



## Good to know!

April 2020

# How to write a job application

## Part 2: Curriculum Vitae (CV) and certificates



### 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 Curriculum Vitae (CV)?

A Curriculum Vitae, in other words a resume is an overview of your life. In your resume you normally write briefly:

- What is your name (first name and family name)?
- Where do you live?
- Where were you born and when?
- How can the company contact you (email, phone)?
- Which type of residence permit do you have?
- Where have you worked or done an internship before?
- When and how long did you work and where?
- Where did you go to school and for how long?
- What German courses did you take?
- Which languages do you speak?
- What do you like to do in your free time?



### What are Certificates?

- Your certificates are for example: certificates from your schools, certificates from German courses, certificates of internships, certificates from work (certificate of employment), certificates of projects you have done ...
- You will also need your certificates to write your resume. In the certificates you will find important information (like dates) that you may have to write in your CV.



### 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 leaving certificates or a certificate from a German language course. You may have to copy or scan these documents for which, 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

- ✓ Make sure your resume is properly written and without errors.
- ✓ You do not have to include a photo.
- ✓ If you use a photo on your CV, use a good, friendly photo.
- ✓ Try to write down everything you have done on the resume and, if possible, write the exact date.
- ✓ When you do a job or a course, get a certificate from your boss or teacher.
- ✓ Use a USB stick for your documents

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