

GERMANY



Areas of interest and skill set

Job vacancies are normally published on the website of the respective company. More often than not, they will also be printed in the daily newspaper. Job centers are another source of information when searching for a job and personal contacts.

Acquiring information on jobs

The letter of application should be no longer than a DIN A4 page and it must be targeted at the company you are going to send it to. In the letter, you have to point out why you think you are suitable for the position that is offered.

CV and cover letter

A CV is not obligatory; nevertheless, most employers prefer to have it. Apart from that, great importance is attached to accuracy in spelling and a neat and tidy overall impression of the complete file.

Correspondence and interview

Some companies may ask you for a one-day trial period prior to offering you a work contract. You should not refuse this invitation/ request. After having signed a contract probationary periods vary and may last up to six months.

Further Information

If you would like to find out more about the application procedure in Germany and current job offers, you can have a look at the following links. <http://www.zav.de/>