

Tips for the application process in Germany

INFORMATION FOR
INTERNATIONAL STUDENTS
AT GOETHE UNIVERSITY

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01 JOB APPLICATION AT A GLANCE

You are in a hurry with your application and you don't have much time to read? Then feel free to use the following overview as a checklist.

1. Preparation for job search and application

- I know what I'm looking for (part-time job, internship, career start, trainee position, etc.).
- I know what field/industry I want to work in.
- I know my strengths, skills and areas for improvement.

2. Search and find a suitable position

- Apply on your own initiative or search for jobs via online job portals, in trade journals and on employers' websites
- Look for a job, that suits you – one with responsibilities and an employer that matches how you wish and imagine your working life to be. An application is especially recommended if you meet at least 60% of the requirements with your qualifications.
- Multi-track job search: Choose about three jobs or sectors and apply at the same time.

3. Prepare and send application documents

- I know which documents are required and I am aware of the formal standards of application documents in Germany (structure, design and format).
- The application documents are complete and have been checked for grammar and spelling by at least one other person (preferably a native speaker).
- For sending by e-mail, all documents have been combined into a single PDF document that does not exceed the total size of 5MB.

4. Invitation to the job interview

- The date has been confirmed by both sides.
- I have researched the employer and am thoroughly familiar with the job description.
- I have learned about the interview process, reviewed typical questions and tips and chosen an appropriate outfit.
- I know where the interview is taking place, how to get there and how much time I need for the journey, including possible delays. In case of a delay, I have noted down the telephone number of the contact person.

02 BEFORE THE APPLICATION

If you are looking for a part-time job, an internship or an entry-level position after graduation, you should consider a few things before you start. In order to convince future employers to invite you for an interview, your documents should correspond to the usual standards for applications in Germany.

In this brochure, the most important hints and tips for preparing application documents have been compiled in the form of checklists. The brochure maps the process from job search to the invitation to the job interview step by step.

Since the requirements for an application vary, you should find out in advance what documents are required, in which form the employer wishes to receive them and whether there are application formats that are typical for that profession or industry.

Enjoy reading and good luck with your application!

You can find important information concerning immigration law and insurance law in the brochure "WORKING DURING YOUR STUDIES: INFORMATION FOR INTERNATIONAL STUDENTS AT GOETHE UNIVERSITY", which is also available for free download.

PREPARATION

It is very important to prepare for your career entry during your studies! Employers highly appreciate university graduates having already gained work experience during their studies and being able to prove that they have put theoretical knowledge and personal skills into practice. In a part-time job, an internship or voluntary work, you will become familiar with everyday working life as well as typical rituals and terminology associated with that particular profession. In addition, professional networks can be established, which are helpful for starting a career after graduation.

Prepare for your application and career entry with the help of this checklist:

- Gain experience beyond your studies, for example with:**
 - (Study-related) internships to get to know companies and fields of work
 - Part-time jobs that are complementary to your studies in order to acquire skills and gain practical experience
 - Volunteer work in social programmes or community projects to show commitment, test existing skills and acquire new ones, and make (professional) contacts
 - The acquisition of interdisciplinary skills and knowledge from other disciplines
- Self-analysis:** Determine your status and orientation by answering the questions below for yourself. With the help of the answers, it might be easier to find jobs and apply for them.

- What am I studying and why did I choose this subject?

- What could be my future occupation? Where could I work? Who needs people with my profile?
(See "Orientation career fields" at https://www.uni-frankfurt.de/95995714/Was_werden)

- What abilities or talents do I have? Have I ever received particularly positive feedback on something? (e.g.: Organizing an event, writing an article for a magazine, solving problems in a results-oriented manner, social/ecological commitment, grasping complex issues quickly and analytically, teaching something to another person, etc.)

- What do I like to do? What motivates me? What would I like to do in my free time if money wasn't important?

- Have I been successful with something that came easily to me?

- Are there products/facilities/companies that I like and/or have a particular interest in? Which companies/employers work in areas that are interesting for me?

- Which of my acquaintances/friends have exciting jobs or work in interesting fields/companies? Why do I find their work interesting?

- My portfolio: Which skills (soft skills, hard skills), experiences and strengths are characteristic for me and qualify me for the job market, and which areas I need to develop?

SERVICES THAT CAN HELP WITH ORIENTATION:

*WORKSHOPS AND SUPPORT SERVICES OF THE [CAREER SERVICE OF GOETHE UNIVERSITY](#)

* STUDENT COUNSELLING AND INFORMATION EVENTS OF INDIVIDUAL UNIVERSITY DEPARTMENTS

*WEB:

- CAREER ORIENTATION: https://www.uni-frankfurt.de/95995714/Was_werden
- FEDERAL EMPLOYMENT AGENCY (overview of study programs, career fields and job types): www.berufenet.arbeitsagentur.de
- PRACTICE-ORIENTED LECTURES: INSIGHTS INTO PROFESSIONAL FIELDS AND COMPANIES: <https://www.uni-frankfurt.de/94950875/Praxisvortr%C3%A4ge>
- FREE PERSONALITY TESTS
KOBRA: Know what I can do. Discovering where I want to go: <https://wissen-was-ich-kann.de/berufe-entdecken/>
FEDERAL EMPLOYMENT AGENCY: Testing skills and vocational orientation: <https://www.arbeitsagentur.de/m/newplan/>

JOB SEARCH

When you start looking for suitable job offers, you will quickly realize that there are countless ways to find jobs. It is often difficult to find your way through the "jungle" of the job market. You should therefore search in a targeted manner to find appropriate jobs.

- Narrow down the search according to:**
 - The type of position (internship, student traineeship, research assistant position, entry level, trainee position, etc.);
 - The field and the industry (if possible/complementary or related to your studies);
 - The job you would like to do (in science, administration, lecturing, controlling, strategic planning, support, etc.); and
 - The places where you would like to work
- Search for job offers or send an unsolicited application** (i.e. in response to no specific job offer)
- Search **correctly**: Search as specifically as possible using keywords, and search preferably on job portals (see info box).

Example: You are studying computer science and looking for an internship in the field of IT security in Frankfurt am Main. Your keywords would be: internship, IT security, Frankfurt am Main

- Quality instead of quantity!** It's better to concentrate on a few applications and invest the time in high-quality applications.
- Multi-track job search** (recommended for degree programmes, such as social sciences, that cannot be clearly assigned to one profession): Select three jobs or sectors and apply at the same time.

Tip:

When searching, also consider **small and medium-sized companies** or employers because the big, well-known companies receive many applications (high competition among applicants).

When **searching with search engines** (Google, Bing, Yahoo, etc.), it makes sense to start with a general search (e.g. internship and another term) and gradually refine it. It is particularly important to first gather terms for the job you are looking for. For example, the term *internship* can be complemented with job titles, fields of activity, industries, company names and the field of study.

For job searches in professional social networks, XING and LinkedIn are likely to be used for networking. However, you should make sure to maintain your profile continuously. Advantages and opportunities afforded by social networks within a professional context include:

- Networking with and maintaining your connection to professional contacts
- Information about employers
- Information on the job market
- Group exchange on specific topics

FIND JOB OFFERS:

*ONLINE job portals, FOR EXAMPLE:

- JOB BOARDS FOR PART-TIME JOBS, INTERNSHIPS AND THESIS DURING STUDIES
Jobs for student and research assistants at Goethe University: www.uni-frankfurt.de/47549099/Stellenangebote

Job board of the Studentenwerk Frankfurt a.M.:
<https://stellenmarkt.studentenwerkfrankfurt.de/>

<https://www.jobmensa.de/> (Germany's largest student job exchange)

<https://www.studentenjobs24.de/>

APP: www.zenjob.de

- CROSS-INDUSTRY JOB BOARDS
www.stellenportal-uni-frankfurt.de (offers from companies cooperating with the Career Service)
www.stepstone.de (very large Europe-wide job portal offering the possibility to create a profile and be found by employers)
www.monster.de (very large worldwide career network)
www.indeed.com (meta job portal that searches internet for matching jobs. Has a very wide reach, and a resume can be created).
- APPLICANT-SPECIFIC JOB BOARDS
www.absolventa.de (for young professionals looking for traineeships or junior level jobs)
www.academics.de (offers from universities, colleges and research institutions)
- INDUSTRY SPECIFIC JOB BOARDS
Overviews of general and industry-specific job boards can be found at:
<https://www.studium-ratgeber.de/job-karriere/jobboersen/jobboersen-uebersicht/#boersen-branchen> and
- JOB BOARDS IN DAILY NEWSPAPERS AND (TRADE) JOURNALS
<http://fazjob.net/> (job market of the *Frankfurter Allgemeine Zeitung*)
<https://jobs.zeit.de> (job market for academics)
<http://www.wila-bonn.de/> (positions in Germany, Austria and Switzerland in the fields of art, culture, education, social sciences and humanities, environmental protection, and research as well as jobs, which cross those sectors)

*ON THE WEBSITE OF THE COMPANY/EMPLOYER

*THROUGH CONTACTS AND NETWORKS. Please feel free to use the networking opportunities offered by Goethe University: ALUMNI (associations), JOB-SHADOWING

*JOB FAIRS AND COMPANY EVENTS

*PASSIVE JOB SEARCH. You will be found through your applicant profile. For example: Stepstone, LinkedIn or Xing.

*FREE JOB ADVICE, INCLUDING ON APPLYING WITHOUT A COVER LETTER:

<https://www.jobufo.com/de/>

***READ AND UNDERSTAND JOB ADS CORRECTLY:**

<https://www.stepstone.de/Karriere-Bewerbungstipps/lesen-sie-stellenanzeigen-richtig/>

<https://karrierebibel.de/stellenanzeigen-richtig-lesen/>

03 PREPARATION OF APPLICATION DOCUMENTS

An application is advertising on your own behalf. With your documents you show the employer why you are qualified and suitable for the job. Find out in advance which application documents are required by the employer. In a preliminary telephone call you can also clarify other questions (e.g. required language skills) and then later refer to this initial contact in the cover letter. In this way you signal your interest to the employer.

Preparation of application documents:

Make a note of all the relevant stages of your life with the corresponding dates. The individual stages should be categorised and assigned to the following headings/titles/areas:

- a) Personal data
 - Name (maiden name, when applicable or important), date/place of birth, nationality (optional), address, telephone number, e-mail
- b) Education or training
- c) Practical experience and/or professional experience
- d) Special knowledge/qualifications
 - Languages, IT skills and other skills
 - When assessing your level of knowledge, make sure that your description is self-explanatory. (For example, language skills are often stated on the CV as a certificate-level, such as "B2" level. It would be advisable here to add "good", "very good" or "fluent in speech and writing".)
- e) Certificates and awards
 - Should be relevant to the desired position or the field of work and should not date back too long.
- f) Voluntary work (and experience abroad)
- g) Interests and hobbies

In addition, all testimonials, certificates from training courses, further education etc., awards and letters of recommendation should be filed in a folder (please do not punch holes) and scanned (not photographed). The scanned documents should be stored on the hard drive of your private PC and, if possible, backed-up on external storage media in a specific folder (e.g. "Testimonials and References"). As soon as new documents are added, they should always be scanned immediately and saved in the corresponding folder.

This is what you need to pay attention to when preparing the application documents:

- Completeness:** An application usually consists of 4 parts: cover sheet, cover letter, CV and references (e.g. certificates, work samples and/or letters of recommendation).
- Design/layout:** Application documents should be submitted in a uniform format and design (same font, same layout). Pay attention to:
 - **Industry-specific characteristics** (e.g. applications in the financial sector tend to correspond to a classic design while applications in the advertising industry can be creative and unconventional)
 - **Form follows function** - the layout should only support the content and not be the main focus.
 - **Samples and templates for inspiration:** These can be downloaded for free from the internet. MS Word also offers templates (MS Word: Open file → New → CVs and cover letters). However, it is advisable to create your own (and therefore unique) design. This will demonstrate that you have put a lot of effort into your application and that you know how to use computer programs.

- Individuality:** Spend time on the application! Application documents should be individually created to match the job offer - no copy-paste!
- Meeting the MUST qualifications:** Before applying, make sure you meet the necessary requirements of the job (e.g., "you possess/ have...", "...is required"). Optional qualifications do not necessarily have to be met (e.g.: "desirable would be...", "advantageous would be...", "ideally"). Qualifications should always be proven with references, certificates, etc.
- Spelling and grammatical errors are an absolute no-go:** Get support and have at least one person proofread your application (ideally a native speaker)!
- Combine all pages of the application into one PDF file if the **application** is sent **by e-mail**. The file should not be larger than 5MB.

Tip: If the **application is required in printed form**, make sure that all pages are printed on one side and that you do not send any original certificates. Use 100g paper. Bind all application documents except the cover letter in a **professional application folder**. The cover letter lies loosely on the application folder so that the address appears in the window of the envelope.

THE UNSOLICITED APPLICATION

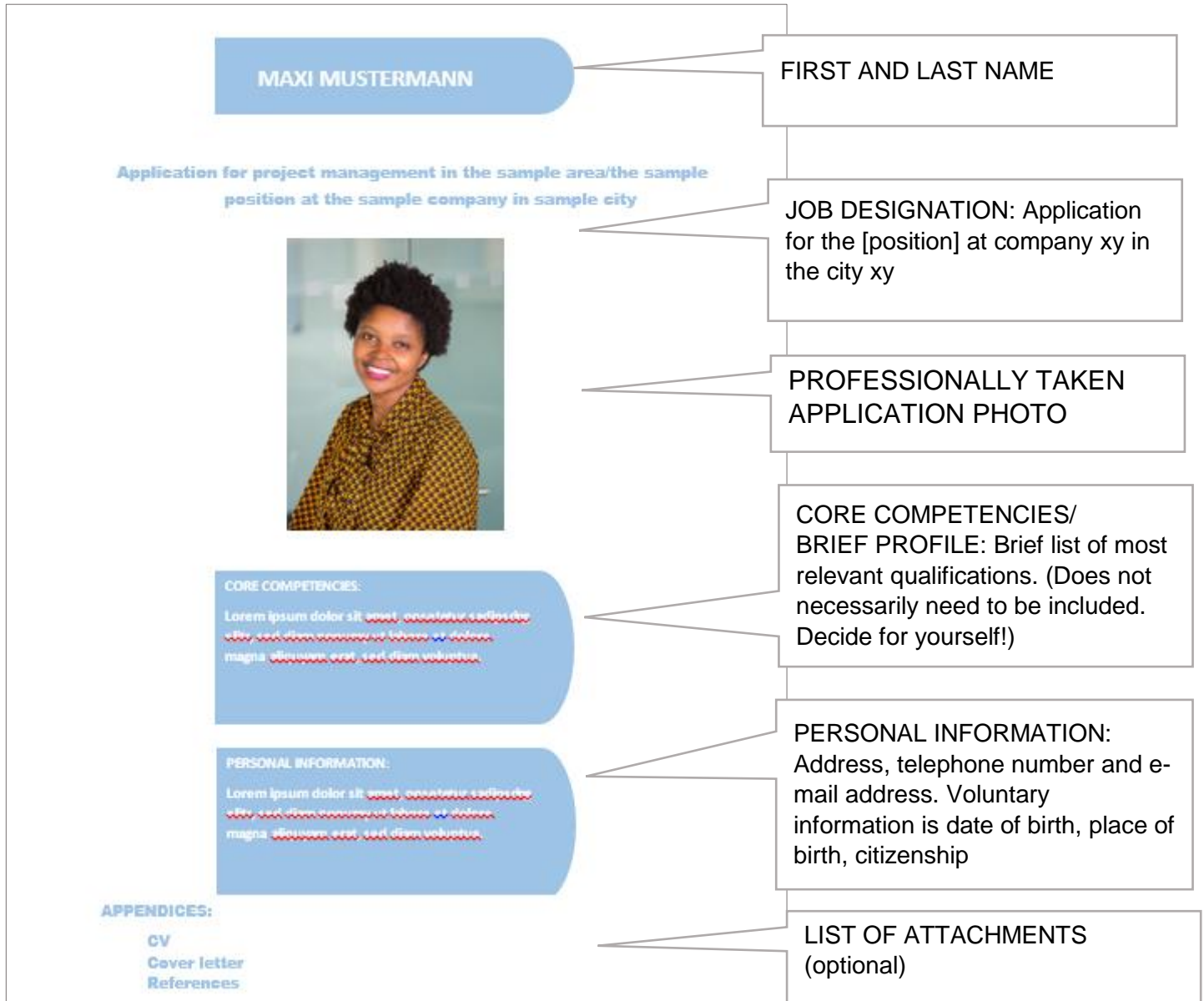
Many jobs are not advertised officially. You can get these jobs either through contacts to the employer or through an unsolicited application.

In this case, you are not applying for an announced job but rather to a company that interests you regarding the work in a field that matches your skills, experience and inclinations. It should therefore be clear in the cover letter why you would like to work for this employer in this area or even several areas. To further fine-tune an unsolicited application and find out if it is worthwhile, you can research the company's website in advance. In addition, research suitable contact persons in the company via digital business networks and write to them. The contact should be made carefully. Ask for advice and or for an assessment of whether an unsolicited application would be suitable.

THE COVER SHEET

The use of a cover sheet is optional, but it can enhance the appearance of the application and offers space for certain additional personal information (e.g. photo, nationality, date of birth) which then doesn't have to be repeated on the CV. In addition, the reader receives the most important information at a glance. The cover sheet is usually used as the title page of the application documents and therefore comes before the cover letter. However, you can also place it second, directly after the cover letter. A cover sheet can be designed as follows:

Example:



The application photo does not necessarily have to be on the cover sheet; it can also be integrated into the CV. The application photo should always make a professional impression and be of high quality! Make sure to wear appropriate clothing and use a neutral background. Since 2006 (approval of the General Equal Treatment Act), an employer can no longer require an application photo. You should decide for yourself and inform yourself about the advantages and disadvantages of an application without a photo.

THE COVER LETTER

The cover letter is the most important and at the same time the most time-consuming part of an application. Before writing a cover letter, you should have already read the job advertisement carefully and noted key points from the requirements that match the qualifications you have acquired.

- Inform yourself about the employer/company!** Information such as locations in the world, moral and ethical values, business areas, key people and the product range is useful. You can include this information in your cover letter and relate it to your own interests.
- Individuality!** The cover letter should always be individual and rewritten for each job!
- Cover letter ≠ your CV simply written in the form of sentences! In Germany,** the cover letter is similar to a motivation letter in which you explain how your previous experience, achievements, skills and knowledge fit the job and the company and how you acquired these qualifications.
- Answer the following questions for yourself in advance:**

- Why do I exactly want this job/internship? What is my motivation, apart from the salary?

- What do I associate with the employer/company? Why would I like to work or do an internship for this employer?

- What strengths and experience can I bring to the job?

- What strengths have I developed through my experience as an international student?

- What qualities distinguish me from other candidates?

- How can the employer benefit from hiring me?

- What do I see as being my status in a few years, and how would this position help me with my future projects?

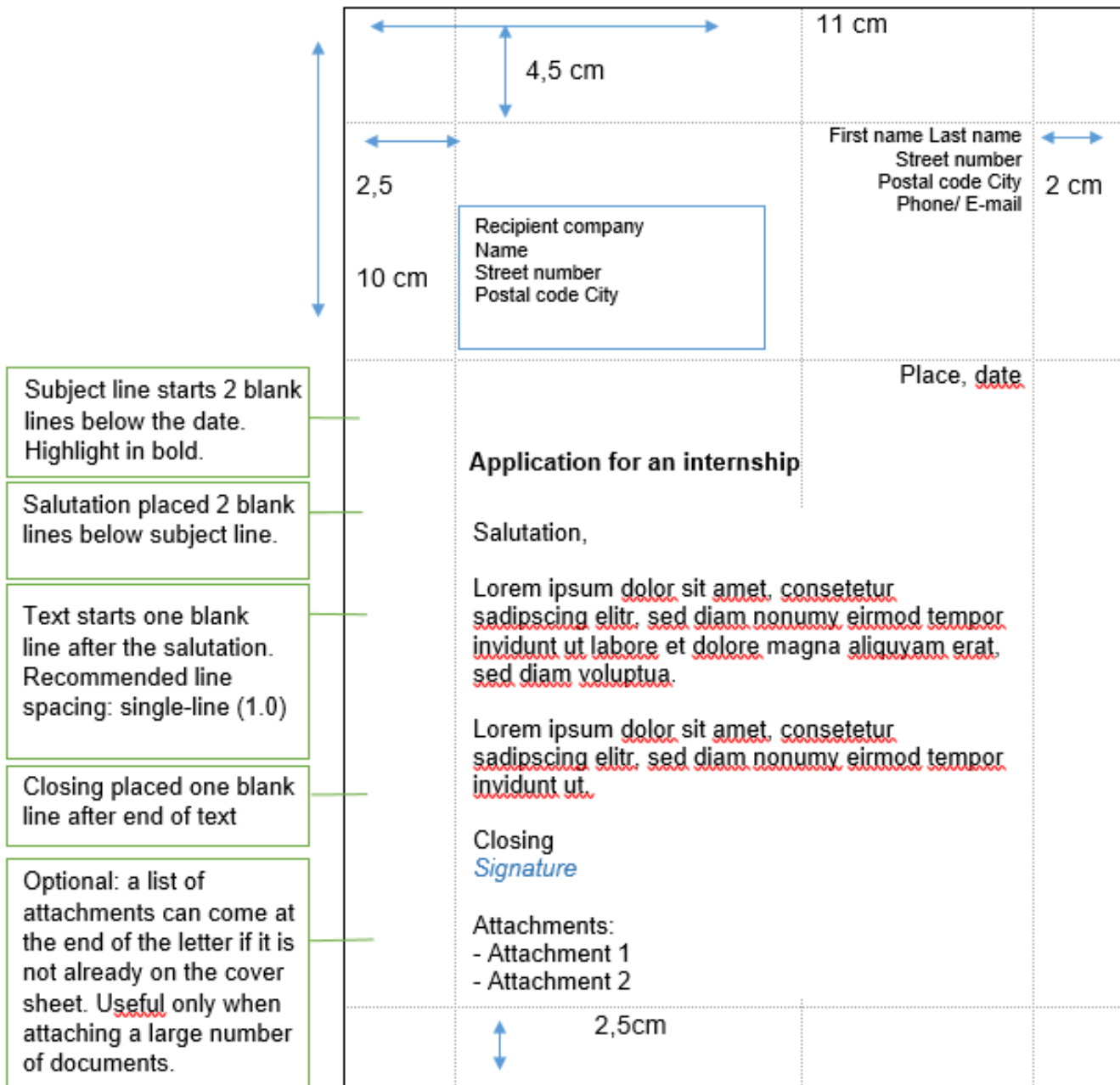
Tip: The answers to these questions can help you to formulate the cover letter!

Design of the cover letter:

- Max. 1 A4 page
- Font size and typeface should be legible (e.g. Arial, Calibri or Tahoma 10pt - 12pt).

Tip: Check which font is used on the company website and use it for the application documents if it is easy to read. This suggests an identification with the future employer. You can also adapt the colour of your application documents to the target company, for example by using a colour from the company logo for headings.

*Format of the cover letter according to the format for business letters (DIN 5008).



(Source: <https://karrierebibel.de/bewerbung-format/>)

NOTES ON THE STRUCTURE OF A COVER LETTER

When writing your cover letter, it can be helpful for you to follow a clear structure.

- Subject line:** Here you enter a short description of the position you are applying for (e.g.: "Application for the position of project officer").
- Salutation:** It is recommended to always identify a specific contact person. These are often named in the job advertisement. Salutations such as "Dear Sir or Madam" give the impression that you are not well informed. If you do not find a contact person, you can write to the recruiting team or the HR managers.
Example: "Dear Recruiting Team, ...", "Dear Recruiters, ..."

□ **Introduction:** The very first paragraph decides whether the cover letter will be read further. In just a few sentences, make clear what appeals to you about the company and the position and why you are the right candidate.

- **Avoid phrases** such as "I hereby apply for the position..." or "I have read your job advertisement with great interest!"
- Feel free to refer to a previous meeting, phone call or contact at the company/employer.

Tip: Positive examples of introductions:

- "...Even during my bachelor's degree, I worked part-time in sales for two years and was responsible for new customer acquisition in a student initiative
- "...first of all, I would like to thank you for the informative conversation at _____, in which you explained to me the specific scope of the position you advertised. I have the core competencies required for this position because..."
- "...I am very excited by the challenges of agile project management at an internationally accomplished and well-known market leader..."

Examples of an introduction for an unsolicited application:

- "...already during my studies of economics, I was very interested in the activities of *Name of the company*, which contribute to sustainable development on an international level. As a working student, I have acquired knowledge in the field of xy and have come to appreciate *Name of the company* as an employer. Therefore, I would like to join your company as an employee on a long-term basis."
- "...*Sample GmbH* stands for the highest quality standards and a high level of customer orientation - values that I would also like to follow on a professional level. Since I am convinced that I can make a personal contribution to the expansion of your customer base with my previous experience as _____, I would like to introduce myself to you."

□ **Body:** In this section, describe your qualifications, experience and soft skills that match the requirements from the job posting. In particular, address the **MUST** requirements¹. Support your competences with concrete examples, and refer to the corresponding stages specified on your CV. Select projects, student research projects or assignments and show how your skills contributed to the success of the project/ or the company.

For assistance in matching your qualifications, skills and experience with the requirements of particular job, use the sample template in the appendix.

Tips: **Avoid the conditional - be confident!** I would be pleased **BETTER:** I am pleased ...
... I could imagine ... **BETTER:** I am convinced that I ...

Avoid wordy formulations!

I have been able to gain experience **BETTER:** I have gained experience in working with ... / I have acquired....

I have taken insight into... **BETTER:** I have organized, conceived, implemented, authored ...

Use positive words and strong verbs!

Gladly, excitingly, with pleasure, excellently, etc.

You can find **examples of** strong verbs on the web-pages of the Goethe University Career Service at: <https://www.uni-frankfurt.de/95924626/Bewerbungsunterlagen#accordeon-ce85512f>.

Be specific!

¹ MUST requirements are skills and qualifications that are required and must be met to work in the position.

Avoid general phrases such as "exciting tasks" or "new challenges". It is better to specify exactly which activities are exciting for you or which challenges in which areas you are looking for.

- **Final paragraph:** In the last paragraph, you express your pleasure at being invited for an interview. Optionally, additional information, e.g. the earliest possible start date or salary expectations, can be mentioned if this is required in the job advertisement. The salary is stated as a gross amount. Do not write more than 2 sentences at the end.

Tip: Positive examples for the closing section:

- "With me you gain a reliable employee and colleague with an always positive and pragmatic attitude. I would be happy to convince you of this in a personal interview and look forward to your response..."
- "Have I aroused your interest? Then I would be very pleased to receive an invitation to a personal interview."

- Finally, do not forget the **greeting** "Yours sincerely", your name and signature!

Note in the case of impairments or chronic illnesses

How you deal with a possible impairment or chronic illness in the application process is your free decision. As a general rule, impairments do not have to be disclosed as long as they do not restrict you in any way in performing the advertised job. According to the General Equal Treatment Act (AGG), persons with impairments may not be discriminated against nor may impairments be grounds for rejection in the application process. The fact that employers are legally obliged to hire a certain number of persons with impairments speaks in favour of mentioning the impairment in the application.

Tips for international students:

- Feel free to **refer to your international background** and the strengths and skills you have acquired through your new start in Germany (e.g. resilience, adaptability, language and intercultural skills).
- **Avoid nested sentences:** Write the cover letter according to your language skills. If you feel unsure about writing in German, then write short sentences and refrain from using many subordinate clauses and awkward phrasing. Such so-called "nested sentences" also give the impression that someone thinks in a complicated and unstructured way.
At the latest during the job interview, the employer will find out how good your language skills really are.
- If you have arrived in Germany as an **asylum-seeker**, we would like to encourage you to be open about it. You could use a sentence in your cover letter to show what resources and motivations you have gained for life from this experience. It is a testament to great personal strength and willpower to find your way in a new country after seeking asylum, to learn the language and to complete your studies.

THE CV/ RESUME

In the CV, you provide an overview of you yourself and your professional career. It is a bullet-point list of your education, training and professional stations, skills and knowledge.

The curriculum vitae should:

- Comprise a maximum of 2 A4 pages
- Be prepared in **tabular form**. The tabular form has established itself as the standard in Germany.
- Be **up-to-date, free of errors, meaningful** and **complete**
- Be written in **reverse-chronological order** (starting with the most recent activity)
- Be a **good fit for** the job. Above all, include the qualifications, knowledge and professional experience that are relevant to the job.
- Be **divided into thematic blocks**, each with its own heading
- Information on **language skills** and **other skills** (Computer/ IT/ Office software, driving licence and/or soft skills) included
 - Please rate your language skills as 'basic', 'good', 'fluent', 'business fluent' and 'mother tongue' and your computer/programme skills as 'basic', 'good', 'very good' and 'constantly in use'.
- meet the following formal criteria (recommended):

Font sizes:

Title & Name: 20Pt
Headings: 13Pt
Text: 11Pt
Date: 10Pt

Margins & Line Spacing

L Margin: 2 to 2.5 cm
R Margin: 1.5 to 2 cm
Top and bottom: 2 - 2.5 cm
Line spacing: 1 line to a maximum of 1.5 lines


- Stays abroad (intercultural experience) may be listed if relevant to the position, as well as publications, references, scholarships and/or awards.
- Optionally, hobbies, personal interests or voluntary work can be listed. It is important that these activities are specified and, if possible, include (social) skills relevant to the job. (e.g. travelling to francophone countries to learn the language or coaching volleyball in the club xy)

Tips:

- Gaps must be avoided, but if they are shorter than six months, they are often unproblematic.
- Longer periods of unemployment should be used sensibly, for example by acquiring specialist knowledge, taking language courses, doing voluntary work or completing internships. Longer trips during which one has become acquainted with the language and culture of a country can also serve as "gap fillers".

- Longer periods of unemployment should be formulated in positive terms, such as "professional reorientation", "job-seeking" or "educational travel".
- If there is a longer gap in the curriculum vitae due to seeking asylum in Germany, this period can be indicated in years, for example, as "Escape from [*name of country*] & asylum procedure" and can include integration or German courses attended during this time.
- Avoid exaggeration: only include competences and skills in which you have reached at least advanced beginner level or intermediate level

WHAT INFORMATION SHOULD BE INCLUDED IN THE CURRICULUM VITAE?



MAXI MUSTERMANN
Angestrebte Position: Projektleitung

About me
Born / in: 9.2.1982 in Lagos/ Nigeria
Citizenship: Nigerian
Marital status: Single

Contact
Address: Beispielweg 99
12345 Musterstadt
Telefon: 0987 - 6543210
E-Mail: maxi.m@mail.com

Volunteer work
Volunteer: MUSTERVEREIN
Since 08/2015
Lorem ipsum dolor sit

Interests & Hobbies
Instructor "African Dance"
Hobbies: cooking (Asian food)

Curriculum Vitae

Education
Bachelor
04/2015 - 07/2020
JOHANN WOLFGANG GOETHE-UNIVERSITÄT, Frankfurt
Bachelorstudium Erziehungswissenschaften
Schwerpunkte: Lorem ipsum dolor sit amet, consectetur adipiscing elit,
Abschlussarbeit: sed diam nonummy elit sed tempor incididunt ut labore et dolore magna (Note: 1,0)

Abitur
08/2010 - 07/2013
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy ut labore et dolore magna aliquyam erat, sed diam voluptua.

Practical experiences

Musterstelle
03/2015 - 08/2018
MUSTERBEREIMA, Frankfurt
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy elit sed tempor incididunt ut labore et dolore magna.

Musterstelle
10/2011 - 02/2015
MUSTERBEREIMA, Darmstadt
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy elit sed tempor incididunt ut labore et dolore magna.

Musterstelle
12/2008 - 09/2011
MUSTERBEREIMA, Stuttgart
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy elit sed tempor incididunt ut labore et dolore magna.

Qualifications

Computer/IT
Sehr gute Kenntnisse: MS Office-Anwendungen
Sehr gute Kenntnisse: Typo 3

Languages
English: Native speaker
German: very good (C1)

Ort, Datum - Unterschrift

Application photo: can be included (its optional) – but not if already provided on cover sheet)

First name and last name
Optional: the desired position

Personal data (all optional)
Born on xx.xx.xxxx [date] in City/country
Nationality
Marital status

Contact information
Address, tel., e-mail
(use a serious e-mail address!
– for example:
lastname.firstname@domain.de

Volunteer work (optional)
Hobbies/Interests (optional)

Place, Date, Signature

Title – e.g. "CV, Resume" (optional)

Details regarding education
Month/year – Month/year or "Since month/year"
University, field of study (academic degree)
Focus:
Thesis:
Academic degree:
(Additional qualifications and project work may also be mentioned.)

Month/year – Month/year
Name of secondary school
Type of diploma:

Practical experience/professional career
Month/year – Month/year
Job title
Company name, department, location
- Tasks, activities, achievements
- Tasks, activities, achievements
Tip: Use key words from your employment contract and/or the job ad.

Qualifications/Skills/Certificates
Languages: language x (skill level)
Computer/IT: software program (skill level)
Trainings/qualifications including a short description and the time frame (month/year)

This CV serves only as an example. The layout is up to you.

Last check-up before sending the documents

- The company name, the name of the contact person and the job title are spelled correctly.
- Spelling and grammar has been checked in all document.
- All requested documents are enclose.
- The application is visually appealing and neat. If sent by physical post, an application with dog-ears, stains, creases or missing a folder can lead to exclusion.
- The required and desired qualifications stated in the job profile are mentioned in the application.
- If stated, was the reference number for the position included in the subject line of the cover letter and email?

SERVICES AND HELPFUL LINKS THAT CAN ASSIST YOU IN PREPARING YOUR APPLICATION DOCUMENTS:

*WORKSHOPS AND SUPPORT SERVICES OF THE [CAREER SERVICE](#)

*APPLICATION PORTFOLIO CHECK OF THE CAREER SERVICE

*EXTENSIVE TIPS WITH FREE TEMPLATES: <https://karrierebibel.de/bewerbungsstrategie/>

*TIPS FOR DIGITAL APPLICATIONS: <https://karrierebibel.de/digital-bewerben/>

*RESUME TIPS: <https://lebenslaufdesigns.de/lebenslauf-persoенliche-daten>

*TIPS FOR SENDING THE APPLICATION BY POST: www.bewerbungsprofi.net/umschlag-beschriften-und-versenden/

*FREE TEMPLATES: https://www.canva.com/de_de/lebenslaeufe/vorlagen/

*INFORMATION ON APPLYING TO ENGLISH-SPEAKING COUNTRIES

UK: <https://www.expatica.com/uk/working/finding-a-job/>

USA: <https://www.justlanded.com/english/United-States/USA-Guide/Jobs/Job-applications>

AUSTRALIA: <https://insiderguides.com.au/step-step-guide-land-job-australia/>

* SUGGESTIONS FOR WORDING:

<https://www.career.uni-frankfurt.de/50517475/Bewerbungstipps>

<https://karrierebibel.de/anschreiben-einstieg-einleitungssatz/>

*COVER LETTERS BY PROFESSION: <https://www.absolventa.de/karriereguide/klassische-bewerbung/anschreiben>

*INFORMATION ON STARTING-SALARIES: <https://karrierebibel.de/einstiegsgehalt/>

04 THE JOB INTERVIEW

You've done it! You can count yourself among the lucky applicants who have received an invitation to an interview. Your application has aroused the employer's interest and shown that you meet the requirements for the job. Now you get the chance to introduce yourself in person, answer questions from the employer and ask questions yourself. In most cases, your future supervisor, a human resources manager and the project or team leader will be sitting opposite you in the interview. If you manage to convince the employer that you are a perfect fit for the job and the team, you will receive the acceptance letter in the following days.

You can use the following checklist to prepare for the interview:

Date confirmation/postponement: Date confirmed by both parties.

Knowledge of the employer/company is complete.

➤ History and successes of the employer/company

➤ Values, goals and mission statement of the employer/company

➤ Products and/or services of the employer/company

➤ Locations

➤ Competitors and partners/supporters of the employer/company

Job advertisement is known: Read it again carefully and familiarize yourself with its contents and the requirements of the job.

Curriculum vitae and contents of the cover letter are known.

Important questions were noted down: In Germany it is common that the applicant is also allowed to ask questions at the end of the interview. This way you can show that you are seriously interested in the topic and the job.

Sample questions:

- *What does the induction look like?*
- *What are the expectations of a TOP intern?*
- *What development opportunities are there with this position?*
- *What does the team that I would work on look like?*
- *How would you describe your corporate culture?*
- *Do I get feedback on my work?*

- You have prepared yourself for typical questions and know inadmissible questions.** Inadmissible questions that you do not have to answer are questions about religious affiliation (exception: organizations with religious affiliation), desire to have children, family circumstances, previous convictions², financial circumstances or illnesses.
- Interview has been practiced – preferably with another person.** Also, try a change of perspectives and put yourself in the role of the employer. Think about what they might be interested in and what questions they might have for you.
- In advance, you should answer possible questions for yourself. The following are a few sample questions.
 - Would you please introduce yourself briefly? It is particularly important that you mention stages of your life and/or experiences relevant for the position. Please do not introduce yourself too extensively / in too much detail!

- Why did you apply for this job and do you think you are the right person for it?
For example:
 - *I'm looking for a new challenge...*
 - *I want to broaden my professional horizons...*
 - *I would like to work in your company / on the project xy / in the department xy because...*
 - *That's not so easy to answer; there are several things that come together...*

- Why did you decide to study in Germany and enrol in degree programme xy?

² Unless the job requires the submission of a certificate of good conduct. This is often the case in educator jobs.

- How would you describe yourself as an employee and what expectations do you have of your superiors and colleagues?

- How do you deal with criticism and failure?

- Technical questions about planned tasks: How would you go about planning and implementing project xy?

- The question about weaknesses can also be asked. In this case, you should appear authentic and admit your weaknesses but also explain right away what strategies you use to address them. However, weaknesses should not be mentioned that are related to the requirements of the job or relevant to the job. The primary goal is to show that you are capable of self-reflection and have addressed your own weaknesses.
- Prepare questions about previous projects / work with the **STAR method**. With these four steps employers will receive comprehensive information about your skills and behaviour in a particular situation.

Situation: What was the initial situation?

Task: What was your personal task in this?

Approach: What did you do specifically?

Result: What result did you achieve?

- Neat clothes and a well-groomed appearance:** Give some thought to your choice of outfit. It should be appropriate to the industry and the job. (In banking and business, it tends to be a classic suit with shirt or blouse. In the creative or social sector it may be a little more casual – for example, dark jeans with blazer and shirt or blouse).
- Access route is known:** Find out where the interview will take place and how to get there. If the journey is long, it is advisable to arrive one day in advance. Always plan at least 15 minutes extra for the journey.
- Contact details of the contact person in** case of delay are noted.
- Application documents** are complete (in a folder) and packed.
- Notebook and pens** are packed.

Tips:

- Relax the night before the interview. It is best to go to bed early to be well rested.
- Try to stay calm. You have good reason to be self-assured: the interview is about you and no one knows you, your experience, your achievements, your strengths and your skills better than you do.
- When you enter the room, greet the persons you are talking to with a smile, and maintain eye contact and body tension during the conversation by sitting up straight!
- Avoid strong-smelling perfume or after shave!
- After the interview, reflect on what went well and what went poorly.
- If you do not get a response within three weeks, contact the employer.
- Do not take a rejection personally. And keep applying!

Digital Interview Tips:

- For online interviews, test the **technology** and your **camera** beforehand!
- Background:** This should be neutral. Also pay attention to the lighting! It is unfavourable if a window is directly behind you and the light is shining past your head and into the camera, making it difficult for the recruiter to see your face clearly!
- Camera angle:** Mainly your face should be visible.
- Posture:** slightly bent forward, instead of leaning back too comfortably
- Clothing:** Wear the same clothing that you would wear if you were interviewing on site.
- Quiet:** Avoid ambient noise for the duration of the interview. Put your phone and mobile phone on silent beforehand, close all windows (car noise or lawn mower), if necessary put a note on your front door so that no one rings your doorbell during the interview and make sure that your children are looked after if they are at home.

SERVICES AND HELPFUL LINKS THAT CAN ASSIST YOU IN PREPARING FOR A JOB INTERVIEW:

*WORKSHOPS AND SUPPORT SERVICES OF THE [CAREER SERVICE](#)

*14 typical job application questions: The best answers

<https://karrierebibel.de/bewerbungsfragen/>

*111 of the best and most important tips for the job interview

<https://karrierebibel.de/wp-content/uploads/2013/04/Vorstellungsgespraech-Tipps-111.pdf>

*List of 100 typical interview questions

<https://karrierebibel.de/wp-content/uploads/2013/04/Vorstellungsgespraech-Fragen-100.pdf>

*Typical stressful interview questions.

<https://karrierebibel.de/wp-content/uploads/2016/09/Stressfragen-Arten-Beispiele-Vorstellungsgespraech.pdf>

*Tips on how to dress appropriately:

<https://www.absolventa.de/karriereguide/koerpersprache/kleidung-vorstellungsgespraech>

* Tips on interviewing digitally: <https://karrierebibel.de/videointerview/>

TIP AT THE END

Don't worry if you don't find your dream job right away. As a rule, career starters need 4 to 6 months after graduation to find a job. So don't be discouraged and also take advantage of counselling and support services.

It is also worth looking for alternatives at the beginning of your career because once you start working and have gained some initial experience; it will be easier to switch to other jobs.

"Good things come to those who wait"

05 MATCHING TABLE

Before you formulate the cover letter for the selected job advertisement, it is recommended to identify all the important information, including both the essential and the preferred qualifications necessary for the job. This pre-sorting helps to structure the information for the cover letter and to later formulate it in sentences and to match the application exactly to the job advertisement. The advantage of the matching table is that you can use it as a basis for all future applications and adapt it to the respective job advertisements. This saves time and effort because often the mentioned requirements are repeated across job advertisements.

NOTES ON THE USE OF THE MATCHING TABLE

- Highlight **keywords**, **activities** and **requirements** in the job advertisement.
- List them in **the first column, one below the other**, under the appropriate headings.
- In the **second column write down the professional knowledge and practical experience** which you have and which match the respective activities and requirements from the job advertisement. Note where and how you have acquired and applied the skills, knowledge and experience or performed the activities. If you were successful in an activity or significantly contributed to the success of a project, be sure to write this down as well. Your knowledge and experience can derive from your studies and from the other stages of your career. Limit yourself to facts and concrete examples.

Example of a job advertisement with associated matching table:

Markers: **Keywords**, activities, **requirements**, other **important information**

Project Manager (m/f/d) in event management

Your duties include:

- Product responsibility for our **recruiting events** (e.g. job fairs, matching days)
- Planning and implementation of **sales activities** to **attract exhibitors**
- Customer communication / Exhibitor support
- Promotion of the **events**
- Administrative tasks (e.g. maintaining exhibitor database, making calculations, etc.)
- **Interface** with the **departments of** Goethe University
- Development of **further event formats**

What we expect:

- An **academic degree** (bachelor's level or above) / **completed vocational training**
- A good **basic understanding of business administration**
- Some previous **experience in organizing and carrying out events**
- A **confident handling of the common MS Office programmes** (Outlook, Excel, Word, PowerPoint)
- Good **German and good English skills**
- **Ability to work in a team and organizational skills**

Details:

- Start: **immediately**
- **Limited term: 2 years, with the prospect of extension**
- Scope: **40 hours per week**
- Place of work: **Frankfurt am Main / Home office**

Please send your application documents by e-mail (cover letter with salary expectations, curriculum vitae, references) by 7/5/2021 to:
Sample Company, Ms X.
Sample, Sample Street

E-mail: bewerbung@musterfirma.de
 Tel.: 123-4567-8910

Example: Matching table for job advertisement "Project manager (m/f/d) in event management":

Activities / Tasks from advertisement	Own knowledge and experience
Product responsibility for recruiting events	Internship with xxxxx Company: support in the preparation, implementation and follow-up of a company-internal recruiting event.
Sales activities to attract exhibitors	Voluntary work for xxxxx Association: acquisition of donations, organization of an information event with various speakers and exhibitors
Customer communication/support	Working student at xxxxx AG: answering customer inquiries, processing complaints and objections, preparing customer meetings for supervisors
Administrative tasks	Experience acquired during the internship in xxxxx Company (see above): creation and maintenance of schedules, exhibitor plans and organization of the premises with the appropriate technology.
Development of event formats	Knowledge acquired through bachelor's thesis: "Effective Employer Marketing for Students."
Interface	Internship with xxxxx Company: contact person for colleagues from various areas of the company
Requirements/Profile	Own knowledge and experience
Academic degree	Bachelor's degree in education

Basic understanding of business administration	Minor in economics
Experience in organizing events	Accompaniment of recruiting events for xxxxx Company; information events for xxxxx Association
Confident handling of MS-Office programmes	Development of presentations with MS PowerPoint during studies, monitoring of customer inquiries with MS Excel as a working student, workshop-certificate: <i>MS Office for administrative staff</i>
Secure knowledge of German and English	German-language bachelor's degree; English courses during studies and acquisition of C1 language certificate; translation of information materials for xxxxx association and support of exchange students (using English as our common language)
Ability to work in a team and organizational skills	Member of the organizational team during the internship with xxxxx Company; took on important organizational tasks in the team, which contributed to the success of the project

Note: Words and phrases such as *the ability to work in a team*, *initiative* and *organizational skills* are included in many job advertisements. If you have these qualities, you should list specific examples where you have successfully applied them.

TEMPLATE: MATCHING TABLE TO FILL IN

Activities / Tasks from advertisement	Own knowledge and experience
Requirements/Profile	Own knowledge and experience

06 RECOMMENDATIONS FOR YOUR OWN RESEARCH

Online guides

- www.karrierebibel.de
- www.absolventa.de/karriereguide
- <https://www.make-it-in-germany.com/de/>
- <https://www.find-it-in-frm.de/>

Manuals and brochures

GENERAL INFORMATION ON THE JOB SEARCH, ON APPLYING FOR JOBS AND ON ENTRY INTO THE JOB MARKET

- Make it work! Tipps für internationale Studierende und Absolventen beim Berufseinstieg in kleinen und mittleren Unternehmen (Hrsg.: inter 3 GmbH – Institut für Ressourcenmanagement, Stand: Mai 2017)
Weblink: http://www.welkmu.de/wp-content/uploads/2017/06/WelKMU_Broschuere_InternationaleStudierende.pdf
- Bolles, R. N. (2017). Durchstarten zum Traumjob: Das ultimative Handbuch für Ein-, Um- und Aufsteiger (Deutsch) (11. Aufl.). Frankfurt a.M.: Campus Verlag.
- Hesse, J./Schrader, H. C. (2016). Das große Hesse/Schrader Bewerbungshandbuch + eBook. Alles, was Sie für ein erfolgreiches Berufsleben wissen müssen. Hallbergmoos: Stark Verlag.
- Willman, H. G./ Engst, J. (2019). Professionelles Bewerben: Von der Jobsuche bis zur Zusage (Deutsch) Taschenbuch (1. Edition). Berlin: Bibliographisches Institut.

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- Hesse, J./Schrader, H. C. (2016). Der kleine Hesse/Schrader Bewerbungshelfer. Die besten Erfolgstitps vom Büro für Berufsstrategie. Jürgen Hesse, Hans Christian Schrader. Munderfing: Fischer & Gann Verlag.
- Hesse, J./Schrader, H. C. (2017). Bewerbungsunterlagen erstellen. 25 Erfolgsbeispiele. München: Stark Verlag.
- Hesse, J./Schrader, H. C. (2017). Bewerbungsunterlagen erstellen für Hochschulabsolventen von Jürgen Hesse, Hans Christian Schrader. Über 20 Erfolgsbeispiele. Neuauflage. Paperback. München: Stark Verlag.
- Püttjer, C./Schnierda, U. (2014). Perfekte Bewerbungsunterlagen für Hochschulabsolventen: Erfolgreich zum Traumjob - auch für Online-Bewerbungen: Erfolgreich zum Traumjob - auch für Diplom - Magister - Staatsexamen – Promotion (9. Aufl.). Frankfurt a. M.: Campus Verlag.

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- Hesse, J./Schrader, H. C. (2014). Training Vorstellungsgespräch. München: Stark Verlag.
- Hesse, J./Schrader, H. C. (2015). STARK EXAKT - Die 100 häufigsten Fragen im Vorstellungsgespräch. Für eine optimale Vorbereitung in kürzester Zeit. München: Stark Verlag GmbH.
- Müller-Thurau, C. P. (2019). 101 Fragen und Antworten im Vorstellungsgespräch - inkl. Augmented-Reality-App (2. Aufl.). Freiburg im Breisgau: Haufe Lexware GmbH.
- Püttjer, C./Schnierda, U. (2017). Das überzeugende Bewerbungsgespräch für Hochschulabsolventen. Bachelor - Master - Diplom - Magister - Staatsexamen - Promotion (Deutsch) Broschiert (11. Aufl.). Frankfurt a. M.: Campus Verlag.