

INTERNATIONAL CITY TOURS

UNIVERSITY CAREER ACTION NETWORK



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Amsterdam

City Overview

History

Amsterdam was originally established as a fishing village at the mouth of the Amstel River during the 13th century. The city prospered over the years, with its wealth and power peaking during the 17th century's Golden Age. The Netherlands was occupied by Germany during the Second World War. Following its liberation in 1945, the country chose to abandon its traditional policy of neutrality, subsequently becoming a member of Western European Union (WEU) and the North Atlantic Treaty Organization (NATO). The Treaty establishing the Benelux Economic Union between the Netherlands, Belgium and Luxembourg was signed in 1958 and came into force in 1960. The Netherlands was a founder member of the European Community (EC—now European Union—EU).

Culture

Amsterdam offers a diverse array of world-class entertainment, as for centuries has been one of the leading centers of culture in Europe. High-quality culture spread across 65 theatres and concert halls, 42 museums and over 141 galleries. The availability of culture in Amsterdam is thanks to affordable prices, and the fact that Beethoven's Ninth can be enjoyed just as much in jeans as in more formal attire. Amsterdam's cultural season lasts all 52 weeks a year. Each year about 16.000 concerts and theatre performances take place, averaging over 40 events a day, in traditional venues such as Concertgebouw, the Muziektheater and [Stadsschouwburg](#), while more experimental productions can be found in the Felix Meretis Theater or the IJSbreker among other places.

Population: 16,318,199

Ethnic Groups: Dutch 83%, other 17% (of which 9% are non-Western origin mainly Turks, Moroccans, Antilleans, Surinamese and Indonesians)

Religions: Roman Catholic 31%, Protestant 21%, Muslim 4.4%, other 3.6%, unaffiliated 40%

Languages: Dutch (official language), Frisian (official language)

Government Type: constitutional monarchy

Weather

The climate is temperate: the average temperature in January is 0°C (32°F), and the summer average is 21°C (70°F). Usually there is little snow in the winter. Spring and autumn are pleasant, but can be wet (100+ mm of rain per month). There are stronger winds from October to March.

Exchange Rates and Cost of Living

Euros are accepted. For the Current Exchange Rate try: <http://www.xe.com/ucc/>

(Consumer Price Index; base: 2000=100) – 2003

Food – 111.7

Rent, fuel and light – 112.5

Clothing – 101.8

Health – 107.5

Transport – 107.6

Communications – 103.5

Recreation and culture – 105.6

All items (incl. others) – 109.9

Job/Internship Search

Internet

It is the most powerful tool when it comes to job-hunting, not only to register your [CV](#) with the countless agencies and companies on-line but also to keep up to date with new job postings and email prospective employers. All international organizations are on-line so if you fancy working on the government circuit, check out the web sites for the International Criminal Court, the European Patent Office, Europol, among many. Equally useful sources of information, also available on-line, are the Intermediar, Intermediar Jaarboek, the NRC Handelsblad, De Volkskrant, Algemeen Dagblad, De Telegraph and the Kompas Directories.

Temping Agencies (Uitzendbureaus)

Temp jobs are common and are a very good way of getting your foot on the career ladder. In the Netherlands, temporary contracts are not regarded as a mere stopgap - many employers attach great importance to such contracts as a means of gaining valuable work experience. There are several temping agencies that specialise in jobs that do not require knowledge of Dutch. 100's of jobs are in fact advertised on-line and the following agencies have an extensive database of both technical and non-technical vacancies:

www.undutchables.nl

www.uniquemls.com

www.bluelynx.nl

www.core-it.com

www.englishlanguagejobs.com

www.career-abroad.com

www.projob.nl

www.dambustersrecruitment.com

www.dutchisnotrequired.nl

www.adamsrecruit.nl

How to write a Dutch CV

European CV/résumés are often written in a similar style but getting it perfect for the market you are applying for is the key. As for the letter of motivation, although many people speak English, it is recommended to write your application in Dutch even if the position does not require it. It should be a typed letter, preferably 1 page and in A4 format. Dutch employers really favor a concise, direct and professional style. For layout, begin your letter stating your reasons for applying. The bulk of the content should state what attracts you about the company and your work experience/qualities. On a final note- it is always good to mention that you would like to be considered for an interview at their convenience. Your letter of motivation is you on paper so sell yourself! Although English is widely accepted as a universal business language, be prepared to draft your CV/résumé and/or letter of motivation in Dutch as well. For a style guide to writing a great Dutch CV, see below:

Length: 1-2 pages maximum

Format: A4 European standard

Layout: Contact information: name, address, phone, email, fax

Personal details: date of birth, gender, marital status, nationality

Education: names of schools/colleges/universities/work placements, awards and honors (do not mention grades or results)

Work experience: in reverse chronological order – start with the most recent work experience first: dates, companies, titles, and duties.

Languages: level of fluency (spoken/written)

Computer skills: proficiency in software packages, internet, etc.

Hobbies: (highly valued in the Dutch marketplace so take time in listing relevant activities)

Once complete, be sure to scan for errors as typos will go against you. Send CV either by email as a MS word attachment (widely accepted) or by conventional mail. If sent by email, send through conventional mail as a back up.

Labor Market

The Netherlands may be one of the smallest countries in Europe but it is certainly among the richest on the continent. In so far as the domestic market is concerned, the country is very dependent on trade. The main industries in Holland are food processing, chemicals, gas and oil and its most important sectors are retail, property, transport, communications and the financial services. Today, excellent tax conditions have attracted some 5000 foreign investors to the Netherlands and many multinationals and household names such as Nike and Canon have made the lowlands the home for their headquarters. Furthermore, the unemployment rate stands at 3.5%, which is low in comparison to other neighboring countries. The official language of the Netherlands is Dutch but at least 90% of Dutch people have a good command of English and over 50% can speak two languages. Applicants that do not speak Dutch are welcomed in the marketplace but a basic working knowledge of Dutch is likely to enhance a job seeker's chances of success.

Employers By Industry:

Dutch Yellow Pages: All Dutch companies in a searchable database: address, contact, and telephone numbers. <http://www.goudengids.nl/>

Amsterdam Chamber of Commerce: <http://www.amsterdam.kvk.nl/>

American Companies Operating in Amsterdam

Industry	Company Name	Address	Telephone	Fax
Advertising	24/7 Real Media, Inc. www.247media.com	Herengracht 444, Postbus 10908	31-20-5247- 800	31-20-5247-850
Pharmaceuticals	Abbott Laboratories www.abbott.com	Postbus 71	31-33-454- 5000	
Technology	Adobe Systems Incorporated www.adobe.com	Hoogoorddreef 54a		
Technology	American Management Systems, Inc. www.amsinc.com	Herengracht 208	31-20-5300- 310	31-20-5300-350
Media and Communications	AOL Time Warner www.aoltimewarner.com	Ottho Heldring Straat 5		
Food Processing	Archer Daniels Midland Company www.admworld.com			
Technology Services	AT&T Broadband, LLC www.broadband.att.com			
Financial Services	Bank of America Corporation www.bankofamerica.com	Herengracht 469	31-20-557- 1888	31-20-557-1600
Advertising	Bates Worldwide Inc. www.batesww.com	President Kennedylaan 1	31-20-644- 5441	31-20-646-1538
Manufacturing	Ben & Jerry's Homemade Inc. www.benjerry.com	Ben & Jerry's Benelux		
Consulting	Booz-Allen & Hamilton Inc. www.bah.com	Strawinskylaan 3099	31-20-504- 1900	31-20-504-1990
Advertising	Leo Burnett, Div. B-Com 3 Group www.leoburnett.com	Drentestraat 5		
Computer Software	Cisco Systems, Inc. www.cisco.com	Atlas Complex, Africa Bldg., Hoogoorddreet 9	31-30-342- 3000	
Financial Services	Citigroup, Inc. www.citigroup.com	Hoogoorddreef 54B		
Manufacturing	The Coca-Cola Company www.coca-cola.com			

Advertising	D'Arcy Masius Benton & Bowles Inc. www.darcyww.com	PO Box 71219		
Advertising	DDB Worldwide Communications Group www.ddbn.com	Josef Israelskade 46		
Computer Systems	Dell Computer Corporation www.dell.com	Zekeringstraat 45B	31-20-581-8790	31-20-681-2751
Consulting	Deloitte Touche Tohmatsu International www.deloitte.com	Orlyplein 50		
Advertising	Draft Worldwide www.draftworldwide.com	Olympisch Stadion 34	31-20-614-14-86	31-20-614-16-36
Information Solutions	Equifax Inc. www.equifax.com	Museumplein 11		
Financial Services	Ernst & Young International www.eyi.com	Drentestraat 20, PO Box 7883	31-10-4072-591	31-10-4568-448
Delivery Service	Fedex Corporation www.fdxcorp.com		800-0222333	
Financial Services	FMR (Fidelity Investments) www.fidelity.com			
Manufacturing	Foot Locker Inc. www.venatorgroup.com	Kalverstraat 128-130	31-20-4-227742	
Manufacturing	Ford Motor Company www.ford.com	PO Box 795		
Financial Services	General Electric Capital Corporation www.gecapital.com	Amsteldijk 166		
Manufacturing	General Motors Corporation www.gm.com			
Pharmaceuticals	The Gillette Company www.gillette.com	Gillette Finance BV		
Advertising	Grey Global Group www.grey.com	Parnassusweg 103		
Financial Services	Heller Financial Inc. www.hellerfin.com	NMB Heller N.V.		
Rentals	The Hertz Corporation www.hertz.com			
Consulting	Hewitt Associates LLC www.hewitt.com	NL-1112 XC Dieman	31-20-695-3031	
Hotel Services	Hilton Hotels Corporation www.hiltonhotels.com	Apoliolaan 138		
Manufacturing	Honeywell International Inc. www.honeywell.com	Laarderhoogtweg 18	31-20-565-6911	31-20-565-6600
Technology	IBM Corporation www.ibm.com	Johan Huizingalaan 765, PO Box 9999	31-20-513-5151	31-20-513-6807
Security	Ingersoll-Rand Company www.irco.com	Distelweg 89		
Hotel Services	Inter-Continental Hotels www.interconti.com	Professor Tulpplein 1	31-20-622-6060	31-20-622-5808
Manufacturing	International Paper Company www.ipaper.com	De Boeelaan 575A		
Advertising	J. Walker Thompson Company www.jwt.com			
Consulting	Jones Lang Lasalle www.am.joneslanglasalle.com			
Photocopying	Kinko's, Inc. www.kinkos.com	62 Overtoom	31-20-589-	31-20-589-0920

			0910	
Consulting	Korn/Ferry International www.kornferry.com	Strawinskylaan 545	31-20-664- 1301	31-20-675-0205
Manufacturing	K-Swiss Inc. www.k-swiss.com	Overschiestraat 186F	31-20-346- 0080	31-20-617-4176
Contracting	Manpower International Inc. www.manpower.com	PO Box 12150		
Hotel Services	Marriott International Inc. www.marriott.com			
Manufacturing	Mars Inc. www.mars.com	Effem BV, Nijenburg 152, PO Box 7893		
Manufacturing	Mattel Inc. www.mattel.com	Schurenbergweg 5		
Advertising	McCann-Erickson Worldgroup www.mccann.com			
Consulting	McKinsey & Company www.mckinsey.com	Amstel 344	31-20-551- 3777	31-20-622-9902
Electric Utility	Mirant Corporation www.mirant.com	Amstelplein 1	31-20-717- 8000	
Financial Services	J.P. Morgan Chase & Co. Inc. www.jpmorganchase.com	Herengracht 458, PO Box 941	31-20-546- 9700	31-20-246-9707
Manufacturing	NCR (National Cash Register) www.ncr.com	Laaderhooftweg 25, Postbus 22705	31-20-651- 2702	31-20-651-2864
Publishing	The New York Times Company www.nytimes.com	Van Eeghenstraat 66	31-20-673- 0757	
Public Relations	Ogilvy & Mather Worldwide www.ogilvypr.com			
Manufacturing	Peoplesoft Inc. www.peoplesoft.com	James Wattstraat 100		
Health Care	Pfizer Inc. www.pfizer.com			
Consulting	Pricewaterhousecoopers LLP www.pwcglobal.com	Strawinskylaan 3127, PO Box 7067	31-20-5498- 200	31-20-5498-250
Financial Services	Prudential Financial www.prudential.com	Gebouw Rivierstaete, Amstedijk 166		
Hotel Services	Radisson Hotels International www.radisson.com	Rusland 17	31-20-623- 1231	31-20-520-8200
Publishing	Reader's Digest Association, Inc. www.readersdigest.com	Hogehilwig 17		
Travel	Sabre Inc. www.sabre.com			
Publishing	Scientific American Inc. www.sciam.com	Apollolaan 127		
Manufacturing	The Scotts Company www.scottscompany.com			
Auctioneering	Sotheby's Holdings, Inc. www.sothebys.com	De Boeelaan 30	31-20-550- 2200	31-20-550-2222
Electric Utility	The Southern Company www.southernco.com			
Advertising	Sudler & Hennessey www.sudler.com	Klaprozenweg 75, 8ste etage	31-20-493- 6080	
Education	Sylvan Learning Systems, Inc. www.sylvan.net			
Advertising	TBWA Worldwide			

	www.tbwachiat.com			
Manufacturing	Texas Instruments Inc. www.ti.com	Texas Instruments Holland BV, NL- 1100 AZ		
Advertising	TMP Worldwide, Inc. www.tmpw.com	Keizersgracht 560- 562		
Manufacturing	Tommy Hilfiger Corporation www.tommy.com			
Consulting	Towers Perrin www.towers.com	Rhijnspoorplein 14-18	31-20-520- 8888	31-20-622-1177
Manufacturing	Unisys Corporation www.unisys.com	Hoogoorddreef 11		
Delivery Service	United Parcel Service, Inc. www.ups.com	Deccaweg 16	800-099- 1300	
Internet Service Provider	UUNET www.uu.net	Postbus 12954	31-20-495- 2727	31-20-323- 01683
Communications	Viacom Inc. www.viacom.com	Rikswijkstraat 175		
Publishing	The Washington Post Company www.washpostco.com	Van Eeghenstraat 66	31-20-673- 0757	
Manufacturing	WM Wrigley Jr. Company www.wrigley.com			
Manufacturing	Wyeth www.wyeth.com	Sophialaan 25	31-20-305- 8333	
Advertising	Young & Rubicam Inc. www.yr.com	Frans van Mierisstraat 92		

Labor laws

According to Dutch law, employees are permitted to work a maximum of 9 hours per day and 40-45 hours per week. The average working week is 5 days and Sunday is actually treated as a day of rest! If an employee works longer hours in the week, they may be entitled to a day off with the consent of their employer. The number of days paid statutory annual leave is usually 20 days and some employers may grant an extra five days off on top of that. All workers are paid as normal during leave and receive a bonus equivalent to 8% of annual earnings. If there is a 13th month in the year, employees will receive this at the end of the year.

Student Visas & Work Permits

The Dutch Ministry of Justice's Immigration and Naturalization Service runs a helpful website at www.immigratiedienst.nl. If you're a citizen of Australia, Canada, Ireland, New Zealand, the UK, the US, or any EU nation, you need only a valid passport to enter and stay in The Netherlands for up to three months on vacation; no entry visa is required. South African citizens need an entry visa just to enter The Netherlands, even for a vacation of less than three months. If you're planning to stay in The Netherlands for more than three months, though, or intend to work or study for any length of time, you'll need some kind of visa or permit.

Work permits

If you are a EU national from a state that already belonged to the EU prior May 2004, you are free to work in the Netherlands and your employer does not need a work permit. Jobseekers are entitled to find work in the Netherlands for up to 3 months upon arrival without restrictions. However, if you intend staying longer than 3 months, you will require a residence permit, which can be obtained from the Foreign Police (Vreemdelingenpolitie). Contact the National FP office on 0900 8844 (0.28E per min.) or go down to the local office in Amsterdam at Johan Huizingalaan 757, 1066 VH Amsterdam (+31-(0)20 559 63 00), open

9-1. For all other offices, consult the Gouden Gids (the Dutch yellow pages). If you are a national from any of the other EU states, Poland, Estonia, Latvia, Lithuania, Poland, Czech Republic, [Slovakia](#), Hungary, Slovenia, your employer will need to obtain a work permit for you.

All EEA nationals working in the Netherlands and in possession of a valid residence permit are entitled to the same rights as Dutch nationals regarding working conditions, social security, trade union membership, housing, vocational training and old-age pensions. Families and dependants are entitled to join those working in the Netherlands and also have access to similar rights. Some restrictions may still apply to nationals from countries that have recently joined the EU. To find out about restrictions, contact the embassy of your country.

Dutch social security system

All employees are covered by national insurance schemes (volksverzekeringen), which encompass areas such as child benefit, old age, illness, disability and unemployment. Although subject to assessment, employees also have the right to claim supplementary benefits (sociale bijstand). For your reference, see below a list of the key Dutch insurance schemes:

Old Age Pension (Algemene Ouderdomswet)

Widows / widowers Pension (Algemene Nabestaandenwet)

Disability benefit (Algemene Arbeidsongeschiktheidswet)

Child Benefit (Algemene Kinderbijslagwet)

Special Medical Expenses (Algemene Wet Bijzondere Ziektekosten)

Unemployment benefit (Werkloosheidswet)

Statutory sick pay (Ziektewet)

Social security number

In order to claim social security and be identified in the Dutch tax and social security system, you must first register with the local municipality and obtain a residence permit (Verblijfsvergunning) from the Foreign Police. You must then apply at your local tax office (Belastingdienst) for your tax number (SOFI-nummer). The local office in Amsterdam is near Sloterdijk station, Kingsfordweg 1, 1043 GN Amsterdam, (0206877777).

EU citizens only need a passport to receive their number but non-EU nationals will have to present several documents, namely a passport, residence permit identification card (or proof of registration with the Foreign Police) and proof of registration with the [local municipality](#) (Bevolkingsregister). Application procedures may be laborious, complicated and lengthy therefore it is advised to apply as early as possible Registering with the Foreign Police

Within 8 days of arrival, all EEA nationals must register with the Foreign Police. If you do not possess a work contract but you are seeking employment, take your passport to the Foreign Police Registration Office. If your contract is non-temporary, you will need to have your passport, two passport photographs, your work contract and the relevant fee. If the work contract is temporary, you may have to renew your permit. Other documents that may be required: your SOFI number, a copy of your birth certificate and proof of a permanent address.

United States of America Consulate Information:

Museumplein 19

1071 DJ Amsterdam

Phone: 020-575 5309

Fax: 020-575 5310

Housing

Housing

links<http://www.amsterdam.nl/asp/get.asp?ItmIdt=00000501&SitIdt=00000005&VarIdt=00000002>,
<http://home.wanadoo.nl/b.maurits/>, <http://www.amsterdam.info/apartments/>,
http://www.expatica.com/source/site_article.asp?subchannel_id=4&story_id=652&name=Where+to+live+i

n+Amsterdam, <http://www.amsterdamhotelnet.com/apartments/apartments.htm>,
http://www.amsterdamby.com/accommod/apartment_amsterdam.htm

Universities

Vrije University, University Van Amsterdam, and Hogeschool van Amsterdam, University of Professional Education

Insider Tips

Job-hunting

Finding a job is no easy task and it is advisable to start your job search before coming to the Netherlands. Whether you are a qualified professional or a laborer, the same position in another country may not be what you are used to (e.g. working conditions, pay etc) and in some cases, you may not find work in your field of expertise, at least in the short term. There are many job opportunities for Dutch people and expats alike but the general rule when looking for work abroad is to be prepared to settle for less if your preferred job is not available. To give you a head start, it is worth noting that most people in the Netherlands find work either by word-of-mouth, through a contact such as a friend, partner or colleague, by networking and by sending applications. But, of course, there are also the more conventional ways of finding work, see below:

In person or by phone

Put yourself out there and be seen - there is nothing worse than letting your skills go stale by not overcoming fear of rejection. Also, contact prospective employers to enquire if there are any vacancies.

You may have a skill, or even ten, that are highly desirable in the Dutch market.

CWI (Centrum voor Werk & Inkomen)

Pop into one of the many Dutch equivalents of the job centre - the Centrum voor Werk & Inkomen. This public employment service, which is part of EURES, offers advice, tips and information to jobseekers in the Netherlands and if you are an EU national, you are able to access all CWI services free of charge. For job centres within the European Union, see the EURES (European Employment services) section of www.europa.eu.int.

Newspapers, magazines and books

Try the *Guide to Working in the Netherlands*, which can be ordered online at www.access-nl.org - comprehensive and extremely practical.

Attractions/Transportation

Museums

Van Gogh

The Rijksmuseum: contains the National Art Collection

The Stedelijk: a museum of modern art

Begijnhof: an enclosed courtyard dating from the early 14th century. The Begijnhof was formerly a convent inhabited by the Beguines, a Catholic order of unmarried or widowed women from wealthy families who cared for the elderly and lived a religious life without taking monastic vows. One of the houses here dates from 1465, making it the oldest maintained wooden house in the country.

Anne Frankhuis: *Achterhuis* (annexe) where the Jewish Frank family went into hiding to try to escape deportation during the Nazi occupation of the Netherlands. The Franks and four others hid in the part of the house concealed behind a revolving bookcase from July 1942 to August 1944, when they were betrayed to the Gestapo.

Southern Canal Belt : Amsterdam's centre is embraced by five circular waterways called the Grachtengordel (canal belt). The three main waterways – the Herengracht, Keizersgracht and Prinsengracht – were reserved for the houses of the wealthy.

Transportation

Map of all tram and bus routes: <http://www.gvb.nl/reisinfo/index-lijnenkaart.htm>

Website with a form where you can fill in the start and end points of journey, and it will work out a number of routes (not in English: 'Van' is the departure address, 'Naar' the destination; 'plaats' is the town, 'straat' the street, and 'huisnr' an optional house number; 'datum' is date, and 'tijd' is time of departure ('vertrek') or arrival ('aankomst')): <http://www.9292ov.nl/>

Publications

Newspapers

De Groene Amsterdammer, De Telegraaf, De Volkskrant, Het Financieele Dagblad, Het Parool, Trouw

Safety

Emergency Services

Police, fire, ambulance: Tel. 112

Doctor: Tel. 592 31 31

Emergency pharmacy: Tel. 6 94 87 09

Car breakdown: Tel. 08 00 08 88

Police Headquarters (Hoofdbureau van Politie) –

Elandsgracht 117, 1016 TT Amsterdam

Tel: +31 (0) 20 5592285 Fax: 5592355

Fire Brigade Headquarters (Brandweer Amsterdam) –

Weesperzijde 99, 1091 EL Amsterdam

Tel: +31 (0) 20 5556610 Fax: 5556861

Consulate Information

Museumplein 19

1071 DJ Amsterdam

Phone: 020-575 5309

Fax: 020-575 5310