

# Workshop

## „Bewerben in englischer Sprache“



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"We no longer look at résumés. We go straight to your Facebook page."

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## Rebecca Schmidt

### Personal Details:

Date of birth May 12, 1990  
Nationality German  
Marital status Single



### Objective

Entry-level position in the field of personnel management or international relations

- University graduate / personnel management / best achievements
- Skilled in leadership, organization and negotiations
- Sociable, eloquent in English / French
- International and intercultural experience / ready to travel
- Independent yet also effective team player

### Education

University of Applied Sciences	“Fachhochschule Frankfurt” Degree in Business Administration Focus: Personnel Management GPA 3.7 (outstanding)	10/2009-6/2013
Upper-track Secondary School	“Klingenberg Gymnasium” Berlin	9/1990-7/2009

### Experience in Personnel Management

Springer Intern. London	Assistant to Director of International Relations Designed and conducted three intercultural preparation-training sessions	3/2012-8/2012
Bertelsmann, Berlin	Intern in the Department of International Affairs Arranged trips for journalists / editors Processed documentation for stays abroad	9/2010-2/2011

### Special Skills/Interests/Activities

Languages German (native speaker), English, French (fluent), Chinese (basic)  
Activities, Hobbies Team Captain at Berlin Hockey Club, travelling (Asia, Middle East)

### References

Available upon request

## Lebenslauf

- introduces the applicant himself
- can be used for different job applications

## Résumé (US)/ CV (UK)

- aims at all the important points of the job requirements
- has to be modified for every job application according to the job requirements
- has prevailed and found the most recognition
- standard reverse-chronological form (last work experience, vocational training, apprenticeship named first, then step by step back into the past)

## Highlight your skills

- the success of a resume depends on how clearly you highlight your skills and abilities, that your employer is focussed on
- The more precise your personal information corresponds to the job requirements, the greater your chances are
- Pay attention to every word of the job advertisement
- Make sure these keywords appear in your resume
- Don't be too modest (especially American personnel managers value the fact if you can promote yourself)
- But don't lie
- Use action words e.g. *improved office efficiency / solved customer problems* (and not: did office tasks)

## Create your resume with great care

- Application documents have to be immaculate and created thoroughly
- A lack of accurateness can be considered as the way the candidate works

## Choose a clear and appealing layout

- not too much text but enough
- as a rule of thumb: around one fourth of the paper should stay white
- use only one standard font type Times New Roman or Arial

When applying within the **US – only** - following facts are **not** needed:

Photo  
Date of birth  
Place of birth  
Marital status  
Nationality

**Cover Letter / US**

Address  
Telephone  
E-Mail-Address

Month Day, Year

Name  
Title  
Company  
Address

Application for the position of (job title) as advertised in (*source in italics*) on (date)

Dear Mr./Ms. ...:

(Refer to your current professional career or your field of studies, your university and the date of your final degree. Explain your interest in the company and the relevant position)

Describe two or three of your key qualifications. Structure or divide these if necessary into parts)

I will be available from (date)

I would appreciate the opportunity to meet with you personally or discuss with you on the phone how I can contribute to the success of (name of company).

Please feel free to contact me if you should need any additional information. Thank you for your interest in my application. I am looking forward to hearing from you soon.

Sincerely,

Signature  
Full name printed

Encl. resume

## Covering Letter / UK

Your address  
Your telephone number  
Your E-Mail address

Day Month Year

Addressee  
Title / Function  
Name of Company  
Address of Company

Dear Mr / Ms ...

Application for the position of (job title) as advertised in (*source in italics*) on (date)

(Refer to your current professional career or your field of studies, your university and the date of your final degree. Explain your interest in the company and the relevant position)

Describe two or three of your key qualifications. Structure or divide these if necessary into parts)

I will be available from (date)

I would appreciate the opportunity to meet with you personally or discuss with you on the phone how I can contribute to the success of (name of company).

Please feel free to contact me if you should need any additional information. Thank you for your interest in my application. I am looking forward to hearing from you soon.

Yours sincerely,

Signature  
Full name printed

Encl CV

## **Cover Letter/Covering Letter**

This is usually the first letter that is read and gives the first impression about you. So the letter should invite to read

1. the main purpose of the cover letter is to raise interest.
2. address the person with name (more common in English-speaking areas)
3. make sure you have the right title
4. show that you know the company, get informed about the company, is this something that you should definitely know before having the interview ( companies history, philosophy, number of employees, subsidiaries, development projects etc.)
5. highlight two or three relevant qualifications for the job requirements, you will catch the interest of the reader
6. the letter has to have all relevant information, but short and concise, not too many details or side-issues

### **Applying according to a particular advertisement**

1. name the source where you found the ad
2. describe 3 of your most important qualifications, that your future employer expects
3. highlight why you are the person who fits into the particular job and can contribute to the success of the company (referring to your education or work experience)

### **Speculative Application**

1. it is very important to inform yourself thoroughly about the company, especially those people who are responsible for recruitment (Human Resources Director or Accounting Manager)
2. if you were recommended by someone, mention the persons name, if the person is well known in the company

“I am writing at the suggestion of Nick White, your former assistant accountant, who believes you may have need in your company for someone with my professional experience”

“Your business acquaintance from Motorola, Susan Wong, has urged me to contact you because she believes you may be looking for a well-qualified Communications Engineer.

## **Speculative application for internships or entry-level positions**

- I am writing to inquire whether you can offer me, a third year university student in Print and Media Technology, a six month internship position from this coming September till February of next year.
- I am looking for an internship position in your company for six months from February to August of next year.
- I would appreciate the opportunity to work in your company as a trainee in the field of solar-panel technology from March till August of next year.
- I am writing to inquire whether you have an entry-level opening in your production department for a graduate of Mechanical Engineering with specialization in Operation and Production Technology.
- I would be grateful if you could inform me whether you have an entry-level opening for a graduate of Communications Electronics with specialization in optical fibres.
- I would like to apply for an entry-level position in your company in the field of Hydraulics Engineering
- As I will graduate with a degree in Business Administration from the University of Applied Science – Constance, Germany, next July, I am looking for an entry-level position in the area of Finance with a dynamically growing company such as (*name of the company*)

**Possible wording for the introduction:**

- I am writing to inquire about the opportunities for engineering graduates at your company.
- I would like to apply for the Management Trainee position that you recently advertised on monster.com
- In response to your advertisement in the New York Times, I would like to be considered for the Sales Assistant position.
- Your company has been recommended to me by Peter Schulz, who held an internship position with you last year.

**Possible wording for the main part:**

- I am presently studying System Engineering at the University of Essen. In accordance with my curriculum, I am seeking a six-month internship from May to September 2007
- During a three-month internship with Lufthansa in Frankfurt, Germany, I designed and implemented a web-shop.
- My responsibilities included the planning and execution of telephone interviews. These skills will enable me to deal with clients' needs effectively.
- I have taken an active role in sales forecasting
- My qualifications match your requirements precisely. I have been operating Microsoft Computer software in a variety of settings for five years.
- Besides speaking English fluently, I am a native speaker of German and have knowledge of Spanish.

**Possible wording for the closing:**

- I will be in New York throughout March and would be glad to meet with you. I am looking forward to hearing from you soon.
- I would be very grateful for the opportunity to meet you and discuss the matter further. Should you have any questions, please feel free to call me
- For further information, please feel free to contact me at anytime. I greatly appreciate your interest and I am looking forward to hearing from you soon.
- I will call you within two weeks to discuss the possibility of meeting sometime soon.



## **Telephone Interview**

(like a standard interview with a little difference)

### **Before the interview:**

- has to be prepared und has to be practiced
- if you are waiting for your call following items have to be placed next to the phone:
- notepad and pen
- name and title of the person contacting you
- a short list of your qualifications and in English
- these have be practised before not that they sound learned by heart or read off
- a detailed list of your skills
- a list of questions
- well-arranged your complete application documents
- documents of the relevant company
- make sure you cannot be disturbed by anything during the talk (mobile phone, doorbell, other people etc.)

### **Behaviour during the interview:**

- thank the person for the call
- call him by his name
- ask politely for his name and title in case you do not know
- try not to show your nervousness
- pay attention to your voice
- smile to have a pleasant voice
- stand up, be upright, so your voice is much clearer
- speak with an interested clear tone
- do not interrupt, listen carefully

## Typical Interview Questions

### Small Talk

*Be positive, no bad comment, smile, hold eye contact, good manners and be polite*

- Did you have any difficulties finding your way here?
- I hope the traffic/ weather was not too bad?
- How was your trip/ your flight?
- How is your accommodation / hotel?
- Have you ever been to Los Angeles before? Is this your first visit to London?
- Can I offer you something to drink?

### Questions referring to your skills

*Look at each question as a chance to introduce your qualifications*

- Tell me about yourself. How would you describe yourself? What in your background makes you qualified and motivated for the advertised position?
- Please give me a brief outline / summary / the highlights of your educational and professional background.
- What do you think are your qualifications / outstanding qualities / greatest strengths?
- What have you accomplished so far in your professional life?
- What can you offer us? Why should we hire you?
- How would your (former) supervisor / professor/ friend describe you?
- What courses did you take this last semester? *(name details of the courses that are important for the position)*
- What subjects at university did/do you like best?

### Questions to your career / background

- Describe the tasks/responsibilities of your current/last position.
- What makes the advertised position different from your current/last position?  
*(possible answers: new challenges, new responsibilities, growth opportunities)*
- What did you learn at the university that you can use for the advertised position?  
*(name relevant courses, teamwork)*
- What kind of experience have you gained that is relevant for the advertised position
- Do you know the tasks of the advertised position?  
*You know the tasks and have the abilities to carry out the tasks*
- What tasks do you think have to be performed in the offered position?

- What skills/personal qualities are required to be successful in the advertised position / your profession?
- What do you think are the main responsibilities of a .....
- What aspects of the advertised position do you consider the most important?
- Describe how the advertised position relates to the overall goals of the department / project/ company

**Do you know the company and the markets?**

*Show your knowledge of the company*

- What do you know about our company/products/services/markets/history/competitors?
- What do you know about current developments in our markets / in our branch of industry?

**Questions about your working method**

*Prepare answers that demonstrate the preferred skills*

- What have you done that demonstrates teamwork / initiative?
- How do you plan your day/week? (*organization, self management*)
- Describe some of the important decisions you have made in your current / last position. (*describe how you made decisions: collected information, consulted important person, evaluated options*)
- Describe how you solved a work-related problem.
- How quickly do you make decisions? (*possible answer: in most cases I can make quick decisions because I keep myself well informed, in special cases of course I take the necessary time to evaluate the options*)
- How do you keep up with current developments in your profession? (*Possible answers: read professional literature, am a member of ...society, visit professional fairs, attend training courses, seminars.*)
- How do you deal with pressure? (*possible answers: I tried to avoid excessive pressure through prevention, primarily by planning my time, and I try to recover my strength through relaxation exercises, team sports and hobbies*)

## Questions to motivation and characteristics

### About the past

- Why have you attended a University of Applied Sciences? *(possible answer: I was attracted by its streamline curriculum, practice orientation, and the close contact it offers me to professors and industry)*
- Why did you change degree programs / university / careers / companies? *(possible answer: I wish to broaden my horizons, have new challenges, and better my career prospects)*
- Why did you decide for this academic program (US) course of study (GB), field of work?
- What did/do you like about your current/last position? *(possible answers: challenges, independence, trust, recognition by my supervisors)*
- What don't /didn't you like about your current/last position? *(never say anything negative about people, positions, the company)*

### About the present

- What are you looking for in a new position/company? What interests you in particular about the offered position? Why is this job offer ideal for you? *(Possible answers: challenges, development, career opportunities)*
- Why do you wish to join our company? *(Possible answer: I think we have common interests: I can identify myself easily with your products/services/ your management style. A think your company has a real future. Therefore, I wish to contribute significantly to its growth and in the process I hope to grow as well as taking on further responsibilities and challenges.*
- Why do you wish to work abroad? *(I would love the challenge. Moreover, working abroad will improve my career chances as well as my knowledge of English and my understanding of foreign cultures.)*
- What is important for your professional satisfaction? *(responsibility, interesting challenges, work in a good team, recognition)*
- What do you do in your free time? *(I read professional literature, attend courses in ..., I am fond of team sports like ...)*
- What book have you read recently? What do you think about the book? How has it affected you? *(be prepared to talk about the book)*

### About the future

- What do you hope to be doing in two to five years? *(once I know the firm well enough, I hope to work in this department with increased responsibility. After further training I hope to be promoted)*
- How long do you intend to work for us? *(as long as you can employ me in a qualified position, and further personal growth and advancement are possible)*

## Tricky questions

These answers have to be well thought through

- If you could select a company you would like to work for, which would you choose?  
*(Of course I would choose your company because ...)*
- Are you a leader or a follower? *(I find it important to be both. As an executive it is essential to be able to follow as well as to give directions)*
- Do you prefer working in teams or alone? *(be honest, especially to yourself, or if so: I'm familiar and happy with both)*
- Are you willing to travel / work overtime/weekends?
- How do you feel you are doing so far in this interview? *(If you have not had the chance to point out specific skills, tell the interviewer now)*
- Have you recently had job interviews with other companies? *(possible answer: I am at the beginning of my job search. However in the past I have always been quite successful in getting work quickly due to my practical skills and experience.*

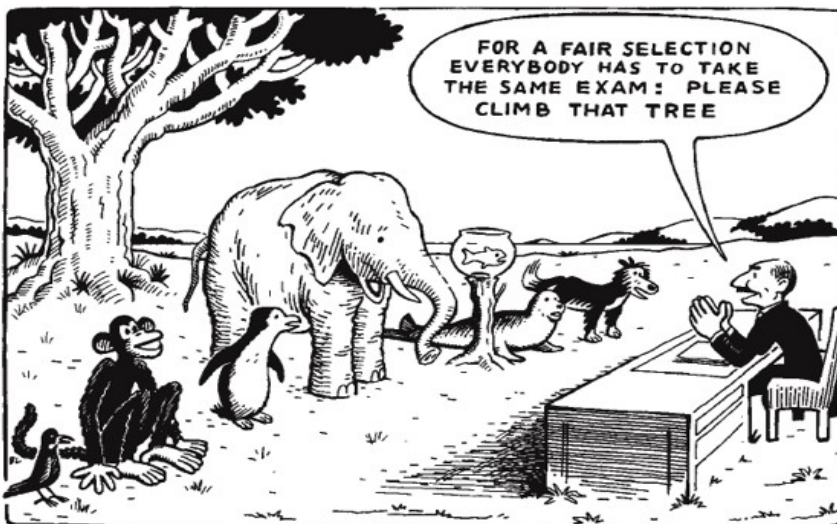
## Request to self-criticism

- What do you think are your weaknesses?
- Where do you see need for improvement in your skills and personal development?
- How do you feel about your professional development up to now?
- Tell me about a time at work when you were criticized?
- What courses at university did you like least / had the greatest difficulty with?
- If you could start university / your career over again, how would you do it?

## What to ask!

*You will always make a good impression if you ask some (intelligent) questions at the end of the interview:*

- What will be the main challenges of the position in your opinion be?
- Who will I report to? Will be supervising/ coaching me?
- What is the working climate like in this company?
- How many people have had this position over the last ten years?
- How will my performances be measured/ evaluated?
- What is a common career path for someone like me in your company?
- What are the company's plans for the future?
- What current changes is the company going through?



## Job application websites:

<http://www.jobtalk.de>

<http://www.traineeship.de/bewerbung.html>

<http://www.application-english.com/bewerbungsschreiben.php>

<http://www.bewerbungs-spezialist.de>

<http://www.arbeitsberatung.de>