



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

at [company name]



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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,

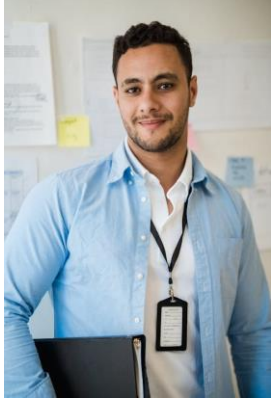


Kurt C. Hose

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Alumnus M. Sc. Advanced Manufacturing

Curriculum Vitae



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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

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