



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.

German Language Skills

The most crucial skill you need to bring for 95% of all jobs (, that includes student jobs as well) in Germany is fluent (= B2/C1) German. But why? Because as a student or a graduate in 95% of all companies you do not work in small, English-speaking teams but it's expected the you can interact with other employees who do not speak English and interact with partners and customers who do not conduct conversations in English due to a lack of legal certainty. Your priority therefore should be to gain that level of proficiency in German as fast as possible. If you want suggestions from us on how to do that, feel free to contact us.

"I'll just get one of those 5% jobs then."

Don't aim for that. These are extremely rare and the competition is fierce. This means there are a great number of applicants for this one vacancy. The company will pick out the candidate they consider to be the best, and the candidate's grade point average is often a key factor for them. (To put it simply: if 50 people apply for a job, a grade point average of 2.0 is no longer enough – simply because there are a few applicants who are better.) The same applies to remote jobs: here, too, you're up against a lot of competition – from Germany and beyond. The solution: You need to invest into developing your German to improve your chances.

"I'm constantly getting rejected. What can I do to perfect my application documents?"

If you've sent us your documents and we revised them together, you are in possession of good application documents. You can safely assume that they're not the problem. While creating good documents is important, we often receive the question above from students & alumni who don't bring the necessary German skills. The issue is applicants not having sufficient German skills.

From experience (and the feedback we get from companies), anyone below B2 German struggles quite a bit on the German job market. Starting with B2 it gets significantly easier. What should you do if you're not there, yet? Learn German. Start today and use any means necessary to get to C1 as fast as possible.

In the meantime, best focus on job ads written in English who either don't mention German skills or explicitly state that those are not required.

As long as a job ad doesn't explicitly state that they don't need German skills, you can expect that German skills are a highly relevant factor when it comes to getting a job. The same applies to the job advertisement: if it is written in German, knowledge of English alone is not sufficient.

"ATS is rejecting me. I need an ATS friendly CV."

ATS isn't your problem.

Yes, they exist. Yes, they may sometimes disadvantage you. Yes, you may get rejection emails on a Saturday morning. In literally all cases we see, something else is the problem. Most of the time it is the lack of German skills and don't forget that competition can be tough – if your average marks are poor, even the best application documents won't help.

If you have C1 German, good marks in your studies and bring the experience they're looking for and you're still only getting rejected, write us. We'll have (another) look at your documents.

ATS is a bit like AI. No one really knows how they work. And all of them work a bit differently. Use the key words of the job ad and have a sans-serif font. Else, create your documents for a human to read. That is all anyone can safely recommend. Any other claim is absolute guesswork.

By the way, EU law forbids ATS from having full control to reject an applicant. Rejections always come from a person.

To sum up: German language skills are the key selling point for international students.

Quality of application documents

Of course, your application documents matter as well. Here are a few basic principles we recommend you follow:

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.

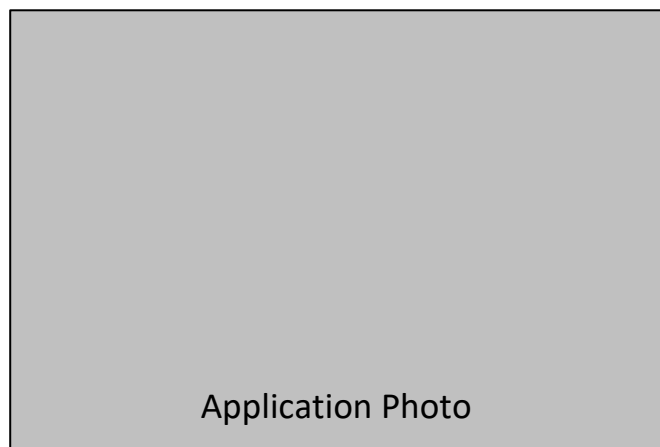
Language is also big part of another basic principle – **similarity**. There is some scientific evidence that suggests that recruiters seem to prefer applicants they perceive as culturally similar to themselves. This doesn't necessarily mean that you need to have German citizenship/heritage. But e.g. 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 / as [position according to the job
advertisement] [#reference number]
at [company name]



Robin Sample

Vettersstr. 66
09126 Chemnitz
Phone: 0000 – 00 00 00
E-Mail: Robin.Sample@dmil.com

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

Place, DD.MM.YYYY

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

Dear Ms. / Mr. Wagner,

1. Introduction / Motivation: Grab attention by establishing a connection with the company and the job advertisement. Explain why you want to work for this employer.

2. Justify your suitability by:

Professional Competencies / Educational Background: 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 and 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. / Thank you for considering my application. I look forward to hearing from you.

Sincerely,
[Your Name]

General Guidelines:

- Argue briefly, succinctly, and specifically. Avoid long sentences and excessive parentheses.
- Occasionally mention the name of the employer in the text and do not always write "your company." This avoids sounding like a "copy & paste" application.
- See if you can limit yourself to one page. The shorter it is, the more likely someone will read it 😊
- Use the same - preferably sans-serif - font for both your cover letter and CV.
- **Order of attachments:** current transcript of records / last degree or certificate of professional qualification / latest relevant employment reference / relevant certificates

Curriculum Vitae

Personal Information

Name
Date and Place of Birth
(Nationality)
(Marital Status)



Education

since 10/2024

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

Thesis Topic: ...

10/2023 - 03/2024

University of Melbourne | Australia
Study Abroad
Focus: Manufacturing Engineering / Product Design
Course Content:

- ...

10/2019 - 09/2023

Imperial College London | United Kingdom
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: 1.7

08/2011 - 07/2019

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

Work Experiences

02/2025 - 04/2025

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

11/2022 - 09/2023

Imperial College London | United Kingdom

Student Assistant at the Department of Welding Technology

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

04/2020 - 09/2020

InnoMetal, London | United Kingdom

Intern in Production Planning

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

Skills

Languages

German

(B1 level)

English

(Native)

Software

Microsoft Office

Solid Works

Autodesk Inventor

Driver's License

Class B (car license)

Additional Qualifications

12/2024

Chemnitz University of Technology, Career Service

Workshop „Cross-cultural competences“

Engagement and Memberships

11/2019 - 09/2023

Bexley Volleyball Club, London | United Kingdom

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

Interests

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