

Applying for a Job

How to Write a Cover Letter

The "Student FIT 4 FAU – Förderung internationaler Talente" program of Friedrich-Alexander-Universität Erlangen Nürnberg (FAU) is supported by the Federal Ministry of Education and Research (BMBF) and the German Academic Exchange Service (DAAD)

- **Ana Schönberger**
- M.A. Intercultural Education
Dipl. Industrial Designer
- Development cooperation
China, Egypt, El Salvador, Israel
- School to work transition



Student FIT 4 FAU
Förderung internationaler Talente





1. Application process

a) Understanding job ads



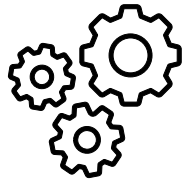
2. Application Documents

a) Cover letter



**How much time on average
does a recruiter take to
review an application?**

**only about
1 to 2 minutes**



1. Application process

a) Understanding a job advertisement

Tasks and requirements

Tasks you will perform

- Development of ...
- Technical advice and support for ...
- Identifying and researching ...
- Operate and optimize...
- Organization of...

Responsibilities

- You will play a crucial role in ...
- Monitoring of ...
- Responsibility for ...
- Central point of contact for ...

Student (m/f/d) for a Semester or Master's Thesis in the field of Fuel Cell Design for Aviation

Activities and responsibilities

- You will start with a literature research on status quo regarding Solid Oxide Fuel Cell gravimetric and geometric modeling for a hybrid-electric future propulsion system powered by hydrogen
- Based on the literature research you will identify relevant methods to estimate the mass and volume of the fuel cell system
- Afterwards, you will use the determined methods to adapt and extend our existing fuel cell model in terms of sizing
- Finally, you can run own studies to analyze the impact of the different fuel cell components and operating conditions on the fuel cell system performance and size

Skills and experience

Mandatory (must haves)

- Very precise terminology
- You have...
- It requires...
- We expect...
- You are highly skilled in...
- Degree in ...

Optional (desirable)

- More low-key terminology
- would be desirable...
- Ideally you would have...
- comparable qualifications
- or related fields

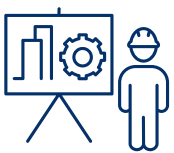
Qualification profile

- You are an enrolled university student (m/f/d) in the field of aerospace, mechanical/chemical engineering or electrochemistry
- You have proven skills in software development, preferably with MATLAB
- You are interested in electrochemistry and want to shape the future of aviation
- Self-reliance, reliability and a high level of self-organisation are among your strengths
- You thrive in a connected team environment and be eager to improve
- Your English is of high level both spoken and written



Language Knowledge and proficiency

Content



Which activities, jobs or hobbies in your previous life match the requirements?

Do the Matching!

- Have you studied a related subject?
- Does your favorite subjects at university match the specialist knowledge required.
- Have you completed training in the relevant subject area?
- Have you already worked in a similar field?
- Have you carried out comparable tasks?
- Do you have hobbies or part-time jobs that require similar qualifications to the advertised position

3. Cover letter



- a) Understanding the cover letter
- b) Formalities and content
- c) Examples

Understanding the cover letter

When do I have to write a cover letter?

- When it is required.

Will the cover letter be read by recruiters?

- Yes, it will be read!

What is the purpose of a cover letter?

- The opportunity to explain your motivation & the connection between yourself and the position

Formalities and content

Choose any layout you like

- well structured and visually clean
- Maximum 1 page long
- No repetition of CV
- Relate to the tasks of the position
- Proof your skills with concrete examples
 - Do not justify gaps and weaknesses
 - Include strengths in descriptions
 - Avoid standard wording
 - SPELLING! Upper and lower case

Sample Cover Letter

FAU Career Service

Liu Wei Sample
Halbmondstraße 6, 91054 Erlangen
0151 - 123 456 78
liuwei.sample@muster.de

Company name
Contact person's name (with title)
Street / number
90000 City

Erlangen, 05.03.2025

Subject line: Application for/as... (Reference number if stated in the job offer)
Reference number: xxxxxx

Dear Mr. Müller,

at the interface between business and science, Company GmbH makes an important contribution to the further development of market research. As a junior consultant in the area of data analysis and empirical research methods, I would like to actively support Company GmbH in this regard.

The central component of my Master's degree in "Marketing" with the focus on market research is the transfer of comprehensive knowledge of statistical methods, including panel and evaluation procedures. I have already been able to put this theoretical methodological knowledge into professional practice during internships at Company A and Company B and have expanded my skills in data checking and preparation as well as in statistical data analysis with STATA and SPSS.


I was able to prove my careful and structured way of working as a research assistant at Institute C. My work as a tutor at the chair x also improved my communication and presentation skills. During my studies abroad at the University X in "City", I was able to gain valuable international experience in the Latin American cultural area and to optimize my Spanish language skills.

After completing my studies, I would like to further develop my methodological knowledge and skills and gain further experience in the operational handling of survey data at Company GmbH. I will be at your full disposal from September 2020.

I am very much looking forward to a personal conversation. Thank you in advance for your time and consideration

Yours sincerely,
Liu Wei Sample
Liu Wei Sample

Paper size

 **DIN A4**
is the standard in
Germany

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DIN A4
21 x 29,7 cm

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Yours sincerely,
Liu Wei Sample
Liu Wei Sample

Letter
21,59 x 27,79 cm

Content

Why am I applying for this job?

- Get information about the company/job.

Why am I interested in the company/position?

- Think about my personal goals

What qualifies me for the job?

- Gather arguments (experience, skills).



The more precise, the better

Example

Contact of the employer

Company name

Contact person's name (with title)

Street / number

90000 City

Your full contact

Liu Wei Sample

Halbmondstraße 6, 91054 Erlangen

0151 - 123 456 78

liuwei.sample@muster.de

Place, date

Erlangen, 05.03.2025

Application for/as ... Subject line: Job title in the job add

Reference number: XXX XXX XXX

Add reference number if stated in the job add

Example

Respectful greeting

Dear Mr. Müller,

Always use the name of the contact person

Opening paragraph

Try to write an individual opening by, for example, referring to the company's slogan, specialization or anything that makes it your ideal employer. Try to avoid redundant information as "hereby I'm applying for..." as it is already stated in your subject line.

If you were referred by someone, state that here.

Why am I applying for this job?

Show that you did your research on the company!

Middle paragraph

In this section, you want to build a connection between the company's needs and your educational and professional background and skills. Stress what you have to offer, not what you want from them. Identify those parts of your experience that will interest this very employer. You can draw attention to relevant course work, special projects and campus activities if they show a direct relationship to this position. Do not restate what's in your resume, rather expand upon special projects or accomplishments as examples.

DON'T: "I am a communicative, highly motivated ..."

Use several 'live stations' to prove a competence

Example

Closing paragraph

Restate your interest in this position and how your unique qualifications fit it. Thank the reader for his/her time and consideration and that you are looking forward to hearing from him/her soon.
If asked for, also inform about your possible starting date and/or your desired salary.

I am very much looking forward to a personal conversation. Thank you in advance for your time and consideration

Final sentence

Yours sincerely, Greeting

Lia Wei Sample Handwritten signature

Example

General

I have read your job advertisement with great interest and would like to apply for a three-month internship.

More precise

I have read your internship advertisement with great interest and would like to apply to you as a student of mechanical engineering with a specialization in automation technology.

Example

General

I am currently a sixth year psychology student at FAU and would like to put my theoretical knowledge into practice.

More precise

I am currently in my sixth semester of Psychology at FAU and have already gained in-depth knowledge in the field of Human Resource Management, specifically Human Resource Marketing. As part of a project, I independently analyzed the university marketing strategy of a large company. I used Excel to analyze the data. Now I would like to do an internship in your company to find out how your university marketing strategy works

Example

General

During numerous internships and part-time jobs with well-known companies, I have already learned a lot.

More precise

In my laboratory internship on the subject of xy at FAU, I learnt how to analyze and prepare xy. I also gained my first insights into the structures of a pharmaceutical company during my internship at the pharmaceutical company xy. My task was to carry out analyses on the topics a b and c together with my supervisor. I used the following methods,

Preparing a job application



13
Mar

2:00 pm – 3:30 pm

Applications in a Nutshell – Create your own application documents

Teacher: Ana Schönberger, Time: 2:00-3:30 pm (14:00-15:30 Uhr), via Zoom, Language: English

20
Mar

2:00 pm – 3:30 pm

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27
Mar

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Applications in a Nutshell – Create your own application documents

Teacher: Nicole Jakob, Time: 2:00-3:30 pm (14:00-15:30 Uhr), via Zoom, Language: English

Career Day



18
März

10:00 – 11:30

Mastering the Career Ladder: Practical Tips for Job Applications and Interviews

Speaker: Silke Koppitz, time: 10:00 - 11:30 Uhr, via Zoom, Language: English, Target group: international students and graduates of all subjects areas

18
März

12:00 – 13:30

AI, Social Media and Application – What You Need to Know about Tools and Features

Speaker: Dr. Eva Reichmann, time: 12:00 - 13:30 Uhr, via Zoom, Language: English, Target group: international students and graduates of all subjects areas

18
März

14:00 – 15:30

Finding your personal career vision

Dozent: Kristian Schubert, Veranstaltungszeitraum: 14:00 -15:30 Uhr, via Zoom, Veranstaltungssprache: Englisch, Language: English

Thank you for your attention!