

# Application Workshop

3. Juli 2023

[uni-siegen.de](https://uni-siegen.de)



**Stefanie Aha**  
**International Student Affairs (ISA)**



Support International Degree-seeking Students  
Room: AR-SSC 113  
Email: [stefanie.aha@zv.uni-siegen.de](mailto:stefanie.aha@zv.uni-siegen.de)

- Application support
- Intercultural Trainings / Workshops
- Company visits
- International Breakfasts



**Vanessa Keseberg**  
**Student Assistant**



Room: AR-SSC 113  
Email: [sieguver@zv.uni-siegen.de](mailto:sieguver@zv.uni-siegen.de)

**Projects:**

- SieguVer – Siegen unterstützt und vernetzt
- International Buddy Program
- International Stammtisch

# Where can I find open job positions?

- Especially for the region South Westfalia:  
<https://www.karriere-suedwestfalen.de/>
- from the University: Jobvermittlung/Job placement for students at the University of Siegen:  
<https://www.jobvermittlung.uni-siegen.de>

- in general

Stepstone

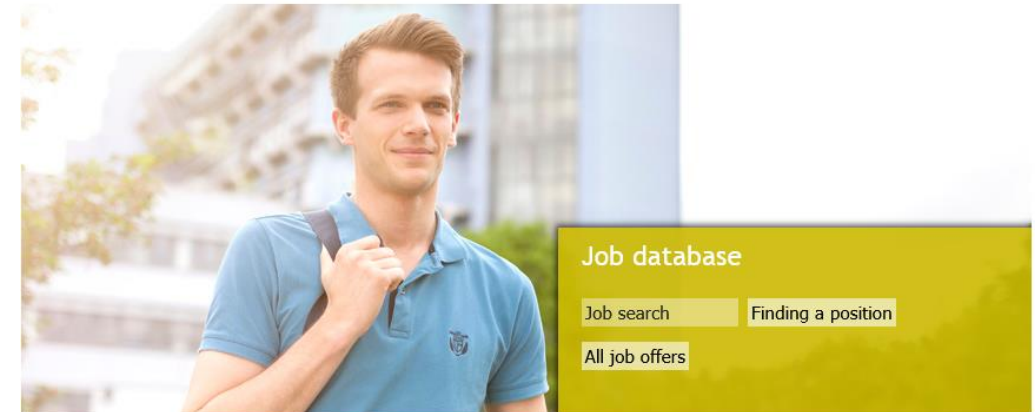
Indeed

Jobware

Bundesagentur für Arbeit (Jobcenter)



## Job placement for students at the University of Siegen



We offer a consultation hour for English-speaking students on Friday between 10 a.m. and 12 a.m.. Furthermore, you can attend to our daily office hours between 9 a.m. and 11:30 a.m..

We would like to invite you to visit us and raise any questions or concerns you may have about our job placement service.

### Neueste Stellen

- › Werkstudent Supply Chain Management / Logistik (m/w/d)
- › Studentische Hilfskraft (SHK) / Wissenschaftliche Hilfskraft mit Bachelorabschluss (WHB) (m/w/d)
- › SHK/ WHB (m/w/d) Kinderuni und Mittwochsakademie
- › Aushilfe (m/w/d): Brennholz fahren
- › Pädagogische Ergänzungskraft (m/w/d) in einer OGS

All job offers

### Useful clues

- › Current information
- › Interest free DAKA loans
- › Student loan from the KfW Bank
- › Educational credit from the KfW Bank
- › New BAföG-rules
- › Minimum wage raise starting 2017
- › Tax tips
- › Housing allowance calculator
- › Regional economy

# The CV

How to impress with your CV



# Structure and order

## Main categories

- Professional career (work experience)
- Education (Studies, school)
- Personal information (Name, Date of birth, address, email, phone number)
- Special skills
- Interests & Hobbies

## Additional information

- Social Commitment/Voluntary Work
- Professional Development (trainings, courses, continuing education)
- Photo is optional



**SABINE  
MUSTERMANN**

Angestrebte Position  
**Key Account Managerin**

PERSÖNLICHE DATEN

Geboren: 1.1.1980 / Köln  
Familienstand: ledig

Fantasiestr. 11  
12345 Beispielstadt

**0123 / 45 67 89 0**  
**s.mustermann@mail.de**  
Sabines-Blog.de

SPRACHEN

Englisch: ██████████  
Spanisch: ████████  
Chinesisch: ████████



## BERUFLICHER WERDEGANG

- MM/JJJJ – MM/JJJJ **LOREM IPSUM**  
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## AUSBILDUNG

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## BESONDERE KENNTNISSE

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## INTERESSEN & HOBBYS

- LOREM IPSUM**  
Lorem ipsum dolor sit amet

- **maximum 2 DIN A4 pages**
- friendly looking photo, wear a (light-coloured) shirt, (tie & suit for some fields of work), blouse
- appealing and consistent layout (font size!!)
- same structure for every paragraph, same gap size
- add month and year (e.g. 03/2016 – 05/2018) for every work experience and educational experience
- **order: most recent job or studies should be on top**



## SABINE MUSTERMANN

Angestrebte Position  
**Key Account Managerin**

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### INTERESSEN & HOBBYS

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- IMPORTANT: no gaps, every episode of your life must be listed
- Hobbies are important to show your personality
- Colours are always great, but don't use more than two different colours
- not more than two different fonts
- same font size for every paragraph
- you can use graphics to list your skills
- just add the work experience that is relevant for the desired position



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MUSTERMANN**

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INTERESSEN & HOBBYS

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# DO'S

- individual and attractive design
- clear structure
- highlight the captions and the job titles
- describe your main tasks at the job or internship SHORTLY  
(same for your Studies, you can describe your thesis SHORTLY) → use keywords
- match the design of the CV with your cover letter
- Be creative! When you have a special looking CV, it will get more attention
- CV IN GERMAN is a BIG PLUS 😊





# DON`TS

- no Europass CV
- no full sentences → keep it short
- no links, just attachments as PDF files, Exception: You apply in a creative field and want to show your website/programming skills, etc.
- No facts about your parents/family members
- Not more than 2 pages



# Templates / Examples

- <https://karrierebibel.de/lebenslauf/>
- <https://www.canva.com/> (free Design tool)
- Word

# The Cover Letter

How to impress with a good cover letter



# What are the advantages of a cover letter?

- Reinforces your goals and motivation
- Demonstrates initiative and additional commitment
- Special qualifications and successes become clearer
- Elaborates on important stages in your CV
- Establishes a personal connection to the recipient
- Stands out positively from the mass of applicants

# Structure of a Cover Letter

- (1) Letterhead
- (2) Introduction
- (3) Main part
- (4) Company reference
- (5) Further skills, languages, etc.
- (6) Conclusion
- (7) Greeting, signature, attachments

Alina Fantasiefrau  
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87654 Musterstadt  
+49172354737  
Alina.Fantasiefrau@web.de

Marketing Company Creative  
Mrs Fiona Graham  
High Street 29  
03829 Musterstadt

06 November 2023

Application as a Marketing Assistant

Dear Ms Graham,

I am responding to your advertisement for a marketing assistant with fluent German language skills. After my International Business and English studies at University College Dublin I worked for a British clothing company.

My business expertise and practical experience next to my social skills enable me in the field of marketing assistance. I gained knowledge of a wide variety of marketing techniques and concepts and I am an excellent communicator and creative thinker. I am used to working under pressure when it comes to deadlines. Apart from that I am an outgoing person and always interested in what motivates people. I believe that I am the perfect candidate for developing your lead generation campaigns.

I am experienced in a variety of marketing campaigns and I am motivated by the prospect of using this experiences to help Creative successfully reach its goals. with Creative. I am sure that I will play a vital role in your team

I am a native German speaker and speak English and Spanish fluently and I am sure that these language skills will prove an asset to Creative

I welcome the opportunity to speak with you about my qualifications and ways that I can contribute to Creative. Thank you for your consideration and I look forward to hearing from you.

Yours sincerely

Alina Fantasiefrau

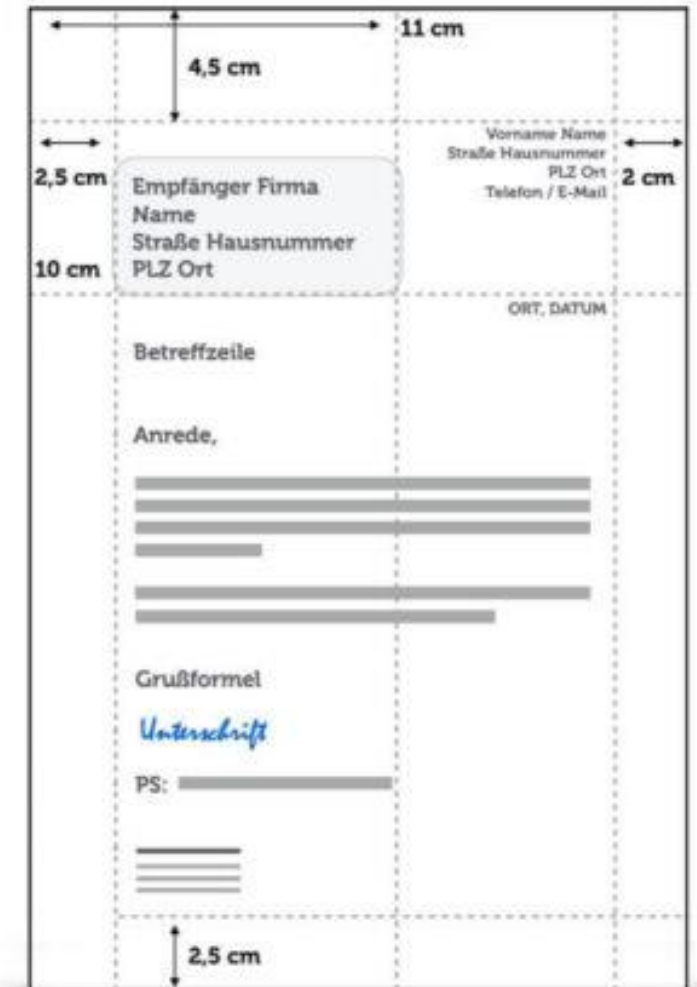
Attachments:  
- CV  
- reports





# DIN 5008 standards and rules

- **Font:**
  - always use the same font in all application documents
  - suitable fonts for applications: Times New Roman, Arial, Georgia, Helvetica, Book Antiqua, Verdana, Tahoma, Cambria
- **Font size:** 12 points
- **Margins:**
  - Top margin: 4.5 cm (without header)
  - Bottom margin: 2.5 cm
  - Left margin: 2.5 cm
  - Right margin: 2 cm (but at least 1.5 cm)
- **Line spacing:** between 1 and 1.5 depending on the text length



# DON`TS

- **Avoid addressing an incorrect contact person!**
- **Don't repeat what's already on your CV, add additional points of interest!**
- **Don't use platitudes without reference to the job**
- **Avoid spelling and grammatical errors**
- **Do not exaggerate: The three strongest arguments are quite sufficient. Max. one DIN A4 page**





# DO'S

- Professional competencies (hard skills)
- Personal strengths (soft skills)
- Academic successes
- Professional + private goals
- Relevant experience + values
- Identification with company + passion
- Social commitment + social responsibility
- Cover Letter design should match with the other application documents



# Important Documents

Attach the following documents to your application:

- **graduate diploma (of your most recent graduation e.g. School, Bachelors or Masters)**
- List of achievements (if your still studying; not necessary for simple part-time jobs)
- employer's reference(s) from previous jobs and internships
- references from professional development
- references from voluntary work
- **→ in chronological order, most recent first**



**Let's revise your  
documents together! 😊**