



Dear student of TU Chemnitz,

It is great that you are working on improving your application documents (and therefore your first impression when getting in contact with a potential employer). Good on you!

We here at Career Service of Chemnitz University of Technology want to assist you with finding a fitting employer and position. Here are a few basic principles:

**Effort** – your application is the first impression a company gets of how your work. Therefore, we can highly recommend you put some effort into these documents. Find a template you like and adapt it to your needs, double check your spelling (especially those of company names and addresses), research the company you're applying for, etc.

Another key factor of a good document is **consistency**! Make sure to use the same font (size), spacing, alignment, etc. throughout these documents.

**Relevancy** - remember that the time of a recruiter is limited. Readability is a key point with cover letters and CVs. Present only the most relevant information to your reader. The job ad will tell you what the employer is looking for. Use that information as a guide on what is relevant to the reader.

Showing **coherency** (the quality of being logical and consistent) helps your chances as well. For example, you write that you have German B2 but write your application in English? Not very coherent.

Language is also big part of another basic principle – **similarity**. There is some scientific evidence that suggests that recruiters seem to prefer applicants they perceive as culturally similar to themselves. This doesn't necessarily mean that you need to have German citizenship/heritage. But e.g. using the native tongue of someone (e.g. in your application documents), especially when you don't fit the stereotypical local appearance, helps that person liking you.

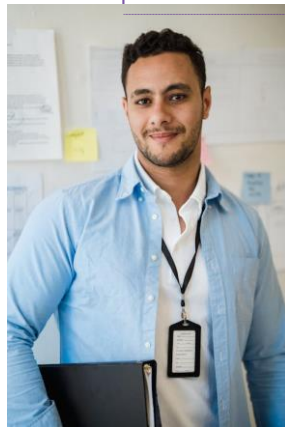
That's it for the moment. Best of luck and let us know if you have any further questions.


Team Career Service


## Application

for [position according to the job advertisement]  
[#reference number]


at [company name]



 Kurt C. Hose

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09126 Chemnitz

**Kommentiert [AC1]:** General info:





For your application sent via email in Germany you want to combine all your documents into one PDF. Just keep in mind that you should keep the file under 5 MB, as receiving several such (or larger) files every day can easily clutter a recruiter's inbox.

**Kommentiert [AC2]:** Bigger companies often have reference numbers for their job ads. If you find one, definitely mention it here and in the subject line of your cover letter.

**Kommentiert [AC3]:** Having a cover page is entirely a question of preference. But having a great picture of you being the first a recruiter sees can't be that bad, in our opinion. At the same time you don't want to have this cover page without a great picture.

**Kommentiert [c4]:** A professional application photo is great. A smile is priceless! 😊 Also make sure to wear appropriate clothing.

**Kommentiert [AC5]:** Many of our students live in the student dorms in Vettersstraße, which is why we often see this street name spelled wrong. If a recruiter sees you making a spelling mistake in your own address it will shine a bad light on you. Double check with Google Maps if you are unsure about how to spell your address correctly.

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Company / Institution  
Contact Person  
Street and House Number  
Postal Code and City  
(Country, if not in Germany)

Chemnitz, DD.MM.YYYY

### Application for [position according to the job advertisement], possibly job reference number

Dear Ms. Huggenkiss,

**First paragraph - Your Motivation:** Grab your reader's attention by explaining why you are interested in working for them and or in this position. What makes the company/the tasks special for you? What is the special connection between your life experiences and that company/position? Or tell them how you found out about them (maybe a friend recommended their working culture or you met representatives at a job fair, solely finding their job ad isn't worth mentioning).

**Second paragraph - Educational Background:** Highlight your relevant qualifications by mentioning key milestones in your educational journey, such as training, studies, and areas of focus.

**Third paragraph - Professional Experience:** Describe your relevant professional experiences. In job ads, you'll often find some form of "we're looking for someone with x years of experience". Having worked full-time in that profession obviously is the most sought after, but internships/voluntary work/student jobs also count as experience in that field. So don't feel shy to include mentioning this – even if it is not connected to your study.

**Fourth paragraph - Interpersonal Skills:** Provide evidence of your relevant personal strengths and abilities in working with others. Give examples of where you were able to demonstrate these through volunteer work, project assignments or leisure activities. Participating in team sports, for example, can be a great way of showing that one is experienced at working within a team.

**Fifth paragraph: Availability & Closing Statement:** I am available from [start date] . I would be delighted to have the opportunity for an interview.

Sincerely,



Kurt C. Hose

**Kommentiert [AC6]:** Please be extra careful to not make spelling mistakes here. Names, addresses, titles and similar are closely tied to one's identity and there subject to more scrutiny than the average written text.

**Kommentiert [c7]:** There is some debate if a cover letter is useful at all for the application process. Especially since ChatGPT has started helping writing such documents, we have received word that some companies consider cover letters obsolete.

However, unless a job ad specifically asks you to only send a CV (and relevant certificates) and not a cover letter, we certainly recommend you follow traditional German expectations and create a cover letter.

In case a job ad is asking for a motivation letter, be aware that there is a difference between cover letter (explaining the relevant parts of your CV) and a motivation letter (describing what motivates you to pursue that specific position).

**Kommentiert [AC8]:** Try to find out who your contact person is and address them personally. Everyone loves to read their names. 😊 Thanks to the magic of the internet (and job ads often mentioning a contact person) using this should be a no-brainer.

**Kommentiert [A9]:** *Pro Tip:* Use the most important keywords of a job advertisement in your application 😊

**Kommentiert [AC10]:** Relevant is all that a job ad asks for in an applicant.

**Kommentiert [AC11]:** Our sample text is just that – an example. Feel free to express the same with other words. It isn't unlikely that your fellow students apply for the same position with the help of our documents.

**Kommentiert [AC12]:** This is one way of structuring a cover letter. We recommend doing it this way because it is easy to follow. There are other approaches (e.g. following a chronological timeline, creating a story) which are more difficult to pull off in a way that makes them easy to read.

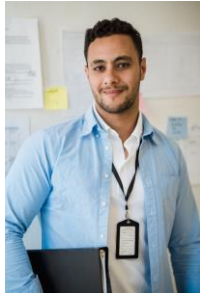
See if you can limit yourself to one page. The shorter it is, the more likely someone will read it 😊

**Kommentiert [A13]:** Adding your scanned in handwritten signature makes the document more official.

# Kurt C. Hose

Alumnus M. Sc. Advanced Manufacturing

## Curriculum Vitae



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Vettersstraße 66  
09126 Chemnitz

14.02.1993, Rome (Italy)

Italian

[Connect with me](#)

### Languages

German B2

English C1

Italian Native

### Technical Skills

- ✓ MS Office, Power Automate, Forms
- ✓ VBA, Python, HTML
- ✓ Databases: Thomson Reuters, AMECO
- ✓ R-Studio, EViews

### Education

#### Advanced Manufacturing (M.Sc.)

Chemnitz University of Technology, 10.2020 – 10.2024

- Final Score: 2,0
- Broad knowledge of relevant topic A
- Deepened knowledge in relevant competency B (e.g. give key word)
- Practical application of relevant topic C (e.g. insert used software)
- Relevant courses D, E & F
- Brief description of relevant project
- Thesis: Super impressive original topic

#### Manufacturing (B.Sc.)

La Sapienza Università di Roma (Italy), 10.2012 – 09.2015

- Final Score: 2,2
- Broad knowledge in relevant topic G
- Deepened knowledge in relevant topic H
- Practical application of relevant competency I
- Relevant courses J, K & L
- Brief description of relevant project
- Thesis: Translated the original Italian title into English

### Practical Experience

#### Working student

Fraunhofer IWE, Chemnitz, Since 05.2022

- Relevant Task A
- Relevant Task B
- Relevant Task C

#### Engineer

Stellantis Europe S.p.A., Turin (Italy), 11.2015 – 08.2020

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

**Kommentiert [AC17]:** Prove your software skills and show your love for details:

- Use tab stops instead of the space bar
- Make sure each line is aligned with the rest
- The left and the right column are at the same height
- Ensure that line spacing is consistent throughout

**Kommentiert [AC18]:** You might have noticed that we don't mention the city (Chemnitz) here. This is because the city name is already in the name of the institution. No need to double information (plus it helps readability).

**Kommentiert [AC19]:** As your most recent experience is usually the most valuable to a company, we follow a reversed chronological order. That means that the most recent entry shines at the top followed by the next recent and so forth.

**Kommentiert [AC20]:** A maximum of 5 key points is more than enough for your dear readers. Here again, you want to mention the most relevant courses for the position you're applying for. Recruiters are aware that you had more courses than that. It is your job to provide information interesting to them. When applicable go into more detail on how these courses were helpful for the job.

**Kommentiert [AC21]:** Please use one date format throughout your CV (months + year).

Be aware that there are two types of dashes. This “–” and this “-“. Be aware of the difference and make sure to use the same one all over your documents 😊

**Kommentiert [AC14]:** For locations outside of Germany you mention the country name as well.

**Kommentiert [AC15]:** Please, please, please continue investing in your German skill. It is our professional experience (and science backs this up) that German skills are absolutely critical when finding a job in Germany. Plus being proficient in the local language does tend to make people significantly happier (again, experience and science). Besides attending language courses, five minutes of practicing every day will add up to a very good foundation for your life in Germany.

**Kommentiert [AC22]:** Again, you don't want to mention EVERYTHING you did at these experiences in your life. Give the reader the relevant key points and only relevant details.

**Kommentiert [AC16]:** Sort your language skills by relevancy. When applying in Germany, German will be the most relevant language.

**Kommentiert [AC23]:** No full stop at the end of a key point(.) Keep it short – but informative. Full sentences belong to the cover letter.

**Kommentiert [AC24]:** Add the cities/countries (except Germany), where the institutions you have gained experience, were located.

**Kommentiert [AC25]:** You might have noticed that we like using nouns to describe these experiences. There is nothing wrong with using verbs but using nouns is quite popular in Germany in this context and therefore recommended to copy. However you chose to describe your tasks, stick to one form.

## Volunteering

### Member

FRIENDS of TU Chemnitz,  
Since 12.2022

- Organising Get-Togethers
- Assisting new students with their challenges
- Administration of telegram group with 1.600+ members

### Member

ESN Roma ASE (Italy),  
11.2013 – 09.2015

- Organising events with up to 500 people
- Organising trips to cultural locations

## Interests

- Playing Soccer
- Scuba Diving (PADI Free Diver)
- Singing in local choir

## Intern

Stellantis Europe S.p.A., Turin (Italy), 05.2014 – 11.2014

- Relevant Task A
- Relevant Task B
- Relevant Task C

## Additional Projects

### Remote Controlled Car

Free time project, Rome (Italy), 04.2014 – 07.2015

- Relevant Task A
- Relevant Task B

### Chatbot for helping incoming students

FRIENDS group project, 10.2020 – 05.2021

- Relevant Task A
- Relevant Task B

**Kommentiert [AC30]:** Always, always, always have someone (best someone with some experience with applications) double check your documents before you send them to a potential recruiter. After spending some time on a document, it is very common to develop a certain blindness for its details and mistakes.

Unfortunately, we don't have the time and resources to have a look at each and every application of our students. We'll help you learning how to create a good structure in your documents and what to look out for. Afterwards we need you to enlist your friends and family to assist you with the details.

**Kommentiert [AC26]:** Having participated in team sports is a great way of telling a company that you have experience working together with others. We've heard from several recruiters that they like seeing this on an application. (Only if it is truthful, obviously)

**Kommentiert [AC27]:** Adding your personal touch to your documents does have benefits – this might give your application the tiny extra push or the recruiter to talk something about with you. Your hobbies don't have to be super extraordinary, like creating sculptures with a chainsaw or climbing Mt. Everest. But writing something very generic, like watch tv or listening to music, doesn't add anything useful.

**Kommentiert [c28]:** There is no real restriction on the size of your CV. For most of our students, we recommend two pages. In case that you have extensive job experience, three pages are a viable option as well.

**Kommentiert [A29]:** Your one (!) PDF application should, unless the job ad asks for something different, contain the following documents:

- cover page (optional)
- cover letter
- CV
- Current transcript of records
- Latest university certificate
- Latest relevant letter of reference