi.ch/en/online-informative-events
all year round	<b>Open Day at SUPSI</b>	supsi.ch/en/openday
all year round	<b>Information events for Bachelor's and Master's degrees at the University of Lucerne</b>	unilu.ch/infoveranstaltungen
all year round	<b>Information events at the FHNW</b>	fhnw.ch/infoanlaesse
all year round	<b>Information events HSLU</b>	hslu.ch/ausbildung
all year round	<b>Information days at the University of St. Gallen</b>	infotag.unisg.ch
all year round	<b>Information events at BFH</b>	University of Applied Sciences Bern / virtually
all year round	<b>Information events at HES-SO</b>	hes-so.ch/agenda?cat=560
all year round	<b>Information events at HWZ</b>	fh-hwz.ch
all year round	<b>Information events at OST</b>	OST - Eastern Switzerland University of Applied Sciences / virtually
all year round	<b>Information events at the ZHAW</b>	ZHAW Zürcher Hochschule für Angewandte Wissenschaften / virtually
all year round	<b>Online information events</b>	Fernfachhochschule Schweiz / virtually
all year round	<b>Online Information Events at the FHGR</b>	fhgr.ch/infoanlass
all year round	<b>Student for a Day at FFHS</b>	Gleisarena Campus Zurich

all information days



berufsberatung.ch/infotage

# Which degree programmes have caught your interest?

## Brief summary

Tick a maximum of two study profiles that interest you and that you would like to learn more about.

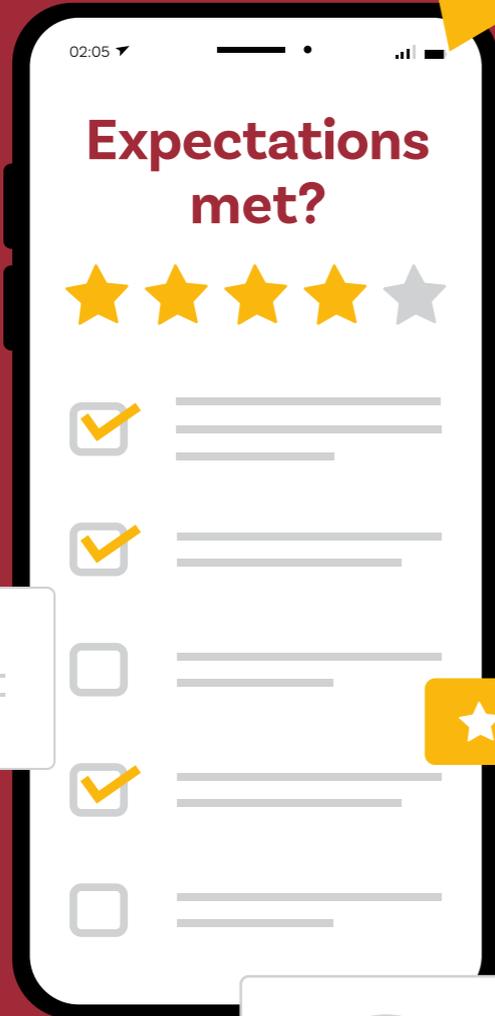
- Computer sciences
- Mathematics, natural sciences
- Construction and planning, architecture
- Medicine, pharmacy, health
- Design, art
- Political sciences
- Economic sciences
- Psychology
- Educational sciences
- Social sciences, social work
- Engineering sciences
- Sports and exercise sciences
- Historical sciences, cultural studies, music and theatre
- Theology, religious studies
- Law
- Tourism and hotel management
- Linguistics and literature, communication, journalism

#real

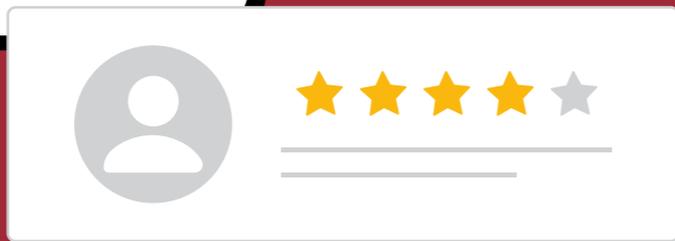
#Vibes



#fake



#Study



## Reality check

They say it is real if it applies to a few. I say it is real if it applies to me.



Reality check 149

Approach 151

Is your heart really set on your favourite employers? 153



## Reality check

Companies and universities position themselves as attractive employers and places to study in their image brochures and on their websites. In doing so, they emphasise precisely those aspects that (future) students and graduates expect from their first job or degree programme: meaningful tasks, motivated teams, stays abroad, training and further education opportunities, prospects, etc.

In companies, these promises to current and future employees are referred to as the Employee Value Proposition (EVP) in personnel marketing. Companies are advised to draft a realistic EVP. Nevertheless, the statements always

represent the ideal case. After all, the aim is to increase the employer's attractiveness to the target group in a way that is effective for advertising purposes. It is therefore very likely that the statements are true for some employees and their job profiles - but certainly not for all.

Whether the EVP communicated by the potential employer would be valid for you as an employee could only be definitively assessed after several years of working for the respective company. However, you often have the opportunity to derive a personal overall assessment of the employer's attractiveness before applying and being hired. Make use of this opportunity.



# Tips

## How likely am I to benefit from my understanding of the promise?

The extent to which your own interpretation of the statements applies to you and the potential job profile can only be assessed in personal conversations with company representatives. Below, we present four different tools you can use to test your understanding of the EVP. Use these options on your way to finding the right employer:

## Company tour

A company tour is the perfect opportunity to take a non-binding look behind the scenes of your dream employer. You will gain an insight into everyday life at the company, learn about current projects and get a concrete impression of the workplaces. In addition, through discussions with employees and managers, you will also be able to better distinguish between the different tasks and requirements of the various job profiles. Company tours are an excellent way to experience the core business first-hand, especially for companies with a physical product.

## Workshops

Workshops are probably the most efficient way to check the reality of companies in the service sector. By working on specific tasks from the company-specific context, you will learn a lot about the everyday life of your potential employer. Holding the workshop on the company's premises allows you to form a personal impression of the company and its prevailing corporate culture. You will therefore quickly realise whether you too can develop a passion for the employer and the job.

## Internships

An internship is a great way to gain in-depth insight into your preferred employer. By working for several months, you will experience everyday life at the company. You will learn a lot about the work, the corporate culture and the work-life balance. In addition, informal conversations with employees or supervisors are a great way to find out how the development and career opportunities offered are implemented.

## Bachelor's or master's theses

Writing a bachelor's or master's thesis – preferably in collaboration with a potential employer – also allows you to test the waters. By dealing with the topic over several months, you will gain an overview of the interrelationships in a specific field of work. In addition, any discussions with experts will allow you to make a realistic assessment of entry, development and career opportunities in specific areas of expertise.

## Approach

### 1 What is my understanding of the individual promises?

While all the facts in an employment contract are recorded in writing and can be easily verified, the employer makes promises in the EVP that are often understood differently by potential employees. You should therefore be aware that your understanding of the statement may not necessarily coincide with the employer's interpretation. With this in mind, we recommend that you first become aware of what you understand the individual statements to mean.

### 2 How important are the individual promises to me?

The second step is to weigh up the individual statements for yourself.

### 3 How likely am I to benefit from my understanding of the promise?

The extent to which your own interpretation of the statements applies to you and the job profile can only be assessed in personal conversations with company representatives. A look behind the façade of the potential employer, experiencing the organisational culture and talking to team members and superiors are essential prerequisites for this.

### 4 Am I satisfied with the overall offer when viewed realistically?

The final key question is whether you are satisfied with the future exchange of services when viewed realistically.

#### Example

Potential employer: **Company X**

Potential job profile: **Development Engineer**

Employer's promises (based on image brochures, website, events and fairs, presentations, etc.)	1 My understanding of the promise	2 How important is the promise to me? Weighting: 1 = not important 10 = very important	3 How likely am I to benefit from my understanding of the promise? (0–100%)	Personal assessment of the promise (weighting x probability ÷ 100)
<b>Balanced work-life balance</b>	<i>I am able to leave the office at 5:15 p.m. twice a week to get to football training on time.</i>	10	10%	1
<b>International environment</b>	<i>I work in Switzerland, but I communicate in English.</i>	6	100%	6
<b>Excellent career opportunities</b>	<i>I will be able to lead a team after three years at the latest.</i>	8	25%	2
<b>Temporary stays abroad</b>	<i>I work abroad for two months each year.</i>	2	50%	1
<b>Motivated team members</b>	<i>My colleagues are ready to tackle challenging new developments together with me.</i>	10	50%	5
<b>4 Overall personal assessment of employer attractiveness:</b> average of personal ratings for individual promises.				<b>3</b>

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STV UTS ATS

Swiss Engineering STV, Weinbergstrasse 41, 8006 Zürich

## Is your heart really set on your favourite employers?

Transfer potential employers (see page 102) and their possible job profiles (see page 133) to the table below and then fill it in according to the instructions above. At the end, you will have a meaningful comparison of the different employers and their job profiles.

Potential employer: \_\_\_\_\_

Potential job profile: \_\_\_\_\_

Employer's promises (based on image brochures, website, events and fairs, presentations, etc.)	① My understanding of the promise	② How important is the promise to me? Weighting: 1 = not important 10 = very important	③ How likely am I to benefit from my understanding of the promise? (0 - 100%)	Personal assessment of the promise (weighting x probability ÷ 100)
<b>④ Overall personal assessment of employer attractiveness:</b> average of personal ratings for individual promises.				

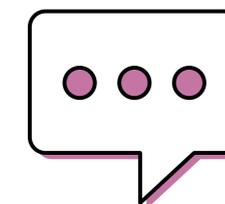
# #yourStory

## #do



## #can

## #be

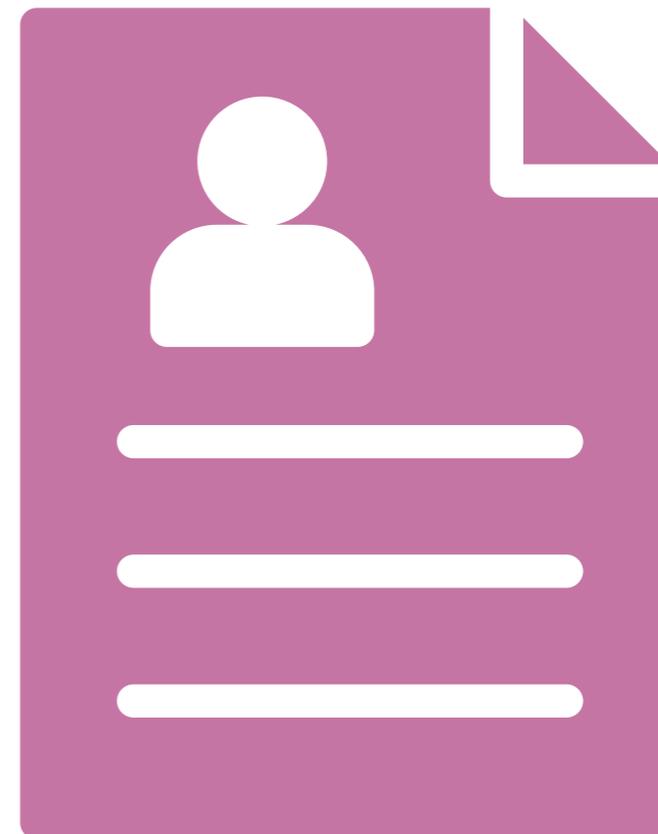


## Application

Every job offer starts with the decision to try, so make yours now.



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## CV

**E**mployers often receive more than a hundred applications for a single advertised position. HR managers have the task of selecting a few profiles within a very short time. Against this background, it is clear that HR managers cannot study every application dossier in detail. For the initial selection, HR managers therefore focus on the CV. This is studied for a maximum of one minute in the first round. Your CV must be convincing in this short time.

You now have the task of creating an appealing CV in which HR managers can find all the relevant information at a glance. To do this, you need to write a clearly structured CV that reflects the most important keywords and necessary skills for the advertised position in the individual sections. In short: HR managers need to see at a glance that you are the right person for the job, with the relevant skills, experience and soft skills for the vacant position.

# Sections of the CV

**1 Martin Deiss**  
 Weinberg 3  
 8008 Zurich  
 +41 76 222 56 88  
 martin.deiss@provider.com  
 LinkedIn: Martin Deiss



**2** 02.07.2000  
Swiss

---

**4 GOAL**

I am a committed and communicative person with a quick grasp of new concepts. I would like to contribute the specialist knowledge I acquired during my studies in hydraulic engineering and water management to a permanent position at an internationally active, industrial company and further deepen this knowledge in practice.

---

**5 EDUCATION**

09.2022–05.2025	<b>Swiss Federal Institute of Technology Zurich (ETH)</b> Master of Science in Civil Engineering
	<ul style="list-style-type: none"> <li>• Specialisation: Hydraulic Engineering and Water Management</li> <li>• Master's thesis: "City on the water: The revitalisation of waterways and their enhancement for leisure and tourism"</li> </ul>
09.2019–06.2022	<b>Swiss Federal Institute of Technology Zurich (ETH)</b> Bachelor of Science in Civil Engineering
09.2021–02.2022	<b>Exchange semester at the Warsaw University of Technology "Politechnika Warszawska"</b>

---

**6 WORK EXPERIENCE**

01.2023–present	<b>Ingenieurbüro Trau-M AG, Zurich</b> Internship as part of my master's thesis
	<ul style="list-style-type: none"> <li>• Collaboration on a study to determine flood risk</li> <li>• Planning the landscaping of a 300-metre section of river</li> <li>• Presentation of the project to local residents</li> </ul>

---

**7 OTHER EXPERIENCES**

02.2024–present	<b>Verein Vitali, Zurich</b> Executive committee
	<ul style="list-style-type: none"> <li>• Collaboration in the creation of posters, information brochures, etc.</li> <li>• Responsible for the association's stand at the Gurtenfestival in Bern. Duration: 3 days/40,000 visitors</li> <li>• Supervision and support of a humanitarian mission for young people</li> </ul>

---

**8 LANGUAGES**

German	Native language		
English	Niveau C1, CAE (2022)		
Polish	Niveau C1		
French	Niveau B1		

---

**9 COMPUTER SKILLS**

MS-Office	Very good knowledge	Mathcad	Good knowledge
Fortran	Good knowledge	Lab Viewel	Basic knowledge
Matlab	Good knowledge		

---

**10 INTERESTS**

diving, water sports in general, acoustic guitar

## 1 Contact details

### First name, last name

**Address** Street, house number, postcode, town  
Avoid abbreviations such as "str." in your address.

**Telephone number** Provide your mobile number (utmost discretion).  
This will ensure that no one else answers the phone for you.  
Also, remember to record a professional message on your answering service.

**Email** Choose a neutral address consisting of your first and last name,  
e.g. martin.deiss@provider.com. Do not use your university email address,  
as this will quickly become outdated for various reasons.

**LinkedIn** If you have a LinkedIn profile, include it here, e.g. LinkedIn: Martin Deiss.

**Driving licence** It is recommended that you only mention your driving licence in your CV  
if this is explicitly requested or mentioned in the job advertisement.

## 2 Personal details

**Date of birth** Age or date of birth? Times are changing. A few years ago, we would have advised you  
to state your age rather than your date of birth to save HR managers the trouble of  
doing the maths. Today, we advise you to do exactly the opposite. Many companies  
have their own application system where only your date of birth can be entered.

**Nationality** If you have dual citizenship, mention this.  
If you are a foreigner, state the type of your residence permit.

**Children** You are not obliged to mention children in your CV.  
Only list children if you really want to (e.g. married, 1 child).

**Affiliation** Do not mention any religious or political affiliations.

**Marital status** You can omit your marital/relationship status.



# Tips

## for your application photo

### Photographer

A professional photographer is a must for your application photo. Unfortunately, this is not cheap. However, see it as an investment in your future and get the best advice on styling, posture and facial expression.

### Clothing

In the photograph, wear the clothing that is required in the everyday working life of the respective company. This shows that you are a good fit for the company. Bring one or two additional tops to the shoot so that different photos can be taken.

### Jewellery

Do not wear jewellery that distracts from you. Simple stud earrings and/or a subtle necklace are sufficient – less is more here!

### Hair, shaving and make-up

Make sure you look well-groomed. Combed hair, a fresh shave and subtle make-up are half the battle. Avoid wild hairstyles, too much hair gel or unsightly make-up lines between your face and neck.

### Facial expression

The focus of an application photo is on the face. So show the HR manager your best smile. Allow plenty of time for the photo shoot, as it is difficult to smile naturally at the push of a button without it looking fake.

### Colour or black and white

This is not relevant – choose the option you prefer. Colour photos are very common and closer to reality. Black and white photos have a slightly artistic effect, but in most cases are more flattering in terms of your complexion and are particularly recommended for people with blemished, reddened skin.

### Image editing

Good image editing is when it is not noticeable. So if you don't have in-depth knowledge of this, don't do it! Images should be edited by a professional photographer and only very sparingly (removal of pimples, reddened skin areas, etc.). The image should retain as much of your own character as possible.

### 3 Application photo

In Switzerland, it is considered good form to include a photo with your application, as this makes it more personal. It also helps HR managers recognise you at the interview. But be careful: your photo gives a first impression and says a lot about you. It must therefore be chosen carefully. This selection is your first marketing campaign. You need to appear authentic and honest in the photo and make the HR manager want to get to know you.

### 4 Goal

Stating your career goal is useful/essential for spontaneous applications and application processes without a cover letter. This gives you the opportunity to win over the HR manager by presenting your career plans or the position you are looking for. This section can be clearly separated from the rest of the text and highlighted with light shading or bold type.

Recruiters will study your CV for a maximum of one minute. Any superfluous statements of intent, such as "I am looking for a new experience that will allow me to develop my skills", should therefore be omitted. First, consider the challenges facing the company and industry you are interested in. For example: outsourcing abroad, stagnating sales, insufficient market share, too much waste, customer complaints, etc. Then think about what you can do to help solve these challenges. Based on the insights from the chapter "Assessing your current situation" (see page 11), it will be relatively easy for you to position your skills, experience and professional goals as a response to these challenges.



### Examples

- **I want to use my specialist knowledge and communication skills to take on audit mandates and advise clients in a trust office.**
- **My skills lie in the areas of IT and financial mathematics. I would be happy to contribute this expertise to your company.**
- **I would like to use my talent for organisation and administration, my affinity for numbers and marketing, and my self-initiative to support a director and/or a team.**
- **I would like to use the technical skills I acquired during my studies to increase the performance of an IT network in a multinational company.**
- **As an independent person with a strong team spirit, I would like to use my academic knowledge and make the results of my research on offshore funds available to a bank specialising in alternative investments.**

## 5 Education

Secondary school students, university students and graduates should start with the Education section, as their studies are the springboard to their career. People with professional experience should start with the Professional Experience section, as this is more important for the next career step than their studies, which are already further back in time.

In the Education section, HR managers need to be able to find all relevant information about your studies and schooling (up to secondary school/cantonal school and apprenticeship) at a glance:

- **Duration of each course of study in months and years**

Start with the most recent qualification obtained or planned and continue in reverse chronological order up to your secondary school leaving certificate. Older qualifications do not need to be listed, but can be included if they say something special about you, e.g. primary school attended in the USA.

- **Full name of the school and place of education**

- **Qualification obtained or planned**

As a rule, only the most recent, highest and planned degree should be listed. For planned degrees, the projected completion date can be placed in brackets. This allows HR managers to immediately see when the degree is expected to be completed.

- **Specialisations, major subjects or titles of theses**

Mention these if they are relevant to the position you are applying for or your desired employer.

- **Final grades**

List your grades if they are above average.



# 2 tips for education

1

If you have completed an exchange semester, specify the exact period and the schools/universities.

2

Do not clutter up your CV with a list of your publications; instead, create a separate appendix for this.

## Publications/research

If you have already published work and this is relevant to the position, you can list your publications or excerpts from them. This applies to positions in academia and research, as well as in editorial work. This list gives employers insight into your expertise, your ability to communicate precisely and persuasively, and your experience in creating high-quality content.

## 6 Work experience

In the work experience section, HR managers need to be able to find all relevant information about internships, part-time jobs, assistant positions, etc. at a glance:

- **Period of relevant work experience in months and years**

Start with your most recent professional experience and continue in reverse chronological order.

- **Full company name and place of work**

A full company name always includes the legal form (Ltd., etc.).

- **Job title or function**

If you are currently employed, the period can be described as follows: start month/start year – present. This allows HR managers to see immediately that you are currently still employed.

- **Tasks, responsibilities and soft skills**

Do not list all your tasks and responsibilities, as these are already included in your employment reference. Only mention the tasks and responsibilities that are relevant to the position you are applying for or the employer you are interested in. Use the following action verbs when listing the relevant tasks.

### Use action verbs:

#### Office, finance and management

purchase – manage – analyse – confirm – increase – plan – calculate – classify – design – compile – log – expand – control – steer – evaluate – balance – establish – assess – organise – plan – review – negotiate

#### Communication and training

animate – adapt – coordinate – communicate – develop – discuss – encourage – explain – exhibit – simplify – train – formulate – inform – instruct – teach – motivate – persuade – plan – promote – recruit – compose – stimulate

#### Sales and customer service

change – market – advise – demonstrate – listen – explain – formulate – influence – negotiate – prepare – present – promote

#### Industry and technology

analyse – build – design – construct – test – create – establish – maintain – optimise – plan – produce – programme – monitor

- **Achievements**

List any exceptional achievements, including figures where possible.

- **Military**

Information regarding military service and rank is optional. For community service, you can mention your role and the organisation. This information provides employers with important insights into your experience and skills in the areas of leadership, teamwork and social responsibility.

- **Part-time jobs**

Many applicants wonder whether they should list their (student) part-time jobs in the work experience section, as the activities seem too trivial in the context of their desired career move. We strongly recommend that you list all part-time jobs, as long as they fit on one or two pages, as they say a lot about you as a person. Think about the soft skills you had to develop in each part-time job (see pages 16/17) and list them in your CV. This will give HR managers a credible indication of your interpersonal skills.

#### Pizza delivery driver

Late working hours and mobility in all weather conditions  
Flexibility – punctuality – sociability

#### Sales assistant

Organising the warehouse and advising customers  
Organisational skills – leadership qualities – presentation – customer focus – sociability – efficiency – excellence

## 7 Other experiences

If you are very active in clubs (e.g. board member, etc.), we recommend mentioning this in a separate section. The same applies to responsibilities such as involvement at a university/technical college (student council, student representation, organisation of a fair, etc.). This allows HR managers to find all the relevant information about your other activities at a glance. This category is particularly important if you have little or no professional experience:

- **Period of the respective position in months and years**

Start with the most recent position and continue the list in reverse chronological order.

- **Full name and location of the organisation**

- **Function**

If you are currently still working in this role, the period can be described as follows:  
start month/start year – present.

- **Tasks, responsibilities and soft skills**

Only mention the tasks and responsibilities that are relevant to the position you are applying for or the employer you wish to work for. When listing the relevant tasks, use action verbs (see page 163). If the tasks and responsibilities are not relevant to the desired position or employer, mention the soft skills you have learned.

- **Language stays**

Mention language stays here and not under language skills – these serve as a brief overview.

- **Achievements**

List exceptional achievements, if possible with figures.

### Example

#### OTHER/NON-UNIVERSITY ACTIVITIES

02.2024 – present

**Verein Vitali, Zurich**

Executive Committee

- Collaboration in the creation of posters, information brochures, etc.
- Responsible for the association's stand at the Gurtenfestival in Bern.  
Duration: 3 days/40,000 visitors
- Supervision and support of a humanitarian mission for young people



## 8 Languages

List your native language first. For other languages, refer to the Common European Framework of Reference for Languages, which is considered objective and clear. If you have obtained language certificates, state the name of the certificate. If your language skills now exceed the level of the certificate, use the European Framework grid for self-assessment instead.

	 Understanding	 Speaking	 Writing
<b>Basic language use</b>	<b>A1</b> I understand simple sentences when spoken slowly. I can read posters and signs.	I can communicate at a basic level if the person I am talking to helps me.	I can fill in a form.
	<b>A2</b> I understand individual sentences when they contain simple or familiar information.	I can communicate briefly in familiar situations.	I can write a short note.
<b>Independent language use</b>	<b>B1</b> I understand most things when spoken clearly in standard language and can read simple texts.	I can participate in conversations on familiar topics without preparation.	I can write a coherent text on a familiar topic and can recount experiences.
	<b>B2</b> I can follow a complex train of thought on a familiar topic. I can understand an article or report.	I actively participate in normal conversations and can express my opinion.	I can write a detailed, reasoned text.
<b>Competent language use</b>	<b>C1</b> I can follow longer speeches, even if they are not clearly structured.	I can express myself with almost no effort and with accuracy.	I can write a structured text on a complex topic and adapt my text to suit the recipient.
	<b>C2</b> I understand written and spoken language effortlessly when spoken quickly.	I am very familiar with idioms. I can express subtle nuances.	I can deliver long reports on complex topics and read a work critically.

### Example

#### LANGUAGE SKILLS

German	Native language	Polish	Niveau C1
English	Niveau C1, CAE (2022)	French	Niveau B1



## 9 Computer skills

In addition to standard office programmes, list all specialised software, programming languages or development applications that you are proficient in under IT skills. Computer scientists should list all their technical expertise in an appendix so as not to unnecessarily inflate their CV. As there is no official reference framework for the uniform assessment of computer skills, this is based on self-assessment.

# Tips for your CV



## Description of the obvious

All HR managers will understand that your address is your address. You do not need to add the word “address” in front of it. Words such as “contact”, “name”, “telephone number”, etc. should also be avoided, as the information described is self-explanatory.

## Structure

Structure your CV clearly and concisely. Your CV should include the following sections: contact details, personal information, education, work experience, other activities (if applicable), language skills, IT skills and interests.

## Reverse chronological order

Start each section that is linked to a specific period (e.g. education, work experience, etc.) with your most recent experience and then work backwards. Don't get lost in events that are too far in the past and no longer of interest.

## Conciseness & key terms

Secondary school students, university students and graduates should not exceed one page, and people with professional experience should not exceed two pages and should only include the essentials. You do not need to rewrite your CV from scratch for every application. However, you should include the relevant key terms and necessary skills from the job advertisement.

## Honesty

It is human nature to present facts in a flattering light when writing a CV. However, it is strongly advised not to describe something as your own achievement that actually came from a colleague, to lie about your skills or to list diplomas you have not obtained. Everything can be easily verified during the application process.

## Application photo

In Switzerland, it is good form to include a photo, as this makes your CV more personal. Since the application photo gives a first impression of you, we recommend having a professional photo taken that makes you appear authentic and honest and makes people want to get to know you.

## Font

Your CV should be tasteful and factual. Avoid fancy headings and fonts. Ask yourself which font meets the following requirements: discreet yet slightly different, a sign that the applicant and employer are a good match, legible and inviting.

## Proofreading

Avoid spelling and grammar mistakes. Show your CV to several friends or family members for correction and evaluation.

## 10 Interests

This section is the most personal part of your CV and is particularly important for secondary school pupils, students and graduates who do not yet have much professional experience. In this section, list what fascinates you and how you spend your free time. This will help you stand out from other applicants for the same position.

HR managers value this section for two reasons. Firstly, they try to identify different traits of your personality from the interests listed, and secondly, your interests are a great starting point for an exciting interview. In short: avoid the banal list of “travel, cinema and reading” for your own benefit.

### Interests and their meanings:

<b>Team sports</b>	<b>Individual sports</b>
Team spirit and enjoyment of competition	Desire for autonomy and individuality
<b>Extreme sports</b>	<b>Endurance sports</b>
A willingness to take risks and a drive to surpass oneself	Perseverance
<b>Club activities</b>	<b>Social tourism</b>
Social skills and empathy	Desire to combine wanderlust and generosity
<b>Long-distance travel</b>	<b>A fascination</b>
A thirst for adventure and cosmopolitanism	Motivation for an art form, a craft, a place, a house
<b>A financial investment</b>	<b>An unusual activity</b>
A commitment that reflects a clear choice	A quest for originality and a desire to break new ground

## References

In general, we recommend that you do not include references in your CV. However, if references are explicitly requested, you should provide at least two people outside of your CV who could provide information to your potential employer. Possible reference partners are:

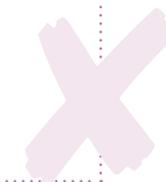
- Former teachers, professors
- Supervisors from companies you have worked for

It is important that these individuals are able to provide qualified statements about your working methods and knowledge. Your references should therefore have been involved in your education or come from your professional environment. It goes without saying that your shared experiences should be predominantly positive.

Furthermore, you must inform your references in advance of your application and obtain their consent. If you fail to do so, a call from the HR manager could quickly end up being embarrassing. A response such as, “I didn't know anything about that”, can have a negative impact on your application.

## Don'ts

- In Switzerland, CVs are not signed
- CVs should not have a header or footer



# Examples

## Classic example in English

<b>Stefan Deiss</b> Weinberg 3 8008 Zurich +41 76 222 18 18 stefan.deiss@provider.com LinkedIn: Stefan Deiss		22.11.2000 Swiss
<b>PROFILE</b>		
Having obtained my engineering degree from the EPF Lausanne, I possess strong analytical qualities and excellent communication and negotiation skills. Coupled with flexibility and motivation as strong personal assets, I am looking for a position as junior analyst in an international management consulting firm.		
<b>EDUCATION</b>		
09.2023–01.2025	<b>EPF Lausanne</b> Master of Science in Mechanical Engineering • Minor: Energy	
09.2020–06.2023	<b>ETH Zurich</b> Bachelor of Science in Mechanical Engineering	
09.2022–06.2023	<b>Erasmus programme, Royal Institute of Technology of Stockholm, Sweden</b>	
<b>WORK EXPERIENCE</b>		
06.2024–08.2024	<b>ALU Swiss, Fribourg</b> Internship • Analysis of aluminum alloys for automotive application and optimisation of the process line • Experimental work and data analysis linked with the theoretical concepts • Obtained competences: analytical skills, team work, flexibility	
<b>OTHER EXPERIENCES</b>		
12.2023–12.2024	<b>FORUM EPFL, Lausanne</b> Start-up relations • In charge of organising the Start-ups Day, dedicated to innovation • Encouraging start-ups to participate • Taking care of participating firms during the fair	
09.2023–12.2024	<b>EPF Lausanne</b> Student Assistant • Tutor for first and second year students of mechanical engineering	
<b>LANGUAGES</b>		
German	Mother tongue	
French	Level C1	
English	Level B2	
<b>COMPUTER SKILLS</b>		
Microsoft Office	Very good knowledge	
<b>INTERESTS</b>		
Golf (HCP: 10), football and poker Participant at the 4L Trophy Rally, a humanitarian association providing furniture for Moroccan children		

## Classic example in French

<b>Jean Dupont</b> Chemin des Capucines 3 1200 Genève +41 76 222 56 88 jean.dupont@provider.com LinkedIn: Jean Dupont		02.07.2000 Suisse	
<b>OBJECTIF</b>			
Animé d'une grande motivation, je communique avec aisance et comprends rapidement ce qui m'est demandé. Je souhaite mettre en pratique et approfondir mes connaissances en matière de génie et d'économie hydraulique dans le cadre d'un contrat fixe au sein d'une entreprise active au niveau international.			
<b>FORMATION</b>			
09.2022-05.2025	<b>École polytechnique fédérale de Lausanne (EPFL)</b> Master of Science en sciences du génie civil • Spécialisation : génie et économie hydraulique • Mémoire: « L'eau en ville: revitalisation des cours d'eau et revalorisation dans les loisirs et le tourisme »		
09.2019-06.2022	<b>École polytechnique fédérale de Lausanne (EPFL)</b> Bachelor of Science en sciences du génie civil		
09.2021-02.2022	<b>Semestre d'échange à l'université technique de Varsovie « Politechnika Warszawska »</b>		
<b>EXPÉRIENCE PROFESSIONNELLE</b>			
01.2023-aujourd'hui	<b>Bureau d'ingénierie Trau-M SA, Neuchâtel</b> Stage dans le cadre de mon mémoire • Collaboration à une étude visant à évaluer le risque d'inondations • Plan d'aménagement des abords d'une section de fleuve de 300 mètres • Présentation du projet aux habitants		
<b>AUTRES ACTIVITÉS</b>			
02.2024-aujourd'hui	<b>Vitali, Fribourg</b> Comité • Contribution à la création d'affiches, de brochures d'information, etc. • Responsable du stand de l'association au Paléo Festival de Nyon, durée: 6 jours/300'000 visiteurs • Prise en charge et accompagnement d'une équipe de jeunes bénévoles		
<b>CONNAISSANCES LINGUISTIQUES</b>			
Français	Langue maternelle		
Anglais	Niveau C1, CAE (2022)		
Polonais	Niveau C1		
Allemand	Niveau B1		
<b>CONNAISSANCES INFORMATIQUES</b>			
MS-Office	très bonnes connaissances	Mathcad	bonnes connaissances
Fortran	bonnes connaissances	Lab Viewel	connaissances de base
Matlab	bonnes connaissances		
<b>CENTRES D'INTÉRÊT</b>			
Plongée, sports aquatiques en général, guitare acoustique			

Classic example in German

**Eveline Deiss**  
 Weinberg 3  
 8008 Zürich  
 +41 76 222 28 26  
 eveline.deiss@provider.ch  
 LinkedIn: Eveline Deiss

02.07.2000  
 Schweizerin



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**AUSBILDUNG**

09.2023–12.2025 **Universität Genf**  
 Master of Science in Management  
 • Schwerpunkt: Marketing  
 • Masterarbeit: «The Influence of Social Networks on Corporate Image and Reputation Building»

09.2019–06.2022 **Universität Zürich**  
 Bachelor of Arts in Wirtschaftswissenschaften  
 • Schwerpunkte: Marketing und Marktforschung

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**BERUFSERFAHRUNG**

06.2024–08.2024 **UBS AG, Genf**  
 Praktikum in der Kommunikationsabteilung  
 • Unterstützung des Presseverantwortlichen bei der täglichen Arbeit  
 • Übersetzen von Pressemitteilungen ins Deutsche  
 • Organisation einer Pressekonferenz

09.2022–08.2023 **Schweizer Botschaft, Paris**  
 Praktikum in der Abteilung Politik und Presse  
 • Unterstützung bei der wirtschaftlichen und politischen Berichterstattung  
 • Vorbereitung und Durchführung von Events zur Förderung der Schweizer Kultur  
 • Repräsentieren der Botschaft bei verschiedenen internationalen Konferenzen

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**ANDERE AKTIVITÄTEN**

09.2023–04.2024 **GIMUN (Geneva Model United Nations) Konferenz, Genf**  
 Presseverantwortliche  
 • Gestaltung Jahresbericht  
 • Verfassen von Pressemitteilungen

---

**SPRACHKENNTNISSE**

Deutsch	Muttersprache
Französisch	Niveau C2
Englisch	Niveau C1

---

**INFORMATIKKENNTNISSE**

MS-Office	sehr gute Kenntnisse	Abacus	gute Kenntnisse
Solidworks	sehr gute Kenntnisse	Ansys	fortgeschrittene Kenntnisse
CATIA	gute Kenntnisse	Matlab	fortgeschrittene Kenntnisse

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**INTERESSEN**

Reitsport, Kulturreisen in Südamerika, Salsa

CV with no prospect of success

- 1 No need to write CV.

---

- 2 Your personal details are missing your telephone number, email address, nationality and date of birth.

---

- 3 If a cover letter is not required, your goal must be clearly stated and show the company what you have to offer.

---

- 4 As a career starter, begin your CV with your education and then list your professional experience.

---

- 5 Reverse chronological order is preferred nowadays. Start with your most recent experience – where you had the most responsibility – and then go back in time. The same applies to your education!

---

- 6 Summarise similar activities in a single point, with a single description of the activity – but mention the different companies!

---

- 7 There is no information about the tasks you performed, your responsibilities or your achievements. Include figures and soft skills you have acquired.

---

- 8 Too vague and general. Mention your tasks. Avoid overly personal phrases such as “I was particularly interested in...”.

---

- 9 Compulsory schooling does not need to be listed (unless you completed it in another language).

---

- 10 Mention details of your academic career: the title of your thesis, your stays abroad, etc. Avoid abbreviations!

---

- 11 After your professional experience, you can add a section entitled “Other experiences”. Here you can list achievements outside the professional and academic sphere.

---

- 12 For an objective assessment, refer to the Common European Framework of Reference for Languages in addition to the traditional evaluation.

---

- 13 Information about computer skills is missing. The applicant is sure to be proficient in some office programmes or special programmes relevant to their training.

---

- 14 Avoid run-of-the-mill interests! Mention a sport that you play regularly or a film or literary genre that you prefer.

---

- 15 Do not provide references.

**1 CV**

2 Ann Onym  
 Nelkenstr. 36  
 8054 Zurich

3 **GOAL**

To gain professional experience in a dynamic and internationally active company in order to be able to travel.

4 **WORK EXPERIENCE**

5 2015–2017 (40%) **Stationery shop A, Zollikon**  
 Cashier  
 6 • Customer advisor

2017–2019 (weekends/holidays) **Clothing shop B, Wädenswil**  
 Cashier  
 6 • Customer advisor

Summer 2019 (1 month) **Insurance C, Zurich**  
 Intern in the accounting department  
 7 My flair for numbers allowed me to perform the tasks assigned to me

Summer 2020 (6 weeks) **Bank D, Zurich**  
 Intern in the back office  
 8 I was particularly interested in the following tasks:  
 • Administrative planning  
 • Transaction verification  
 • Risk management

**EDUCATION**

9 2015–2019 **Compulsory schooling in Zurich**  
 Gymnasium Matura Physics – Applications of Mathematics, Mathematical-Scientific Gymnasium Rämibühl, Zurich

10 2019–2023 **Business Administration**  
 University of St. Gallen

06.2025 **MAccFin**  
 University of St. Gallen

11 **LANGUAGES**

12 German native language  
 English good

13 **INTEREST**

14 Sport, cinema, reading, travelling

**REFERENCES**

15 Herr A. Bühler, Director of Bank D, Tel.:...

## Profile

Having obtained my engineering degree from the EPF Lausanne, I possess strong analytical qualities and excellent communication and negotiation skills. Coupled with flexibility and motivation as strong personal assets, I am looking for a position as junior analyst in an international management consulting firm.

## Education

<b>EPFL</b>	09.2022 – 01.2024	<b>EPF Lausanne</b> Master of Science in Mechanical Engineering – Minor: Energy
<b>ETH zürich</b>	09.2019 – 06.2022	<b>ETH Zurich</b> Bachelor of Science in Mechanical Engineering
<b>KTH</b>	09.2021 – 06.2022	<b>Royal Institute of Technology of Stockholm, Sweden</b> Erasmus program

## Work experience

06.2023 – 08.2023

**ALU Swiss, Fribourg**  
Internship

- Analysis of aluminum alloys for automotive application and optimisation of the process line
- Experimental work and data analysis linked with the theoretical concepts
- Competences obtained: analytical skills, team work, flexibility

## Other experiences

12.2022 – 12.2023

**FORUM EPFL, Lausanne**  
Start-up relations

- In charge of organising the Start-ups Day, dedicated to innovation.
- Encouraging start-ups to participate
- Taking care of participating firms during the fair

09.2022 – 12.2023

**EPF Lausanne**  
Student Assistant

- Tutor for first and second year students of mechanical engineering

## Languages

<b>German</b> Mother tongue 100%	<b>French</b> Level C1 90%	<b>English</b> Level B2 75%
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## Computer skills

Microsoft Office	●●●●●●	Ansys	●●●●●●
Solidworks	●●●●●○	Matlab	●●●●●○
CATIA	●●●○○○	C++Basics	●●●●○○
Abacus	●●●○○○		

## Interests

- Golf (HCP: 10), football and poker
- Participant at the 4L Trophy Rally, a humanitarian association providing furniture for Moroccan children

# MARTIN DEISS

INGENIEUR FÜR WORLD-ABTEILUNG

*Ich bin eine engagierte und kommunikative Persönlichkeit mit einer raschen Auffassungsgabe. Meine im Studium erworbenen Fachkenntnisse in Wasserbau und Wasserwirtschaft möchte ich gerne im Rahmen einer Festanstellung bei einem international tätigen Industrieunternehmen einbringen und in der Praxis weiter vertiefen.*

## AUSBILDUNG

09.2022 – 05.2025 **Eidgenössische Technische Hochschule Zürich (ETH)**  
Master of Science in Bauingenieurwissenschaften  
› Vertiefung: Wasserbau und Wasserwirtschaft  
› Masterarbeit: «Stadt am Wasser: Die Wiederbelebung der Wasserläufe und ihre Aufwertung für Freizeit und Tourismus»

09.2019 – 06.2022 **Eidgenössische Technische Hochschule Zürich (ETH)**  
Bachelor of Science in Bauingenieurwissenschaften

09.2021 – 02.2022 Austauschsemester an der Technischen Universität Warschau  
«Politechnika Warszawska»

## BERUFSERFAHRUNG

01.2023 – heute **Ingenieurbüro Trau-M AG, Zürich**  
Praktikum im Rahmen der Masterarbeit

- › Mitarbeit an der Studie zur Bestimmung der Hochwassergefahr
- › Plan zur Umgebungsgestaltung eines Flussabschnitts von 300m
- › Präsentation des Projektes für die Anwohner\*innen

## ANDERE AKTIVITÄTEN

02.2024 – heute **Verein Vitali, Zürich**  
Vorstand

- › Mitarbeit in der Herstellung von Plakaten, Info-Broschüren, etc.
- › Verantwortlich für den Vereinsstand am Gurtenfestival in Bern, Dauer: 3 Tage/40'000 Besucher
- › Betreuung und Begleitung eines humanitären Einsatzes für Jugendliche

## SPRACHKENNTNISSE

Deutsch	<b>Muttersprache</b>
Englisch	<b>Niveau C1, CAE (2022)</b>
Polnisch	<b>Niveau C1</b>
Französisch	<b>Niveau B1</b>

## INFORMATIKKENNTNISSE

Excel	██████████	Fortran	██████████
Word	██████████	Lab Viewel	██████████
PowerPoint	██████████	Matlab	██████████
Outlook	██████████	Mathcad	██████████

## PERSÖNLICHE ANGABEN

**Martin Deiss**

Weinberg 3  
8008 Zürich

+41 76 222 56 88

martin.deiss@provider.com

Martin Deiss

02.07.2000

Schweizer

## INTERESSEN

- › Tauchen
- › Wassersportarten allgemein
- › Akustikgitarre

## Does your CV show a “gap”?

Below are some common mistakes found in CVs written by secondary school students, university students and graduates. We are happy to show you how you can correct them.

### Little or no professional experience

As a career starter, you may not yet have a permanent position without a fixed term. Your professional experience is symbolic, but it is there. Highlight it by emphasising your internships and other activities. If you have taken on responsibility, don't forget to mention it. List all the initiatives you have undertaken (e.g. working with an amateur radio station, DJing, working on the organising committee of a festival, founding a sports club, etc.).

### Studied for ten years

It could give the impression that you are avoiding professional reality. Highlight all your qualifications that are relevant to your stated goal, as well as internships, extracurricular activities and initiatives. Convince the HR managers that you are ready to prove your abilities.

### Education and professional experience abroad

Your CV must be understood by a Swiss HR manager. Therefore, indicate where your qualifications fit into the Swiss system. If the titles of your qualifications and positions are not sufficiently informative, mention the equivalent Swiss qualifications here.

### Currently without permanent employment

Emphasise the various internships you have completed and highlight the professional experience you have gained as a result. If you have worked unpaid, mention this, even if the work is not directly related to your career goals. It is important that you do not appear inactive or passive.

### No university degree

If you have continued your education through self-study, focus on your qualifications, achievements, accomplishments and your professional network. Diplomas are really only important for your first job. After a few years of professional experience, they fade into the background. So there is no reason to feel inferior.

### Little or no further training

Emphasise what you have learned through your work and what is useful in relation to your goal. List the seminars, conferences and courses you have attended that demonstrate your professional development and increasing responsibility.

## Lying or embellishing in your CV?

Small embellishments are allowed – but deception, falsification, concealment or fraud are not. HR managers are cautious, not to say downright suspicious. They will scrutinise all the information in your CV in no time at all and will not be fooled by anyone.

The following tricks are used most frequently:



### Falsifying a diploma

This is taboo, as qualified HR managers will ask to see a copy of your diploma and many employers will have the authenticity of your certificates checked. State clearly if you have completed a training course but did not receive a diploma.



### Hiding gaps, unemployment or poor employment history by extending previous jobs

This practice is pointless in Switzerland, as employment references are issued here and attentive HR managers will immediately spot the deception. Stick to the truth and prepare for the interview by explaining why this gap occurred (What did you do during this time? What did you learn about yourself? How did you get back on your feet?). Recruiters will appreciate your honesty.



### Embellishing your responsibilities and professional experience

There is a difference in terms of the skills required between leading a project yourself and “only” being involved in it. Recruiters will try to test you during the interview by asking specific questions. Be open and honest from the outset and don't leave any room for ambiguity. However, you can of course explain why you feel you are ready to move up a level and take on new responsibilities.



### Exaggerating your last salary

In some countries, HR managers ask for a copy of your last three payslips, which makes it easy for them to uncover any lies. In Switzerland, trust is a basic requirement. In most cases, HR managers will ask you about your last salary. This salary is a benchmark during the interview and provides an initial basis for negotiation. HR managers know exactly what is paid on the market for the position in question. Therefore, you should not ask for a disproportionate salary. However, you are welcome to state your desired salary. But do your skills justify the salary range between you and other applicants?



### Exaggerating your language skills

Don't even think about it. You will be caught out during the interview at the latest and exposed as a braggart. You will not be forgiven for this.

# LinkedIn profile as a CV

LinkedIn is one of the most popular networking platforms where users can showcase their skills, experience and career goals. In recent years, LinkedIn has become an important tool in the application process for both employers and job seekers.

For employers, LinkedIn offers a comprehensive database of qualified candidates. Companies can use LinkedIn to publish job vacancies and search for suitable candidates by filtering for specific skills, experience or educational levels.

For you, LinkedIn offers the opportunity to expand your professional network, gain insights into companies and find out about their vacancies, as well as present yourself. By creating a detailed profile that showcases your skills, experience and educational background, you can increase your chances of being noticed by potential employers. You can also search for job vacancies and apply directly – use the one-click application where possible (see page 194). Another important feature of LinkedIn is the ability to make connections and maintain contacts that can be helpful in your job search.

## 1 Profile picture

Use a professional photo of yourself that makes you look friendly and serious. A plain background and appropriate clothing convey professionalism. You can also add the #opentowork frame if you are actively looking for a job.

## 2 Title

Choose a concise title that highlights your current position and key skills. Use industry-relevant keywords that make you easier to find for potential employers, or formulate a promise such as “I bring xyz/the following added value...”.

## 3 Summary

An appealing summary that highlights your strengths, goals and passions is recommended. Tell your professional story, what you can do, what you are specifically looking for and show how you can add value to companies. Use industry-relevant keywords.

## 4 Work experience

A detailed profile with a complete list of all your past work experience, education and skills can help companies better understand you and assess your suitability for the position. List your professional experience and describe your responsibilities, your achievements and how you have helped companies move forward.

## 5 Education and training

List your academic qualifications and supplement them with relevant certificates and further training.

## 6 Skills and knowledge

Carefully select the skills that best represent you. Ask colleagues to confirm your skills.





# 5 tips for using LinkedIn

## Completeness

Ensure that your LinkedIn profile is complete and contains all important information such as education, experience, knowledge, skills and noteworthy achievements.

## Up-to-date

Update your LinkedIn profile regularly to ensure that it is always up to date.

## Photo

Choose a professional profile picture that shows you in appropriate clothing and surroundings. Avoid selfies or holiday photos that could appear unprofessional.

## Summary

Summarise your professional experience and career goals briefly and concisely. Take this opportunity to highlight your strengths and goals and emphasise your uniqueness.

## Networking

Take advantage of opportunities to network with other professionals and expand your professional network.

### ★ Recommendations

Recommendations from colleagues, supervisors and other contacts can strengthen your profile and show employers that you could be a valuable addition to their company.

### ★ Media and projects

Add relevant media such as presentations, articles or videos that demonstrate your work and achievements.

### ★ Engagement

Show that you are active in your professional environment by sharing articles, commenting on posts and participating in groups. Follow companies you are interested in and network with relevant people. Important: respond to requests from HR managers, even if they are not a good fit, to show your commitment.

### ★ Target group orientation

Adapt your profile to the target group you want to address. Show that you are interested in the needs of your contacts. If you are interested in international companies, make sure your LinkedIn profile is written in English.



### Important

**Your profile should always be kept up to date so that potential employers can gain an insight into your current experience and skills.**

Another advantage of LinkedIn is that it allows you to find out more about the company you are applying to. By researching on LinkedIn, you can learn more about the company, its culture and its employees, so you are better prepared when it comes to the interview. It is also an excellent way to get in touch with current or former employees of the company to find out more about the position and working conditions.

LinkedIn is a valuable platform for both companies and job seekers, which can be a great advantage in the application and recruitment process. Companies can reach qualified candidates thanks to a comprehensive database, while job seekers can showcase their experience and skills and expand their network.

By creating a complete and up-to-date profile, networking and sharing relevant posts, you can build a strong presence on LinkedIn and be noticed and possibly even recruited by companies. However, it is important to note that LinkedIn is not the only tool in the application process and that personal contacts, a professional CV (see page 157) and a compelling cover letter (see page 179) are also crucial.



# Cover letter

For the initial selection, HR managers focus on the CV. The cover letter only plays a significant role in the further selection process. HR managers try to get a better idea of the personality of potentially interesting applicants based on their cover letters.

Take advantage of this opportunity and write a clearly structured cover letter that is addressed to a specific em-

ployer and a specific position. If you manage to summarise your achievements and motivation in a concise manner, you have a very good chance of being invited to an interview.

In summary: make sure that HR managers read your application letter with interest, understand your motivation and immediately find the necessary experience and skills for the advertised position!

## Sections of the cover letter

**1** Martin Deiss  
Weinberg 3  
8008 Zurich

**2** Lara Müller  
Head of Human Resources  
Elektrizitätswerk Limmattal  
Hagenholzstrasse 74  
8037 Limmattal

**3** Zurich, 20 February 2026

### **4** Application for a position as an engineer in your WORLD department

**5** Dear Mrs Müller

Your WORLD department deals with projects related to water management around the world. You use the latest technologies and materials to combat problems with drinking water supply in disadvantaged countries. Your work is remarkable because it is always carried out in close cooperation with local engineers. As a young engineer specialising in hydraulic engineering and water management, I am very interested in working on your projects in Africa in the WORLD department.

**6**

I am currently completing an internship at the engineering firm Trau-M as part of my master's thesis, which is giving me a good insight into the engineering profession. Close cooperation with representatives of other professions is also part of my daily routine.

**7** Thanks to this internship, I am gaining a profound insight into the various work processes involved in the renovation of water facilities. The project I am involved in to redesign the banks of the Limmat River is very motivating. This, together with my experiences in Burkina Faso, where I helped to set up an irrigation system for a village with 35 inhabitants, has strengthened my career plans: I would like to use my expertise, energy and high learning potential to work on projects for the rehabilitation of distribution networks and water supply in African countries.

**8** I am open-minded and very interested in sharing my knowledge and learning from engineers of other backgrounds and cultures. I would therefore be highly committed and motivated in any projects you might assign to me.

**9** I would be delighted to get to know you better in an interview.

**10** Best regards,

**11**   
Martin Deiss

**12** CV, diplomas and employment references

### **1** Contact details

**First name, last name**

**Address** Street, house number, postcode, town

**Telephone number** Same telephone number as on your CV.

**Email** Same email address as on your CV.

### **2** Address

**Full company name** A full company name always includes the legal form (Ltd., plc, etc.).

**Contact person** Whenever possible, address your application letter to a specific contact person.

**Address** Use the company address as stated on the website or in the job advertisement.

### Examples

**Sara Müller**  
**Head of Human Resources**  
**Elektrizitätswerk Limmattal**  
**Hagenholzstrasse 74**  
**8037 Limmattal**

### **3** Place and date

Every application letter requires a line stating the sender's place of residence and the date of dispatch.

### Examples

**Zurich, 20 February 2026**



# 6 tips

for the perfect cover letter

## Clear structure

Structure your cover letter into clear sections.

## Conciseness

Write your cover letter on one page without repeating your CV.

## Key terms

Write a cover letter that is personalised and addressed to a potential employer and a specific position. To do this, use the relevant key terms and necessary skills from the job advertisement.

## Font

Use the same font for your cover letter as you did for your CV.

## Time

Take the time you need to write your cover letter. We recommend setting aside a whole working day for this.

## Paper

If you need to print out your cover letter, use the same paper as you did for your CV.

#### 4 Title

Every application letter requires a title that refers to the job advertisement. Without a title, you run the risk of being eliminated from the application process either by the automatic selection programme or by HR managers who cannot immediately find the expected keywords.

### Examples

- **Application as a consultant – NZZ, 19 February 2026**
- **Application as a mechanical engineer – Absolvierenden-Messe Schweiz, 30 October 2025**
- **Application as an executive assistant – advertisement on [www.talendo.ch](http://www.talendo.ch)**
- **Unsolicited application as a junior developer**



#### 5 Salutation

Where possible, the application letter should be addressed to a specific person.

##### • Applying for a job advertisement

Follow every detail of the specified procedure so that your application is not rejected right at the start. You will either send your application directly to the person responsible for recruitment or submit it via the company's job portal. Check whether a letter or email is required and adapt it accordingly.

##### • Spontaneous application to an SME

Send your application directly to the managing director. They handle day-to-day personnel matters. They are in the best position to anticipate future needs and may be interested in hearing your innovative suggestions for further development. If you can refer to an employee of their company through a member of your network, do not hesitate to play this trump card.

##### • Spontaneous application to a large company

There is no point in sending your application to the CEO, as it will not reach its destination. Send your application to the relevant department head if you know their first and last name and their exact position. Ideally, you will have met them at a career fair, heard them give a talk or read an article they have written. You can use this as an opening for your application letter to pique their curiosity. If you do not have such a connection, send your dossier to the human resources department; either to the head of the HR department or to those responsible for recruiting new staff. Try to find out their first and last name so that you can address your letter to them personally. Only if you cannot find a contact person should you use a general salutation.

**Note: Tailor your application letter to your contact person.**

Managing Director	Head of Department	Human Resources Manager
Managing directors want you to demonstrate your knowledge of the company's business activities and positioning, as well as the challenges it faces in the future and your ideas for dealing with and successfully overcoming them.	They will expect a letter in which you address professional and business matters. Mention what you have achieved and what results you have obtained.	HR managers appreciate a polite letter that mentions the company's values, as stated on the company website, for example, as well as your key skills.

#### 6 Introduction – Why am I interested in this company?

The introduction is crucial. It determines the quality of your argument and must therefore be short, clear and concise. The aim of the introduction is to arouse the curiosity of the contact person. If the introduction is bland, the letter will go straight into the bin and will not add any value to your CV. If it is good and exactly what they are looking for, your application will probably be considered.

##### • Applying for a job advertisement

What appealed to you? What is said about the company? Why did you think, "This environment could allow me to flourish"? Your task is to convey your message to the HR manager and convince them with your own words.

##### • Spontaneous application

Why have you decided to write to this company? What elements make the company special in your eyes? How did you find out about the company? Is it because of its image, its activities, its values, its turnover, its booming field of activity, because you have friends who work there and have praised the company to you, because it is just around the corner from you, or, on the contrary, because it has branches all over the world and you might be able to get a job abroad, because its personnel policy is geared towards secondary school pupils/students/graduates, because you heard the CEO give a speech at an event, or because you worked for one of the company's suppliers? If your network of contacts offers you a direct or indirect way to get in touch, don't hesitate to use it. If not, rely as much as possible on the company's website or search for information in the press.

#### You should avoid sentences like these:

"On 19 February 2026, I read in the NZZ that you are looking for a consultant with strong analytical skills, a long-term vision and an interest in working with people. This is why I am applying for the position. I have all of these skills."

**This kind of introduction is long and trite.**

#### Choose the following introductory sentence instead:

"Are you seeking a consultant with sound technical expertise and strong interpersonal skills? My profile meets these requirements, as I contributed to the construction of a new Swatch Group factory in Poland. In particular, I examined the manufacturing processes and maintained excellent relationships with my contacts at all levels."

#### 7 Skills and experience – What do I have to offer?

In this section, you have the opportunity to add a touch of human warmth to your CV, reveal your personality and set yourself apart from the other applicants. In the main section, show that you have acquired the relevant skills, that your previous experience has a common thread and that you have an idea of what the job entails. Establish the connection between your educational and professional background (already detailed in your CV and does not need to be repeated here) and the needs of the company. Try to put yourself in the shoes of the managing directors, department heads or HR managers. Consider what their needs are based on the company's activities and/or the job advertisement, and build your offer on that. Mention an example where you have already applied the relevant key skill. Don't say too much, but inspire the person so that you will be invited to an interview to learn more about you.

### 8 Motivation – What can we achieve together?

This section is about showing the person what contribution you can make to the company. Reiterate your key skills and relevant experience, and emphasise your motivation.

#### Examples

- *I am highly motivated to apply the knowledge I have acquired during my studies and to work with other engineers to develop new solutions that will satisfy the long-term needs of your discerning customers.*
- *I am socially engaged, flexible and very interested in the field of supply chain management. I would therefore be delighted to learn more about your activities and the specific responsibilities of a supply chain manager during an internship with you, and to actively support you in optimising various processes with the knowledge I have acquired during my studies.*

### 9 Conclusion

Be available to the HR manager for further information or for an interview. If you are submitting a speculative application, you can tell them that you will contact them again in about a week. But don't forget to do so!

#### Examples

- *I am available for a personal interview.*
- *I look forward to convincing you of my skills, experience and motivation in a personal interview.*
- *I will contact you by telephone in about a week to clarify any open questions and, if you are interested, to arrange an appointment for an interview.*

### 10 Salutation

End the application letter with the classic closing “Best regards”.

### 11 Signature

Printed application letters should always be signed with a pen. For electronic applications, we recommend that you scan your signature and insert it in the appropriate place in the application letter. A signature gives the application a more personal touch. It also confirms that the information you have provided is correct and that you have written the application letter yourself. If the signature is missing, the application letter appears less credible.

### 12 Attachments/enclosures

List all attachments or enclosures directly in a bulleted list.

#### Examples

- **CV**
- **Diplomas**
- **Work references**

## Examples

### Example in English

Stefan Deiss  
Weinberg 3  
8008 Zurich

Rob Patterson  
Recruiting Manager  
IM International Management  
Rosenbergstrasse 2  
8000 Zurich

Zurich, 20 February 2026

#### Application for a Junior Analyst position at IM International Management

Dear Mr Patterson

As a leading international management consulting firm you improve and enhance performance excellence in some of the world's largest and fastest growing companies. Your highly qualified team has a sustainable impact on the businesses of your international clients.

As a young mechanical engineer I am highly motivated, which I have proved throughout my academic and professional experience. Having completed a Bachelor's Degree in Mechanical Engineering at ETH Zurich and a Master's in the same subject at EPF Lausanne, I have the required strong numerical and analytical skills. My internship in a local company contained the analysis of aluminum alloys for the automotive industry, data analysis and much more. I have also developed leadership skills, by successfully managing a team of eight students as their tutor in mechanical engineering.

I am convinced that my experience as well as my flexibility and strong commitment together with my problem-solving mindset will allow me to actively contribute to the success of your team. I have learned that high effort-level input, a conscientious organisation of tasks and good communication within a team can significantly improve efficiency and performance, leading to a positive outcome for all players. I am confident that I can be a valuable asset as a member of IM International Management. Thank you in advance for taking the time to consider my application.

Yours faithfully,



Stefan Deiss

Enclosures: CV, copies of university degrees, work certificates

### Example in French

Jean Dupont  
Chemin des Capucines 3  
1200 Genève

À l'attention de Monsieur Laurent Pernier  
Chef du personnel  
Centrale électrique du Valais  
Rue du Pont 3  
1950 Sion

Genève, le 20 février 2026

#### Candidature pour le poste d'ingénieur au sein de votre département WORLD

Monsieur,

Votre département WORLD gère des projets liés à la gestion de l'eau dans le monde entier. Vous mettez en œuvre les technologies et les matériaux les plus innovants pour lutter contre les difficultés d'approvisionnement en eau potable dans les zones défavorisées. Vous effectuez un travail remarquable, notamment dans la mesure où vous collaborez étroitement avec des ingénieurs locaux. En tant que jeune ingénieur spécialisé en génie hydraulique et en gestion de l'eau, je serais particulièrement désireux de rejoindre votre département WORLD pour collaborer à vos projets en Afrique.

En ce moment, j'effectue dans le cadre de mon master un stage dans le bureau d'ingénieurs Trau-M, ce qui me permet de me familiariser avec les différentes facettes du métier. J'ai également l'occasion de travailler en étroite collaboration avec des membres d'autres corps de métier. Ce stage m'offre la chance d'approfondir les différents processus de travail à l'œuvre dans l'assainissement d'installations hydrauliques, notamment dans le cadre d'un projet d'aménagement des rives de la Limmat extrêmement passionnant. Cette expérience, ainsi qu'un séjour au Burkina Faso où j'ai contribué à l'installation d'un système d'irrigation dans un village de 35 habitants, me confortent dans mes ambitions professionnelles. Je souhaiterais mettre mes connaissances spécialisées, mon énergie et ma soif d'apprendre au service de projets d'assainissement de réseaux de distribution d'eau potable, mais aussi d'alimentation en eau sur le continent africain.

Ouvert au monde, je suis désireux de transmettre mes connaissances tout en bénéficiant de celles d'ingénieurs d'origine et de culture différentes. Vous pouvez dès lors compter sur ma motivation et mon implication par rapport à tout projet que vous souhaiteriez me confier.

Je serais très heureux de faire votre connaissance lors d'un entretien, à votre meilleure convenance.

Dans l'attente de vos nouvelles, je vous prie de recevoir, Monsieur, mes salutations les meilleures.



Jean Dupont

CV, diplômes et certificats de travail

### Example in German

Eveline Deiss  
Weinberg 3  
8008 Zürich

Lukas Müller  
University Marketing  
Win AG  
Seitengasse 51  
7003 Bergen

Zürich, 1. Februar 2026

#### Bewerbung Traineeprogramm «Kommunikation» – Absolvierenden-Messe Schweiz 2025

Sehr geehrter Herr Müller

An der Absolvierenden-Messe Schweiz 2025 habe ich Ihren Vortrag zur Win AG und den verschiedenen Einstiegsmöglichkeiten mit grosser Neugier verfolgt. Unser anschliessendes Gespräch am Ausstellungsstand hat mein Interesse an Ihrem Traineeprogramm «Kommunikation» weiter bestärkt.

Vor kurzem habe ich mein Masterstudium mit Schwerpunkt Marketing an der Universität Genf abgeschlossen. Insbesondere während meiner Masterarbeit über «Soziale Netzwerke und deren Effekte auf die Reputation von Unternehmen» habe ich viel über die Wichtigkeit einer durchdachten Kommunikation gelernt. Zudem habe ich während meinen zwei Praktika in der Kommunikationsabteilung der UBS in Genf und der Schweizer Botschaft in Paris gelernt, gemeinsam in einem Team und unter grossem Zeitdruck zu arbeiten.

Dank diesen Erfahrungen, meinen überdurchschnittlichen Sprachkenntnissen und meiner offenen und kommunikativen Art bin ich überzeugt, die passenden Voraussetzungen für das Traineeprogramm «Kommunikation» mitzubringen.

Es würde mich sehr freuen, Sie in einem persönlichen Gespräch von meinen Kompetenzen, Erfahrungen und meiner Motivation überzeugen zu dürfen.

Freundliche Grüsse



Eveline Deiss

Lebenslauf, Diplome und Arbeitszeugnisse

### Application letter with no chance of success

- 1 The applicant did not make an effort to find out who to address and their name.
- 2 Unforgivable spelling mistake.
- 3 Do not repeat your CV in your cover letter.
- 4 Is this candidate only interested in the money?
- 5 Unforgivable spelling mistake.
- 6 Reference letters should not be enclosed, but handed over during the interview if the HR managers are interested in them.
- 7 The wording is too authoritarian.
- 8 There is a subtle sense of doubt.
- 9 Such information should be included in the CV. It is unnecessary to mention it here.
- 10 Application letters must be signed.

Ann Onym  
Nelkenstr. 36  
8054 Zurich

Bank XY  
Human Resources Department 1  
Minervastr. 19  
8006 Zurich

Zurich, 9 February 2026

Dear Sir or Madam, 1

I would like to inform you that I am interested 2 in a position in your financial analysis department. Before explaining the reasons for my letter, I would like to briefly outline my enclosed CV. 3

In 2020, I received my bachelor's degree and subsequently gained some practical experience. After preparing for the Swiss chartered accountant examination, I achieved this goal in 2024.

I began my professional career in autumn 2021 in the cantonal finance department, where I was responsible for payment transactions in the areas of education, culture and the army. In August 2023, I changed jobs because I could earn more at a trust company. 4 Here, I was responsible for the accounting of several clients, including financial statements. My clients were SMEs in the service and distribution sectors.

There are several reasons for my enquiry to your company: I would like to take my career in a different direction and "try out" the private banking sector with its dynamism, efficiency 5 and demands in order to encounter the reality of the financial world.

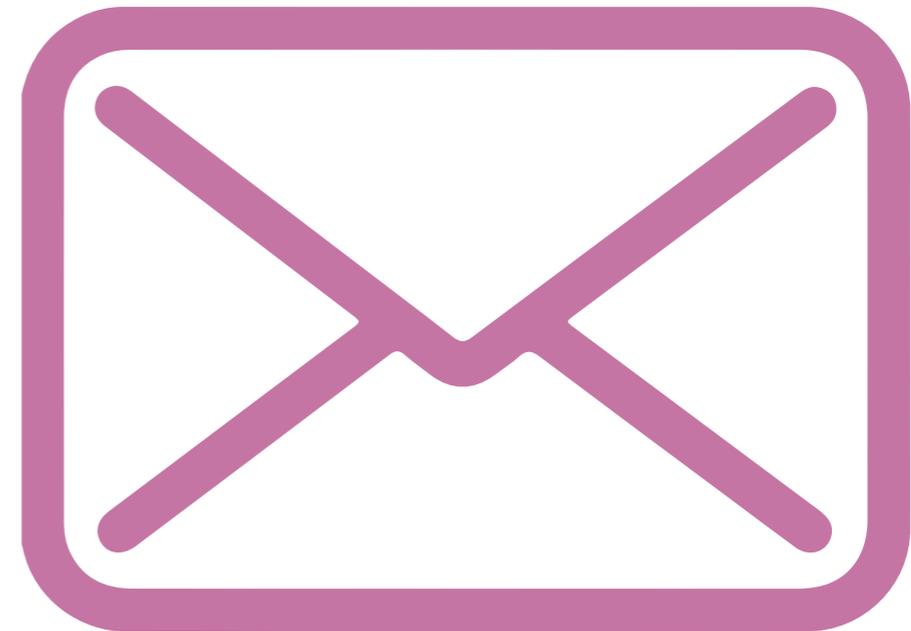
Thus, my human capital and professional aspirations naturally lead me to offer you my services to directly support those responsible for their daily banking and financial tasks.

I enclose the letters of reference from Mr Müller and Mr Ruf. 6 I would recommend that you contact these individuals. 7

In the hope that you will be interested in my application 8, I am available for a possible interview. You can reach me by telephone at ... (business) or ... (private) or via the Internet ... 9

Best regards,

10  
Ann Onym



## Submitting your application

Sending your application by post will soon be a thing of the past. Whether by email or using an online form, the internet is now the preferred method for companies to receive applications.

Job advertisements usually mention how you should contact the potential employer. If this is not the case, you

must decide for yourself which method you think is most appropriate. Sometimes you can deduce the company's preferences from the "Careers" section of the company website or from other published job advertisements. If the website has a section for online applications, you should of course choose this method.

# Applying to a university

Congratulations on your decision to enrol in a degree programme! Admission requirements, registration and application processes may vary depending on the university, degree programme and location. To ensure that you can start your desired degree programme on schedule, you should follow these steps:



## Check registration and application deadlines

Check the application or registration deadlines for your desired degree programme. To ensure that your registration or application is successful, it is important that you meet the relevant deadlines.



## Check admission requirements

Check whether you meet all the admission requirements for the programme. If you do, you can proceed immediately to the next step. If you do not and you are still missing some documentation (e.g. language certificates), try to obtain it as quickly as possible.



## Compile and submit your application documents

Make a list of the required documents and compile them step by step. Then submit these documents as requested by the university (e.g. by entering and uploading them via the official online application form).



## Tracking your registration or application

Keep yourself informed about the progress of your registration or application. Many universities offer online portals where you can track the status of your application or registration.



## Possible admission procedures or admission tests

Some universities or degree programmes require admission procedures or admission tests in addition to the application documents. Find out about this in advance and prepare for the tests if necessary.



## Letter of admission, enrolment and confirmation of your place at university

If your registration or application is successful, you will receive a letter of admission from the university. Follow the instructions in this letter to enrol and confirm your place at university.

Once you have successfully completed all the formal steps, nothing should stand in the way of you starting your studies. To prepare yourself optimally for the start of your studies, further clarifications and preparations are necessary:

### • Clarify your finances

Check your financial situation and clarify questions about financing your studies. If necessary, find out about scholarship opportunities, student loans or other financing options.

### • Accommodation

Arrange accommodation and travel to your place of study.

### • Learning materials

Find out about the learning materials you will need for your studies.

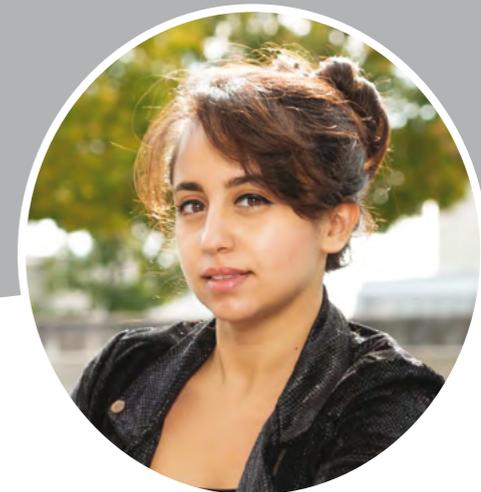
### • Course catalogue and study plan

Take a look at the course catalogue for the coming semester and select your courses. Create a timetable that fits in with your other commitments and preferences.

### • Attend orientation days

Many universities offer orientation days or introductory events for first-year students. Take advantage of these opportunities to get to know the universities and processes and to network and exchange ideas with other students. Social media, forums, local groups and student advisory services can also be helpful in this regard.

« My Jeunes@Work coach helped me realize my potential and show at its best advantage to find a job. It was exactly the boost I needed. »



## Looking for your first job?

### Receive free support from Jeunes@Work coaches.

What's included: one-to-one and group coaching, CV and cover letter support, interview preparation, and more.



JEUNES@WORK  
FONDATION IPT

[www.jeunesatwork.ch](http://www.jeunesatwork.ch)



Join us on  
Instagram!



# 5 tips for applying by email

## Mass emails

HR managers will immediately recognise that it is a mass email, as it will not contain the name of their company or their field of activity, and will only provide them with trivial information.

## Layout

At a time when HR managers receive more emails than they can read, you can save them valuable time by writing a clearly legible text with clearly structured paragraphs, short sentences and correct punctuation.

## Proofreading

Avoid spelling and grammar mistakes and get a third party's opinion.

## Attachments

Make sure that individual attachments are no larger than 2 MB.

## Test mailing

To ensure that your message is displayed correctly, first send it to your own address as a test. This allows you to check whether you have attached the attachments.

## Applying by email

### Your email address

Use the same email address as on your CV and cover letter. This should not be your current business email address, nor should it be overly casual or humorous. Choose a neutral address that consists of your first and last name, e.g. martin.deiss@provider.com.

### Recipient's email address

When sending your application by email, it is advantageous to know the direct address of the recipient. Sending an email to a general address such as info@talendo.ch shows that you have not taken the trouble to find out who to contact and increases the risk that your email will not be read or forwarded to the right person. Therefore, take the time to find out who you should send your application to on the company's website or by contacting their HR department. This will also allow you to make initial contacts, gather information and ask questions about the job in question. It will also tell you who to contact if you have not received a response to your application after two weeks.

### Subject

In the subject line of your email, you should refer specifically to the position you are applying for or, in the case of a speculative application, clearly state the purpose of your email (e.g. application for the position of controller). This allows the recipient to see at a glance how they should proceed with your email.

### Email text

There are two ways you can formulate the email:

1. You can include your cover letter. However, it must be concise. It should be structured similarly to a cover letter on paper (see page 179).

Please note: If you copy text from a word processing programme, the formatting will probably not be retained.

2. In the email, explain the reason for contacting them and mention the attachments. The disadvantage of this approach is that your message will be very boring. However, it has the great advantage that you can attach a cover letter in which you can use neat formatting.

### Salutation

End the email with the classic closing "Best regards".

### Signature

Don't forget to include a "signature" at the end of your message with your first and last name, address and telephone number. Use the same contact details as on your CV and cover letter.

### Attachment

Unless the job advertisement explicitly requests additional documents, a CV and cover letter are usually sufficient. However, mention that you are willing to submit additional documents if necessary.

## Applying via online form

Most large companies have online application tools. The applications submitted are forwarded to the HR managers responsible for the position in question, but are also often made available to other HR managers via a dossier database. They can consult the database at a later date for another position in order to find applicants with the required qualifications.

If you apply using an online form, you must first create a user account on the relevant website. You then fill in the predefined fields. The aim is to adapt your CV to the company's own format. This naturally takes a certain amount of time, but in return you benefit from a wide range of job offers. You can then apply for various positions, sometimes even in different departments, and only have to submit your application once.



# Tips for applying via an online form

## Preparation

Online forms cannot always be saved temporarily. For this reason, we recommend that you first familiarise yourself with the form and prepare all the necessary information and documents.

## Free text fields

For applicants, online forms have the major disadvantage that there are almost no design options for the application dossier. Whenever possible, we therefore recommend that you use the available free text fields. With the free text fields, you can give your profile personality and stand out from other applicants.

## Uploads

Almost all online forms allow you to upload documents. Take advantage of this opportunity and upload your CV and cover letter. The usual rules apply to both documents: they should be company-specific, meaningful, concise and up to date.

## Proofreading

Before submitting the online form, carefully read through the information you have entered and correct any spelling or grammar mistakes or inaccuracies.

## Archiving

Also keep the information from an application submitted via an online form. You can save all the data you have submitted on your computer so that you can reconstruct your communication with the person responsible for your dossier if necessary. If you no longer remember the arguments you used to introduce yourself in the form, you will give an unprofessional impression. It will also make you feel unnecessarily insecure. If you receive a login, you will most likely be able to update your data at a later date.

# Applying via LinkedIn

More and more companies are posting job vacancies on LinkedIn's job platform - sometimes exclusively there. It is therefore worth searching for jobs on LinkedIn regularly, subscribing to job alerts and applying via LinkedIn.

To do this, you need to have an up-to-date and appealing profile on LinkedIn. You should also have a current CV to hand. For most companies, your CV is sufficient for the first step. However, references and a cover letter are sometimes required, so it's best to have these documents ready as well.



## OneClick application (see points 1 and 2)

At the bottom of the job advertisement, you will find the "Apply now" button. Clicking on this button opens a form where you can enter your name, email address and telephone number and attach your CV. You can then send your application to the relevant recruiter.



## Redirected to the company's career page

Alternatively, you will be redirected to the company's career page, where you will need to enter your details and upload your attachments. In many cases, you will be asked to submit not only your CV, but also your certificates, diplomas and, if applicable, a cover letter.



## Open to job offers (see points 3 and 4)

By indicating on your LinkedIn profile that you are looking for a job, you are signalling to recruiters that they can approach you with job offers. Click on the "Open to" button below your name and enter all relevant information about your job search in the form - decide whether all LinkedIn members can see that you are open to offers, or only recruiters with a recruiter account.



## Direct approach by recruiters

Recruiters and HR departments are increasingly searching directly for suitable candidates, using keywords to find matching profiles on LinkedIn. It is therefore important that you use relevant industry keywords in your profile - both in your job description and in your skills and slogan/info box.



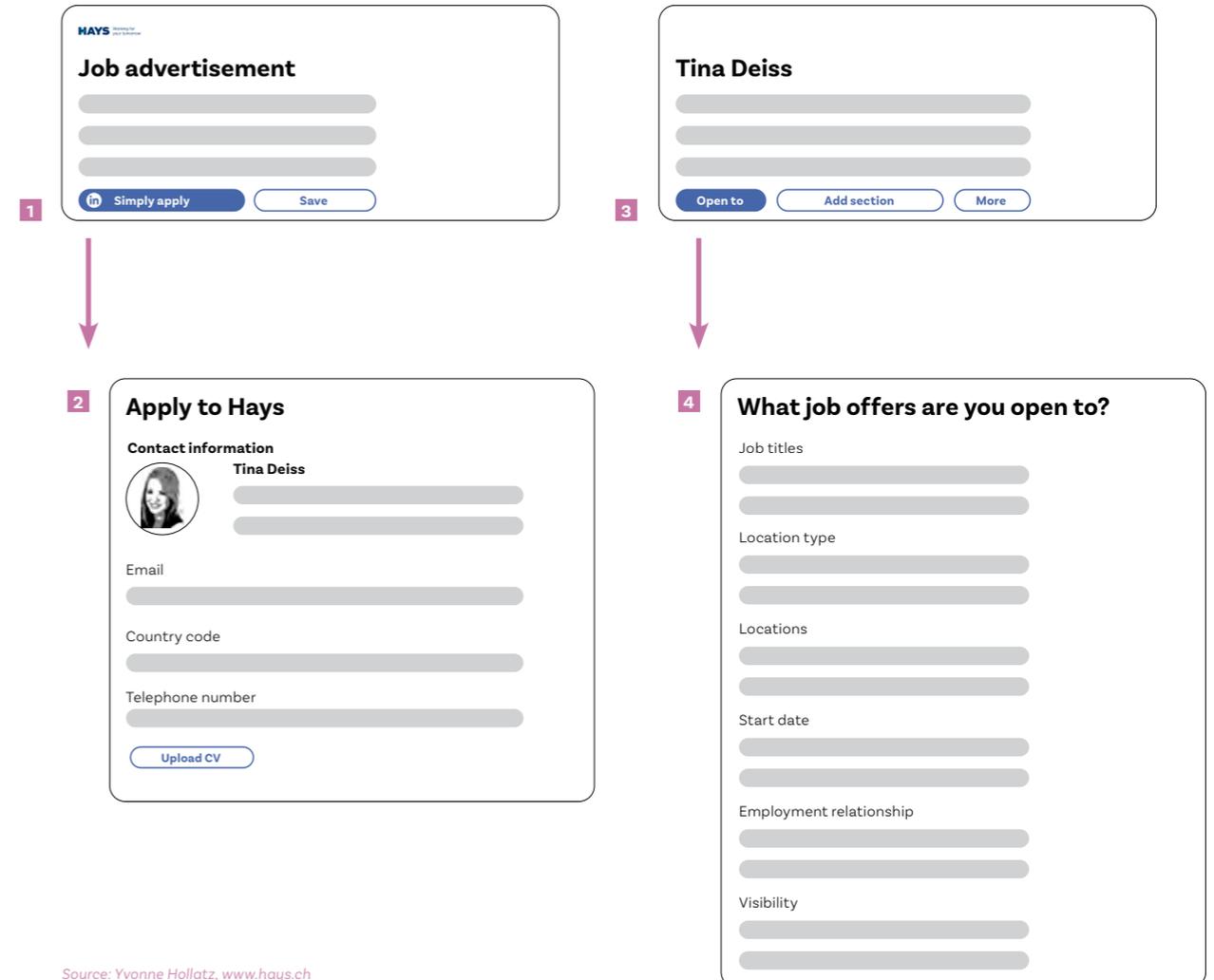
## Build networks and follow companies

Follow companies that interest you and scroll through LinkedIn once a day - this way, you'll always be up to date on what's happening at these companies (which could provide relevant information for an interview) and which jobs are currently open. You can also build a network of relevant contacts at each company by sending them a connection request. This will make you stand out in a positive way.



## Utilise contacts

Perhaps you already have contacts working at an interesting company. These could be former fellow students, colleagues, or acquaintances. They could promote your application internally and recommend you to HR. This way, you can bypass the traditional application process if necessary.



Source: Yvonne Hollatz, [www.hays.ch](http://www.hays.ch)

# Get an overview of potential employers!

Career and education events offer you the opportunity to get an overview of potential employers or universities.

Date	Event	Location
23.02. - 06.03.2026	HSG Talents	University of St. Gallen
03.03.2026	Kontaktgespräche Bau & Planung	OST - Eastern Switzerland University of Applied Sciences, Campus Rapperswil-Jona
04.03.2026	Forum HES-SO	Beaulieu, Lausanne
05.03.2026	Conecto ZHAW	Eulachhallen Winterthur
10.03.2026	Kontaktgespräche Technik & Informatik	OST - Eastern Switzerland University of Applied Sciences, Campus Buchs
11.03.2026	Kontaktgespräche Wirtschaft	OST - Eastern Switzerland University of Applied Sciences, Campus St. Gallen
11.03.2026	CareerNight Jus	University of Bern
14.03.2026	VIS Kontaktparty	ETH Zurich
16.03.2026	Women's Contact-Day Romandie	Swiss Tech Convention Center, Lausanne
16. - 20.03.2026	UZH JobHub	University of Zurich
17.03.2026	FHNW Career Day	FHNW University of Applied Sciences and Arts Northwestern Switzerland, Campus Brugg-Windisch
18.03.2026	Kontaktgespräch Hochschule Luzern	Lucerne University of Applied Sciences and Arts, Campus Zug-Rotkreuz
21.03.2026	EHL Career Fair	EHL Campus Lausanne
23.03.2026	Absolvierenden-Messe Bern	Champions Lounge, Stadion Wankdorf, Bern
24.03.2026	Irchel Fair	University of Zurich, Campus Irchel
25.03.2026	MindPhair	ETH Zurich
25.03.2026	Kontaktgespräche Technik & Informatik	OST - Eastern Switzerland University of Applied Sciences, Campus Rapperswil-Jona
25.03.2026	Unternehmenstag Holz Biel	University of Applied Sciences Bern, Biel
31.03.2026	Long Night of Careers @USI	USI Università della Svizzera italiana, East Lugano Campus
31.03.2026	Career Forum UNIFR	University of Fribourg, Campus de Pérolles
15./16.04.2026	Kontakttreffen Höggerberg	ETH Zurich, Campus Höggerberg
21. - 24.04.2026	ETH Polymesse	ETH Zurich
28.04.2026	Stepln→ToCareer	SUPSI DTI Campus, Lugano
05.05.2026	Career Day Technik und Informatik	University of Applied Sciences Bern, Switzerland Innovation Park Biel + virtually
02.09.2026	EHL Career Fair	EHL Campus Passugg
05.09.2026	Maturierenden-Messe Bern	BERNEXPO, Halle 2.0, Bern
12.09.2026	Maturierenden-Messe Zürich	StageOne, Zurich-Oerlikon
28.09. - 09.10.2026	HSG Banking Days	University of St. Gallen
05. - 09.10.2026	Forum EPFL	EPF Lausanne
15.10.2026	IT- & Engineering-Day	SIX ConventionPoint, Zurich
19.10.2026	Law Fair UNIFR	University of Fribourg, Miséricorde
22.10.2026	Long Nights of Careers FHNW	FHNW University of Applied Sciences and Arts Northwestern Switzerland, Campus Olten
22.10.2026	Absolvierenden-Messe Zürich	StageOne, Zurich-Oerlikon
27.10.2026	Forum Geneva	HEAD, Le Cube, Geneva
04.11.2026	Absolvierenden-Messe Basel	Messe Basel, Basel
04.11.2026	Maturierenden-Messe Basel	Messe Basel, Basel
06.11.2026	Long Night of Careers	Siders, Bellevue
11./12.11.2026	Long Nights of Careers UZH	University of Zurich
12.11.2026	Women's Contact-Day Fribourg	Fri-Son, Fribourg
23.11.2026	Women's Contact-Day Zürich	X-TRA, Zurich
ongoing	ETH Career Weeks	ETH Zurich



# Your personal checklist for the application

## Brief summary

A complete application portfolio will make a positive impression on your desired employer.

### CV checklist (tick off completed items)

- |   |   |
|---|---|
| <input type="checkbox"/> Professional application photo             | <input type="checkbox"/> Other experiences                                |
| <input type="checkbox"/> Full contact details                       | <input type="checkbox"/> Languages  |
| <input type="checkbox"/> State your goal (optional)                 | <input type="checkbox"/> Computer skills                                  |
| <input type="checkbox"/> Education (in reverse chronological order) | <input type="checkbox"/> Interests  |
| <input type="checkbox"/> Work experience                            | <input type="checkbox"/> References (if requested in the job description) |

### Checklist: LinkedIn as a CV (tick off completed items)

- |  |   |
|--|---|
| <input type="checkbox"/> Professional profile picture  | <input type="checkbox"/> Achievements (optional)  |
| <input type="checkbox"/> Concise title (including industry-relevant keywords)                            | <input type="checkbox"/> Certificates and further training (optional)                             |
| <input type="checkbox"/> Attractive summary  | <input type="checkbox"/> Media and projects (optional)  |
| <input type="checkbox"/> Complete, up-to-date information on education, experience, knowledge and skills | <input type="checkbox"/> Recommendations from colleagues, superiors and other contacts (optional) |

### Cover letter checklist (tick off completed items)

- |   |   |
|---|---|
| <input type="checkbox"/> Correct address                    | <input type="checkbox"/> Interesting conclusion |
| <input type="checkbox"/> Short, concise introduction        | <input type="checkbox"/> Professional layout    |
| <input type="checkbox"/> Personal touch in the main section | <input type="checkbox"/> No spelling mistakes   |

### Checklist for applying to a university (tick off completed items)

- |   |  |
|---|--|
| <input type="checkbox"/> Check registration and application deadlines | <input type="checkbox"/> Compile and submit registration and application documents |
| <input type="checkbox"/> Check admission requirements                 | <input type="checkbox"/> Follow up on registration or application                  |

### Checklist for applying by email (tick off completed items)

- |  |   |
|--|---|
| <input type="checkbox"/> Inviting subject line | <input type="checkbox"/> Conclude with your first and last name, address and telephone number |
| <input type="checkbox"/> Clear structure       | <input type="checkbox"/> Don't forget the appendix  |
| <input type="checkbox"/> Short, concise text   | <input type="checkbox"/> No spelling mistakes   |

### Checklist for applying via online form (tick off completed items)

- |   |   |
|---|---|
| <input type="checkbox"/> Use free text fields | <input type="checkbox"/> Save online form     |
| <input type="checkbox"/> Don't forget uploads | <input type="checkbox"/> No spelling mistakes |

### Checklist for applying via LinkedIn (tick off completed items)

- |  |  |
|--|--|
| <input type="checkbox"/> Up-to-date and appealing LinkedIn profile | <input type="checkbox"/> "Open to" button activated                |
| <input type="checkbox"/> Up-to-date CV                             | <input type="checkbox"/> Cover letter and references ready to hand |

# #choose

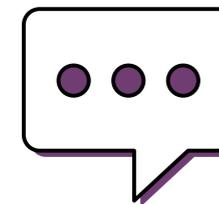


# #sign

# #no?

talendo	Application sent!
HR_1	Thank you for your application
HR_2	We would like to invite you for an interview
HR_3	We will get back to you after an internal discussion
HR_4	Congratulations, you've got the job!

# #yes?



## Selection process

Amaze them with your actions.



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## Job interview

**Y**ou can be proud of yourself. By receiving an invitation to an interview, you have taken a big step towards finding the right employer. You now have the certainty that not only are you interested in the company, but the company is also interested in you.

about your key questions regarding working conditions, tasks and the company so that you can obtain any missing information. Secondly, convince the employer of your personal qualities and skills with a well-groomed appearance and a healthy dose of self-confidence.

Consequently, a job interview is neither a power game nor a trial of strength, but a mutual exchange of information in which both parties want to gain a personal impression and gather any missing information. Therefore, prepare for the interview from the following two perspectives: Firstly, think

To ensure that you get answers to all your outstanding questions and can confirm the good impression you made in your written application in a face-to-face interview, let's now look at the following three phases in order: before, during and after the interview.



## Before the interview

Prepare well for the interview by gathering information about the company and thinking about what questions you have and what questions you might be asked.

### Gather information about the company

Gather as much information as possible about the company from various sources (company website, annual reports, press releases, business and financial press, network of contacts, social media, etc.):

- Projects
- Values
- Corporate culture
- Keywords
- Slogan
- Turnover
- Branches
- Number of employees
- Names of executives
- Products/services

Since you are applying for a specific position in a particular area, you should also take a look at the information about your department: tasks, projects, etc. Don't be alarmed by the amount of information. You don't have to memorise everything. Just let the information sink in. Remember what strikes you and where you see differences between this company and others. Do not hesitate to bring up these points during the interview – and explain why they suit you.

### How does this information help you?

- **To surprise the HR managers.**
- **To show that your preparation is just as thorough as your motivation.**
- **To prove that you are forward-thinking.**
- **To be able to make connections.**
- **To position yourself as a person who brings energy and motivation to the table.**

### Questions you want to ask

Avoid being too passive during the interview and prepare yourself so that you can ask appropriate questions during the conversation. Avoid closed questions that your interviewer can answer with a yes or no.

### Questions about the company

Write down your questions about the company neatly on a notepad that you take with you to the interview. These questions serve to verify the information you have gathered and to better understand the context:

- How do you differ from your competitors?
- How does your company promote further training for its employees?
- How would you describe your corporate culture?
- Why do you enjoy working for this company?
- In your opinion, what are the challenges your company will have to overcome in the coming years?

### Questions about the position

Make a note of any questions you have about the position in your notebook. These should help you to better understand the position on offer and find out whether you are really suited to it:

- What exactly would my responsibilities and goals be for the next twelve months?
- What might my development steps look like?
- How many people work in the department where I will be working?
- What challenges is the department currently facing?
- Is this a newly created position or am I replacing someone?
- If someone is being replaced, what is the reason for this?
- What would a typical working day look like?
- In your opinion, what would be the greatest success I could achieve in the first few months?
- How will my success in this position be measured?
- What is the average age in the department?
- What qualities are particularly important for this position?

Thanks to these questions, you can avoid feeling embarrassed when the interviewer asks if you have any questions at the end of the interview. If you say no, this suggests a lack of presence or curiosity.

If you don't already know, ask your interviewer about their role, because you won't ask the same questions to an HR specialist, a department head or a prospective colleague. Your interviewer will also have a different perspective and pay particular attention to different points:

HR specialist	Head of department
...will focus on your personality and try to identify your character traits, intuitively sense whether you will get along well with your future manager and team, and whether you have potential.	... will be based on your professional experience and expertise. Since he/she has to solve a current problem, he/she wants to find out to what extent you could be the solution. If you are a career starter, your flexibility, willingness to learn and commitment will be assessed.
Future colleagues	Managing director
... will question your professional skills, but also your teamwork or individualism, your obvious or hidden intentions. Although colleagues only play an advisory role in the process, they can still have a certain amount of influence. Do not let your guard down, even if this interview seems easier. These individuals tend to talk shop with you and even address you informally in order to create a certain familiarity.	...who you may meet if the previous interviews have been successful and you have applied for a position with a lot of responsibility, has even less time for you than the other interviewers. They are primarily interested in whether you will integrate quickly, whether you will add value quickly and whether your profile matches the company's values. They want to intuitively confirm whether the positive assessments of their employees, whom you have already met and who have told them about you, are correct.

# 4 tips for preparation

## 1

Prepare a folder with the following documents:

- Job advertisement
- CV
- Cover letter
- Diplomas
- Work references
- Notepad
- Contact details of references

## 2

Lay out your clothes (see page 211).

## 3

If necessary, make an appointment with the hairdresser (see page 211).

## 4

Study the route (car or train) so that you are sure to arrive five minutes before the agreed appointment time.

### Questions you may be asked

Below are some typical questions that will help you prepare successfully for a job interview. Select a few of them and try to answer them (not just with yes or no, but explain your reasoning and use examples). Do this exercise on your own first and then with another person, ideally someone who has experience in recruitment and can therefore give you objective feedback on your answers.

About you	About your career goals	About your professional experience
<ul style="list-style-type: none"><li>• Describe yourself.</li><li>• How do you go about looking for a job?</li><li>• What makes your ideal job?</li><li>• What are your most important selection criteria?</li><li>• How do you make the final decision?</li><li>• If you could describe yourself with three adjectives, what would they be?</li><li>• How do you know that you really are what you claim to be?</li><li>• What are the weaknesses that you know you need to work on?</li><li>• How would the people around you describe you?</li><li>• What strengths/weaknesses do you appreciate/find annoying in other people?</li></ul>	<ul style="list-style-type: none"><li>• Why did you apply to our company?</li><li>• What is your impression of our company?</li><li>• What particularly attracted you to our job advertisement?</li><li>• What do you think of this job offer?</li><li>• What do you expect from this job?</li><li>• What added value can you bring to us?</li><li>• What are your career plans?</li><li>• What skills are required for this position?</li><li>• How will starting work with us change things for you?</li><li>• How do you see your own development?</li><li>• What do you expect from your next line manager?</li><li>• Do you prefer to work alone or in a team?</li><li>• Describe the working environment you would like to find.</li><li>• How do you react when you disagree with your manager?</li><li>• How do you deal with criticism?</li><li>• Do you find it easy to accept assignments?</li><li>• What are the most difficult decisions for you?</li><li>• What are your salary expectations?</li><li>• What about your mobility?</li></ul>	<ul style="list-style-type: none"><li>• What have you gained from your professional experience?</li><li>• What difficulties have you had to deal with?</li><li>• What was your greatest success/failure?</li><li>• Tell us about the “gaps” in your CV.</li><li>• What decisions did you have to make in your previous jobs?</li><li>• What was your relationship like with your superiors? With your colleagues? With your employees?</li><li>• How do you see your own development?</li><li>• Based on your own experience, which character traits have helped you and which have hindered you?</li></ul>
About your education	About the various internships/holiday jobs	
<ul style="list-style-type: none"><li>• Why did you choose this course of study?</li><li>• Were you active in any clubs? If so, where and how?</li><li>• Why didn't you continue your studies?</li><li>• If you could start over again, would you?</li><li>• Would you like to pursue a different course of study?</li><li>• If you could change your course of study, what would you change?</li><li>• Tell us about your coursework.</li><li>• Have you spent time abroad?</li></ul>	<ul style="list-style-type: none"><li>• How did you find this internship?</li><li>• What did you gain from it?</li><li>• What difficulties did you encounter?</li><li>• What was the most interesting experience for you? (Structure, industry, relationships, work, etc.)</li></ul>	

## During the interview

### Starting the conversation

You never get a second chance to make a first impression. Eye contact is important when greeting someone. Your conversation partner will ask the first questions: “Did you find your way here easily?” Respond naturally. Use the pause to relax. If it seems appropriate, take the initiative: “Thank you for inviting me. I am very interested in your company and the position seems to fit in with my career plans for the future”.

### Self-presentation

Depending on the personality of the HR manager, this second phase will be introduced with “Now it's your turn to speak” or with a polite request to “Tell me something about yourself”. Take control of the situation and set the framework: “Would you like a chronological overview or should I start with my last position?” If your interviewer continues the conversation as a free-flowing interview, start with the topic you feel most comfortable with.

### Questions from HR managers

The questions become more intense and require precise, concrete answers. Participate, argue your case, give examples, figures and facts. Move quickly from one point to the next, but make sure your message still gets across. If necessary, ask: “Would you like more examples?”

### Presentation of the company and the position to be filled

The HR managers explain the requirements, expectations or issues. It is up to you to make the connection between your experience and the reality that is presented to you. Make suggestions, contribute ideas: “Based on my experience, I could contribute the following in this situation...” Be flexible and cautious with your hypotheses.

### Questions for applicants

You cannot afford not to have questions when the HR managers give you the floor. Show them that you can listen. Make sure you understand exactly what would be expected of you in the position: “So the first priority would be...?” Start a discussion: “What if you made this decision or took that perspective?” Show that you have ideas to contribute.

### Concluding the interview

The HR managers now know enough about you for the time being. Remember to briefly summarise your interest in the position and what makes your application special, and to confirm your availability for possible further interviews. The HR managers have already made their decision and tell you this clearly or in a roundabout way: “We will consider it”; “We have many applicants for this position...” Ask what the next step is and take the initiative: thank them for their time.



# 7 tips for the job interview

1

First, let the HR managers speak and listen carefully to their questions.

2

Clearly explain what you have done in your life so far.

3

Be yourself: you should neither chat nor lie about your CV. Attentive HR managers will notice this immediately.

4

Do not interrupt your conversation partners under any circumstances.

5

Ask questions. Identify the problems facing the company, the department and the position. Try to understand the corporate culture: what values do the company and its managers have? What is communication with employees like?

6

Avoid discussing working hours, holidays and other benefits in the first interview.

7

Never criticise your former employers.

## Dos and don'ts in job interviews

### Pay attention to your non-verbal communication

90% of successful communication is non-verbal. Therefore, avoid negative behaviour and consciously use positive signals:

Negative non-verbal communication	Positive non-verbal communication
<ul style="list-style-type: none"> <li>• Interrupting HR managers</li> <li>• Looking away</li> <li>• Adopting a too relaxed posture</li> <li>• Talking too much</li> <li>• Speaking hesitantly</li> </ul>	<ul style="list-style-type: none"> <li>• Fiddling with objects</li> <li>• Crossing your arms</li> <li>• Rocking your feet</li> <li>• Chewing gum</li> <li>• Maintain direct eye contact</li> <li>• Smile</li> <li>• Take notes</li> </ul>

### Adapt your style to the reactions of your conversation partners

- Have they fallen silent and not said a word for ten minutes? Then they are either enthusiastic or bored. Let them speak again, because it is up to them to lead the conversation.
- Are they shifting around in their chair or looking at their watch? Perhaps you are talking too much.
- Are they looking you in the eye or are they more fascinated by the view?

Speak a little louder to draw their attention to you. Ask a question. Subtly encourage them to rejoin the conversation.

### Never let yourself get flustered

Are you surprised by a question? Admit that you've never been in this situation before. Show common sense and demonstrate that you are flexible and always learning new things.

### Turn your weaknesses into strengths

<p><b>You were ill/had an accident</b></p> <p>Do not hide the difficulties you faced, but do not reveal every detail of your medical history. Reassure the other person. You have recovered and are completely healthy.</p>	<p><b>You have suffered from burnout</b></p> <p>You reached your personal limits and didn't put on the brakes in time. Explain that your perfectionism drove you too far, but that you now recognise the signs and warning signals that you may be exceeding your limits, and that you have learned to set priorities and listen to yourself better.</p>
<p><b>You failed at a project</b></p> <p>Be self-critical, take a step back, explain what you would do differently today. Be honest, but not naive!</p>	<p><b>You do not have the diploma that is a must today</b></p> <p>Don't be fooled, a degree can never replace personal strengths.</p>
<p><b>You took some time off</b></p> <p>You travelled around the world, opened a café with friends, etc. Your enthusiasm for this project will help you. You will emerge from this endeavour or adventure more mature. Explain why and how. But emphasise that now is the time to move on and embark on a new stage in your life.</p>	<p><b>You have completed numerous internships</b></p> <p>Focus on what you have learned, on the flexibility or even mobility you have demonstrated. Show your determination to find the right employer who will give you a chance and want to employ you long term.</p>

## Avoid these statements



### “I don't know what to say.”

Even if it's true, don't admit it. Improvise using your common sense.



### “I'm the best.”

Of course, you are there to sell yourself, but do not overdo it, otherwise you will immediately appear suspicious.



### “My previous boss was impossible.”

Express yourself moderately, because your interviewer may know your previous employers or may not like the idea that you could talk about them in the same way one day.



### “I didn't come here to talk about that.”

You have nothing to hide. Answer all questions clearly, don't take everything literally. If the HR managers really do cross a delicate line, let them know in a diplomatic manner.



### “I don't want to work 12 hours a day. I want to be able to go home at 5 p.m. every evening.”

Everyone has a right to a private life. However, it would be unwise to mention in a job interview that work is only your second priority.



### “I want to earn at least CHF 80,000 per year.”

Give a range that represents a slight increase based on your current salary. If you are just starting your career, refer to the figures in the “Salary” section (see page 227). Ask whether your expectations are in line with the company's salary categories.



### “I've already answered this question five times.”

You don't need to make it clear to your interviewers that they don't know how to conduct an interview and that their colleagues are just as unimaginative and untrained in conducting interviews.



### “I'm in a hurry. I have another job interview in an hour.”

Don't schedule any other interviews for the same half-day. Give the company that invited you enough space and time, because one interview may be followed by a second or a spontaneous tour of the company.

### “Your receptionist isn't exactly attentive. I had to repeat my name three times.”

You are not there to criticise or pass judgement.

### “I'm desperate to find a job.”

The interview is not the right time to talk about your state of mind or personal problems. Consider your failures as mistakes and your mistakes as opportunities to learn new things. If you see yourself as a victim of circumstances, it will be your downfall, because companies are looking for “fighters”. Emphasise that you have managed to pick yourself up and find a suitable strategy.

## After the interview

The interview went well. You were able to present your arguments and the HR managers took note of them. Now you are waiting for a response or an invitation to another interview or trial work day. Why not send an email after the interview? This allows you to:

- Reinforce your motivation.
- Discreetly highlight one of your key skills or one of your arguments.
- Show that you understand what the job entails and the challenges it presents.
- Mention something you forgot or clarify a point that you feel you did not explain clearly enough during the interview.
- Thank the HR manager for their time and the information you have received.

There is no need to write a long email. A few lines are perfectly sufficient. What's more, your ability to summarise will be appreciated. Use expressions that the HR managers used to show them that you have been listening and have a good memory.

In some cases, this step will even be required of you. The HR managers will try to identify the differences between the applicants in an initial selection process. The decision will be made based on your understanding of the position, the way you perceived your environment, how you analysed challenges and foreseeable difficulties, your ability to reproduce key information and the personality traits you display in the process.

### Example 1

Dear Mrs. X,

Thank you very much for yesterday's conversation.

*The job description, the variety of tasks to be performed and the training and development opportunities within Team XXX have reinforced my interest in your company and the responsibilities that would be assigned to me. I am very interested in working for your company and can assure you that I would be fully committed to this role, which seems to be a very good fit with my goals.*

Best regards,



### Example 2

Dear Mr. Y,

*I would like to thank you once again for yesterday's interview.*

*The wealth of information I received about your company, its values, the professions represented, the projects and the position to be filled has reinforced my interest in working for your company. I am very interested in working for you and would perform my duties with great dedication in order to contribute to the growth and development of your company within the team.*

Best regards,



## Informational interviews

### Strengthen your career readiness and create opportunities

The transition from university to the professional world is one of the most exciting and challenging phases of your life. To make this step a success, you need more than just specialist knowledge. The decisive factor is your career readiness, i.e., the ability to make informed decisions about your next career step and actively implement them. This includes a compelling resume, self-confidence in networking and the ability to actively recognise opportunities. The goal of career readiness is to know your skills, interests and values and find a job that suits you.

Towards the end of your studies, you may find yourself asking questions such as: How can I successfully enter the world of work? What opportunities are there outside the campus? Finding your way in the job market is often the biggest challenge. Once you are clear about your skills, interests and values, the next step is to explore the job market and find options that match your goals. A particularly effective method for gaining clarity in the job market and strengthening your career readiness is to conduct informational interviews with experienced professionals. Such exchanges offer you first-hand insights and help you make informed decisions.

### What is an informational interview?

An informational interview is a personal, time-limited conversation with an expert from a professional field that interests you. It is not a job interview! The focus is on open exchange. Informational interviews offer guidance and help you gather information about professions, industries, and employers.



# 5 tips for your informational interview

## Finding the right people

Start with alumni, former internship supervisors or LinkedIn contacts.

## Formulating your request

Be friendly and clear, e.g.: "I will soon be completing my XY degree and am interested in your industry. I am impressed by your career; would you have time for a short conversation about your experiences?"

## Preparation

Find out about the person and their employer, think of specific questions.

## Expand your network

Ask for recommendations for further contacts.

## Follow up

Send a thank-you email or LinkedIn message and stay in touch – e.g. with updates or interesting articles.



### Insider knowledge

You receive unfiltered, first-hand information and can ask specific questions.



### Networking

You make new contacts, for example via LinkedIn, and stay in touch over the long term.



### Hidden job market

You gain insight into the hidden job market, meaning many positions are filled before they are advertised.



### Professionalism

From the initial inquiry to active listening to saying thank you, you give a sample of your work at every step.



### Creativity

You choose an unconventional approach and demonstrate innovative strength.



### Active action

You take action instead of waiting for job postings.



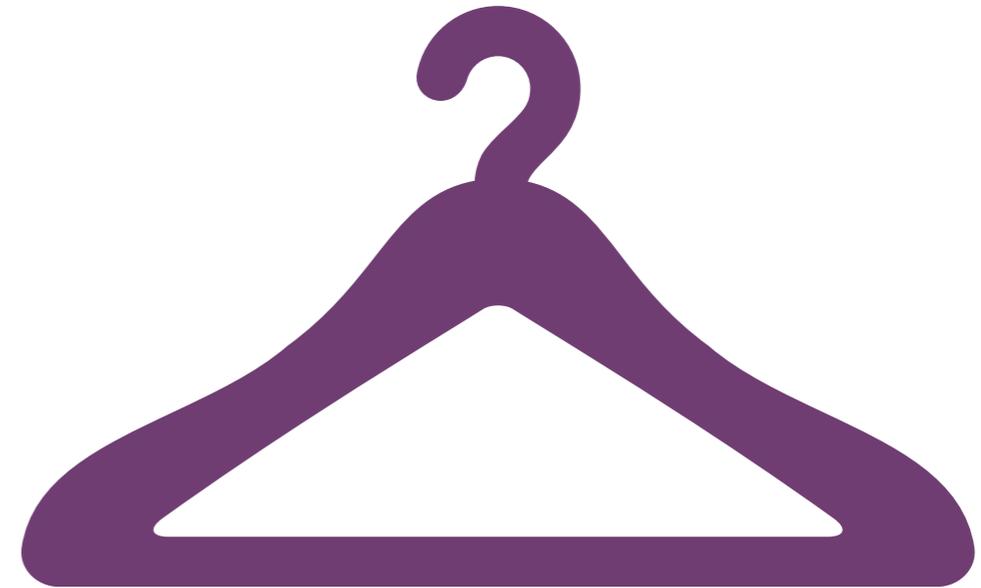
### Coincidence

Unexpected opportunities often arise, from recommendations to mentorship offers.

Informational interviews are key to your career readiness. They bring clarity to your professional orientation, provide insider knowledge and motivate you to take action.

Source: Julia Michael and Sandra Läderach Biaggi, Career Engagement Managers Career Services UZH

UZH Career Services job and event platform: [www.uzhcareer.ch](http://www.uzhcareer.ch)  
UZH Career Services guide: [www.careerservices.uzh.ch/fratgeber](http://www.careerservices.uzh.ch/fratgeber)



# Clothing

Your application documents have cleared the first hurdle. The next step is the interview. First impressions count here, and that includes your appearance.

We form an opinion about a person within a matter of seconds. And 90% of that opinion is formed subconsciously based on clothing, demeanour, facial expressions and gestures. This makes it all the more important that you not only prepare for the interview in your head, but also think about your appearance.

When choosing what to wear, it is generally important to follow the rules typical for your industry. Binding dress codes apply, for example, in banks, most law firms and

insurance companies. In other industries, you have a little more freedom when it comes to choosing what to wear. But the following always applies: it is better to be a little overdressed than underdressed.

It is also important that the colours and style of your clothes suit you. Only when you feel comfortable in your clothes can you appear confident and convincing in the interview and concentrate fully on the conversation.

Well-chosen clothing also includes neat shoes, the right belt, simple jewellery, a matching bag and a well-considered hairstyle. Everything should be rather discreet so that it does not distract from the most important thing: you!

# Tips for a feminine style



## Clothing

- Business-style clothing (skirt, trousers or dress and jacket) should be in classic colours (no bright colours).
- Jackets and trousers go well together if they are plain, classic and understated.
- Black, dark grey and dark blue are colours that make you look professional.
- The skirt should reach at least to the knees.
- Always wear tights with a dress (adjust the thickness of the tights to the season).
- If you are wearing a blouse with an imposing collar, it should be placed under the lapel of the blazer.
- Wear dark colours on your lower body and light colours on your upper body: this draws attention to your face and gives you a sense of stability and professionalism.
- Scarves or thin shawls around the neck are permitted.

## Shoes

- Dark and perfectly maintained shoes (especially the heels) convey an impression of stability and competence.
- Heels should be between two and eight centimetres high. A small heel looks elegant.
- Only wear boots and ankle boots with trousers.

## Jewellery

- Should be subtle and serve to add a personal touch to your style.
- For the best effect, wear two, maximum three accessories, e.g. a pretty necklace and simple earrings, perhaps even a discreet watch.

## Bag

- Choose a bag that is large enough to carry your documents.
- Beige bags go very well with blue, black and camel-coloured suits.
- Navy blue is the best base colour for an interview outfit, as blue exudes confidence and is an alternative to black.
- Black also goes with everything.



## Make-up

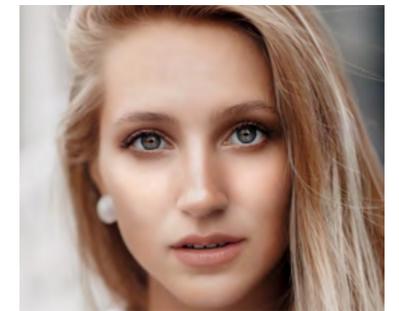
- A golden rule: don't overdo it. Make-up should be natural and subtle.
- Apply a foundation that matches your skin tone as closely as possible, then some powder, nude or lightly tinted lipstick and a subtle eyeshadow. That's enough for everyday work.

## Skincare/fragrance

- Hands and nails should be clean and well-groomed.
- If you want to wear perfume, make sure it is subtle.

## Hair

- Tied-back hair looks more severe, but also more professional.
- A suitable hairstyle is important and contributes significantly to your well-being.



## Tips for a masculine style



### Suit

- Choose colours that go with almost everything, such as navy blue, dark grey or brown. If you have a very light complexion and very light hair, you should choose dark blue or anthracite over black.
- Allow the shirt sleeves to extend about 1 cm beyond the jacket sleeves (to the base of the thumb).
- The shirt collar should remain under the jacket and extend about 1 cm up the neck.
- The top button of the jacket should always be fastened. Only unfasten it when sitting down.
- Always tuck your shirt into your trousers.
- If you wear a tie, it should reach down to your belt. Choose subtle colours and patterns and learn how to tie a suitable tie knot if you have not already done so.

### Shoes

- Leather shoes should be elegant and closed.
- Shoes and belts should match in both colour and material.
- Socks must be plain, dark or match the colour of the shoes and be long enough so that no skin is visible when sitting down.

### Jewellery

- You may wear a watch and/or a ring.

### Hair/beard

- Hair must be neatly cut.
- A rough shave gives an unprofessional impression.

### Grooming/fragrance

- Hands and nails should be clean and well-groomed.
- If you wish to wear perfume, make sure it is subtle.



## Tips for a casual look



### Clothing

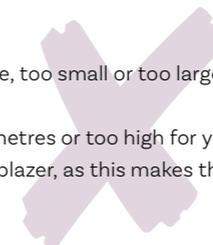
- Strict dress codes apply in banks, most law firms and insurance companies, for example.
- In the IT/telecommunications industry or in other professions where you do not have customer contact, you can dress a little more casually. However, this does not mean that you should not make an effort/neglect your clothing.
- Ties and jackets are not mandatory.
- You can, for example, wear elegant trousers or a skirt and combine them with a blouse, top or jacket in a different colour.
- Dark jeans in good condition and not faded look professional.
- The skirt should end no more than 15 cm above the knee, not higher. Remember that it will ride up slightly when you sit down.

### Hair/beard

- In less strict environments, you can wear a well-groomed and regularly trimmed three-day beard.

### Don'ts

- Wear sexy clothing (mini skirts or low necklines).
- Wear trousers that are too short.
- Wear ties that are too short or too long.
- Choose clothing that is too tight or too loose, too small or too large.
- Visible underwear.
- Wear heels that are higher than eight centimetres or too high for you to walk properly.
- Wear the collar of your blouse outside your blazer, as this makes the collar appear wider and distracts attention from your face.
- Using a bag with eyelets or large chains.
- Wear bright colours and inappropriate motifs on your tie (giraffes, clowns, etc.).
- Wear sandals or dirty shoes.





# Telephone and video interview

For companies, telephone or video interviews are an efficient method of pre-selection. If you are invited to a telephone or video interview, this usually means that you have cleared the first hurdle in the selection process and the potential employer would now like to get to know you better. Your application documents have made a good impression – well done!

The employer now wants to narrow down the selection of candidates further by means of a telephone or video interview. This gives you a good opportunity to introduce yourself to your dream company and saves you travel costs and time. However, you must of course expect that you have several competitors for the position who will also have the opportunity to be shortlisted via telephone or video interview.

## Before the interview

- Start your research**  
Familiarise yourself with the company, the position and, if possible, the person conducting the interview. Do your research in advance so that you are well informed and can ask questions.
- Prepare yourself for possible questions**  
Think about typical interview questions (see page 204) and prepare answers for them. Emphasise your strengths and experiences that are relevant to the position. But also be open to unexpected questions.
- Organise your notes and documents**  
Have important notes, your CV, relevant documents and other materials ready that may help you during the interview. You can also prepare a list of questions you would like to ask the HR manager.
- Optimise your time management**  
Ensure that you are ready at the agreed time and have allowed enough time for the interview so that you can conduct it calmly. Punctuality is essential for making a professional impression.
- Conduct a mock interview**  
It is a good idea to practise the interview with someone beforehand. This will allow you to refine your answers to questions about your education, experience and qualifications, and to think about questions you might ask about the company and the position. If you are well prepared, you will be less nervous during the interview.
- Practise your self-presentation**  
Practise your self-presentation in advance. Introduce yourself briefly and talk about your experience, skills and interests. However, keep it concise and focus on the essentials.
- Choose your clothing carefully**  
Dress appropriately for the interview, as if you were attending in person. Ensure you look well-groomed and choose clothing that is appropriate for the company or situation (see page 211).
- Find ways to relax before the interview**  
Try to reduce stress and relax before the interview. A positive and calm attitude can help you appear more confident.

	Special considerations for video interviews	Special considerations for telephone interviews
<b>Acoustics and technology</b>	Ensure you have the necessary technology to participate in the interview. Check your internet connection and the relevant software (Skype, Zoom, MS Teams or another video conferencing tool). Test the audio and video quality in advance with a test call to avoid technical issues and ensure your laptop battery is fully charged.	Make a test call to check that the reception is good enough for a clear conversation and ensure that your mobile phone battery is fully charged.
<b>Background and surroundings</b>	Choose a quiet and well-lit place for the interview to minimise distractions. Make sure your background looks neat and professional, or use a neutral background image offered by various video conferencing tools. Avoid distracting or inappropriate objects and people in the background.	Choose a quiet place where you can make phone calls without being disturbed and avoid distractions.

# During the interview

## Starting the conversation

Try to create a good atmosphere right from the start. For example, it comes across as friendly if you tell the other person that you were looking forward to the conversation but are also a little nervous.

## Language and tone of voice

Make sure you speak clearly and distinctly. Avoid speaking too quickly or too quietly. An appropriate tone of voice and friendly manner of expression are important.

## Show interest

Listen attentively when your conversation partner is speaking and do not interrupt them. Let them finish speaking before you respond and show interest in the questions you are asked.

## Give specific answers

Answer the questions asked precisely and specifically. Avoid overly lengthy answers that could distract from the topic. Always try to use positive language and avoid negative statements about previous employers or experiences.

## Use pauses

When you are asked a question, take a moment to think about your answer before you speak. Avoid rushing your response.

## Use notes and ask questions

If you took notes during the interview, use them to refer back to previous points or questions. This shows that you have been listening attentively. Also take the opportunity to ask your own questions about the company or the position to show your interest and commitment.

## Patience and composure

If there are technical problems or interruptions, remain calm and show patience. Technical difficulties can occur, but how you deal with them is important.

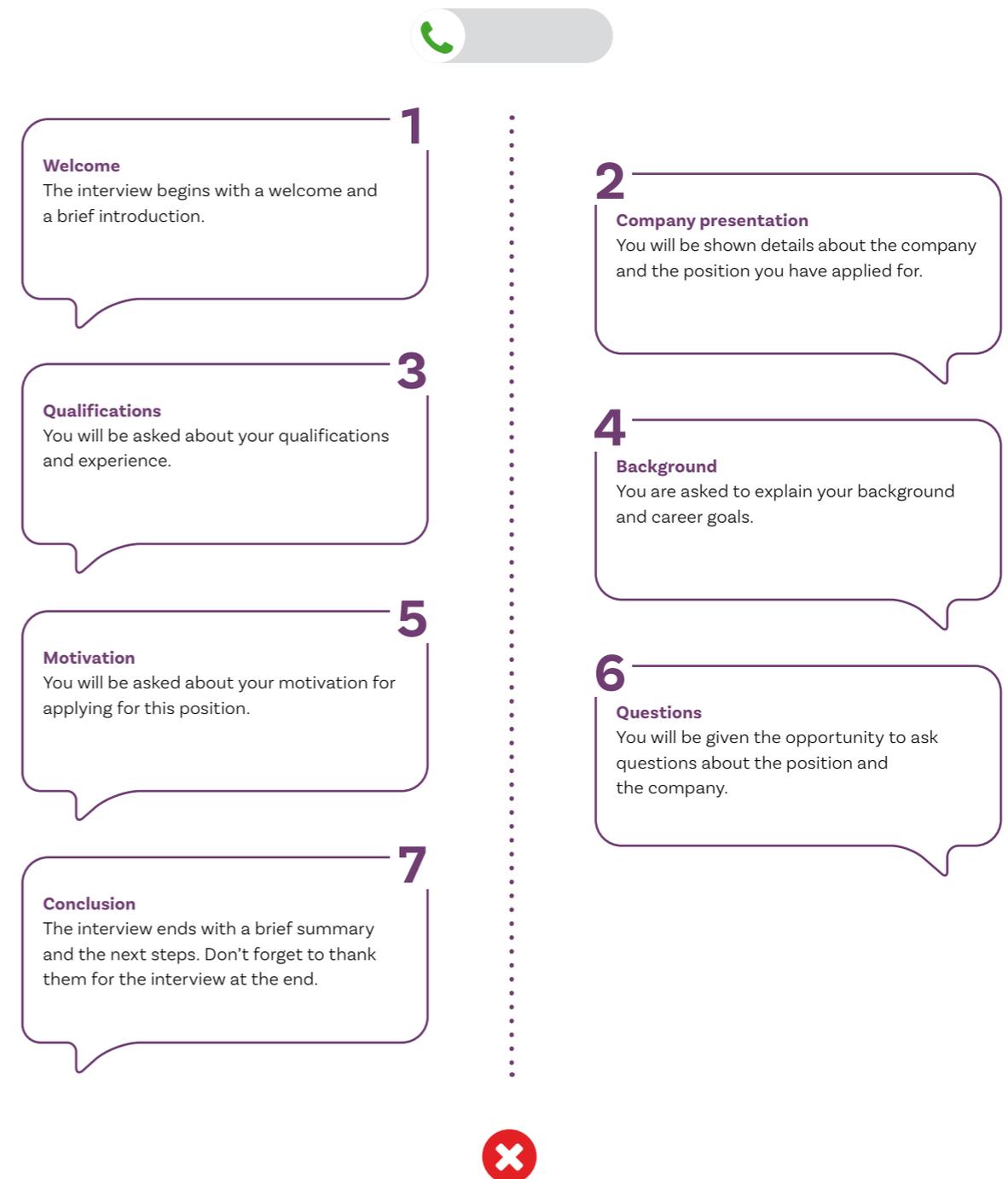
## Farewell

End the interview politely and thank them for the opportunity. Ask about the next steps in the application process if this has not already been discussed.

	Special considerations for video interviews	Special considerations for telephone interviews
<b>Eye contact</b>	Look directly into the camera during the video interview to establish eye contact.	
<b>Body language</b>	Sit upright and pay attention to your body language. Avoid restless movements or gestures.	Even though the person on the other end of the line cannot see you, you should maintain good posture and smile. This can have a positive effect on your voice.
<b>Dress code</b>	Dress appropriately for the video interview. Choose comfortable but professional clothing to make a positive impression.	Dress neatly, even if the person you are talking to cannot see you. Numerous studies have shown that clothing has an impact on self-confidence.

## How to make your telephone or video interview a success

You should prepare for a telephone or video interview just as thoroughly as you would for a face-to-face interview (see page 201). Both types of interview usually last between 30 minutes and an hour. The process may vary depending on the company and position, but it generally follows a similar pattern:





# 4 tips for the telephone and video interviews

1

Find out in advance about the company, the position and the relevant HR managers, and use this information during the interview.

2

Pauses in conversation are natural. Don't be afraid of them and try to use them to reflect on what has been said.

3

If you don't understand something, be sure to ask, but without interrupting the other person.

4

Be yourself and don't try to pretend to be someone else. Authenticity and honesty go down well in interviews.

## After the interview

There's more... Following up after a video or telephone interview is just as important as preparing for it and can help you make a good impression and increase your chances of a successful application or achieving your goals.

### Review

Take some time to review the interview. Reflect on how it went and what went well or less well. Consider which questions you found particularly easy or difficult and whether you did not answer certain points sufficiently.

### Thank-you email and open questions

Send your interviewer a thank-you email. In it, you can thank them for the opportunity to participate in the interview and express your enthusiasm for the position or topic. This gesture shows commitment and professionalism. Also ask any questions you may still have after the interview.

### Follow-up actions

If certain steps or measures were agreed upon during the interview, stick to them and carry them out promptly. For example, if you were asked to send additional information, do so as soon as possible.

### Connect on social media

If you have the opportunity, you can try to find the interviewer on professional platforms such as LinkedIn and connect with them. It can be beneficial to build a professional network in the long term.

### Wait for further steps

After following up on the interview, there is often nothing left to do but wait for feedback. Be patient and stay positive.



## Assessment centre

Instead of a job interview, promising applicants are also invited to an assessment centre by companies. The aim of an assessment centre is to give the company a comprehensive picture of you as a person. To this end, you will have to complete various tasks (self-presentation, group exercises with role-plays and case studies, individual interviews, etc.) under constant observation, either together with other applicants or as an individual. You often have to complete the tasks within a very tight time frame. The as-

sessors (trained observers) deliberately expose you to this stressful situation in order to be able to better assess your overall personality.

In short: in a job interview, you talk about yourself and your skills. At an assessment centre, you have to prove yourself with your concrete actions and abilities – often in front of the other applicants.

## Before the assessment centre

An invitation to an assessment centre means you can be sure that the company is also interested in you. Take advantage of this opportunity and prepare for the assessment centre well in advance:

### The first steps to success



#### Study the invitation

The invitation often contains further information about the assessment centre process. Study the process carefully and try to anticipate possible tasks. Prepare yourself specifically for these tasks.



#### Organise your journey

Plan your journey to the assessment centre location well in advance. Make sure you allow enough time for your journey so that you are sure to arrive on time.



#### Find out about the company

Familiarise yourself with the company's history and its various fields of activity. You should also know the company's key figures:

- Year of foundation
- Number of employees
- Locations
- Turnover
- Names of the members of the management board



#### Find out about the job profile

Consider the requirements of the advertised position:

- What are the tasks?
- Where might the challenges lie?
- Which departments will you be working with?



#### Keep up to date with current events

Read news portals and daily newspapers, watch the news and stay informed by following relevant industry associations. This will keep you up to date with current economic and political events and relevant industry news. This knowledge will help you to solve tasks in the context of current developments and perform competently in group exercises.

## During the assessment centre

The assessment centre process is not standardised. However, there are typical tasks that are repeatedly set in assessment centres. We therefore recommend that you familiarise yourself with the following tasks:

### Self-presentation

The self-presentation usually takes place at the beginning of the assessment centre. The assessors will ask you to briefly introduce yourself.

### Possible task

Please give a 10-minute presentation on the five most important milestones in your educational and professional career. You will have five minutes to prepare.

### Approach

First, think about the five milestones and then what exactly you want to tell the assessors. Of course, it is also important to highlight your personal strengths and achievements. However, you should not praise yourself too highly, but simply describe your career stages. Try to refer to the company and the advertised position. Write down a few keywords for each milestone. This will help you stay on track and give your presentation a clear structure. Remember that body language is just as important as the content of your presentation. Appear confident and maintain eye contact with the assessors and other applicants.

### Further questions

It is normal for assessors to ask questions about your presentation. You should therefore think about convincing answers to the following questions in advance:

- What does a typical day look like for you?
- What successes have you already achieved?
- In which situations have you failed?
- Are there any tasks that you find difficult?
- What do you do to work on these weaknesses?

Try to back up your answers with specific examples. This will make your presentation even more convincing. You are also welcome to ask questions, as good applicants are expected to be able to engage in dialogue and actively participate in conversations.

### Group exercises

In the group exercises, you will be given either cooperative or competitive tasks.

In a cooperative task, you will need to demonstrate your social skills. An example of this could be the group having to build a tower from various components in a short period of time. This task can only be solved if everyone helps and the tasks are distributed sensibly.

A competitive task might involve coming up with an innovative concept for a given project. You will then have to promote your concept to the other applicants and defend it. Group discussions in which a given topic must be debated controversially are also very competitive. Nevertheless, you should not push your personal opinion under any circumstances. Show a willingness to compromise and engage in an equal discussion so that a joint decision can ultimately be reached.

### Individual interviews

The individual interview often takes place towards the end of the assessment centre. You will frequently be asked to reflect on your behaviour during the exercises and assess your performance. This is a good opportunity to correct any mistakes you made and emphasise your strengths. However, no one wants to hear exaggerated self-criticism or excessive self-praise. The individual interview also includes simulation sequences in which you have to sell the assessors a ballpoint pen, for example. Your CV will also be discussed.



# 5 tips for the group exercises

1

Address the other applicants by name. This will help you find allies more quickly and demonstrate your ability to integrate.

2

Do not put yourself too much in the spotlight, but do not completely remove yourself from the conversation either.

3

Demonstrate both your powers of persuasion with good arguments and your willingness to cooperate so that the group can reach a conclusion.

4

Pay attention to your body language. Present yourself as confident and attentive.

5

Arrive five minutes before the agreed time.

## Other possible tasks

### Role play

In role play, you often have to take on the role of a manager and conduct an unpleasant conversation with an employee. One of the following topics is often chosen: dismissal, salary reduction or poor performance of an employee. It is also possible that the role play involves a conversation with a customer who is dissatisfied.

#### Note

*In role-playing, it is important to listen. You must quickly identify the problem, discuss the situation with your counterpart and suggest possible solutions. In doing so, you should ensure a pleasant atmosphere for conversation and never react emotionally.*

### Case study

Case studies often deal with classic business cases in order to assess your strategic and analytical skills as well as the distribution of roles within the group. You will be given a text describing a specific case from the company. Using this information, you and the other applicants must develop possible solutions, which you will then present to a fictitious board of directors.

#### Note

*Since case studies are often related to the company or industry, you need to be very familiar with the company and its products and services.*

### In-tray exercise

The mailbox task tests your organisational and decision-making skills in stressful situations. Under time pressure, you must get an overview of various tasks and consider how you want to proceed, what you need to do immediately, what can be delegated, and which tasks are unimportant and can be put aside.

#### Note

*The aim of this task is to set priorities quickly, make quick decisions and justify them. Consider why some tasks are more urgent than others, as HR managers may question your prioritisation.*

## Don'ts in the assessment centre

An assessment centre always involves testing your social skills. With this in mind, you should avoid the following behaviours and statements:



### Not being spontaneous enough

As a participant in an assessment centre, you develop a strategy for the challenges and prepare yourself as well as possible. This is, of course, necessary and sensible. However, you should not cling too tightly to your strategy, but remain flexible at all times. If you cannot react spontaneously to circumstances, you will miss important opportunities to stand out and you will end up standing in your own way.



### Getting too caught up in a task

If you are determined to solve a task or be right on principle, you lose sight of the actual goal of an assessment centre – selecting a suitable candidate for the position. It does not help you if you are supposedly successful in a single task but your chances of being hired are reduced as a result.



### Being too competitive

Of course, all assessment centre participants are applying for the same position, but you should not view the other applicants as competition. If you constantly compare yourself to others and engage in direct competition, you will only harm yourself.



### Have/represent flexible views and opinions

In assessment centres, you often have to attend one-on-one interviews with the assessors as well as group discussions. If your statements and opinions differ between the one-on-one interviews and group discussions, this will reflect negatively on you.



### Adopting an overly egocentric attitude

Of course, you can focus on your strengths, but you should avoid direct comparisons with other applicants. However, this does not mean that you have to complete the tasks on your own and only act behind the scenes. Teamwork is highly desirable in the assessment centre and must be seen by the assessors.



### Desperately hiding weaknesses

Of course, you need to know your strengths and weaknesses and be able to explain them when asked, but you should focus on your strengths in the assessment centre and in the application process and highlight them in the best possible way.

### Badmouthing other applicants

This will put you out of the running, because badmouthing always reflects negatively on you.

# 10 tips



## for success at the assessment centre

1

There are certain tasks that are highly likely to be included. These include a self-presentation, group exercises and individual interviews. You should therefore make sure you prepare for these tasks.

2

Some tasks are deliberately designed so that they cannot be completed in the time allowed. So don't worry if you can't solve a task. At an assessment centre, it is quite possible that you will fail a task and still be offered the job in the end.

3

It is not about being the best. Often, you have to meet certain minimum requirements, but other applicants can also achieve these.

4

Be confident, but still behave collegially towards the other applicants.

5

Don't pretend to be someone you're not. This may work for a single exercise. However, if you present yourself differently throughout the entire assessment centre, it will not only be very exhausting, but the assessors will also notice.

6

Some universities offer the opportunity to take part in a trial assessment centre. Take advantage of this opportunity.

7

There is no universal guide that you can apply to every assessment centre. Always think for yourself and try to interpret the signals in the individual exercises correctly.

8

Take a watch with you to the assessment centre and make sure you are punctual. If you don't stick to the schedule, you will cause unnecessary stress and put yourself at a disadvantage.

9

The assessment centre is a constant testing situation. Be aware that you are being assessed throughout the entire assessment centre, so it is very important to behave professionally, even during the breaks.

10

The greeting is particularly important. You don't get a second chance to make a first impression!



## Salary

**A**t some point in every selection process, you will be asked about your salary expectations – possibly at the end of the first interview, but at the latest during the second interview. For many applicants, this topic is one of the more unpleasant aspects of the selection process.

When asked about your salary expectations, you should answer as specifically as possible. State your salary expect-

tations clearly in the form of an annual salary. With this in mind, you should find out before the first interview what the average salary is for your degree in the respective industry. As a guide, you will find an overview with various tables on the following pages.

However, always remember: salary expectations and salary negotiations are very individual.

# Starting salaries after graduation

## Universities – by subject area

	Bachelor's degree (UH)	Master's degree (UH)	Doctorate (UH)
Humanities and social sciences	CHF 72,000	CHF 79,300	CHF 90,000
Economics	CHF 80,000	CHF 87,100	CHF 108,000
Law	CHF 63,300	CHF 65,000	CHF 120,000
Exact and natural sciences	CHF 75,600	CHF 75,000	CHF 89,000
Medicine and pharmacy	CHF 45,000	CHF 89,300	CHF 100,300
Technical sciences	CHF 54,000	CHF 80,000	CHF 95,900
Interdisciplinary and other	CHF 72,000	CHF 75,000	-

## Universities of applied sciences – by subject area

	Bachelor's degree (UAS)	Master's degree (UAS)	Teaching diplomas (PH)
Architecture, construction and planning	CHF 78,000	CHF 81,300	-
Technology and IT	CHF 85,800	CHF 89,000	-
Chemistry and life sciences	CHF 81,300	CHF 89,000	-
Agriculture and forestry	CHF 80,000	-	-
Economics and services	CHF 82,400	CHF 100,000	-
Design	CHF 54,700	CHF 75,000	-
Sport	-	-	-
Music, theatre and other arts	CHF 57,000	CHF 67,600	-
Applied linguistics	CHF 78,000	-	-
Social work	CHF 81,500	CHF 102,000	-
Applied psychology	CHF 83,200	CHF 101,000	-
Health	CHF 73,300	CHF 92,500	-
Teacher training	-	-	CHF 95,200

### Important information about the salary study

1. All data presented comes from the initial survey of university graduates graduating in 2022 conducted by the Federal Statistical Office.
2. The figures shown above are always the median of the standardised gross annual income.
3. Annual income comprises all income earned by a person within a year from paid employment or self-employment. For standardisation purposes, part-time employment has been extrapolated to a full-time position of 100%. The tables always show the median or central value, i.e. the value that lies exactly in the middle of the data distribution.
4. The differences in salaries according to qualification level can of course be explained not only by the qualification level itself, but also by the different ages of the graduates.

# Focus on engineers and architects

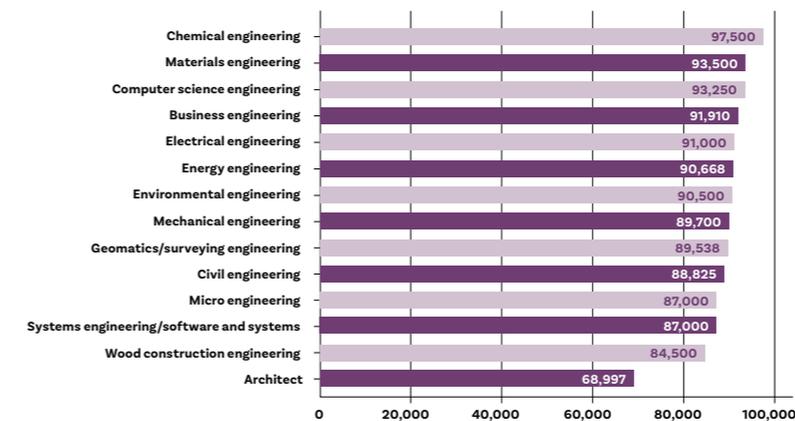
Graduates usually find work quickly in engineering or architecture after completing their studies. In addition, the expected starting salary largely corresponds to the actual salary of the first job after graduation.

Various factors influence the starting salary, such as the level of education. In 2024, new entrants with a master's degree will have a basic salary of around CHF 90,000, while those with a bachelor's degree from a university of applied sciences will earn CHF 87,100.

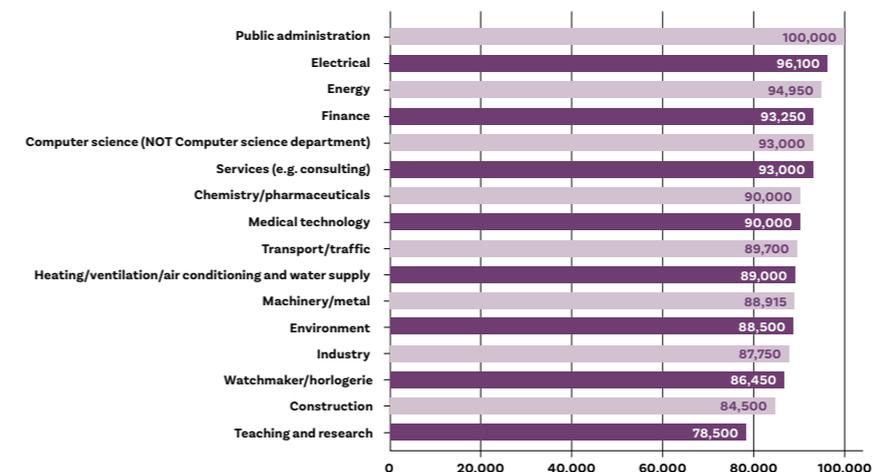
In general, it should be noted that the individual results for the industries and disciplines shown are only indicative of trends, due to the relatively small number of career starters surveyed.

The highest starting salaries are earned by career starters in the service and energy sectors and in the fields of wood construction, environmental and industrial engineering. The lowest salaries are in teaching and research.

### Annual salary by field of study – new entrants



### Annual salary by sector – entry-level positions



Excerpt from: "Salaries of Engineers and Architects, 2025" Swiss Engineering STV.  
Cost of the complete study: CHF 150 (free for Swiss Engineering members) [www.swissengineering.ch](http://www.swissengineering.ch)

# Women's Contact- Day Zürich

Monday, 23 November 2026

16:00 – 20:00 p.m.

X-TRA, Zurich



More information at:  
[www.wcdz.ch](http://www.wcdz.ch)



Progressive employers for female students and university graduates

# Women's Contact- Day Fribourg

Thursday, 12 November 2026

14:00 – 19:00 p.m.

Fri-son, Fribourg



More information at:  
[www.wcdf.ch](http://www.wcdf.ch)



## Employment contract

**Y**our efforts have paid off and, after successfully completing the selection process, you now have your first employment contract in your hands.

The employment contract sets out the terms and conditions of employment as well as the rights and obligations of employers and employees. The Swiss Code of Obligations

regulates the minimum legal requirements for an employment contract. Provided that these minimum requirements are met, employers have a great deal of freedom in drafting the employment contract.

Below, we outline the essential elements of an employment contract.

# Sections of the employment contract

## EMPLOYMENT CONTRACT

Between Elektrizitätswerk Limmattal AG, Hagenholzstrasse 74, 8037 Limmattal (employer)  
and Mr Martin Deiss, Weinberg 3, 8008 Zurich (employee)  
the following employment contract is agreed:

### 1 Position/area of activity

The employee will be hired as an engineer in the WORLD department.

### 2 Start date and duration

The employment relationship with the employee will commence on 1 April 2026.  
The employment relationship will be concluded for an indefinite period.

### 3 Probationary period

The probationary period is three months from the start date.

### 4 Termination

During the probationary period, the employment relationship may be terminated by either party at any time with seven days' notice. After the probationary period has expired, the employment relationship may be terminated at the end of each month with the following notice periods:

- 1<sup>st</sup> year of service: 1 month's notice
- 2<sup>nd</sup> – 9<sup>th</sup> year of service: 2 months' notice
- from the 10<sup>th</sup> year of service: 3 months' notice

Notice of termination must always be given in writing. The provisions of the Swiss Code of Obligations (OR) regarding the immediate termination of the employment contract for good cause remain reserved.

### 5 Place of work

The place of work is the company's headquarters in Limmattal.

### 6 Workload

The employee is employed on a full-time basis.

### 7 Working hours

The weekly working hours are 42.5 hours. They are based on the flexitime regulations, which form an integral part of this contract.

### 8 Salary

The employee's gross annual salary is CHF 80,400, payable in twelve equal instalments at the end of each month.

After deduction of the statutory and company-mandated contributions for insurance and employee benefits, the net salary is paid cashless into the employee's bank or postal account at the end of each month.  
A 13<sup>th</sup> month's salary is paid pro rata temporis at the end of December.

### 9 Holidays

Employees are entitled to 20 days of paid holiday per calendar year.

### 10 Illness, accident, employee benefits

#### Illness

Enrolment in daily sickness benefit insurance is compulsory. The premium is 1% of your monthly salary. This insurance covers 80% of your salary for a maximum of two years (or in accordance with the insurance terms and conditions).

A doctor's certificate is required after three days of illness.

Enrolment in a health insurance fund is compulsory, but is a private matter. Accident cover with the health insurance fund can be suspended during employment. Upon leaving the company, accident cover must be re-insured with the health insurance fund.

#### Accident

The employee is insured by the employer against occupational and non-occupational accidents.

The employee pays the premiums applicable to non-occupational accident insurance.

#### Employee benefits

The employer is affiliated with the occupational pension scheme of XAX Insurance Ltd.

The employee must join this pension scheme and pay the contributions specified in its regulations.

These contributions are deducted from the gross salary and transferred by the employer to the pension scheme.

### 11 Confidentiality

The employee undertakes to maintain confidentiality regarding all trade and business secrets during the term of the employment relationship and also after leaving the company.

In accordance with Art. 321a para. 4 of the Swiss Code of Obligations, the employee undertakes not to use or disclose to third parties any confidential facts and circumstances entrusted to them or which become known to them as a result of their work for the employer, either during or after the termination of the employment relationship. Facts and circumstances that must be kept confidential include, in particular, business secrets, customer lists, sources of supply and other internal business processes of the employer.

Upon termination of the contractual relationship, the employee shall immediately and without request from the employer surrender all documents received or created in the course of their work.

### 12 Secondary employment

Any secondary employment that is remunerated or that interferes with the employment relationship is only permitted with the employer's consent.

### 13 General provisions

Unless otherwise specified in this contract, the provisions of the following regulations, guidelines and appendices, which form an integral part of this employment contract, shall apply:

- General provisions relating to the employment contract
- Flexitime regulations
- Expense regulations
- Pension fund regulations

In all other respects, the provisions of the individual employment contract under the Swiss Code of Obligations shall apply.

### 14 Signatures

By signing this document, the employee confirms that they have received and read the contract and the regulations listed therein and that they agree with their contents.

Limmattal, 16 March 2026

\_\_\_\_\_  
Signature of employer

\_\_\_\_\_  
Signature of employee

## The employment contract explained in detail

### Contractual partners

The full names and addresses of both contractual partners are listed in order to identify the parties involved.

#### 1 Position/area of activity

The job title and department are specified.

#### 2 Start date and duration

The start date is specified in writing in the employment contract. It is also specified whether the employment contract is a fixed-term or permanent contract.

A fixed-term employment contract has a defined term and ends on the specified date without notice.

A permanent contract can only be terminated by giving notice (see Termination).

#### 3 Probationary period

According to the Swiss Code of Obligations, the probationary period is one month. However, it is often extended to three months by written agreement in the employment contract.

#### 4 Termination

An open-ended contract can only be terminated by giving notice. Both parties to the contract, i.e. the employer and the employee, can terminate the employment contract, taking into account the notice periods specified in the contract.

During the probationary period, the notice period is seven days in accordance with the Swiss Code of Obligations. However, both parties to the contract may agree on a shorter or longer notice period during the probationary period in the employment contract.

After the probationary period, the notice periods according to the Swiss Code of Obligations are one month in the first year of service, two months in the 2<sup>nd</sup> to 9<sup>th</sup> year of service and three months from the 10<sup>th</sup> year of service onwards. However, both parties to the contract may agree on a shorter (but not less than one month) or longer notice period in the employment contract. For example, a notice period of six months is often agreed for management employees.

#### 5 Place of work

The employment contract defines the place of work where the employee is usually required to perform their work. This may be the company's headquarters or several locations and areas. In addition, some companies allow their employees to work from home.

#### 6 Workload

The workload is specified in writing in the employment contract. This can be full-time or part-time and is expressed as a percentage.

#### 7 Working hours

The number of hours worked per week is defined in the contract. Sometimes the number of hours worked per day is also specified in writing.

#### 8 Salary

The gross annual salary is specified in the employment contract. In addition, there may be commissions and bonuses, as well as a voluntary 13<sup>th</sup> month's salary.

If someone is employed on an hourly basis, an hourly wage is agreed.

#### 9 Holidays

According to the Swiss Code of Obligations, all employees up to the age of 20 are entitled to at least 25 days of paid holiday. For all other employees, the legal entitlement is at least 20 days of paid holiday.

#### 10 Illness, accident, employee benefits

The employment contract regulates the continued payment of wages in the event of illness or accident. In the case of illness, it also specifies the date from which a doctor's certificate must be submitted.

Employees are also informed of the occupational pension scheme to which the employer is affiliated.

#### 11 Confidentiality

In accordance with the Obligations Act, employees undertake to maintain confidentiality regarding internal secrets and events both during the term of their employment and after leaving the company.

#### 12 Secondary employment

This section regulates whether secondary employment is permitted or not.

## Tip regarding the employment contract

In Switzerland, employment contracts can be concluded informally. However, for the sake of legal certainty for both parties, it is recommended that employment relationships are always recorded in writing and that an employment contract is concluded.

# Your personal checklist for the decisive step

## Brief summary

All the previous steps have prepared you for the crucial final step. Now it's time to obtain the missing information and convince the HR manager that you are the right person for the job.

### Job interview (Tick off completed items)

- |   |   |
|---|---|
| <input type="checkbox"/> Prepare questions about the company, the position, etc.  | <input type="checkbox"/> Plan your journey  |
| <input type="checkbox"/> Take a copy of your CV, diplomas and references with you | <input type="checkbox"/> After the interview, send an email to express your gratitude and reiterate your motivation |

### Telephone and video interview (Tick off completed items)

- |   |   |
|---|---|
| <input type="checkbox"/> Research the company, the position and the person conducting the interview                       | <input type="checkbox"/> Organise your notes and documents  |
| <input type="checkbox"/> Conduct a mock interview   | <input type="checkbox"/> Practise your self-presentation  |
| <input type="checkbox"/> Ensure a quiet, well-lit and tidy place  | <input type="checkbox"/> Try to reduce stress and relax before the interview  |
| <input type="checkbox"/> Ensure that your mobile phone/laptop battery is fully charged and that you have stable reception | <input type="checkbox"/> For a video interview, invest some money in a good camera and a good headset, and dress as you would for a job interview |
| <input type="checkbox"/> Link up on professional platforms such as LinkedIn   | <input type="checkbox"/> After the telephone/video interview, send an email to express your gratitude and reiterate your motivation               |

### Assessment centre (Tick off completed items)

Anticipate possible tasks from the three core elements of an assessment centre:

- |  |
|--|
| <input type="checkbox"/> Self-presentation |
| <input type="checkbox"/> Group discussion  |
| <input type="checkbox"/> Self-assessment   |

Share your opinion about  
Career Starter with us!



# Notes







# UNLOCK THE *EXTRAORDINARY*

At Audemars Piguet, every door you open reveals a world of possibilities. For more than 150 years, we have not only crafted exceptional timepieces; we have built careers, shaped the future, and turned bold ideas into reality. Passionate about excellence? Ready to take action, collaborate, and grow? Whatever your area of expertise, we are looking for bold minds eager to contribute to our community and push boundaries.

[careers.audemarspiguet.com](https://careers.audemarspiguet.com)

**AUDEMARS PIGUET**  
*Le Brassus*