

Tips and tricks for the application

1. First impression counts - we are pleased about ...

- a well-organized application portfolio
- an attractive design
- a consistent layout

2. The cover letter

Sender	←	Max Mustermann Mustermannstraße 58 12345 Musterstadt Telefon: 0123 456789 E-Mail: max.mustermann@gmx.de
Date	←	STADLER Anlagenbau GmbH Ms Patten Human Resources Max-Planck-Straße 21 88361 Altshausen <div style="float: right; border: 1px solid black; padding: 2px; margin-top: 10px;">Ravensburg, den 13. Mai 2020</div>
Subject line	←	Application for an apprenticeship as an industrial clerk starting in September 2020
Salutation (personal)	←	Dear Ms Patten,
Introduction (Motivation)	←	my name is Max, I am 19 years old and I am currently attending the Wirtschaftsgymnasium in Ravensburg. I expect to obtain my general university entrance qualification in June 2020.
Main part (Your profile and knowledge)	←	I became aware of STADLER Anlagenbau GmbH at the training fair on 22.01.2020 in Bad Saulgau. Due to my interest in economic interrelationships, sustainability and technological developments, I can very well imagine training as an industrial clerk with Stadler as my training partner. I was already able to gain initial insights into the accounting and purchasing departments during my internships as an industrial clerk. Furthermore, I have a good knowledge of economic contexts through the profile subjects of business administration and economics. Through my free time activities at the football club, I am used to working in a team and therefore also bring a high level of motivation and willingness to perform. I am also able to work under pressure, have organizational skills and enjoy taking on responsibility. Through my work on the committee of the tennis club, I have been able to demonstrate precisely these skills.
Conclusion (Presentation and dates)	←	I would like to impress you personally in an interview. I look forward to a positive response.
Greeting and signature	←	Yours sincerely  Max Mustermann
List of Annexes	←	Enclosures

The cover letter should be written in a single font, with consistent type indents, lines and spacing. In addition, the cover letter should not be longer than one page.

DIN 5008 is a general standard for business letters and serves as a guide. It does not refer to the content of the cover letter, but only to the structure and design.

3. The cover page (optional)

For a quick overview. The main elements of a cover page are the heading, contact details, photo, position applied for and the content of the application.

4. The application photo

Not a must - but gladly welcomed! This way we can literally get a picture of you.

Please remember: first impressions count! Accordingly, a decent, professional photo is obviously an advantage - and it should be up-to-date!

5. The curriculum vitae

We need the following information:

- Personal data (name, date and place of birth, address, family status and nationality)
- School education
- Work experience
- Special qualifications (further education, knowledge, skills, languages, etc.)
- Interests (memberships, social services, hobbies, etc.)

All information should be accurate in terms of time and without gaps. In addition, the CV must include the place, date and signature.

6. Enclosures

The following attachments should be enclosed with the application:

- Certificates of vocational training, university degree
- Employment references
- The last two school-leaving certificates
- Internship certificates

7. Avoid typical mistakes in your application

Mistakes in an application can quickly lead it to land directly in the wastepaper basket. After all, our recruiters want to see how conscientious and solid you are. Errors in content and form are easily overlooked by the writer, so the application should be proofread by a neutral, objective person.

The most common mistakes in an application are:

- Spelling mistakes
- Grammatical errors
- Clearly recognizable sample cover letter
- Missing or incomplete information
- Wrong or missing contact person