



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 that 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 sanserif 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.

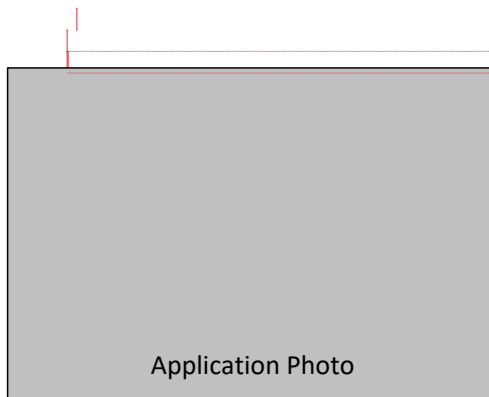
Language is also big part of another basic principle – **similarity**. There is some scientific evidence that suggests that recruiters seem to prefer applicants they perceive as culturally similar to themselves. This doesn't necessarily mean that you need to have German citizenship/heritage. But e.g. 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]



Kommentiert [CS1]: 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 [CS2]: We advise to always apply for one specific position. If you happen to find multiple positions at a company you could see yourself working at, choose the one you fit best and then, in the last paragraph of your cover letter, add a sentence on being open for [insert title of job ad] as well.

Kommentiert [CS3]: 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 [CS4]: 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. At the same time, you don't want to have this cover page without a great picture.

Kommentiert [CS5]: A professional application photo is great. A smile is priceless! 😊 Also make sure to wear appropriate clothing.

Robin Sample

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

Kommentiert [CS6]: 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.

While you're at it, double and triple check if you write the company's address and name correctly.

Robin Sample

Vettersstr. 66 · 09126 Chemnitz · ☎ 000 – 00 00 00 · ✉ Robin.Sample@dmil.com

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

Kommentiert [CS7]: 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.

Place, DD.MM.YYYY

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

Kommentiert [CS8]: 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).

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.

Kommentiert [CS9]: We are repeating ourselves but do really, really, really look out for those. Especially bigger institutes and companies have them somewhere in their job ads. Not referencing them can seriously harm your chances. (It also shows that you don't pay attention to detail and can't follow instructions properly.)

Kommentiert [CS10]: Try to find out who your contact person is and address them personally. In 9 out of 10 cases, you'll be able to find someone. Make sure you use the correct form of address: for example, you shouldn't mention their first name here.

Kommentiert [CS11]: *Pro Tip:* Use the most important keywords of a job advertisement in your application 😊

Kommentiert [CS12]: Relevant is all that a job ad asks for in an applicant.

Kommentiert [CS13]: 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.

Kommentiert [CS14]: 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 [CS15]: Adding your scanned in handwritten signature makes the document more official.

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)

Application Photo
(If no cover sheet is available)

Kommentiert [CS16]: 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

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: ...

Kommentiert [CS17]: 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 [CS18]: 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).

10/2023 - 03/2024

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

Kommentiert [CS19]: 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.

Kommentiert [CS20]: 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 😊

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

Kommentiert [CS21]: For locations outside of Germany you mention the country name as well.

Kommentiert [CS22]: No full stop at the end of a key point(.)
Keep it short – but informative. Full sentences belong to the cover letter.

08/2011 - 07/2019

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

Kommentiert [CS23]: Add the cities (+ countries, except Germany), where the institutions you have gained experience, were located.

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

Kommentiert [CS24]: 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

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

Place, Date

Robin Sample

Kommentiert [CS25]: 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.

Kommentiert [CS26]: Sort your language skills by relevancy. When applying in Germany, German will be the most relevant language.

Kommentiert [CS27]: 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 [CS28]: 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 noteworthy (as everyone does that).

Kommentiert [CS29]: 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.