



Hochschule Karlsruhe
Technik und Wirtschaft
UNIVERSITY OF APPLIED SCIENCES

Näher dran.



ASEM WPP Workshop

Content of workshop

- **How to find a placement**
- **Application procedures in Germany**
- **Application documents**
- **Visa regulations/Exemption from the work permit**



How to find a placement

- **Jobwall of the Karlsruhe University of Applied Sciences [link](#)**
- **Other websites as listed on the website of HsKA [link](#)**



Application procedures in Germany

- **find a suitable announcement**
- **contact the company**
- **send application documents**
- **probably telephone interview**
- **apply for visa and exemption from the work permit**



Application documents

- **A cover letter to a specific contact**
- **A clear and compelling CV**
- **Records of schooling and studies (transcript of records)**
- **Work references**



Cover Letter

Structure:

- **Your contact data**
- **Date**
- **Address of the company**
- **Reference line (with job reference number)**
- **Salutation line**
- **Signature**



Composition/Content of the Cover Letter

- **Introduction**
- **Main part**
- **Closing part**



Introduction

Tell the company:

- **how you found the announcement or**
- **how you became aware of the company and**
- **what you are looking for**
- **give the time (when should the internship start, how long should it last)**
- **in which field would you like to do an internship**



Main Part

- **tell the company what you are studying**
- **give a brief description of your background especially all kind of relevant experience and skills which might interest an employer and which fits to the kind of work you are seeking for**
- **Name the type of work you are seeking, based on you skills, study course and motivation**
- **Explain why you are interested in working for that company**



Closing Part

- **let the company know that you will be available for a personal interview**
- **finish the letter by thanking and sending greetings to the employer**

Cover Letter

Contact data applicant
Name
address
Mobile: +49 111 2222222
email

address of the Company

Date

Application for an internship in the field of... (if there is a reference number in the announcement you should put it in here)

Dear Sir or Madam, or Dear Mr. X

with great interest I saw your job announcement on your company's website.

Presently I am studying Business Administration and Engineering at the University in the second year and would like to apply for a six-month internship in your company beginning in August or September 2014. I would like to focus my work in the area of Controlling, Logistics, Marketing or Sales.

During the past few years, I completed two interesting internships in different areas. The first one was at the xy Company in China. I worked in the general administrative department and assisted the Human Resources Manager with day-to-day assignments. Furthermore, I did several document-translation jobs for the lawyer of the company. The second one was at the z Company in Munich, Germany. Here, I gained general metal working skills such as milling, turning and welding. Since this year, I work as a tutor at the university. My task is to instruct younger students in Mathematics, a challenging job which I enjoy very much.

I learned English at school for nine years and attended two English classes (Business and Technical) at the university. In addition, I spent one year with an American host family in Michigan and attended my Junior Year at the local High School. Therefore I am confident that there will be no language barriers for me at your company.

As my aim for my future career is to work internationally and interdisciplinary I intend to do my internship in a foreign country. I enjoyed my time in America very much and have been fascinated by the "American Way of Life" ever since.

Thank you for your time and attention regarding my application. I look forward to hearing from you.

Yours faithfully

Name



Curriculum Vitae

How to write a CV for a German company

- the CV should be well structured



Curriculum Vitae

Contents of the CV:

- **Personal data**
- **Photo**
- **Education**
- **Work experience**
- **Language skills**
- **Computer skills**
- **Additional skills**
- **Place, date, signature**



Curriculum Vitae

Personal data

- **Name**
- **Address**
- **Phone number, e-mail address**
- **Place and date of birth**
- **Nationality**



Curriculum Vitae

Photo

- **Professional**
- **Current**
- **Placed on the right side**



Curriculum Vitae

Education

- **Period (month and year)**
- **Present course of studies**
- **Any other courses**
- **School/University entrance qualification**



Curriculum Vitae

- **Language skills**
- **Computer skills**
- **Additional skills**
- **Place, date, signature**

Curriculum

Curriculum Vitae

Personal details

Name
Address
Mobile
e-mail
date and place of birth
Nationality

Foto



Education

Month/year – present	Name of University, place Course of studies, what kind of degree Focus Degree expected in:
Month/year – Jul 2012	Name of School (secondary education), place University entrance qualification certificate

Work experience

Sep 2015 – Oct 2015	Name of company, place Internship in the field of - task - task - task
Aug 2015 – Sep 2015	Name of Company, place Practical term - task - task

Specific skills

Curriculum Vitae

languages

German: mother tongue
English: fluent in reading and writing

IT

basic computing skills (word processing,
spreadsheets, presentation)
knowledge in CAD-design (ProEngineer)
programming skills in Visual Basic

Other skills and activities

Hobbies, voluntary work etc.

Place, date and signature



Visa Regulations

- **For citizens of non-EU-states a visa is needed to come to Germany.**
- **Visa application need to be handed in at the German Embassy (or consulate general) provided in their home country**
- **Please inquire in advance about the documents which are needed on the respective website**



Exemption from the work permit

- **Exemption from work permit is needed for Asian students**
- **Karlsruhe University of Applied Sciences helps students with the application for the exemption from the work permit**
kerstin.schoettinger@hs-karlsruhe.de
- **Granted for a maximum of 12 months**



Documents for the exemption from the work permit

- Zav form (to be found on [website](#))
- Certificate of enrolment of home University
- A Passport
- Official letter or contract of the company



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Competence

Questions? Contact

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Thank you for your attention