

# Application

For (position according to the job  
advertisement)  
In (department, company)



Application photo

John Sample

Samplestreet 00  
0000 Samplepolis

Phone: 0000 – 00 00 000  
E-Mail: John.Sample@dmail.com

Company / Institution  
(Title) name  
Street name and number / P.O. Box  
Zip code and place

Place, DD.MM.YYYY

**Application for (position according to the job ad), reference number (if available)**

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

1. Introduction: Briefly state your motivation and suitability for the job, your current situation, why you are interested in the company and what you can contribute to the company
2. Give reasons for your motivation and suitability:
  - Academic skills – educational background: research interest, student research projects, seminars
  - Professional experience – focus during internships, jobs, voluntary work
  - Social skills – shortlist, state your competences and use your professional experience to document your social competences
- ➔ Make sure your statements correlate with the job advertisement
3. Closing – renewed expression of your motivation, summary of competences and skills, offer assistance to the company, name your expectations and terms
4. Final remark/s

Sincerely,

Name/signature

# Curriculum Vitae

## Personal Information

Name

Date and place of birth

[Marital status]

[Nationality]

## Educational Background

04/2011 – present

### Chemnitz University of Technology

Media Communication (M.A.)

- Focus on: XY
- Other subjects:
- Master Thesis: [Topic XY]

10/2007 – 03/2011

### Chemnitz University of Technology

Media Communication (B.A.)

- Focus on: XY
- Other subjects:
- Bachelor Thesis: [Topic XY]
- Bachelor Degree (grade)

09/1999 – 07/2007

### Dr.-Wilhelm-André Grammar School, Chemnitz

High School Diploma (≈ Abitur) (grade)

## Work Experience

10/2011 – present

### Chemnitzer Verlag und Druck GmbH & Co. KG

Freelance worker in the editorial department

- Compiling press releases
- Proofreading and editing online articles

03/2010 – present

### Chemnitz University of Technology

Research Assistant in the Department of Media Communications

- Organisation of Students' Media Days in Chemnitz
- Assisting in marketing/public relations
- Compiling press releases

10/2008 – 03/2010

### Chemnitz University of Technology

Student Assistant in the Department of Media Communications

- Assisted in preparing studying material for lectures on media communications
- Assisted in writing research reports
- Documented evaluations of seminars

## Skills

Language skills	English – very good in speaking and writing Spanish – good in speaking and writing Japanese – basic knowledge
Computer skills	Microsoft Office – proficient use Adobe Photoshop, InDesign – expert knowledge

## Additional Qualifications/Extra-Curricular Activities

02/2010	<b>Chemnitz University of Technology, Career Service</b> Public Relations and Journalism for humanities scholars <ul style="list-style-type: none"><li>• Basic tools and aids for Public Relations</li><li>• Introduction to practical journalism</li></ul>
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## Voluntary Work, Memberships & Awards

2012	National Science Conference Award
2007	2 <sup>nd</sup> prize for presentation at Youth Science Conference
03/2005 – present	Football club XY <ul style="list-style-type: none"><li>• Active player</li><li>• Coach of the youth team (since April 2005)</li></ul>
Interests	Photography, writing short stories

Place, Date  
Name/signature