

A personal letterhead in the headline is a good idea but optional

(Application in English language for German employers)

Curriculum Vitae

Born on 27th January 1989 in Bremen, Germany

Single and willing to relocate

It's optional to specify your marital status

Picture

Ca. 6x9 cm

In Germany, a picture in your CV is still common. Make sure that you get your picture from a professional photographer

Education

09/2012 - present

University of Applied Sciences, Lübeck
Masters programme: Business Administration with focus on marketing

Add the country if it isn't Germany

09/2009 – 08/2012

University of Applied Sciences, Dortmund
Bachelor programme: Business Studies with focus on International Management
Degree: Bachelor of Arts (B.A.), first class degree
Subject of the BA thesis: Viral marketing

It's optional to mention the grades

02/2012 – 08/2012

Universidad de Salamanca, Spain
Study abroad

07/2008

Albert-Schweitzer-Gymnasium Bremen,
University entrance qualification

Work Experience

07/2010 – 10/2010

Germanwings GmbH, Dortmund
Department of Marketing and Sales
- generation of ideas for a prize draw
- coordination of advertising creation
- collaboration with creative agencies

Make a short list of your responsibilities that are most important for your preferred job

10/2012 - present

Messe Hamburg GmbH
- customer liaison and support
- data base maintenance

01/2010 – 12/2011

University of Applied Sciences, Dortmund
Student research assistant at the department of

business
- conduction of tutorials
- Work on the project “International Event Management Beijing”: creation of advertising materials, coordination of advertising through social media channels

Experience abroad

08/2008 – 08/2009

Work & Travel, Australia

You could also add the study abroad here

Language Skills

Proficient in speaking and writing English
Conversational Spanish
Basic skills in Mandarin

Computer Skills

Familiar with MS Office
Basic skills in InDesign
Proficient with CMS (Typo 3)

Interests

Playing handball, playing electric guitar

It's optional to mention your interests

23.09.2013

[Signature]

It's absolutely necessary that you always conform your CV and your cover letter to the current job offer.

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H. & J. Brüggem AG
Department XXXX
Mr. Muster
Musterstr. 1
23568 Lübeck

Be careful about the correct spelling and the legal form of the company

23.09.2013

Application as an intern in the department of marketing

Your advertisement in the Lübecker Nachrichten dated 17.09.2013

Dear Mr. Muster

currently, I'm studying business administration with focus on marketing at the University of Applied Sciences in Lübeck.

My bachelor thesis dealt with viral marketing and I researched into the correlation between XXX and XXXX.

During my internship at the Germanwings GmbH, my team and me developed a concept for a prize draw. Furthermore, I assisted with designing the leaflets for the prize draw. I also caught up with offers from advertising agencies for the design of giveaways.

comment: This is only one possibility to start a cover letter. Don't use boring phrases like "I would like to apply for..." .It's better to start with your most important qualification for the job. Emphasize the important points you mentioned in your CV. Don't list your soft skills in a way like that: I work well in a team, I'm also creative and flexible. Write sentences in which you explain your activities in conjunction with your soft skills. Did you work in a team? Was it an international or an interdisciplinary team? Did you work self dependent? Did you familiarize yourself with new topics quickly?

Your cover letter should include your motivation. For example: Why do you want to work for this special company? Or: why do you want to work in this special industrial sector? If you want to apply for an internship, you could also write about your career goal.

Here at the lower part of the cover letter, you can write about your salary expectations (only if asked!!!) and about the time you could start the job/internship.

I'm looking forward to hearing from you.

Yours sincerely,

[For e-mail applications, you should place your scanned signature here. For postal applications, sign with a filler. So it appears to be high-class.]

Enclosures

You don't need a list of your enclosures, here will do the word „Enclosures“