

PREPARING YOUR APPLICATION DOCUMENTS

Your application documents are your first sample of work!

Before: Find out whether the company would like to receive your application

- ... very short or detailed?
- ... printed form (paper), via e-mail or via an online form?
- ... according to German or international standards?

If you have a printed application pay special attention to a good quality of the paper and briefcase.

Recommended order of the single elements in a printed application:

<ul style="list-style-type: none"> - cover letter → 1 page, loose! - title page (incl. photo) - CV → max. 2 pages (alternatively include photo here) - third page (optional) - list of enclosures - enclosures <ul style="list-style-type: none"> o reverse chronological order o job-related proof: <ul style="list-style-type: none"> a) educational reports b) reference c) certificate(s) of further training d) other (e.g. work samples) 	
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THE COVER LETTER

The cover letter accompanies the application documents and is therefore attached separately from the other documents. It comprises one page and should be divided into meaningful paragraphs. The introduction evokes the interest of the reader and refers individually to the company or the advertised position. In the main part the applicant describes his/her current situation which frames the application. Furthermore, essential competences related to the job description are mentioned and verified if necessary. The last paragraph comprises additional information such as starting date and salary expectations if necessary. The cover letter has to be signed and should show the same date as the CV does.

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THE TITLE PAGE

- „Application for Job X at company Y“
- photo as eye-catcher
- name and contact details
- Other (e.g. profile, quote, handwritten signature)

ANFORDERUNGSKRITERIEN AN DAS FOTO

- classic or modern format
- coloured, black and white, sepia
- proper illumination (no shadow)
- plain background
- well-groomed appearance
- alternative outfit

Put the photo on either title page OR CV (not on both!)

Title page and photo serve as eye-catchers. They provide a first impression of the applicant to the reader and thereby influence the reader's attitude towards the applicant already during the first examination of application documents. You should pay special attention to the design of the title page. Furthermore, it is worth having the photos taken by a professional photographer.

THE CURRICULUM VITAE (CV)

The requirements concerning content and design of a CV are illustrated in the enclosed example. A clear, quickly-conceivable and reader-friendly structure is an essential goal of the two-page CV. The order of entries is reverse chronological, the date is given with month and year (no day). The CV should be designed along the same lines, following the principle of consistency. Do not leave any time gaps. The contents are to be tailored to the respective job you are applying for, particularly relevant contents should be highlighted. Pay attention to grammar and spelling and try to avoid careless mistakes. Place the photo either on the title page or the CV.

THE THIRD PAGE

A third page can be considered an extension of the CV. It is optional but some companies explicitly demand a third page (e.g. Studienstiftung). It serves as a personal statement and accompanies the cover letter or the CV. However, this page can also be used for other purposes such as a more detailed description of CV entries/elements (e.g. experience in project work or with certain sectors, short summary of the thesis, experience acquired abroad, commitment).

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THE REFERENCE

The **simple reference** contains merely descriptions such as the applicant's full name and date of birth, duration of employment (by day), the company's title, area of work/position and enumeration of tasks.

The **qualified reference** additionally contains an evaluation, i.e. an assessment of the employee's professional performance, working method, and behaviour towards colleagues/other employees and clients/business partners. In Germany, the language used for certificates/references follows two basic principles: The certificate is supposed to be both truthfully and benevolently. In order to do so, a linguistic code is used of which you should know the nuances.

Grade	Assessment	Language of Certificate
1	very good	„Sie hat die ihr übertragenen Arbeiten stets zu unserer vollsten Zufriedenheit erledigt.“ Means: <i>She has always completed the assigned task to our utmost satisfaction.</i>
2	good	„Sie hat die ihr übertragenen Arbeiten stets zu unserer vollen Zufriedenheit erledigt.“ Means: <i>She has always completed the assigned task to our full satisfaction.</i>
3	satisfactory	„Sie hat die ihr übertragenen Arbeiten zu unserer vollen Zufriedenheit erledigt.“ Means: <i>She has completed the assigned task to our full satisfaction.</i>
4	sufficient	„Sie hat die ihr übertragenen Arbeiten zu unserer Zufriedenheit erledigt.“ Means: <i>She has completed the assigned task to our satisfaction.</i>
5	poor	„Sie hat die übertragenen Arbeiten im Großen und Ganzen zu unserer Zufriedenheit erledigt.“ Means: <i>She has completed, by and large, the assigned task.</i>
6	unsatisfactory	„Sie hat sich bemüht , die ihr übertragenen Aufgaben zu unserer Zufriedenheit zu erledigen.“ Means: <i>She has endeavoured to complete the assigned tasks to our satisfaction.</i>

The satisfaction level illustrating the language of certificates

USEFUL BOOKS

Hesse, J. & Schrader, H.-Ch. (2015). *Die 100 häufigsten Fragen im Vorstellungsgespräch. Eine optimale Vorbereitung in kürzester Zeit.* Stark.

Püttjer, Ch. & Schnierda, U. (2010). *Ihre erfolgreiche Initiativbewerbung* (3. Aufl.). Frankfurt a.M.: Campus Verlag

Lebenslauf

Persönliche Daten

personal details (full name, date and place of birth, nationality, marital status)

Vor- und Nachname: Lena Sandig
Geburtsdatum/ -ort: 03.08.1985 in Düsseldorf
Nationalität: deutsch
Familienstand: ledig, keine Kinder

PHOTO

Ausbildung und Studium

education & studies

10/2004 – 07/2010

Technische Universität Dresden

Studium der Wirtschaftspsychologie

Schwerpunkte: Arbeits- und Organisationspsychologie
Wahlfächer: BWL, Arbeits- und Sozialrecht

Thema der Diplomarbeit: Outplacement Angestrebter Abschluss: Diplom-Psychologin

07/2004

Albert-Schweitzer-Gymnasium, Düsseldorf

Leistungskurse: Deutsch und Englisch

Abschluss: Abitur (Note: 1,8)

Berufspraktische Erfahrungen

job experience

07/2008 – 09/2008

Personaldienstleister Randstad, Köln

Praktikum im Bereich Personalvermittlung

- Ausschreibung und Aktualisierung von Stellenanzeigen
- Bewertung der Bewerbungsunterlagen
- Aktive Teilnahme an Vorstellungsgesprächen
- Personalmarketing

08/2007 – 10/2007

Egaro GmbH, Düsseldorf

Praktikum im Personalwesen

- Mitarbeit im Projekt "Personalzufriedenheit" (Erstellung und Auswertung des Fragebogens)
- Hospitation bei Mitarbeiterschulungen

Weiterbildung und Auslandserfahrung

further education and
experience abroad

05/2009	Karriereakademie Leipzig, Seminar Verhandlungsführung
04/2008	London University, Intercultural Business Training
01/2007 – 03/2007	IHK Dresden, MS Project für Praktiker, Zertifizierung
07/2004 – 09/2004	Work-and-Travel, Irland

Zusatzqualifikation

additional qualification (languages, computer skills)

Fremdsprachen:	Englisch	sehr gut
	Französisch	gut
	Spanisch	Grundkenntnisse
EDV-Kenntnisse	MS-Office	sehr gut
	Office SPSS	sehr gut
	MS-Project	gut

Hobbies und Interessen

hobbies and interests

Oldtimer, Wandern, Fotografieren, aktuelles Tagesgeschehen

place, date

Dresden, 03.05.2010

handwritten signature

Lena Sandig