Tips for your application documents
(for companies and organizations in Germany)

- Use simple and clear templates to create your application documents!
- If you are asked to upload your application documents to an application portal, you can assume that the employer uses software (Applicant Tracking Systems, ATS) that automatically reads the cover letter and CV and transfers them to an applicant database. In this case, it is a good idea to use terms from the job advertisement in your cover letter and CV.
- Make sure that your application documents, especially your CV, have been created using an ATS-compliant template. Word documents are not a problem, but should generally be saved in PDF format.
- Images and graphics are often difficult for ATS software to recognise and process. The same applies to abbreviations.
- More information on Applicant Tracking Systems can be found at https://topresume.com/career-advice/ask-amanda-resume-ats-readability.

1. Cover letter

Many companies do not require a separate cover letter. However, in many cases it is advisable to write one.

- A cover letter allows you to explain your motivation for the position in more detail.
- It gives you the opportunity to describe your soft skills and link them to examples from school, university and work experience.
- Avoid superfluous introductions!
- Focus on the experience and skills that are really relevant to the position you are applying for!
- Focus on the three, maximum four, most important points that speak for you!
- Start your letter with the most important argument!
- Show that you are the right person for the job!
- The letter should not be too long and should be well structured!
- You can find more tips on this topic here:
  www.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-cover-letter
  German CV: https://karrierebibel.de/anschreiben/

2. CV

- You can vary your CV slightly for each application/job advertisement and adapt it to the profile required.
- Especially if you are uploading your CV to an application portal, it is worth including keywords from the job advertisement in your CV (and cover letter).

Personal details and photo

- Make sure everything is complete! (Name - address - phone/mobile - email - possibly LinkedIn or Xing profile, date and place of birth, possibly nationality)
- An application photo is no longer required. However, it is usually an advantage to use an application photo. It gives a first personal impression.
- Always use a professional application photo, no private photos!

Profile

- In the profile section, you can give a brief description of yourself, your experience and skills (including soft skills) and possibly your career goals in just a few lines (4-5). This is particularly useful if you are sending your application without a cover letter. You can also adapt the short description to the company and the job advertisement.
- The profile section is not mandatory and has only become more popular in Germany in recent years.

Educational background

- State your previous studies (name of the course, e.g. B.Sc. Mechanical Engineering), name of the university + any specialisations. If you have already completed your studies, you can also give the title of your bachelor's thesis.
- Include any courses you started but did not finish.
- Indicate only the last school you attended where you obtained your higher education entrance qualification. Primary school dates are no longer relevant.

Work experience

- Always include the name of the employer and the job title, e.g: Employer XY, Munich, student trainee in Human Resources (HR)
- You can then briefly describe your duties and activities (maximum three points/lines).
- If you already have a lot of work experience, you can decide which you want to describe in more detail and which you can leave out.

Skills

- Describe your language skills briefly, ideally with a level, e.g. level B2 / C1 or using the terms "basic", "fluent", "business fluent", "native speaker".
- Describe your PC/IT skills, ideally with a quality specification. If you have a lot of different IT skills, you can summarise them thematically or by quality level.
- Please do not mention any soft skills (key qualifications) here. A list of numerous soft skills is not helpful here. However, you can describe them with concrete examples in the covering letter.

Voluntary work

Have you been or are you currently involved in voluntary work at school, university or in the social, church/religious, political or sporting fields? Do you have any unpaid activities in which you help others, e.g. class representative at school, mediator, tutor, student representative, event organiser, trainer, youth leader or similar? Describe this activity briefly in this section, including information about the organisation and the duration of the activity.

Hobbies/interests

Information about hobbies may not seem particularly relevant, but it also gives an insight into your personality. Two or three items of information are sufficient. It is best to make your hobbies and

interests as specific as possible (e.g. "handball in club XY since 2021" instead of "sports" or "science fiction literature" instead of "reading").

References

In the USA, it is common to include suitable references in your CV, but in Germany it is the exception rather than the rule. If you want to include references, you should select them carefully (max. 3 references).

- Finally, date and sign your CV.
- The CV should ideally be one to two pages long. Make sure it is clearly structured and easy to understand.

3. Helpful websites (german CV)

- www.absolventa.de/karriereguide
- www.berufsstrategie.de
- www.karrierebibel.de
- www.lebenslauf.de
- www.staufenbiel.de
- www.stepstone.de/cv-creator (CV templates in German)
- www.resume.io (CV templates in English)

4. Counseling services of the University team (Hochschulteam)

- Personal advice and checking of your application documentsvia video or at the employment agency, Kapuzinerstr. 26 (U3/U6 Goetheplatz)
- Application workshops
- Participation in career fairs

Our consulting services are free of charge!

Contact and appointment:
muenchen.hochschulteam@arbeitsagentur.de

All workshops and events:
https://faszination-beruf.de/veranstaltungen-fuer-studierende