



## **Malteser Computer Training**

*Workshop 7: Online Application*

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## **Content**

1. How to apply for a job	2
2. Job portals	3
3. Write your C.V.	3
4. Write a letter of application	6
5. Further information	7

## 1. How to apply for a job

To get a job, you have to apply for it. For an application there are different documents required. Most companies expect at least the following documents:

1. C.V.
2. Letter of application
3. Certificates

Depending on the job, some companies only ask for a C.V. and certificates. Other companies though don't only ask for a C.V., a letter of application and certificates but also for a cover sheet and a personal statement ("Motivationsschreiben"). It is common to add an application photo to the documents but this is optional. Companies can't demand one!

What documents are required is usually written in the job ad. If it is not written there, you can send the standard documents (C.V., letter of application, certificates) or you can call the contact person and ask what documents they require.

A couple of years ago it was common to apply for a job postally. That means you wrote your C.V. and the letter of application on your computer, you printed it and sent it to the company. Nowadays it is more common to apply online. That means you email all your documents. This is called online application.

It is important therefore to have an email account and to check your emails regularly. Otherwise you might miss your job interview.

### What is written in a C.V.?

In your C.V. you list everything that is important to know for the employer. Besides personal details (name, date of birth, address) you list your job history, your skills and qualifications.

### What is written in a letter of application?

In the letter of application, you explain why you want to have the job and why you are a good pick. You also go into your skills and job experiences. Make clear, why you are a good choice for the company!

### What is on a cover sheet?

If you want to add a cover sheet (it is optional), you can put your application photo, the title of the job you apply for and your contacts (name, address, tel.nr., email). A cover sheet aims to generate a good first impression when opening the application.

### What is written in a personal statement?

In your personal statement (German: Motivationsschreiben) it is all about your personal motivation for this job. Why do you want to have exactly *this* job at *this* company? This question should be answered on one page. A personal statement is not part of a standard application. You can add one if you want to show that you *really* want to have the job. If the company asks for a personal statement, it is written in the job ad.

**INFO:** There are also many tips and templates for application documents online. E.g.:

- For "Ausbildungen": [www.ausbildungsoffensive-bayern.de/bewerbung](http://www.ausbildungsoffensive-bayern.de/bewerbung)
- Templates CV & application letter: [www.Anschreiben.com](http://www.Anschreiben.com)

Now you have an overview about the documents that you need for an application. Later, you will have the opportunity to create your own C.V. and a letter of application. But before, you need a job that you like and want to apply for.

Job vacancies can be found on several websites, including so called job portals.

## 2. Job portals

There are several ways to find out about job vacancies. A common way to search for a job is to go online and to use job portals. Here is a selection of job portals:

General job portals:

- [www.jobboerse.arbeitsagentur.de](http://www.jobboerse.arbeitsagentur.de)
- [www.meinestadt.de](http://www.meinestadt.de)
- [www.opportuno.de](http://www.opportuno.de)
- [www.stepstone.de](http://www.stepstone.de)

Job portals for „Ausbildungen“:

- [www.jobboerse.arbeitsagentur.de](http://www.jobboerse.arbeitsagentur.de)
- [www.ihk-lehrstellenboerse.de](http://www.ihk-lehrstellenboerse.de)
- [www.lehrstellen-radar.de](http://www.lehrstellen-radar.de)
- [www.aubi-plus.de](http://www.aubi-plus.de)

If you know, in which company you would like to work, you can also look at the company's website and search there for job vacancies.

**Let's get started!** Click on the web addresses of the job portals. Search for jobs in your town that you are interested in. Do you know more job portals?

Did you find a job you are interested in? Do you fulfill the requirements? YES?! Then let's write your C.V. and a letter of application.

## 3. Write your C.V.

In your C.V. all things are listed that are important for the employer. The stated details in your C.V. aim to give the employer information about what you have learned and worked so far. Your C.V. should be one to two pages long.

Content of a C.V.:

- Headline "Lebenslauf"
- Photo of application (optional)
- Personal details (name, address, tel.nr., email, date & place of birth)
- Formal education
- Internships
- Job history
- Further education, language courses etc.
- Skills, e.g. language skills, computer skills, driver license
- Hobbies
- Place & date
- Signature

Below you see a template of a C.V. You can use it to fill in your own data.

# Lebenslauf

## Persönliche Daten

Name: Max Mustermann  
Geburtsdatum: 01.01.1970  
Wohnort: 12345 Musterstadt  
Straße: Musterstraße 1  
Telefon: 12345 67890  
E-Mail: max@mustermann.com  
Familienstand: ledig



## Beruflicher Werdegang

September 2009 - heute  
Musterfirma  
Musterstelle  
• Aufgabengebiet 1  
• Aufgabengebiet 2  
• Aufgabengebiet 3

Juli 2000 - August 2009  
Musterfirma  
Musterstelle  
• Aufgabengebiet 1  
• Aufgabengebiet 2

## Akademische Laufbahn

September 1996 - Juni 2000  
Musterstudium Hochschule Musterstadt  
Abschluss: Muster-Abschluss

September 1992 - Juni 1996  
Musterstudium Hochschule Musterstadt  
Abschluss: Muster-Abschluss

## Berufsausbildung

September 1989 - Juni 1992  
Ausbildung zum Musterberuf bei Musterfirma

## Schulbildung

September 1982 - Juni 1989  
Musterschule  
Abschluss: Abitur

## Weiterbildungen

Mai 2009 - November 2009

Weiterbildung zur Musterqualifikation

Abschluss: Muster-Abschluss

### **EDV-Kenntnisse**

Microsoft Office 2010

HTML (gut)

### **Sprachkenntnisse**

Englisch (gut)

### **Hobbys & Interessen**

Musterinteresse 1

Musterstadt, den 01.01.1970

*Max Mustermann*

## 4. Write a letter of application

In the letter of application you explain, why you want to have the job and what you have learned and worked so far. What makes you interesting for the company?

A letter of application is ca. one page long. It is structured as follows:

Vorname und Name  
Meine Adresse  
PLZ Wohnort

Firmenname  
Firmenadresse  
PLZ Ort

Ort, Datum

Bewerbung zum XXXXXXXXXXXXX

Sehr geehrte/r Frau/Herr ....

Einleitungssatz: Wie bist du auf die Stelle aufmerksam geworden?

Warum willst du genau diese Stelle haben? Hier schreibst du, warum du dich für diese Stelle interessierst.

Warum du? In diesem Absatz kannst du schreiben, weswegen du auf die Stelle passt. Vielleicht hast du schon mal ein Praktikum in diesem Bereich absolviert oder du hast in deiner Freizeit ähnliche Dinge gemacht ...

Warum diese Firma? Hier kannst du kurz schreiben, was du an der Firma interessant findest.

Gerne stelle ich mich bei einem Bewerbungsgespräch persönlich bei Ihnen vor.

Mit freundlichen Grüßen,

Deine Unterschrift

Did you find a job that is interesting for you? Do you want to apply for it? So, open *Microsoft Word* and try to formulate the letter of application. Take your time. Think properly about what you want to say. Then write it down. You can do this! 😊

## 5. Further information

In our file in Google Drive you'll find more documents, e.g.:

- **Infoblatt Arbeitssuche:** It contains addresses about career counseling and job seeking
- **Infoblatt Ausbildungssuche:** It contains addresses where you can go to when you wish to get more information about "Ausbildungen".

Have a look 😊