

July 2017

ZAV International and Specialized Service

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# OnlineWorkshop II

## “Job Application in Germany”



**Bundesagentur für Arbeit**

Zentrale Auslands-  
und Fachvermittlung (ZAV)



# The Content

## I. Motivation letter

## II. CV

## III. Job interview



# Our goal

**Our goal today is that you:**

- ...understand the structure of a German motivation letter and a CV**
- ...are able to create an application properly**
- ...are able to prepare yourself for a job interview**
- ...and to present yourself the best**

# The process of applying in Germany



## — Application folder

- I. Motivation letter
- II. CV
- III. Annexes

## — Investigation about the company and about the job

## — Good presentation at the job interview

# I. The German motivation letter

## MODELO DE CARTA DE SOLICITUD - INGENIERÍA

Fernando Flores Hernandez  
Calle de Hermosilla 76  
28001 Madrid  
Spanien

ABC AG  
Personalabteilung  
Herrn Heinz Fischer  
Hauptstraße 1  
13452 Ludwigshafen

Madrid, 11. Oktober 2012

Bewerbung auf Ihre Anzeige „Chemieingenieure gesucht“

Sehr geehrter Herr Fischer,

ich beziehe mich auf Ihr Stellenangebot in der EURES-Datenbank. Gern würde ich als Chemieingenieur in Ihrem weltbekannten Unternehmen einsteigen. Mit mir werden Sie einen motivierten Fachmann mit vielseitigen Kompetenzen sowie sehr guten Englisch- und Spanischkenntnissen gewinnen.

Momentan bin ich beim spanischen Handelsministerium als Handels- und Investitionsberater beschäftigt. Einen weiteren Schwerpunkt meiner Arbeit bildet die Beratung über aktuelle Umweltrichtlinien. Dabei setze ich meine umfassenden Kenntnisse im Bereich der industriellen Chemieprozesse ein.

Die Herausforderung, im internationalen Umfeld zu arbeiten, reizt mich sehr. Ein Semester meines Studiums habe ich in München absolviert, dadurch habe ich wichtige interkulturelle Erfahrungen sammeln können. Der Umgang mit speziellen EDV-Programmen ist mir ebenso vertraut, wie das Arbeiten mit MS-Office. Da ich hohe Lernbereitschaft mitbringe, kann ich mir fehlende Fach- und Sprachkenntnisse schnell aneignen. Ich könnte zum 01. November 2012 bei Ihnen anfangen.

Über eine Einladung zu einem persönlichen Gespräch würde ich mich freuen. Vom 20. bis zum 22. Oktober werde ich in Deutschland sein und könnte bei Ihnen vorbei kommen, falls Interesse Ihrerseits besteht.

Mit freundlichem Gruß

Fernando Flores Hernandez

Anlagen

Address (your/ company)

Place, date

Reason for the Letter, maybe with reference no. of the vacancy

Name the person in charge

Where did you find the vacancy? Why this job?

What qualifies you for it? Why should it be you?

Why this particular company?

Closing paragraph with request for an invitation

Closing: „Kind regards“, full name typed, signature

# Checklist for the motivation letter



- ✗ **Addresses and names are right**
- ✗ **Current date and signature**
- ✗ **Right reference no. of the vacancy**
- ✗ **You adapted words from the advertisement into your motivation letter**
- ✗ **Right grammar and format is aligned**



## II. The German CV



Source: <https://www.myworldofwork.co.uk/getting-job/building-cv>

# Curriculum Vitae: classic structure

- Personal Data, picture
- Your actual/ recent activity
- Work experience
- Education
- Language skills
- Special knowledge according to the job, e.g. computer skills
- Hobbies
- Signature (at least a good scan)

**Curriculum Vitae**

**Personal Data:**  
name, address,  
d.o.b., sexe,

**1st section:**  
your recent activity

**2nd section:**  
your different  
occupations and/or  
related internships

**3rd section:**  
all parts of your  
studies and  
(academic) training

**4th section:**  
High School or other

**5th section:**  
Language Skills

**6th section:**  
specialised knowledge

**7th section:**  
all of your IT-skills

**8th section:**  
interests, sports, hobbies

**9th section:**  
date and  
signature

**Personal Information**

First name / Surname: **Jose RUIZ**  
Date of birth: **13.05.1985**  
Gender: **Male**  
Nationality: **Spanish**  
Address: **Avd. San Pedro 47  
20754 DAGANZO - MADRID**  
Mobile: **+34 784 42 69 07**  
Email: **Jose.Ruiz@yahoo.es**  
Skype: **Jose Ruiz100**

your application photo  
here  
minimum size:  
4,5 cm x 6,5 cm

since 03/2013 in the process of application  
German lessons (A2) at Goethe Institut, Madrid

**Work Experience**

07/2008 - 02/2013 **Engineer in the Department of Engineering**  
at Grupo de Dabac, Spain  
- Electro-pneumatic electro-hydraulic automation for industry  
- Designs for electro-pneumatic and electro-hydraulic  
installations and components according to the customers  
technical specifications  
- Supervision of manufacturing order from initial stages of  
component purchase to completion of assembly  
- Design of assemblies and components  
Software: AutoCAD and Solid Edge

10/2008 - 05/2009 **Project development assistant**  
at SandMotive, San Sebastian, Spain. Machine tools within  
automotive and solar energy sector  
- Development of the mechanism to position pieces  
to machine  
- Management and design of tools  
- Design and calculation of finite elements for special  
machine tools  
Software: SolidWorks

**Education: University studies**

2003 - 2008 **Master Studies of Mechanical Engineering** at University of  
Madrid  
- Metals & Metals Processing  
- Fluid Dynamics  
- Automated Systems  
- Electrical Power & Machines

contact info on every  
further page

Jose RUIZ - Avd. San Pedro 47 - 20754 Daganzo-Madrid - mobile +34784426907 - Jose.Ruiz@yahoo.es

**Education: High School**

06/2003 High School diploma at Instituto P. Pascal, Madrid, Spain

**Language Skills**

- Spanish: native speaker  
- English: independent language use (B2)  
- German: basic language use (A2)

**Specialised Knowledge**

- working with Computational Fluid Dynamics methods  
- Design of tools used in the production process in the  
automotive sector  
- Design of installations and parts of the assembly  
automation in the industrial area

**Computer Skills and Competences**

excellent: AutoCAD Mechanical, Solid Edge, CFD, FEM/FVM  
good: Catia V5, Unigraphics NX, Pro-Engineer, MATLAB,  
C++, CYPE  
MS-programms and applications:  
WIN 7, WIN XP, MS Office (Word, Excel, PowerPoint)

**Hobbies**

Music: composing electronic music  
Photo: studying photographic techniques and digital image  
manipulation

Madrid 27/08/2013

Signature



# Checklist for the CV



- ✗ Only 2-3 pages long!
- ✗ Correct personal data
- ✗ Your contact as headline
- ✗ Homogeneous time specification (month/year), e.g. 10/2013...
- ✗ Homogeneous font and font size
- ✗ Correct grammar
- ✗ Correct dates
- ✗ Your signature

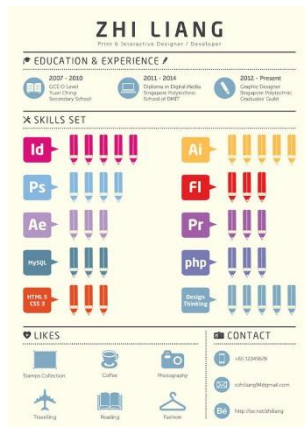
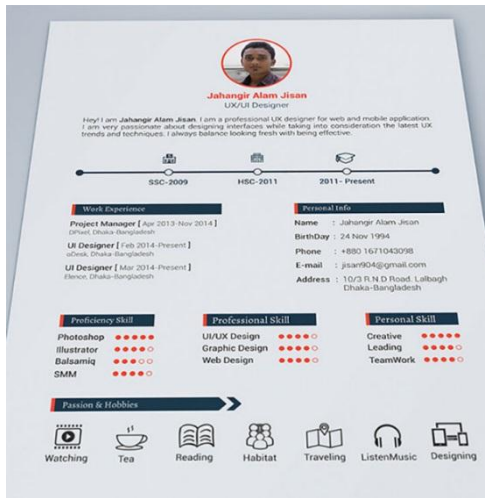


# Do not....

- **No summary. Your summary is already included in the motivation letter**
- **Don't write long texts. Precise bullet points are the best**
- **You don't have to mention religion or party affiliation**
- **Don't make it too colourful**
- **Don't use email addresses that sound suspect like `ghostbuster@google.com`**



## Curriculum Vitae: creative models



# The German application photo

- Colored or black and white photo; minimum size 4.5 x 6.5 cm
- Choose a business look (women: female suit with blouse and maybe a scarf; men: jacket, shirt and tie)
- Make sure there is a sharp contrast between your face and the background
- Avoid any light disturbances or reflections of an oily skin - a bit of powder helps
- Instead of a full-screen view choose to pose gently sideways

**And then: Smile!**

# Application picture: good and bad example



**Which photo would you pick for the application?**

### III. Job interview in Germany



# Different kinds of interview

- **Personal**
- **Telephone**
- **Skype**
- **Assessment Center**





# Preparation of the first steps for an interview

- Employers confirmation of the interview
- Make good investigations about the company
- Do research about common salary in that branche
- Work out your selfpresentation
- Prepare adequate clothes
- Plan the trip





# Investigation about the Company



- Study the company's website: often at "About us", "Company"
- Do research on the Internet: search for "company name + news"
- Look for reports in day or trade journals
- Look for company brochures
- Ask people you know who work in the company



Ask yourself:

- *How does the employer present himself? What is their focus?*
- *How could your day to day work look like?*
- *What are the actual upcoming events in that company?*

# Now you can answer the following questions:



- ✖ **Company name + legal form (for example GmbH, AG)**
- ✖ **Core business of the company (e.g. furniture)**
- ✖ **Company history, corporate philosophy, social commitment**
- ✖ **Locations / branches**
- ✖ **Number of employees**
- ✖ **Upcoming events (f.e. opening of the 50th branch, awards...)**

# Possible questions at an interview



## Company related questions:

- What do you know about the company?
- Where did you get the information about us?
- Do you have any idea what your work could look like?

## But also...

- Be prepared for personal questions

# Possible questions at an interview



## Personal questions:

- Why did you study the subjects you studied?
- Where do you see yourself in 5 years?
- Are you able to work under pressure?
- What are the 3 main characteristics about your personality?
- Why do you want to work in Germany?

# **The job interview:**

## **Good to take with you ...**



- ✖ **Your invitation, with name and number of your contact person**
- ✖ **The description of the vacancy (read it before the interview)**
- ✖ **Travel documents with a map and directions**
- ✖ **Copy of your application**
- ✖ **Documents which are requested by the company**
- ✖ **List of your questions**
- ✖ **Note and pen**
- ✖ **Cell phone (MUTE modus) and umbrella**

# Interview outline



- Be there on time!
- Switch off your cell phone!
- If they offer you something to drink, take it! Best: water without gas
- Talk slowly and precisely (don't mumble)
- Your self presentation
- Specialized questions about the company
- Presentation of the company and your field of work
- Maybe personal questions
- Your Questions
- Questions about the salary

# Questions that are not allowed to be asked by the employer

- **Pregnancy, wishing for a baby**
- **Marriage**
- **Questions about health e.g.chronic diseases**
- **Your financial circumstances**
- **Religion**



# The Telephone Interview

- Make an appointment for the interview
- Find a suitable and quiet location
- Make sure your cell phone is charged 😊
- Have your CV in front of you
- Ask prepared questions
- Be prepared to speak German on the phone

**Remember: your voice is your friend!**





# ZAV – Our service

- We provide you with information about the German labour market regarding to your CV
- We also give advice on writing application letters and CVs
- In case you fit our profile we can register you in our online database (the “Jobbörse“) with a job seeker profile
- We can try to help you find a job for which you can apply



# Thank you for your attention!



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**Bundesagentur für Arbeit**

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und Fachvermittlung (ZAV)