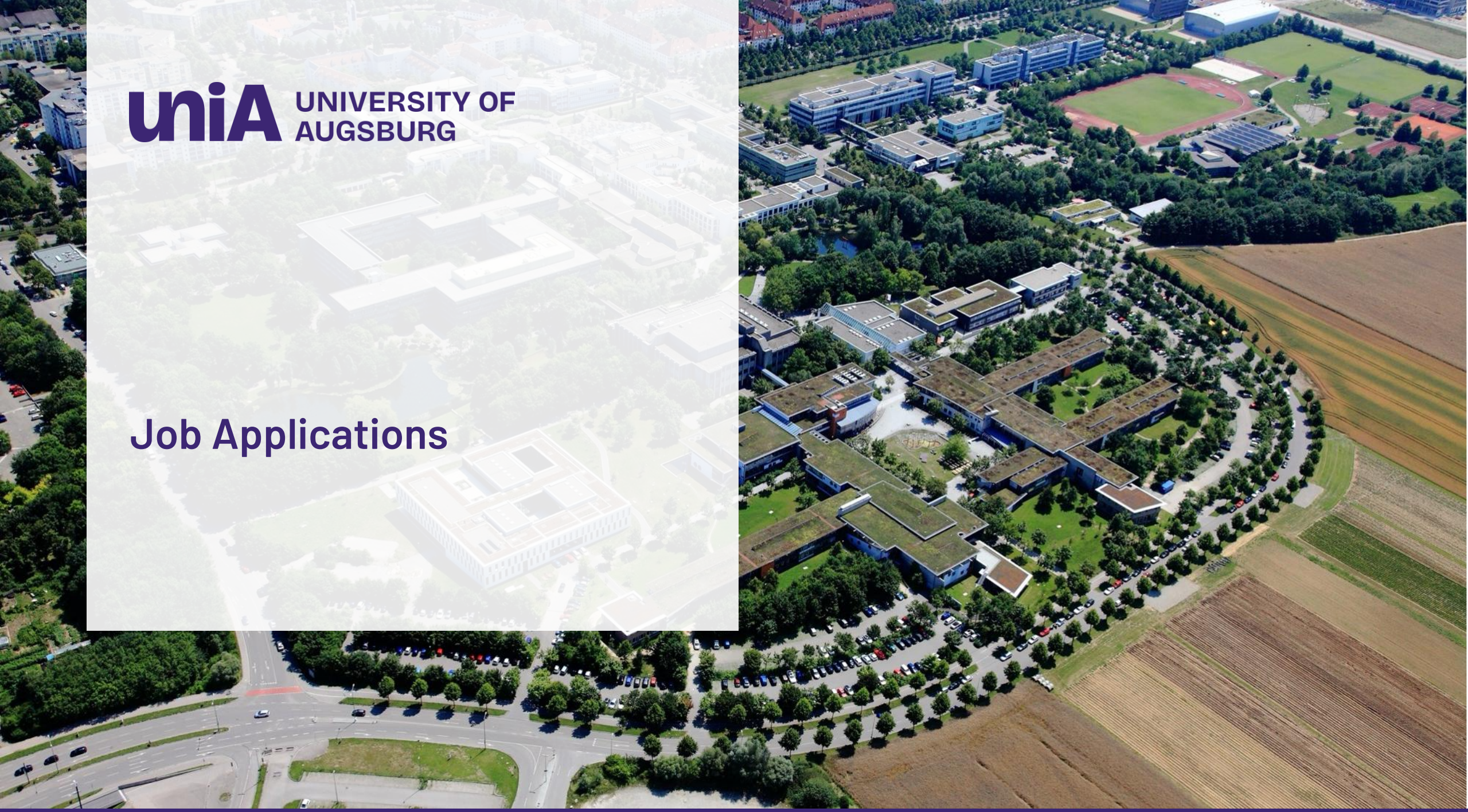
UNIVERSITY OF AUGSBURG

Job Applications



Important information before starting your studies



The International Office of the University of Augsburg has put together a series of presentations for international first-year students with the most important information about studying and living in Augsburg.

This presentation is the seventh of seven. It covers the **job application process in Germany.** We recommend that you carefully review all presentations so that you are well prepared to start your studies and can clarify any important questions.

All presentations are available online and can be downloaded via the following link: https://www.uni-augsburg.de/en/portal/internationals/abschluss/study-preparation-course/.

Applying for a Job in Germany



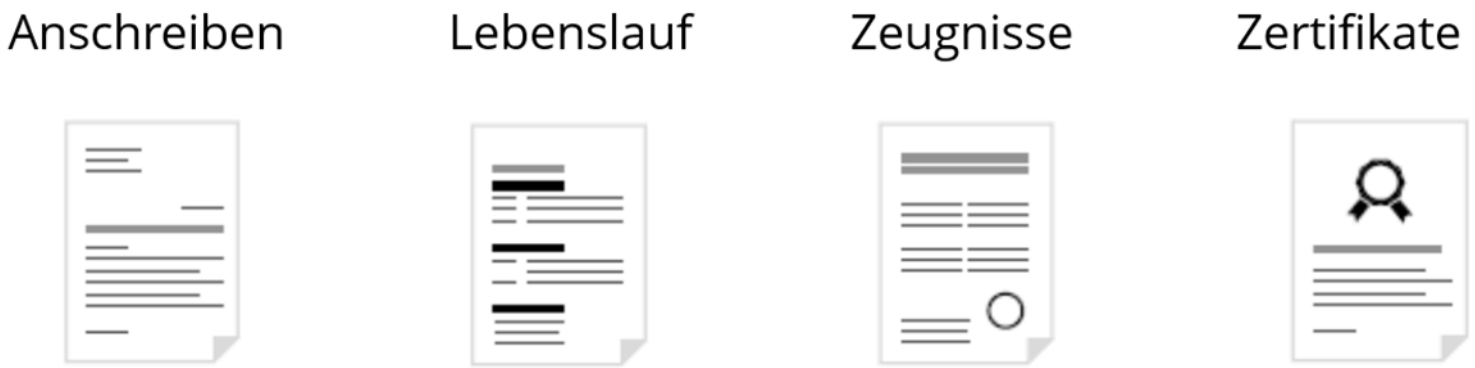
Job Postings

provide information on:

- Institution → What kind of employer/scholarship provider is this?
- Task → What needs to be done?
- Requirements/Qualifications → Who are they looking for?
- Terms and conditions → How many hours? For how long? How much do you get paid?
- Type of application → What kind of documents do you need? Is it a digital application?
- Application deadline
- Contact → important for future correspondence

These documents should be included in a job application

- Letter of Motivation (= „Anschreiben / Motivationsschreiben“)
- Resume (= „Lebenslauf“)
- Certificates (= „Zeugnisse / Zertifikate“)



(Auch: Motivationsschreiben)

These documents do not (!) belong in a job application

- Email address, phone number, or letters of recommendation from **reference persons** (unless explicitly requested, e.g., for scholarship applications)
- **Employment contracts** (if you do not have a reference letter, please do not submit the employment contract instead!)

The Letter of Motivation

Why?

- gives a first impression of who you are
- explains why you are a good fit for the position
- addresses the requirements listed in the job posting
- highlights your strengths and skills
- provides examples to “back up” your claims

→ This should convince the employers that you are the right person for the job



Max Muster
Musterstraße 1
12345 Musterstadt
0123/ 456 789
email@domain.de

Musterfirma GmbH
z.Hd. Frau Musterfrau
Musteestraße 1
12345 Musterstadt

[Datum]

Bewerbung als Werkstudent [Musterbereich]
Referenznummer: 12345678

Sehr geehrte Frau Musterfrau,

mit großem Interesse habe ich Ihre Anzeige für die Stelle als Werkstudent [Tätigkeit] gelesen. Ich habe Sie als Arbeitgeber schon länger ins Auge gefasst, da ich seit meiner Kindheit mit Ihrem Produkt XY und seinen Besonderheiten vertraut bin.

Derzeit befinde ich mich im dritten Semester meines [Bachelor/Master]-Studiums im Fachbereich [Fachbereich]. Meinen inhaltlichen Schwerpunkt legte ich aufgrund eines spannenden Seminars zum Thema XY auf das Fach [Musterfach]. Mein Interesse am Thema XY ist seither kontinuierlich gewachsen, weshalb ich mich sowohl im privaten als auch im professionellen Umfeld weiterhin damit beschäftige. Durch Praktika und Studentenjobs in der [Musterbranche] habe ich bereits erste Berufserfahrung sammeln können.

Als eine sehr offene und engagierte Person arbeite ich zuverlässig und bin es gewohnt Arbeitsabläufe selbständig zu organisieren und zu priorisieren. Vorherige Arbeitgeber attestierten mir mein [fachbezogenes] Wissen und schätzten an mir besonders meine schnelle Auffassungsgabe.

Diese Kenntnisse möchte ich nutzen, um mich konstruktiv in den Themenbereich und in Ihr Team einzuarbeiten – denn ich bin hochmotiviert. Die Werkstudentenstelle [Musterbereich] reizt mich sehr, da ich den XY-Aspekt der Branche im Sinne Ihres Unternehmens verstehen und umsetzen möchte.

Einem Einstieg bei Ihnen zum nächstmöglichen Termin steht nichts entgegen. Ich freue mich über eine Einladung, um Sie persönliche kennenzulernen.

Mit freundlichen Grüßen

Max Muster

Letter of Motivation – Form and Content 1/2

Rule of thumb: not longer than one page

Letterhead:

- Sender's Address
- Recipient's Address
- City and Date (on the right!)
- Subject line

Introduction:

- Form of address (as personal as possible → e.g., Dear Dr. Süß)
- Brief(!) personal information
- Start the introduction with your strongest argument in your favor

Letter of Motivation – Form and Content 2/2

Main section:

- Specifically addressing the tasks mentioned in the job posting → **Where and when have I done this before?**
- Specifically addressing the requirements → **Where and how have I acquired these skills?**
- Aligning your knowledge and skills with the job requirements

Closing:

- Express your appreciation for an opportunity to speak with them.

Signature:

- Handwritten, original (scanned if necessary)

Letter of Motivation – Common Mistakes

- The use of clichés such as:
  - *"I am writing to apply for…"*
  - *"…I was very interested to learn about this position"*
  - *"The experience I gained during my internships has given me strong teamwork skills and…"*
- Too long
- Merely a repetition of your resume
- The letter of motivation does not address the requirements of the job posting

Letter of Motivation for Scholarships

In addition to the usual information, you will need the following:

- Information on your financial situation
- Details regarding your income
- If applicable, proof of income (your own, your parents', or your spouse's)

The Resume

- Relevance: Everything in your resume should be appropriate for the position and relevant to it
- Length: Maximum of two pages
- If including a photo, use a professional headshot (usually in the top right corner)
- Structure:
  - In reverse chronological order
  - Dates (month and year) are on the left
- Details: small things matter: 2021-22 / 2022 - 2023
- Don’t forget the date and signature

→ Make sure everything looks **consistent** and is **complete** (all important information is included)!

Resume – Examples



LEBENSLAUF

PERSÖNLICHE DATEN

Maria Muster

01.01.1900, Musterstadt

Ledig, 2 Kinder

Deutsch

BERUFSERFAHRUNG

MM/JJJJ – MM/JJJJ — **Berufliche Tätigkeit / Bezeichnung**
Arbeitgeber, Arbeitsort
Tätigkeiten: in Stichpunkten aufführen

STUDIUM

MM/JJJJ – MM/JJJJ — Studium <Studienart> im Fachbereich z.B. Wirtschaftsinformatik
an der FH Musterstadt, evtl. Standort
Thema der Diplomarbeit
Titel der Diplomarbeit

BERUFSAUSBILDUNG

MM/JJJJ – MM/JJJJ — Ausbildungsberuf
Arbeitgeber, Arbeitsort
IHK-Prüfung zur Musterberuf (evtl. Note)

SCHULBILDUNG

JJJJ – JJJJ — Name der Schule, Ort der Schule
Abschluss: z.B. Abitur

SPRACHKENNTNISSE

Sprache: — Kenntnisstand für Wort und Schrift (Grundkenntnisse, gut, sehr gut, verhandlungssicher, Muttersprache)

Tel.: (00000) / 000000 - E-Mail: mail@provider.de



CV

Personal data

Name	Firstname Lastname
Birthday	5th January 1982 in London
Address	1 Kennington Rd London, SE11 6HR
Phone	+44 20 1111 1111
Email	firstname@lastname.co.uk

Career

seit 11/2016	**Another Challenge Ltd.** Team assistant • Overview of key responsibilities • Skills, experience and achievements
05/2014 - 10/2016	**Second Step PLC** Personal assistant • Overview of key responsibilities
01/2012 - 02/2014	**First and One Ltd.** Intern in marketing • Overview of key responsibilities

Education

10/2007 - 10/2011	**London School of Economics** BSc Management • Emphasis in Marketing and Management
09/2004 - 07/2007	**Example Company Limited** Apprenticeship as office clerk • Scope of training, experience and achievements

Skills and Interests

Language skills	English: native speaker Spanish: fluent
Computer skills	Working knowledge: MS Office Basic knowledge: Adobe Photoshop
Interests	Reading, Sports (Football) and Running), Travelling

London, 1st January 2023

Resume – possible subsections

- Personal Information / Personal Data
- Educational Background
- Academic Studies / Higher Education
- Work Experience / Career History, etc.
- Internships
- Part-time Jobs During Studies
- Additional Qualifications (e.g., social/ university involvement, computer skills)
- Language skills / Foreign languages
- IT skills
- Personal interests / Hobbies
- Volunteer work
- Special notes (e.g., scholarships, memberships, etc.)
- Military service / Civilian service (should always be a separate category)

Application photo



Tips for Your Application Photo

- Use a professional photo
- Appropriate, industry-standard attire
- Neutral background
- Size: between 6x4 cm and 9x6 cm
- Your face should be facing the center of the page

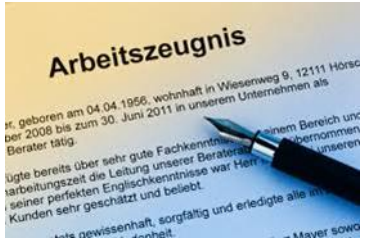
→ **Guideline:** The more important the position being advertised, the more important it is to include a photo on your resume. A resume with a photo is also more important in the private sector than, for example, in the public sector.

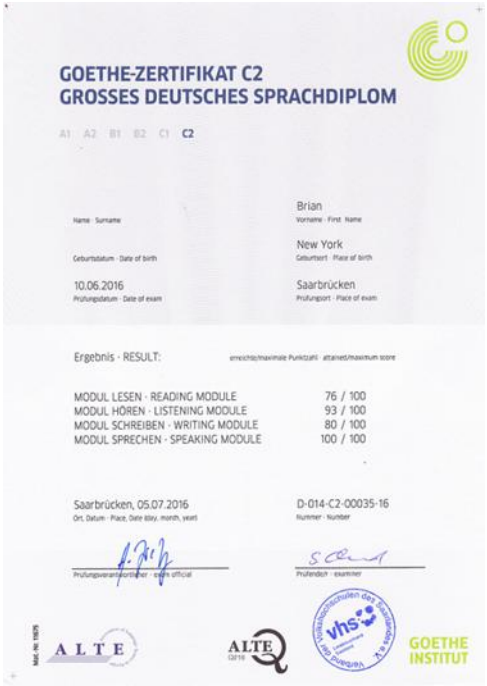
Certificates

All items listed on the resume must be supported by a certificate or confirmation in order for the application materials to be considered "complete."

→ A reference letter is a written document from the employer detailing the duration, nature, and course of the employment relationship.

- (Employment) references and/or certificates
- School and university certificates
- Academic transcript (e.g., STUDIS transcript)
- Internships/part-time jobs
- Professional development (computer courses, etc.)
- Certificates of attendance
- Language proficiency certificates
- ...





Open questions?

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If you still have questions after reviewing all the presentations, please feel free to send us an email at: svk@aaa.uni-augsburg.de.