Information Sheet
How to prepare your application documents

Applications for a German company usually consist of two main documents: a Cover Letter and your Curriculum Vitae (CV). Additionally, letters of reference as well as degrees and certificates should be attached to your application in one small size pdf-file.

The **Cover Letter** introduces yourself and gives a broad overview of your academic and work background. It should always include your full contact details and the address of the company. The headline should state the position you apply for. In the actual letter, provide information on your background and why you are qualified for the specific job you're applying for. Always provide the information needed in the job ad, like salary expectations or earliest possible starting date.

Usually, the cover letter should not fill more than one page. Structure the letter in paragraphs (max. five). Show that you are motivated, interested, and qualified, this is why it is also called the "motivation letter". It is recommended to include examples of your past experiences or educational background and connect them with the needed qualifications for the position.

The **Curriculum Vitae (CV)** should provide specific information about you. In a way, it is a detailed and formal document of your professional and educational life so far. You should be concrete and provide all the relevant information. It should be of suitable length (usually a CV is no longer than two pages).

It is important for a European style CV to include a professional picture of you. Like the cover letter, your CV should be designed well and have an easy to read structure (paragraphs!).

The CV should include:

- Personal Information (name, address, E-Mail, your photo)
- Work Experience
- Educational Background
- Your Language Skills
- Extra-curricular Activities
- If relevant, any other skills (IT (like MS Word), driving license etc.)

Do not forget!

- Your photo
- Be confident, DO NOT LIE
- You can always look online for designs and examples. Try searching for CV, resume, or the German term "Lebenslauf" and you will find great examples