

## **Résumés, CVs and Letters of Application – What do international students need to know about applying for a job/internship in Germany?**

(14.15- 15.15 Uhr)

This presentation is primarily meant for international students who wish to apply for an internship or job in Germany, but instead of submitting the standard German-language “Lebenslauf”, their application will be in English.

The lecture provides background information on the application process in general, including the approach, attitude and skills that German recruiters are looking for. We will then focus on how to put together a successful application portfolio for Germany and address questions such as: What are the key elements of a CV tailored to the specific needs of German employers? How do I draft the all-important cover letter? Are there any other rules that must be followed when applying for a job in Germany?

There will be sufficient time for a Q&A session at the end of the presentation.

## **Cover Letters, Letters of Motivation, Personal Statements – Workshop for "outbound" students**

(15:30 – 17.00 Uhr)

You are planning to do an internship, apply for a job or pursue an academic project/program in an English-speaking country and need to compose the all-important cover letter and would like some help. This **hands-on workshop** aims to give you the support you need.

In a first step, we will very briefly review the differences between a CV and a résumé, discuss how the latter differ from a German CV and which elements to include or omit.

Then we will look at the form and function of cover letters, letters of motivation and/or personal statements. How does one show one's skills and achievements? How does one narrate one's personal and professional/ intellectual development? How does one demonstrate one's motivation and commitment?

After a short theoretical introduction, we will devote most of the time to **your letters** since **you** want to tell **your** story and show the reader that **you** are the best fit.

Please **bring drafts of your covering letter/personal statement to the workshop**. We will take a closer look at them, discuss content, format, language, and overall impression with the aim of making them even more readable and persuasive. As the saying goes: “You never get a second chance to make a first impression.”