

heyWrite: YOUR JOB APPLICATION STARTER KIT

Thank you for downloading this kit, we hope this helps you.

WHAT CAN YOU EXPECT FROM THIS STARTER KIT ?

Introduction: Content of your application	1
How-to structure your CV	2
Tips for writing, structuring & designing the best CV	4
Sample CV style 1 & 2 - Basic design	5
Sample CV style 3 & 4 - with colour	6
Sample CV style 5 & 6 - two columns	7
Job description matching worksheet	8
5 Tips for writing a cover letter	9
Principles to Remember	10
Sample cover letter 1 - Mechanical engineering	11
Sample cover letter 2 - PhD in BioTech	12
5 Tips for your LinkedIn profile	13
AI Tips	14
About heyExpat and our mission	15

CONTENT OF YOUR APPLICATION

Applying for jobs in Germany involves a structured and formal process that may differ from job application procedures in other countries, especially India. **heyWrite** guide will provide a comprehensive overview of the German job application process.

When applying for a job in Germany, one of the key elements is the „**Bewerbungsmappe**“. This term refers to a comprehensive application portfolio that contains all the essential documents required by German employers. Understanding what to include in your Bewerbungsmappe and how to organise it can significantly enhance your chances of securing a job interview. Here is what's included in a **Bewerbungsmappe**:

CV (LEBENSLAUF)

- Purpose: Provide a detailed overview of your professional and educational background.
- Content: Include personal information, optionally a professional photo, work experience, education, skills, and certifications. List experiences in reverse chronological order.
- Format: German CVs are usually concise and well-structured, with clear headings and bullet points.

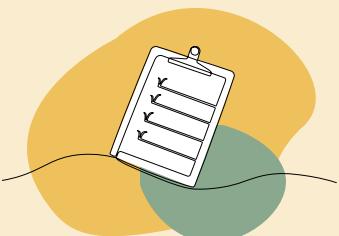
[More info on page 2](#)



COVER LETTER (ANSCHREIBEN)

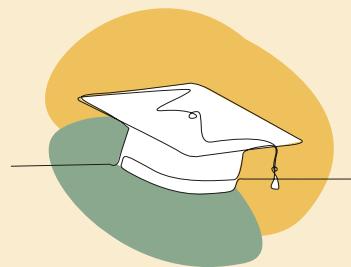
- Purpose: Introduce yourself and explain your motivation for applying for the specific job/position.
- Content: Tailor it to the job and company, highlight relevant experiences and skills, and demonstrate your understanding of the company's needs.
- Format: Typically, one page in length, written in a professional tone.

[More info on page 9](#)



CERTIFICATES AND REFERENCES („ZEUGNISSE“) *If asked by the employer*

- Purpose: Validate your educational qualifications and professional experiences.
- Content: Attach copies of your diplomas, degrees, and any professional certifications. Include references or letters of recommendation from previous employers.
- Format: If the employer requires it in German, ensure these documents are translated into German if they are originally in English.



TIPS FOR A SUCCESSFUL BEWERBUNGSMAPPE:

1. **Customisation:** Tailor each Bewerbungsmappe to the specific job and company. Highlight experiences and skills that are most relevant to the job description.
2. **Attention to Detail:** Proofread all documents carefully to avoid any spelling or grammatical errors. Ensure all dates, names, and details are accurate.
3. **Professionalism:** Maintain a professional tone and appearance throughout your application. Avoid overly casual language or informal presentation styles.
4. **Clarity:** Be clear and concise in your writing. Employers should be able to quickly grasp your qualifications and suitability for the position.

HOW TO STRUCTURE YOUR CV:

Key CV statistics research shows that "recruiters spend 6-8 seconds reviewing a CV before they decide whether it is suitable for a vacancy or not." During that time, they will scan your professional experiences, look at some of the keywords they are looking for (e.g., Programmer role – programming languages, frameworks and libraries, databases, tools and technologies, development methodologies, and soft skills such as problem-solving, team collaboration, communication skills, adaptability, critical thinking, etc.), and your professional summary (intro).

FIRST NAME, SURNAME

Current location
(If based abroad, mention: "Open to relocate to Germany")
Tel (+49 1234 5678910) | email | LinkedIn URL

Professional photo is optional and not required.

1

Julien Leblan
Bangalore, India
Tel (+49 1234 5678910) | email jebelan.julien@hotmail.com | linkedin.com/in/julien-leblan

Professional Photo (optional)

PROFESSIONAL SUMMARY

- Highlight what defines you as a professional (area of expertise, years of experience, type of environment you have been working in – consulting, multinationals, entrepreneurship, etc.).
- Eventually, mention your current situation (your current role and responsibilities and, more importantly, what you are up to next).
- In the last paragraph, you want to connect as much as possible with the type of roles you are applying for.

2

PROFESSIONAL SUMMARY

Consultant and Technical Programme Manager with 5 years of experience in client facing expertise. My career interests lie at the nexus of xxx and xxx. Proficient in xxx (key technical skills)... Cultivated collaboration team skills in multicultural diverse environments, ... In my current role at xxx I develop solutions to enable large scale audit and regulatory compliance for multiple lines of business. Driven by helping companies and organizations to improve their

EDUCATION

3

NEW DELHI, INDIA
AUG. 2018 – MAY 2020

JAWAHARLAL NEHRU UNIVERSITY (JNU)
MA in International Relations & Area Studies
• JNU Entrance Test - All India Rank (AIR) #7
• Specialization – International Trade & Economics

EDUCATION

Name of the school/university Location
Diploma (Bachelor's, Master's, MBA, etc.) Dates

- If you received a scholarship, you should mention it.
- Specialisation – e.g., Technology, IT, Engineering, etc.
- If this is a well-ranked school in India or abroad, you should mention it (top 10)
- Overall mark

Repeat with all the diplomas you have graduated with so far or are currently studying for. Position this section on your CV directly after your Professional Summary if you have five years of experience or less. If you have more experience, we would recommend starting with your Professional Experience first. In that section, you may also want to include your continuous learning experiences (e.g., any relevant certification you were able to complete in parallel with your professional experience).

4

PROFESSIONAL EXPERIENCE

COMPANY ABC
Software Development Engineer

BANGALORE, INDIA
JULY 2016 - MAY 2019

Graduate Placement Year in IT Operations followed by 2 years Graduate Software Development Engineer Program

- Developed Graphical User Interfaces and software modules for a modern development platform
- Owner and developer of a sub-module used by 23 development teams worldwide across (name of company)
- Led a team of 8 people in negotiating timelines and deliverables for 15+ international stakeholders
- Negotiated with the legal department and framed coding processes to enable product releases
- Conducted trainings for 35 employees and mentored 2 interns on development of features

PROFESSIONAL EXPERIENCE

Name of the company
Full title

City, Country
Dates (ex: SEP. 2023 – PRESENT)

Overview:

One sentence of context, type of environment you were in, some of the challenges you had to face. If you were promoted into that role, etc.

Responsibilities:

Highlight in five bullet points max, your job responsibilities (making sure those points connect with the job description you are applying for, if relevant).

Achievements:

One or two sentences where you highlight your key results/achievements (quantitative and qualitative). What you learnt and the skills you practised can also be relevant to mention in that section.

LANGUAGE

Native: The language you grew up speaking and have mastered all aspects of, including grammar, complex concepts, and extensive vocabulary.

Fluent: You can comfortably speak, write, and understand the language with ease; C1/C2 equivalent.

Proficient: You are able to speak, read, and write the language with minimal difficulty; B2 equivalent.

Intermediate: You can hold a basic conversation in the language while speaking at a slower pace than a native speaker and requiring some repetition to understand the conversation; B1 equivalent.

Beginner: You know some basic words and phrases but would not be able to create a grammatically correct sentence or carry on a conversation with someone in that language; A1/A2 equivalent.

5

LANGUAGES

- English (Native)
- Hindi (Native)
- German (Fluent, C1)
- Spanish (Intermediate, B1)

6

SKILLS

- Social Media Applications (Advance)
- Data Analysis (Advance)
- Trello (Advance)
- Miro (Advance)
- Articulate 360 (Advance)
- Moodle (Advance)
- LMS Platforms (Advance)
- Canva (Advance)
- Problem Solving
- Collaboration

7

PUBLICATIONS AND OTHER INTERESTING WORK

- Leblan, Julien. Metabolic Disorders: Differentiating between PPID and EMS. Cambridge University Press, 2014
- Leblan, Julien & Mustermann, Max. Metabolic Disorders and its correlation to fasting. Journal of metabolic disorders. June 2013, Issue 1

EXTRA CURRICULAR ACTIVITIES

- Diving instructor in Maldives over Summer 2021/22
- Participated in Tour de France, 2017
- Volunteered as Bee Keeper at the National Trust, England 2009-2012

8

INTERESTS

9

- Deep sea diving
- Bike tours
- Beekeeping and honey production

2

INTERESTS

What are you passionate about?
Where do you like to spend your free time?
What are you good at?

SKILLS

In that section, you want to include a set of technical skills you have acquired through your training and professional experience, as well as a set of soft skills you have gained.

PUBLICATIONS AND OTHER INTERESTING WORK

In that section, you want to highlight any written contributions you have made (published books, chapters, articles, blogs), especially if the content connects with the role you are applying for. The same applies to videos, films, or any additional communication support.

EXTRA CURRICULAR ACTIVITIES

Here, you want to tell a bit more about yourself outside of work. For example, how, at your level, you contribute to making the world a better place (engagement, volunteering, help and support to communities).

In addition to that, you may also want to highlight some personal achievements in sports, culture, travel, etc.

TIPS FOR WRITING, STRUCTURING & DESIGNING THE BEST CV

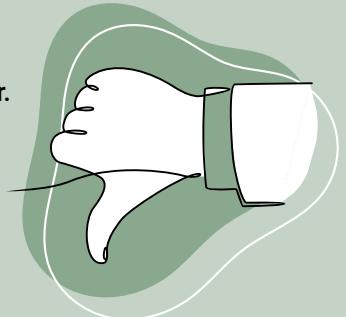
Your CV is the “teaser” of your professional life.

And like any good movie or campaign teaser, highlighting your objectives, describing what you would like to promote, identifying your audience, and writing a script are essential success factors to land a job.

Don't put everything on your CV, just what is essential compared to the position you apply for.

Two common mistakes that candidates make when they apply for a job are:

- Share the same CV version every time they apply for a job.
- Try to put everything they did professionally on their CV.



When you apply for a role you really like and where you really fit the requirements (let's say 80% or more), **make sure to customise your CV as best as possible with the job description, highlighting keywords in your introduction and skills sections, and key job responsibilities and achievements in your work experience section.**



The goal here is to reassure the recruiter / hiring manager that you are a strong candidate, that you match the criteria he or she is looking for.

Focus on the essential; get rid of some non-essential information (not related to the role, too old to really matter, etc) and focus on what can really make a difference.

“Own your CV”, every word. You should be able to have a powerful story ready to tell (later in interviews) for every line you write. Something you're proud of, like a project you led or played a key role in, a difficult situation you managed to solve, a skill you learnt, a strong working relationship you built, etc.

Important sections that should be included in a CV:

- About/Introduction/Professional Summary
- Professional Experience
- Education
- Continuous Education / Trainings
- Languages
- Skills
- Extra-curricular activities
(e.g.,: Pro bono/volunteer experience)
- Interests (optional)
- Publications (optional)

Refer to the CV sample for more detailed information for each section.

Font size: 10/11

1 page: for candidates with *less than 5 years* experience

2 pages max: for candidates with *more than 5 years* experience (1 1/2 pages is also ok)

EXAMPLE CV

STYLE 1

<p>First Name, Name Current location Tel phone number email address LinkedIn profile</p> <p>PROFESSIONAL SUMMARY Consultant and Technical Programme Manager with 5 years of experience in client facing expertise. My career interests lie at the nexus of xxx and xxx. Proficient in xxx (key technical skills)... Cultivated collaboration team skills in multicultural diverse environments. ... In my current role at xxx I develop solutions to enable large scale audit and regulatory compliance for multiple lines of business. Driven by helping companies and organizations to improve their</p> <p>EDUCATION Name of the school/university Diploma (Bachelor, Master, MBA, etc) • If you received a scholarship, you should mention it • Specialization - ex: Technology, IT, Engineering, etc • If this is a well ranked school in India or abroad, you should mention it (top 10) • Overall mark</p> <p>PROFESSIONAL EXPERIENCE Company Name Full title City, Country Dates (SEP. 2023 – PRESENT) Graduate Placement Year in IT Operations followed by 2 years Graduate Software Development Engineer Program • Developed Graphical User Interfaces and software modules for a modern development platform • Owner and developer of a sub-module used by 23 development teams worldwide across (name of company) • Led a team of 8 people in negotiating timelines and deliverables for 15+ international stakeholders • Negotiated with the legal department and framed coding processes to enable product releases ◆ Conducted trainings for 35 employees and mentored 2 interns on development of features</p> <p>LANGUAGES English (Native) Hindi (Native) German (Fluent, C1) Spanish (Intermediate, B1)</p>	<p>SKILLS Social Media Applications (Advance) Data Analysis (Advance) Trello (Advance) Miro (Advance) Articulate 360 (Advance) Moodle (Advance) LMS Platforms (Advance) Canva (Advance) Problem Solving Collaboration</p> <p>PUBLICATIONS AND OTHER INTERESTING WORK • Leblan, Jullien. Metabolic Disorders: Differentiating between PPID and EMS. Cambridge University Press, 2014 • Leblan, Jullien & Mustermann, Max. Metabolic Disorders and its correlation to fasting. Journal of metabolic disorders. June 2013, Issue 1</p> <p>EXTRA CURRICULAR ACTIVITIES • Diving Instructor in Maldives over Summer 2021/22 • Participated in Tour de France, 2017 • Volunteered as Bee Keeper at the National Trust, England 2009-2012</p> <p>INTERESTS • Deep sea diving • Bike tours • Beekeeping and honey production</p>
--	--

Style 1

Download here

STYLE 2

<p>First Name, Name Current location Tel phone number email address LinkedIn profile</p> <p>PROFESSIONAL SUMMARY Consultant and Technical Programme Manager with 5 years of experience in client facing expertise. My career interests lie at the nexus of xxx and xxx. Proficient in xxx (key technical skills)... Cultivated collaboration team skills in multicultural diverse environments. ... In my current role at xxx I develop solutions to enable large scale audit and regulatory compliance for multiple lines of business. Driven by helping companies and organizations to improve their</p> <p>EDUCATION Name of the school/university Diploma (Bachelor, Master, MBA, etc) • If you received a scholarship, you should mention it • Specialization - ex: Technology, IT, Engineering, etc • If this is a well ranked school in India or abroad, you should mention it (top 10) • Overall mark</p> <p>PROFESSIONAL EXPERIENCE Company Name Full title City, Country Dates (SEP. 2023 – PRESENT) Graduate Placement Year in IT Operations followed by 2 years Graduate Software Development Engineer Program • Developed Graphical User Interfaces and software modules for a modern development platform • Owner and developer of a sub-module used by 23 development teams worldwide across (name of company) • Led a team of 8 people in negotiating timelines and deliverables for 15+ international stakeholders • Negotiated with the legal department and framed coding processes to enable product releases ◆ Conducted trainings for 35 employees and mentored 2 interns on development of features</p>	<p>LANGUAGES English (Native) Hindi (Native) German (Fluent, C1) Spanish (Intermediate, B1)</p> <p>SKILLS Social Media Applications (Advance) Data Analysis (Advance) Trello (Advance) Miro (Advance) Articulate 360 (Advance) Moodle (Advanced) LMS Platforms (Advance) Canva (Advance) Problem Solving Collaboration</p> <p>PUBLICATIONS AND OTHER INTERESTING WORK • Leblan, Jullien. Metabolic Disorders: Differentiating between PPID and EMS. Cambridge University Press, 2014 • Leblan, Jullien & Mustermann, Max. Metabolic Disorders and its correlation to fasting. Journal of metabolic disorders. June 2013, Issue 1</p> <p>EXTRA CURRICULAR ACTIVITIES • Diving Instructor in Maldives over Summer 2021/22 • Participated in Tour de France, 2017 • Volunteered as Bee Keeper at the National Trust, England 2009-2012</p> <p>INTERESTS • Deep sea diving • Bike tours • Beekeeping and honey production</p>
---	--

Style 2

Download here

EXAMPLE CV

STYLE 3

First Name, Name
Address: Your current location
Phone: _____
Email: _____

PROFESSIONAL SUMMARY

Consultant and Technical Programme Manager with 5 years of experience in client facing expertise. My career interests lie at the nexus of xxx and xxx. Proficient in xxx (key technical skills)... Cultivated collaboration team skills in multicultural diverse environments, ... In my current role at xxx I develop solutions to enable large scale audit and regulatory compliance for multiple lines of business. Driven by helping companies and organisations to improve their

EDUCATION

Name of the school/university _____
Diploma (Bachelor, Master, MBA, etc) _____
City, Country _____
Dates (SEP. 2021 – JUL. 2022)

- If you received a scholarship, you should mention it
- Specialisation – ex: Technology, IT, Engineering, etc
- If this is a well ranked school in India or abroad, you should mention it (top 10)
- Overall mark

–

WORK EXPERIENCE

Company Name _____
City, Country Full title _____
Dates (SEP. 2023 – PRESENT)

Graduate Placement Year in IT Operations followed by 2 years Graduate Software Development Engineer Program

- Developed Graphical User Interfaces and software modules for a modern development platform
- Owner and developer of a sub-module used by 23 development teams worldwide across (name of company)
- Led a team of 8 people in negotiating timelines and deliverables for 15+ international stakeholders
- Negotiated with the legal department and framed coding processes to enable product releases
- Conducted trainings for 35 employees and mentored 2 interns on development of features

LANGUAGES

English (Native)
Hindi (Native)
German (Fluent, C1)
Spanish (Intermediate, B1)

TECHNICAL/INDUSTRY SKILLS AND SOFT SKILLS

<ul style="list-style-type: none"> Social Media Applications (Advance) Data Analysis (Advance) Trello (Advance) Miro (Advance) Asana (Advance) Moodle (Advance) LMS Platforms (Advance) Canva (Advance) 	<ul style="list-style-type: none"> Good physical stamina and strength Problem-solving Organisational skills Good eye-hand coordination Excellent skills Ability to work well with others Ability to work well with management, without being micromanaged Effective multitasking
---	--

Style 3

Download here

STYLE 4

First Name, Name
Current location
Tel +49 123456789 | email address | LinkedIn URL



PROFESSIONAL SUMMARY

Consultant and Technical Programme Manager with 5 years of experience in client facing expertise. My career interests lie at the nexus of xxx and xxx. Proficient in xxx (key technical skills)... Cultivated collaboration team skills in multicultural diverse environments, ... In my current role at xxx I develop solutions to enable large scale audit and regulatory compliance for multiple lines of business. Driven by helping companies and organisations to improve their

EDUCATION

Name of the school/university _____
Diploma (Bachelor, Master, MBA, etc) _____
City, Country _____
Dates (ex: SEP. 2021 – JUL. 2022)

- If you received a scholarship, you should mention it
- Specialisation – ex: Technology, IT, Engineering, etc
- If this is a well ranked school in India or abroad, you should mention it (top 10)
- Overall mark

–

PROFESSIONAL EXPERIENCE

Company Name _____
Full title _____
City, Country _____
Dates (SEP. 2023 – PRESENT)

Graduate Placement Year in IT Operations followed by 2 years Graduate Software Development Engineer Program

- Developed Graphical User Interfaces and software modules for a modern development platform
- Owner and developer of a sub-module used by 23 development teams worldwide across (name of company)
- Led a team of 8 people in negotiating timelines and deliverables for 15+ international stakeholders
- Negotiated with the legal department and framed coding processes to enable product releases
- Conducted trainings for 35 employees and mentored 2 interns on development of features

LANGUAGES

English (Native)
Hindi (Native)
German (Fluent, C1)
Spanish (Intermediate, B1)

SKILLS

- Social Media Applications (Advance)
- Data Analysis (Advance)
- Trello (Advance)
- Miro (Advance)
- Asana (Advance)
- Moodle (Advance)
- LMS Platforms (Advance)
- Canva (Advance)
- Moodle (Advance)
- LMS Platforms (Advance)
- Canva (Advance)
- Problem Solving
- Collaboration

PUBLICATIONS AND OTHER INTERESTING WORK

- Leblan, Julien. Metabolic Disorders: Differentiating between PPID and EMS. Cambridge University Press, 2014
- Leblan, Julien & Mustermann, Max. Metabolic Disorders and its correlation to fasting. Journal of metabolic disorders, June 2013, Issue 1

EXTRA CURRICULAR ACTIVITIES

- Diving instructor in Maldives over Summer 2021/22
- Participated in Tour de France, 2017
- Volunteered as Bee keeper at the National Trust, England 2009-2012

INTERESTS

- Deep sea diving
- Bike tours
- Beekeeping and honey production

Style 4

Download here

EXAMPLE CV

STYLE 5

FIRST NAME
NAME

JOB TITLE

PROFESSIONAL SUMMARY

Consultant and Technical Programme Manager with 5 years of experience in client facing expertise. My career interests lie at the nexus of xxx and xxx. Proficient in xxx (key technical skills)... Cultivated collaboration team skills in multicultural diverse environments... In my current role at xxx I develop solutions to enable large scale audit and regulation compliance for multiple lines of business. Driven by helping companies and organizations to improve their

EDUCATION

Name of school/university
Full name/diploma (Bachelor, Master, MBA, etc)
City, Country
Date (01/01/2023 - PRESENT)

If you received a scholarship, you should mention it
Specialization - ex: Technology, IT, Engineering, etc
If this is a well ranked school in India or abroad, you should mention it (top 10)
Overall mark

CONTACT

Address
Mobile:
Email:
LinkedIn:

EXPERIENCE

Company Name
Full title
City, Country
Date (01/01/2023 - PRESENT)

Developed Graphical User Interfaces and software modules for a modern development platform
Owner and developer of a sub-module used by 23 development teams worldwide across [name of company]
Lead a team of 10 people in negotiating timelines and deliverables for 15+ international stakeholders
Negotiated with the legal department and framed coding processes to enable product releases

SKILLS

- Social Media Applications (Advanced)
- Data Analysis (Advanced)
- Trello (Advanced)
- Miro (Advanced)
- Articulate 360 (Advanced)

PUBLICATIONS

- Leblanc, Julian. Metabolic Disorders: Differentiating between PPID and EMS. Cambridge University Press, 2014
- Leblanc, Julian & Mustersma, Marc. Metabolic Disorders and their Management. Cambridge University Press, June 2015, issue 2

LANGUAGES

English (Native)
Hindi (Native)
German (Fluent, C1)

EXTRA CURRICULAR ACTIVITIES

- Diving Instructor in Maldives over Summer 2021/22
- Participated in a local bee-keeping club
- Volunteer as Bee-keeper at the National Trust, England 2020-2022

INTERESTS

- Deep sea diving
- Bee-keeping
- Beekeeping and honey production

Style 5

Download here

STYLE 6

First Name, Name

Current location
Phone number
Email address
LinkedIn profile

Skills

- Social Media Applications (Advanced)
- Data Analysis (Advanced)
- Trello (Advanced)
- Miro (Advanced)
- Articulate 360 (Advanced)
- Moodle (Advanced)
- LMS Platforms (Advanced)
- Canva (Advanced)
- Problem Solving
- Collaboration

Professional Summary

Consultant and Technical Programme Manager with 5 years of experience in client facing expertise. My career interests lie at the nexus of xxx and xxx. Proficient in xxx (key technical skills)... Cultivated collaboration team skills in multicultural diverse environments... In my current role at xxx I develop solutions to enable large scale audit and regulation compliance for multiple lines of business. Driven by helping companies and organizations to improve their

Languages

English (Native)
Hindi (Native)
German (Fluent, C1)
Spanish (Intermediate, B1)

Education

Name of school / university
Diploma (Bachelor, Master, MBA, etc)
City, Country
January 2020 - Present

If you received a scholarship, you should mention it
Specialization - ex: Technology, IT, Engineering, etc
If this is a well ranked school in India or abroad, you should mention it (top 10)
Overall mark

Publications

Leblanc, Julian. Metabolic Disorders: Differentiating between PPID and EMS. Cambridge University Press, 2014

Professional Experience

Full Title
Company Name
City, Country
January 2020 - Present

Graduate Placement Year in IT Operations followed by 2 years Graduate Software Development Engineer Program

Developed Graphical User Interfaces and software modules for a modern development platform
Owner and developer of a sub-module used by 23 development teams worldwide across [name of company]
Lead a team of 10 people in negotiating timelines and deliverables for 15+ international stakeholders
Negotiated with the legal department and framed coding processes to enable product releases

Publications

Leblanc, Julian. Metabolic Disorders: Differentiating between PPID and EMS. Cambridge University Press, 2014

Extra Curricular Activities

- Diving Instructor in Maldives over Summer 2021/22
- Participated in a local bee-keeping club
- Volunteer as Bee-keeper at the National Trust, England 2020-2022

Interests

- Deep sea diving
- Bee-keeping
- Beekeeping and honey production

Style 6

Download here

7

MATCHING WORKSHEET



JOB DESCRIPTION MATCHING WORKSHEET

You can use this document to compare your skills and experience with the required and preferred qualifications of the job you're applying for.

Position name:

Company:

Link:

What the job description says

Task in job description	matching skills/experience	Examples

Your Qualifications

Your Qualification	matching required qualification in job description	Examples

Job description matching worksheet

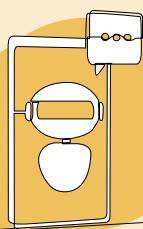
For your personal preparation, you do not need to submit this.

Download here

5 TIPS FOR WRITING A COVER LETTER

FACT:

only 50% of cover letters get read, not a good reason enough to take this exercise lightly, I'm afraid. As with the CV, make sure you customise your cover letter according to the position you apply for. To do that effectively, here are some tips to help you:



USE AI (ChatGPT) TO GET A SOLID DRAFT

Prepare a solid prompt with as much information as possible about your profile, the job description, and key information about the company and its culture.

Once you are satisfied with the results, it is now your turn to edit the letter, using your tone, your style, your story, and your key messages.

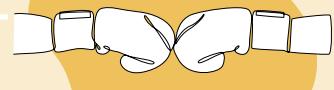
1

DO YOUR RESEARCH BEFORE WRITING THE LETTER

2

- Read carefully and several times the job description to identify what they really need in terms of competencies.
- Check their website - financial reports, latest news, core values, etc;
- Do you know someone who works there? Ask for a 10-min connect in order for you to get some insights on the company, what are their business priorities, vision and challenges, etc.
- Identify key executives on LinkedIn and check their communication style.

3



OPEN STRONG.

"Start with a *punchline* – why this job is exciting to you and what you bring to the table," say the experts. For example, you might write, "I'm a software development professional with more than 15 years of experience looking for an opportunity to apply my skills in new ways, and I'd love to bring my expertise and enthusiasm to your growing development team." Then you can include a sentence or two about your background and your relevant experience, but don't rehash your CV.

4



BUILD BRIDGES AND FOCUS ON THE FUTURE

Your CV is very much about your past experiences; the cover letter highlights how you make the connection with your experiences and skills and what the company is looking for and **what you want to build together**.

Also, if you are making a career shift, think of it as an opportunity to sell your transferable skills, especially in case of a change of industry.

5



SHARE CONCRETE EXAMPLES THAT DIRECTLY REFER TO THEIR CORE VALUES OR COMPETENCIES NEEDED

Show that you know what the company does and some of the challenges it faces.

Then talk about how your experience has prepared you to meet their requirements (visible in the job description); perhaps explain how you solved a similar problem in the past or share a relevant accomplishment. You want to provide evidence of the things that set you apart.

An example of common competencies companies are looking for is adaptability and the ability to learn quickly.

PRINCIPLES TO REMEMBER

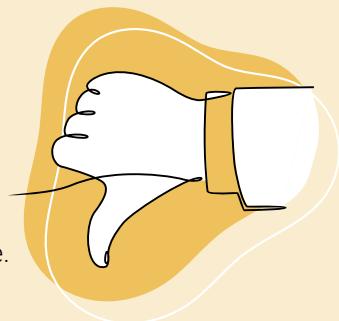


DO:

- Open strong, and if you have a personal connection with the company or someone who works there, mention it in the first sentence or two.
- Keep it short; you want the hiring manager to read your letter at a glance
Share stories that show you can address the challenges the employer is facing
Convey your excitement and enthusiasm.

DON'T:

- Try to be funny – keep the tone professional.
- Send a generic cover letter – customise each one for the specific job.
- Go overboard with flattery and “name dropping” – be professional and mature.



SAMPLE COVER LETTER 1

Job Title: Senior Software Engineer for Data Integration

Hiring Manager
[Company's Name]
[Company's Address]

[Your Name]
[Your Address]
[Email Address]
[Phone Number]

[Date]

Dear Hiring Manager,

I am writing to express my interest in the Senior Software Engineer for Data Integration position at [Company's Name], as advertised. With a Master's degree in Computer Science and extensive experience in developing software services within IT and OT environments, I am enthusiastic about the opportunity to contribute to your innovative team.

In my previous role at [Your Previous Company], I led the development of customised software solutions that closely aligned with customer needs, leveraging cloud technologies and container-based deployment. My proficiency in Java and TypeScript, combined with my experience in CI/CD pipelines and DevOps practices, has enabled me to consistently deliver high-quality engineering solutions. I have also worked with data integration technologies such as Apache Kafka and Apache Spark, which aligns well with the requirements of this role.

At [Your Previous Company], I was responsible for guiding and coaching team members, fostering a collaborative environment that enhanced our knowledge base. I am passionate about working directly with customers to understand their needs and develop scalable solutions that drive project success. My fluency in English will facilitate effective communication within your diverse team.

I am particularly drawn to [Company's Name] because of your commitment to innovation and customer-centric approach. I am excited about the prospect of contributing to the development and operation of state-of-the-art software that fulfils customer dreams and advances your software service offerings.

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasm align with the goals of [Company's Name]. Please feel free to contact me at [Your Phone Number] or via email at [Your Email Address] to arrange an interview.

Sincerely,
[Your Name]

Sample Cover Letter 1

Download here

SAMPLE COVER LETTER 2

Job Title: Senior Maxillofacial Surgeon

Hiring Manager
[Hospital/ Clinic Name]
[Company's Address]

[Your Name]
[Your Address]
[Email Address]
[Phone Number]

[Date]

Dear Hiring Manager,

I am writing to express my interest in the Senior Maxillofacial Surgeon position at *[Hospital/Clinic Name]*, as advertised. With my extensive experience in oncological and traumatological head and neck surgeries, I am eager to contribute to your dynamic and multidisciplinary team.

I am a qualified maxillofacial surgeon with a European curriculum and have a profound expertise in both trauma and oncology surgeries. My current role at *[Your Current Hospital/Clinic]* has equipped me with the skills necessary for complex maxillofacial procedures and a collaborative approach to patient care. I actively participate in our Head and Neck Tumour Board, working closely with a variety of specialists to deliver comprehensive treatment plans.

I am particularly drawn to this opportunity because of your commitment to continuous learning and professional development. The potential to take on a leading role within your maxillofacial team is highly appealing, and I am excited about the chance to contribute to the expansion and success of your department. I am committed to training and mentoring junior surgeons and staff, fostering a culture of excellence and teamwork.

My proficiency in English, both written and spoken, and my willingness to achieve fluency in German, will enable me to integrate seamlessly into your team and communicate effectively with patients and colleagues.

The attractive salary, retirement package, and support for language learning are significant incentives, and I am eager to contribute to a loyal and motivated team environment at *[Hospital/Clinic Name]*.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and ambitions align with the goals of your maxillofacial team. Please feel free to contact me at *[Your Phone Number]* or via email at *[Your Email Address]* to schedule an interview.

Sincerely,
[Your Name]

Sample Cover Letter 2

Download here

5 TIPS FOR YOUR LINKEDIN PROFILE

FACT:

With more than 1 billion users, LinkedIn is the professional and job-seeking platform. In Germany, Xing used to be quite strong and relevant for many years, but for the past few years, LinkedIn is a must and you need to make sure your profile is up-to-date, accurate, and attractive.



GET STRONG TESTIMONIALS

Another section recruiters like to look at on LinkedIn is the testimonials section. Make sure to have a few of those coming from direct manager, peers, colleagues, direct reports, and clients. The more recent they are, the better.

To "facilitate" the work of your network who will provide those testimonials, offer some guidance on what type of skills they should provide feedback on.



HAVE A PHOTO AND A BANNER

Although you don't necessarily need a picture on your CV, you do need one for your LinkedIn profile. If possible, one made by a professional photographer or at least one that looks professional (sufficient light, neutral background, business attire, smile on your face, and positive body language and attitude). You can also add a Banner behind your picture (recommended). Depending on the field you work, you can relate that banner to it (e.g.: Technology, environment, people, etc).

1

MIRROR YOUR CV

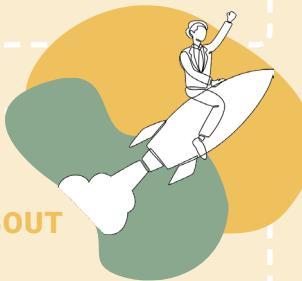


2

Once your generic CV is ready, make sure to insert almost all of it into all available LinkedIn sections (About / Experience / Education / Licenses and Certifications / Volunteering / Skills, etc). This simple action will simply validate the consistency of your profile when you apply. The first thing you want to avoid is raising any doubts or questions from the recruiter about dates of employment, titles, or level of responsibilities.

3

BE VISIBLE AND SHARE ABOUT WHAT YOU'RE PASSIONATE ABOUT



LinkedIn is a social network, so being active is part of the game. It's not necessarily mandatory but quite helpful when you want to connect with people and be more visible to recruiters.

There are many ways to be more visible:

- Share a significant professional achievement
- Share a video, podcast, or article you were involved in.
- Share a post on topics you are passionate about (keeping it strictly professional)
- Avoid sharing personal news too often (pictures, etc). There are other social networks to do that.

4

UPDATE AND REFRESH YOUR PROFILE FROM TIME TO TIME



Like any CV, website, and social media page, make sure to update your profile from time to time and check that the information is still accurate.

5

AI TIPS



ChatGPT will help you to convey the right tone and the right message you want to convey in your application documents, your interview preparation. Use this tool as if it were an Intern working for you with the goal of finding a new job. **Provide as much context information** (prompt) as possible so it can take it into account in its suggestion. By doing this, **you will also do yourself a favour in reflecting what is really important for you when you think of the stories you want to tell**. A few tips for you to write a good prompt: Write clear instructions; give a reference text, in other words your drafted version; Literally give the tool "some time to think" (write it in the chatbot). Always check the results.

Indeed, don't make the mistake to not edit ChatGPT's suggestions. Again, this is a tool that will help you be more efficient in your preparation, not some magic tool that will do everything for you without the need to review and correct.



Jobscan - Today, many organisations use an Applicant Tracking System (ATS), software tools that assist recruiters and hiring managers in managing their hiring process. ATS can automate tasks, screen candidates, and track their progress until final selection. Jobscan optimises your CV for any job, highlighting key experiences and skills that recruiters prioritise.

Tested and approved



Sonara - Acts as your personal AI recruiter, simplifying your job search journey. With seamless automation, Sonara manages the job application process, refines your CV for maximum impact, and recommends job opportunities tailored to your preferences.

ABOUT US

WHAT IS HEYEXPAT AND WHAT IS OUR MISSION ?

Our mission is clear: to simplify the daunting process of navigating bureaucracy and adjusting to a new life in Germany. We understand the challenges that come with moving to a foreign country, especially one with intricate administrative procedures like Germany. Our platform serves as a guiding light, offering valuable resources, expert advice, and a supportive community to assist Indian expats every step of the way. Whether you need information on visa requirements, housing options, cultural nuances, or employment opportunities, we're here to streamline your journey and help you thrive in your new home.

You want to get more information, feel free to visit our website: heyexpat.de

