

Application

For (position according to the job
advertisement)

In (department, company)



John Sample

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0000 Samplepolis

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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	Chemnitz University of Technology, Career Service Public Relations and Journalism for humanities scholars <ul style="list-style-type: none">• Basic tools and aids for Public Relations• Introduction to practical journalism
	Voluntary Work, Memberships & Awards
2012	National Science Conference Award
2007	2 nd prize for presentation at Youth Science Conference
03/2005 – present	Football club XY <ul style="list-style-type: none">• Active player• Coach of the youth team (since April 2005)
Interests	Photography, writing short stories
Place, Date	
Name/signature	