

How to write a cover letter for a German company

This is most important for an employer to judge whether a candidate might be suitable for a placement. The letter should be looked upon as your personal introduction to any employer.

Structure:

- Your contact data
- Date
- Address of the company
- Reference line (with job reference number)
- Salutation line (try to find out who is contact person and then name that person)
- Signature

Composition of the letter

Introduction

Tell the company how you found the announcement or became aware of the company and what you are looking for (an internship, when should it start, how long should it last, in which field)

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 fits to the kind of work you are seeking for.
- Explain why you are interested in working for that company.
- Name the type of work you are seeking, based on you skills, study course and motivation

Closing Part

Let the company know that you will be available for a personal interview. Finish the letter with sending greetings to the employer.

How to write a CV for a German company

The CV should be well structured and contain the following information:

- Personal data (first name, last name, address, contact data, date and place of birth, Nationality)
- Photo (should be a current one, placed on the top of the right side)
- School education
- University education (name and location of the university, subjects of study, date when degree is expected, degrees, subject of thesis)
- Professional vocational training (subject, name and place of company)
- Professional/Work experience (position, former employers)
- Additional skills (languages, computer classes)
- Additional information (voluntary activities, stays abroad)
- Other skills and activities (hobbies, interests)
- Place, date, signature