

# Job application portfolio



# Cover sheet

## The cover sheet includes:

- Headline, e.g. “application,,
- Qualified job, e.g. “ application for an apprenticeship as...”
- Name, address and photo
- If necessary: reference to enclosures

# Bewerbung

um eine  
Ausbildungsstelle  
als Altenpfleger

bei Firma Muster  
Musterstr. 77  
12345 Musterstadt



Kevin Maurer  
Beispielstraße 5  
12345 Beispielstadt  
Telefon: 01234 56789

Anlagen  
Lebenslauf  
Zeugnisse  
Praktikumsbeurteilungen

# Motivational letter

## Step 1

Answer the following questions:

**Why are you interested in applying for this job?**

- Are you familiar with the training content?
- What skills and knowledge should be provided?
- What is particularly interesting about this job?

## **Why are you applying for this company?**

- What do you know about the company? (e.g. products, numbers of employees)
- What makes this company stand out?

## **Why are you the right candidate for this training/ job?**

- What skills and knowledge of yours are beneficial when it comes to this job? (e.g. favorite subjects, hobbies, interests, leisure activities)
- What experience have you gained? (e.g. traineeships, holiday jobs, voluntary work)

# Step 2

## Make a draft

### **The correct writing style:**

- Make it short: the motivational letter should only be one A4 page.
- Express self-confidence: “I can...”, “I want...”
- Avoid spelling mistakes and typing errors: it leaves a bad impression.

## The correct form:

- Font: Arial (type size: 11) or Times New Roman (type size: 12); but always apply the same font!  
Use line pitch 1.
- Margins: left 25 mm and right ca. 20 mm

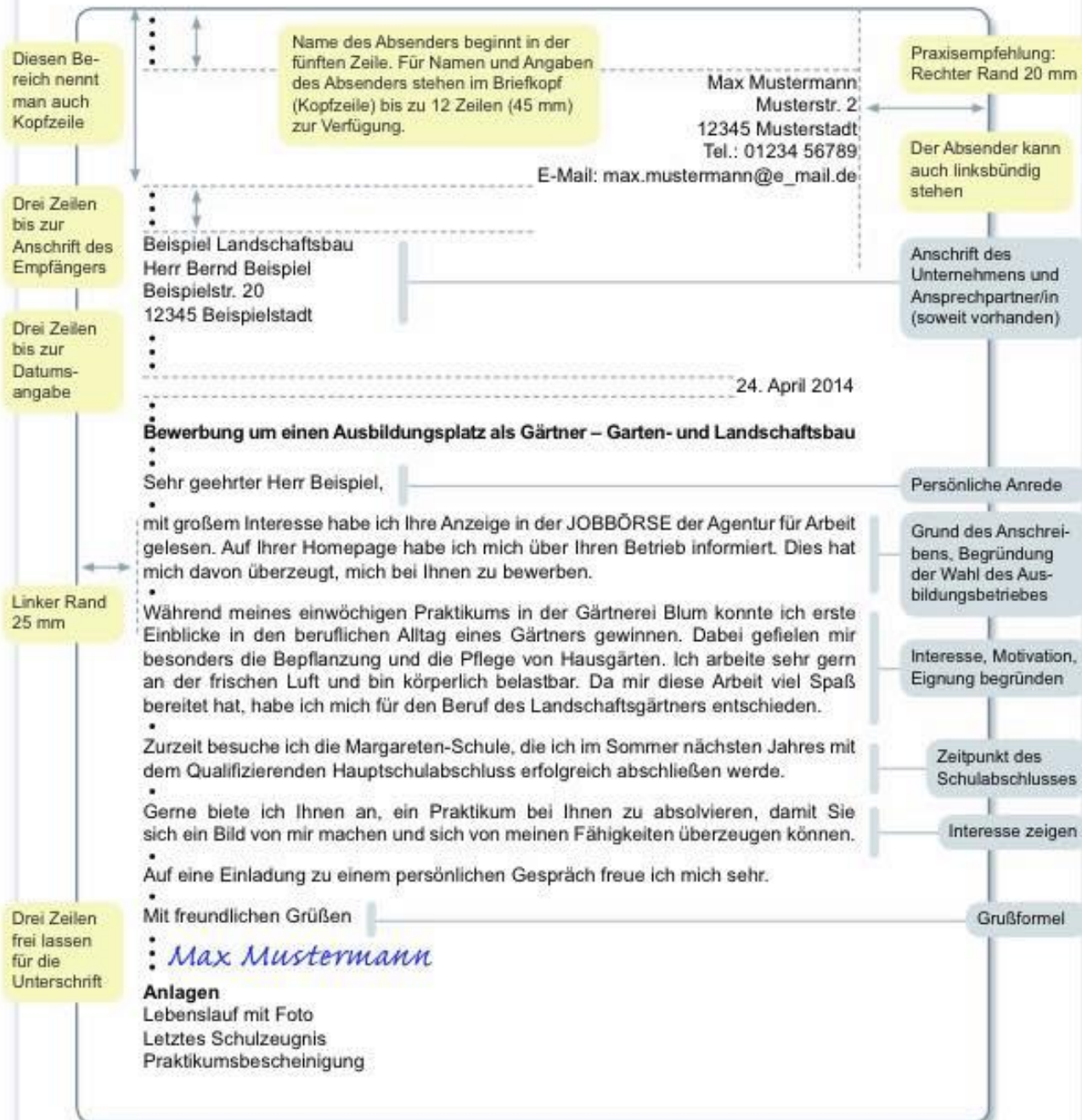
# Step 3

## Final touch

- Take time to revise your motivational letter. Put it away for a few hours before looking for mistakes.
- Let a friend, teacher or your parents make a check as well.



## So sieht ein gelungenes Anschreiben aus:



# Curriculum vitae (CV)

## Watch out for:

- Format: present a clear structure, i.e. a table
- Phrasing: be short and concise
- Objective: place special emphasis on experience and interests valuable for the position. This shows that you are more than suitable for the job/training.

## Remember:

- Personal details: name, address, phone number, date and place of birth, hobbies, e-mail etc.
- Practical experience: training, voluntary work etc.
- Education: school-leaving qualification, schools attended
- Personal skills: accurate information about computer and language skills (e.g. basic knowledge of Word) personal strengths
- Place, date and signature

## So kann ein gelungener Lebenslauf aussehen:

### Lebenslauf

#### Angaben zur Person

Name: **Max Mustermann**  
Anschrift: Musterstr. 16  
12345 Musterstadt  
Tel.: 01234 56789  
E-Mail: max\_mustermann@e\_mail.de

Geburtstag und -ort: 01.01.2000 in Musterstadt

Eltern: Manfred Mustermann  
Margarete Mustermann

Angaben über deine  
Familie sind freiwillig!

#### Praktische Erfahrung

04.04.2014 - 08.04.2014 Praktikum als Fachkraft im Gastgewerbe,  
Hotel Musterhof, Musterstadt

seit 01.02.2014 Kinderbetreuer im Sportverein Muster e.V.,  
Musterstadt

Nenne deine  
Erfahrungen mit  
der Arbeitswelt!

#### Schulbildung

Schulabschluss: Qualifizierender Hauptschulabschluss im Sommer 2015

01.09.2010 - 31.08.2015 Jahn-Schule, Musterstadt

01.09.2006 - 31.08.2010 Martin Grundschule, Musterstadt

#### Persönliche Fähigkeiten und Kompetenzen

Computerkenntnisse: Grundkenntnisse Microsoft Word und Excel

Sprachkenntnisse: Gute Englischkenntnisse

Persönliche Stärken: Zuverlässigkeit, Belastbarkeit, Teamfähigkeit,  
Kommunikationsfähigkeit, Organisationsfähigkeit

Stelle deine  
Stärken heraus!

Hobbys Handball, Schwimmen

Hobbys sagen  
etwas über deine  
Persönlichkeit aus!

Musterstadt, 4. Mai 2014

*Max Mustermann*