



## Good to know!

April 2020

# How to write a job application

## Part 1: The cover letter



### What is a job application?

An application is a letter that you write to a business organization, firm or company to seek for a job, an apprenticeship, an Entry Qualification (EQ) or an internship. An application has three parts: A cover letter (motivation letter), a Curriculum Vitae (CV) and certificates.

An application can be sent either as a letter or an email.

💡 **Ausbildung**   💡 **Einstiegsqualifizierung**   💡 **Internships**



### What is a cover letter / motivation letter?

Your cover letter should entail information about the following:

- how did you find the company?
- why do you want to work at this company?
- what do you like about the company?
- what interests you most about the company, the job or the training?
- why do you think you are a suitable candidate for this company?
- what can you do / what do you already know about the company and the job that you seek?
- what would you like to learn or gain from the company?
- which character traits do you possess that are relevant for the job?
- what are your interests and skills? What do you do in your free time that suits your job?

An application should also include a Curriculum Vitae (CV) and certificates (if you have any).

💡 **How to write an application – Part 2: CV and certificates**



### What do I need?

An email address: Many companies and businesses prefer to receive job applications by email. For this reason, you will need an email account and a password.

In order to write the application you may need a computer, internet service and a printer. These are available at many counseling offices.

Your application for a Job may also include some documents, for example your school certificates or a certificate from a German language course. You may have to copy or scan these documents, so you will need a copy machine or scanner. These are also available in most counseling offices.

Save your documents on an USB stick so that you can always take them along with you whenever you are working on your application. A USB-Stick is not expensive and can be bought from any electronic shop.

### Tips and Tricks:

- ✓ Your application letter will be better if you know more about the firm / business organization / company.
- ✓ Read everything you can find on the Internet about the company. Write the name of the company that interests you in the internet – then you will find it.
- ✓ Read everything you can find about the job / work you seek.
  - Search on the Internet for: “Berufenet”
  - Or use this website:  
<https://www.arbeitsagentur.de/bildung/welche-ausbildung-welches-studium-passt>
  - Or use this App “Berufe-entdecker”:  
<https://entdecker.biz-medien.de/>  
This App is available on the App Store and on Google Play.
- ✓ Finally, write down what you like about the company and the job you seek and why you are good at it. You can then use all these Information in your application.