

Amanda Applicant

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ABC Incorporated

Ms. Fritsche
Hochstraße 27
01054 Dresden

Dresden, September 20, 2020

Application for the position of Measurement Technology Processing Engineer

Job number: 1234567

Dear Ms. Fritsche,

During my studies in Computational Science and Engineering, I chose to specialize in opto-electronics and gained practical experience in process organization and evaluation, which is why I was excited to see your job advertisement.

My internship at DWE AG afforded me extensive insight into what processing entails as well as how to define, monitor and optimize processes. I had the opportunity to see how the specification sheets were created and learned about the quality management processes for R&D and for industry projects. My volunteer work included the launching of various projects. I was involved in all stages of the process – from the idea to networking with cooperation partners to implementation – and I really appreciated the variety of my tasks.

I decided to write my master's thesis while working at the university.

My time as a student assistant and collaborating with the Scientific Computing work group helped me to develop and refine my self-organization and communication skills as well as my capacity for teamwork. In the work group, I organized programming workshops and case studies with companies, where independent working strategies and determination proved indispensable. Thanks to a semester abroad in Canada, I have gained the distinct ability to liaise between cultures and am confident that I would be an effective member of an international team. I am a committed, hard-working and driven individual and would be pleased to apply my reliability as a responsible processing engineer at your company. I am also motivated by the prospect of launching and continuing my career at a cosmopolitan company.

The opportunities that this position would offer sound very promising, and I look forward to arranging an interview with you at your earliest convenience.

Best regards,

Amanda Applicant

Helpful tips for a successful cover letter

Your cover letter is your personal brand

Your cover letter is particularly important because it provides HR representatives a first impression of you. It is an excellent opportunity to advertise yourself and show off your personality. An informative, enthusiastic cover letter gives you the opportunity to explain your motivation and why you want the position, to mention your strengths and achievements, and to show that you are the right candidate for the job. An individual cover letter tailored to the position in question also indicates to your potential employer that you are interested in that specific position and that you are aware of the strengths and skills you can bring to the company.

There are two important reasons for making the effort to formulate a convincing cover letter: Firstly, it provides insightful information to the company about your potential working style: diligent or careless, organized or sloppy, distracted or focused. Secondly, it is an opportunity for you to state your personal motivation and interest in the position and the company, and to convincingly outline your personal and professional skills.

KISS: Keep It Short and Simple

It makes sense to finish your CV first before moving on to the cover letter. A cover letter that is eight to twelve sentences in length can be more persuasive than a surplus of potentially redundant information or impersonal statements. Your cover letter should not be more than one page long.

It should also not be just a repetition of your CV. Therefore, it is crucial to use the space you have to share your motivation and the information that does not fit in your CV:

- Start with an individual, personal introductory sentence to pique interest
- Relate your skills to the job requirements (professional competency)
- Expand on this with personal skills and make reference to experiences listed in your CV
- Highlight your personal strengths
- Show enthusiasm for the profession and interest in the company

The skills you describe in your cover letter should be supported with pertinent references in your CV.

Stumbling blocks for a persuasive presentation

In striving to present your experience and accomplishments in the best light, be sure to avoid these common blunders:

- Know your skill set: Share your abilities with both confidence and honesty – don't sell yourself short, but don't exaggerate either.
- Be diligent: It goes without saying that your cover letter should be error-free. Avoid typos and careless mistakes. If you copy and paste a short block of text, make sure the grammar and sentence structure still works. After your final proofread, add your signature to the document (by hand, as a photo, or simply in printed characters). Empty phrases and trite sayings don't land well either.

- Expected salary: Only mention your salary requirements if this is explicitly requested. Check the entry salary in your industry beforehand.

Here are some useful links with up-to-date tips and tricks (in German)

...with its own podcast:

<https://www.absolventa.de/karriereguide/bewerbung>

...with many Word templates and video tutorials: <https://karrierebibel.de/bewerbungsschreiben/>

...with a concise checklist:

<https://www.stepstone.de/Karriere-Bewerbungstipps/das-anschreiben/>