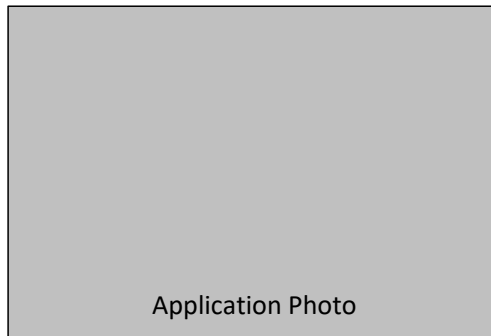# Application

for / as (position according to the job
advertisement)
in / at the department, company

Application Photo

Robin Sample

Reichenhainer Straße 52
09126 Chemnitz
Phone: 0371 123 456 78
E-Mail: Robin.Sample@dmail.com

Kommentiert [SM1]: An application send via email in Germany should be one PDF file with a maximum file size of 2 MB.
- Cover sheet: Just nice to have, with a high-quality pic.
- Cover letter: Only individually written it is a plus.
- CV: 2 pages are fine.
- Current transcript of records / last degree
- Employment references
- Relevant certificates

Kommentiert [SM2]: Spaces save lives. Not. 😉
But increase readability!

Robin Sample
Reichenhainer Straße 52 · 09126 Chemnitz · ☐ 0371 123 456 78 · ✉ Robin.Sample@dmail.com

Company / Institution
Contact Person's Name
Street and House Number / P.O.Box
Postal Code and City
(Country, if not in Germany)

Chemnitz, DD.MM.YYYY

Application as / for (position according to the job advertisement), possibly reference number

Dear Ms. / Mr.....,
(Dear Sir or Madam,)

1. Introduction / Your Motivation - Grab attention by explaining:
How did you find out about the company/the job advertisement?
Have you ever been in contact with the company in any way?
Why are you interested in working for them?

2. Justify your suitability by: Why are you such a good fit?

Educational Background / Professional Competencies: Highlight your relevant qualifications by mentioning key milestones in your educational journey, such as training, studies, and areas of focus.

Professional Experience: Demonstrate your ability to apply theoretical knowledge in practical settings.

Interpersonal Skills: Provide evidence of your personal strengths and abilities in working with others. You can substantiate these through volunteer work, project assignments or leisure activities.

3. Availability: I am available from [start date] for [duration or working hours].

4. Closing Statement: I would be delighted to have the opportunity for an interview.

Sincerely,
[Your Name]

Curriculum Vitae

Personal Information

Robin Sample
15.10.1997 in Shanghai, China
(Chinese)
(Married, 1 Child)

Application Photo
(If no cover sheet is available)

Education

since 10/2023

Chemnitz University of Technology
Automotive Software Engineering (M.Sc.) | Grade: 1.7
Course Content:
- Automotive Sensor Systems
- Formal specification and verification
- AUTOSAR Architecture
- Design of Software for Embedded Systems
- Microcontroller Programming

Projects/Publications:
-
Thesis Topic: …

10/2018 - 09/2023

Sinhgad Institute of Technology | Pune, India
Industrial Engineering (B.En.)
Focus: Production / Logistics / Work Design
Course Content:
- Material Flow and Logistics
- Methods of Work Design / Production System Planning
- Engineering and Business Fundamentals

Thesis Topic: … | Grade 1.3
Degree: Bachelor of Engineering | Final Grade: 2.2

07/2018

High School, London | United Kingdom
Degree: High School Diploma | Final Grade: 2.0

Work Experiences

02/2024 - 04/2024

Intenta Automotive GmbH, Chemnitz
Internship Algorithm Development and Data Processing
- Software development for autonomous driving functions
- Implementing unit test cases in C++
- Refactoring code according to AUTOSAR coding guidelines

Kommentiert [SM7]: One style – two documents: Cover letter and CV have the same sans-serif font, same font sizes, same colors etc.

Kommentiert [SM8]: A professional application photo is great. A smile is priceless! 😊

Kommentiert [SM9]: Prove your Software skills and show your love for details:
- Use tables and tab stop instead of the space button.
- Everything is exactly below each other.
- The left and the right column is at the same height.
- Ensure that line spacing is consistent throughout.

Kommentiert [SM10]: The most recent entry shines at the top.

Kommentiert [SM11]: A maximum of 5 key points is more than enough for your dear readers.

Kommentiert [SM12]: Links are great for the curious and networking people out there.

Kommentiert [SM13]: Please use one date format throughout your CV (months + year).
This "–" is not the same as that "-". 😉

Kommentiert [SM14]: No full stop at the end of a key point(.)
Keep it short – but informative. Full sentences belong to the cover letter.

11/2021 - 09/2022	**Sinhgad Institute of Technology** | Pune, India
	Student Assistant at the Department of Welding Technology

- Conducting experimental Welding procedures
- Designing structured suitable for laser application

> **Kommentiert [SM15]:** Add the cities/countries (except Germany), where the institutions you have gained experience, were located.

04/2019 - 09/2019	**Hi Tech Industries** | Nashik, India
	Intern in Production Planning

- Creating a manufacturing concept
- Conducting initial sample inspections
- Assisting in the developing of a logistics concept

Skills

> **Kommentiert [SM16]:** Please rate your level of languages and IT skills.
> *Pro Tip:* Use graphically rating (stars, points, symbols etc.).

Languages			
	Chinese	▭	Native
	English	▭	C1 level
	German	▭	B1 level

Software		
	Microsoft Office	▭
	Python	▭
	Solid Works	▭
	Autodesk Inventor	▭

Driver's License	Class B (car license)

Additional Qualifications

12/2023	**Chemnitz University of Technology**, Career Service
	Workshop „Cross-cultural competences"

05/2023	Scrum Institute Online-Training
	Professional Scrum Master

Engagement and Memberships

11/2018 - 09/2022	**Cricket Club** | Pune, India

- Active member
- Youth Team Coach (since 03/2020)

Chemnitz, Date

> **Kommentiert [SM17]:** Same as in your cover letter.

Robin Sample

> **Kommentiert [SM18]:** A signature above your written name adds a personal style, but is just nice to have.