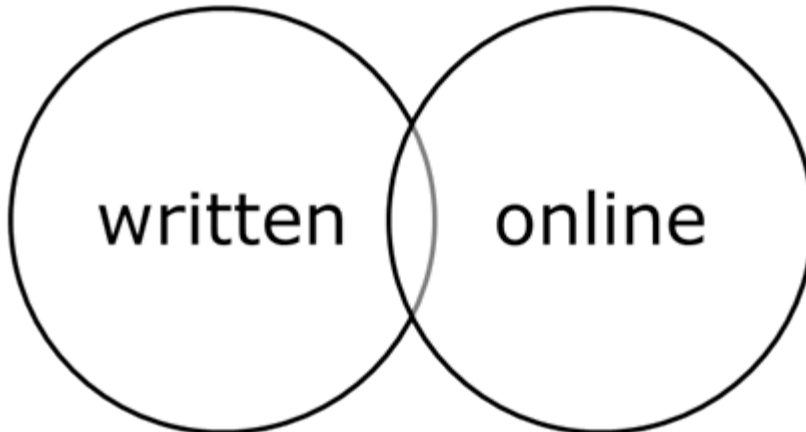


Application Documents

- Cover sheet
- Cover letter
- Résumé
- Certificates, references



Application Ways



Detailangaben zur oben ausgewählten Berufverfahung

Funktionsbezeichnung: _____

Land:

Branche:

Unternehmensbereich:

Geben Sie bitte an, ob Sie während der o. g. Tätigkeit in Projekten gearbeitet haben.

Projekterfahrung: Ja Nein

Projektdauer:

Projektförderung: Ja Nein

Budgetverantwortung: Ja Nein

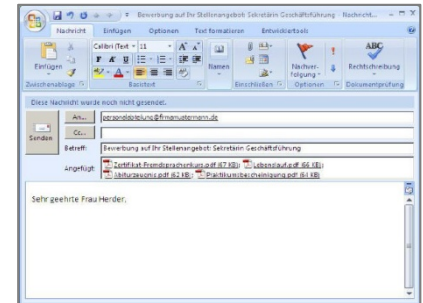
Geben Sie bitte an, ob Sie während der o. g. Tätigkeit Mitarbeiter geführt haben.

Führungserfahrung: Ja Nein

Dauer:

Fachliche Führung: Ja Nein

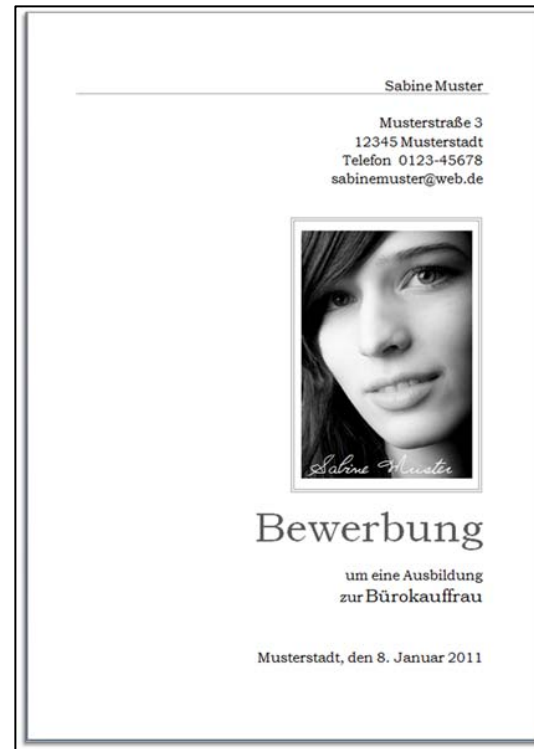
Disziplinäre Führung: Ja Nein



Cover Sheet

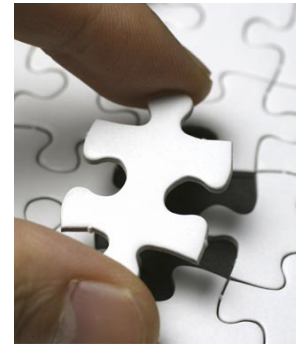
- Written applications only
- Contains the following information:
 - ✓ Name, title
 - ✓ Photo
 - ✓ Contact information
 - ✓ Position you are applying for

Cover Sheet - Examples



Cover Letter

- **ADVERTISING** yourself
- It has to be **MATCHING**:
 - ✓ Job advertisement-related: include required professional competencies and soft skills
 - ✓ Credibility: include examples and records confirming these competencies



Cover Letter - Construction



1. Opening & Reference to the Job Advertisement
2. Introduction
3. Presentation of Hard Skills & Soft Skills
4. Organizational Notes
5. Closing Remarks

Cover Letter - Tips

- No more than 1 page
- Simple, legible font e.g. Times, Arial
- Homogeneous design: cover sheet, cover letter, résumé
- Font size 10 – 12, single spaced
- Margins approx. 25 mm left & 30 mm right)

Cover Letter - Tips

- Address a particular contact person
- Choose an interesting opening
- Don't quote your cv, instead refer to the job advertisement
- Provide proof of your skills
- Try to see your application through the eyes of your future boss

Cover Letter – Typical Mistakes

- Copy & Paste
- Qualifications not sufficiently stated
- Too much / too little self-confidence
- Disregard for the important requirements
- Wrong motivation
- Spelling mistakes
- Missing signature

Résumé – CV – Curriculum Vitae

1. Personal Data:

Name, Address, Telephone, E-mail (serious!),
Date & Place of Birth

2. Education

3. Professional Experience

4. Other Information:

Further Training, Language Proficiency, Interests, Soft
Skills

Résumé - Tips

- No more than 2 pages
- Clearly and consequently structured
- Reverse chronological order
- Include the time period, employer, place, and job description (short!)
- Categorize your language skills
- Place, date & signature

What does not belong in the cv:

- Your parents' occupation
- Your religion
- Your entire school career
- Number of children, personal status (single, married, divorced)

Application-Photo – Examples

B
A
D



G
O
O
D



Appendix

- University certificates
- Letters of reference
- Job references, certificates of employment
- Certificates of competences, training, and qualifications
- Certificates of Scholarship
- Work samples