



All about you - Design and develop your application documents

Career Center
of the European University
Viadrina Frankfurt (Oder)



**EUROPA-
UNIVERSITÄT
VIADRINA
FRANKFURT
(ODER)**

Before applying

Create your personal competence profil:

1. Write down everything you've done so far: School, studies, internships, jobs, voluntary work, stays abroad, language courses, further education, etc.

Don't be discouraged if you can't write something to every point. Through a self-analysis you can also find out in which area you would like to improve your competences.

2. Think about the skills and competences you have acquired or demonstrated. Do you organise voluntary events or train a football team? You will probably be used to working independently and have a high sense of responsibility.

3. Now mark which of these you have done particularly well and gladly. Ask your friends what they think you are particularly good at.

Now you have a fund of competences and skills, as well as examples of their acquisition, which you can draw on for each application, depending on the requirements profile.

Research - Where can I find vacancies?

Many different job portals show you different job opportunities.
Here are just a few examples:

stellenticket.europa-uni.de

indeed.com

stepstone.de

monster.de

thelocal.com

berlinstartupjobs.com

A profile on the career portals Xing or LinkedIn can also be worthwhile, since many recruiters address applicants specifically via the portals and also publish job offers there. However, make sure that you maintain your online presence on a regular basis.



Once you have found a suitable vacancy, inform yourself about the company/institution and department to which you wish to apply. What are the activities you would do? What competences are required for this? The research for unsolicited applications must be particularly extensive, because it is important to find out what the future tasks might look like. It would be best, if you take a close look at a similar job advertisement or the company's career page.

The cover letter

In the cover letter you indicate the matches between your profile and the job advertised. For this it is necessary that you analyse the job advertisement exactly and compare it with your competences.

When writing the cover letter, always take the reader's perspective and convince him or her that you have important and relevant qualifications as well as key competences for the advertised position, that you are highly motivated and that you want to work in this company/institution.

The cover letter is designed like a business letter according to DIN 5008. It does not give the curriculum vitae, but names selected competences (of course always matching the position in question). Never send the same application to several companies - experienced companies will notice this immediately. Each application should be adapted to the respective job advertisement!

What you shouldn't do:

1. Spelling mistake and long complicated sentences
2. Naming the wrong contact person/company
3. Sentences like "I'm sure I'm the right candidate!"
4. Unsubstantiated claims: "I am a team player and communicative. . ." - Give concrete examples!
5. Passive formulations: Instead of "I was assigned the organization. . ." better "I organized. . ."

Template for the design of the cover letter

Sender (can be placed left, right or in the header)
Your address with e-mail address and telephone number

Address of the company
(Name of the company, department
Contact person, address)

Place, date

Subject line (e.g. application for an internship in marketing, reference number)

Dear Mrs. XX, Dear Mr. XX,
(If possible, determine a specific contact person)

Introduction

Start your cover letter with a strong argument that motivates the reader to read on, e. g.:

- Name a qualification/competence that qualifies you for the position
- Describe, in relation to the advertised position, the benefits you offer the employer
- Refer to a recommendation or refer to a telephone call you have made with the employer/internship provider
- Name your motivation and to what extent the employer benefits from it

Main part

The main part serves to present your qualifications, competences and abilities according to the job profile and thus to show that you are the right person for the advertised position.

Select the knowledge required in the advertisement and/or relevant to the position. Put yourself in the reader's perspective and consider which information is relevant and important for him.

Present your professional qualifications and describe where and how you have acquired, applied and deepened them (studies, internships, projects).

Mention also the required interdisciplinary knowledge, key competences and foreign language skills. Don't just enumerate key qualifications, but describe examples where you have shown or practiced them.

Reason for your application/Motivation

Write why you are applying for this job/internship at this company/institution. For example, do you describe what attracts you to the task and why you consider yourself suitable to solve it?

Organizational

When can you start? In what period and for how long are you available for an internship? What salary do you have in mind?

Conclusion

E.g. I am looking forward to a personal conversation.

Yours sincerely

Signature (handwritten)

Enclosure (the enclosures are not listed in detail)

The CV

It is the core of the application and reflects your career and your most important skills on a maximum of 2 pages. Only with a professional experience of more than 5 years it can also be 3 pages. The curriculum vitae should be clear and chronological or vice versa. Always adapt it to the respective job posting.

Checklist:

Is your contact information on the CV?

Have you placed an application photo (6 cm x 4 cm) at the top right or on an additional cover sheet?

Is the curriculum vitae clearly divided into paragraphs with clear headings (personal details, practical experience/traineeships, language skills, etc.)?

Is the curriculum vitae complete and at the same time not overloaded with irrelevant information?

Are grades mentioned for school and educational qualifications?

When listing relevant jobs and internships, did you mention specific activities?

Have you given an assessment of your language skills?

Does the CV have a current date and your signature?

Structure of the curriculum vitae

CV

Personal Data:

name:

address:

contact:

date of birth/

place of birth:

marital status:

Applicationphoto

Education:

09/2008-today

**Master's degree programme
International Business Administration**
Europa-Universität Viadrina, Frankfurt (Oder)
Major field: Management and Marketing
(During my studies: Semester abroad at Cardiff University)

09/2005-06/2008

**Bachelor's degree programme
International Business Administration**
Europa-Universität Viadrina, Frankfurt (Oder)
Graduation: Bachelor, grade: 2,0

06/2005

General higher education entrance qualification
Goethe-Schule, Mannheim
Graduation-grade: 1,5

Practical experience:

06/2009-08/2009

Sales - Job
Café Diana, Frankfurt (Oder)
Advising customers, sale of bakery products
and regional specialities, control of the
Inventory and billing

04/2008-08/ 2008

Internship - Export
Chamber for foreign trade Warschau, Polen
Development and maintenance of a network of regional

Company, Website design, Preparation
of a trade fair appearance, event management

01/2007-03/2007

Internship - Marketing

Deutsche Telekom, Berlin

Verification and evaluation of merchandise-related
Activities of the regional sales outlets,
reporting

Computer-Skills:

MS-Office

Very good Knowledge

Internet

Very good Knowledge

Website-Design
(with CMS)

Basic knowledge

Language-Skills:

Polnisch

Nativespeaker

Deutsch

Fluent in written and spoken (Unicert III)

Englisch

Fluent in written and spoken (Unicert II)

Russisch

Good Knowledge

Spanisch

Basic Knowledge

Voluntary Engagement:

Place, date

Please sign the CV to confirm your details!

Compilation of documents/dispatch

Application via post:

The curriculum vitae and certificates are printed or copied on high-quality paper and presented in a stable, reader-friendly folder. The CV is the first document in the folder. It is followed by the certificate of graduation or a current grade table, internship certificates and evidence of training or further education or language skills (in the order of the date of issue) as well as the school certificate at the end of the portfolio. The cover letter is attached to the folder as an accompanying letter.

Application via E-Mail:

All the documents, the cover letter, the CV, Scans of the certificates etc. will be sent as a PDF via e-mail, arranged in the order above. This file must not exceed 2.5 MB. If necessary, select individual certificates and offer to submit missing documents in the e-mail. Also write a short reference to your application in the e-mail, which will motivate the reader to click on the PDF and choose a meaningful subject line.

Any questions? Make an appointment for an individual review of your application documents or attend one of our application training courses!

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