SELF-STUDY GUIDE

Find the jobs that are never advertised

This worksheet goes with the guide on motivista.se. Have your phone ready – your contact list helps you remember more people. Print it and fill it in by hand, or type in the PDF with the text tool in your PDF reader.

HOW TO USE THE WORKSHEET

1. Box 1 goes with step 1 of the guide: what you are looking for.
2. Box 2 goes with step 2: three people to contact first.
3. Box 3 goes with steps 3 and 4: the companies you get in touch with.
4. The contact log on the last page goes with step 5. Fill it in every week.

1 What am I looking for?

What? Profession or industry	
Where? Company or area	
Plan B	
My sentence	

2 My three to contact first

PERSON	HOW I KNOW THEM	WHAT I WILL ASK FOR

3 My companies

LOOK FOR SIGNS

A new opening, expansion, new projects, seasonal work or a recent ad in your industry. Write to the manager of the department, not just to HR.

COMPANY	WHY THEY MAY NEED PEOPLE	CONTACT PERSON	HOW
Lager AB	*Opening a new warehouse in spring*	*The warehouse manager*	*Email + call*

MY FIRST EMAIL

Five sentences at most: who you are, something about the company, that your CV is attached and a simple question. Say that you will be in touch.

SUBJECT LINE

THE EMAIL

Hi [first name], I am a [profession] with experience in [industry] …

STEP 5

My contact log

Write down who you have spoken to, when, and what you agreed. Follow up after 5–7 working days and always say thank you for tips.

PERSON / COMPANY	DATE	WHAT HAPPENED?	NEXT STEP
Ali, former colleague	*18/11*	*Told me about a warehouse in Hisings Backa*	*Call the warehouse 20/11*

WANT REAL HELP?

Use our employer network in Rusta och matcha

At Motivista you get your own coach who helps you find the right companies and contacts. Motivista is a provider of Rusta och matcha (Prepare and Match) on behalf of Arbetsförmedlingen (the Swedish Public Employment Service). Arbetsförmedlingen decides whether you can take part. If you are referred, you can choose Motivista as your provider.

WEB
motivista.se/en/prepare-and-match

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Sources: Svenskt Näringsliv, Rekryteringsenkäten 2025/26 · Arbetsförmedlingen, Så hittar du de dolda jobben (2025). The examples are written by Motivista.