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HOCHSCHULE DARMSTADT  
UNIVERSITY OF APPLIED SCIENCES

# Applying for an Internship Position

Some Hints, WS 2024

Prof. Dr. S. Bannwarth

# A good Job Application

- Why do you want the job?
- Why should the company select you?
  
- Inform yourself about the company
- Names of contact persons
- Write personally
- Never copy standard applications
- Never use one application for more companies
- Present yourself in a positive way but do not exaggerate
- Write about your motivation
- Use your own words
- Stay concrete

# Templates

- English: <https://europa.eu/europass/en>
- German: <https://bewerbung.co>

# Application: Curriculum Vitae (CV)

- Maximum of two pages
- Attach friendly application picture to the right corner of your CV
- E.g. Europass form
- Focus on relevant experiences
- Some companies require a special form
- Inform yourself



# Curriculum Vitae (CV)

- Most important single item in your job search
- Only chance to convince decision-makers that you should be invited
- Has to be good
- Show how you could be valuable to an employer
- Must be **clear, interesting** and “**user-friendly**”, i.e. layout must clear and attractive
- **Invest time and effort** in preparing your CV
- Must be “letter-perfect”, i.e. **no spelling or typing mistakes**
- Must be up-to-date
- Write clear, direct English in **short simple sentences**

# Curriculum Vitae (CV)

- Five to six possible sections:
  - Personal Details
  - Education and Training (+ qualifications)
  - Work experience (practical/professional experience)
  - Academic Projects
  - Additional Skills
  - Personal Interests

# Curriculum Vitae (CV)

- Personal Details
  - Forename and family name
  - Full address with telephone number and email address
  - Date of birth
  - Nationality
  - It is **not necessary** to name
    - Marital status
    - Religion
    - Details of parents

# Curriculum Vitae (CV)

- **Education and Training**
  - Sections aka “Education and Qualifications”
  - **Start with highest qualification**
  - **In reverse chronological order**
  - Emphasize qualification where possible
  - Students can give information about
    - **Main subjects/courses and specialisation**
    - Bachelor thesis subjects
    - Final grades and intermediate grades obtained
    - Projects undertaken



# Curriculum Vitae (CV)

- **Work Experience**
  - Section aka “Professional Experience”, “Employment”, or “Experience and details of career history”
  - Follow “**reverse chronological order**” rule:  
start with present or most recent job and work backwards
  - What about gaps in CV? ..... DO NOT TELL LIES

# Curriculum Vitae (CV)

- **Additional Skills** (aka “Personal Skills”)
  - Give relevant abilities like
    - Programming skills (C/C++, Matlab, Labview, Python, Tcl/Tk,, ...)
    - Computer skills or software experience (MS-Office, ...)
    - Operating systems (Linux, Windows, Android, IOS, ...)
    - Tools experience (Eclipse, Borland Together, ...)
    - HW platforms/boards
    - Language skills, e.g.
      - German: native speaker
      - English: fluent (spoken and written)
      - Spanish: intermediate
      - French: working knowledge

Name certificates when available!

# Curriculum Vitae (CV)

- **Personal Interests**
  - Section aka “Leisure Interest”, “Interests and Hobbies”, or just “Interests”
  - Keep it short, but mention everything which shows special aptitude, talent or achievement

# Curriculum Vitae (CV)

- Examples

# Curriculum Vitae (CV): a simple check-list

- Is the overall appearance clear and uncluttered?
- Does the layout help to convey the important information?
- Is the CV longer than 2 pages?
- Have you eliminated all spelling, grammar, or typing errors?
- Has the CV been cross-checked by an English-speaker?
- Have you used the same style and font throughout?
- Have you used capitals or underlining to emphasize key points?
- Is the nature of an employer's business always clear?
- Is it always clear and obvious what you actually did in previous jobs?
- Can you answer questions or talk about all the information?
- Do you present yourself in a positive light?
- Have you shown your CV to friends or colleagues who know you well?

# Application: The Cover Letter

- Clear
- Meaningful content
- Free of errors
- Short and up to the point, concise sentences
- Tailored to the company
- Clearly distinguished paragraphs
- Focus the reader's attention on information in CV: make sure CV gets read
- Underline the potential benefits of employing you

# Application: The Cover Letter

## Three main sections

### 1) Introductory section

- Tell them why you are writing, give information about your field of studies and interest (short)
- Capture the readers attention

### 2) Main part

- Convince the reader why you are suited for this job
- Highlight your experience and your USP (unique selling point)
- Show to employer how he/she could benefit from hiring you
- Refer to experience in your CV, but do not simply repeat information from the CV
- Show knowledge of the company
- State which aspects of the job interest you
- Why do you particularly want to work for this company?

### 3) End

- Indicate that internship is mandatory part of your study program
- State your availability, i.e. earliest start date for internship
- Indicate your willingness to meet for a personal discussion, i.e. ask for interview

# Content of a cover letter

## COVER LETTER

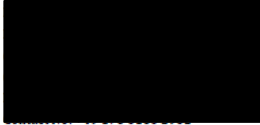


ABB AG  
Recruiting Center  
Frank Marterer

Subject: Application for the Position of Intern for Automation of Test Systems.

Dear Hiring Manager,

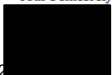
With a strong desire to work in one of the leading Electrical Power Engineering Company, I take this opportunity to apply for the position of intern for Automation of test Systems. I learnt about this position through your online Job portal. Having an internship experience in Testing Systems, Presentation skills and quick learning ability, makes me strongly believe that I am an excellent candidate for this position. Being a Masters student in Electrical Engineering from Hochschule Darmstadt University of Applied Sciences, Internship is integrated as third semester of our course curriculum and hence is mandatory.

Various fields related to Process Automation have been successfully studied by me during my Bachelors in Electronics Engineering, Subjects like Instrumentation system, Robotics and Automation have given me concrete understanding of Characteristics and Control of Measuring Devices. Enough hands on practical experience through lab tasks, I have become familiar to Labview. In the first semester of my masters, I have studied practical implementations of Safe Design and EMC through Advanced Automation Module. Current master's team project which deals with development of Labview Driver is helping me in gaining more expertise in Labview.

An Internship transformed me into a Product Stability department about different control, sensor operational phase.

After going through an internship have become more ambitious opportunity to start the Company's

Your's sincerely,



Dear Hiring Manager,

With a strong desire to work in one of the leading Electrical Power Engineering Company, I take this opportunity to apply for the position of intern for Automation of test Systems. I learnt about this position through your online Job portal. Having an internship experience in Testing Systems, Presentation skills and quick learning ability makes me strongly believe that I am an excellent candidate for this position.

After reading the first paragraph, the application will be thrown away!



# IMPORTANT

## Application: Layout of a Cover Letter

Name, address	
Company address + name HR	Date
<b>Subject</b>	
Dear name!	
Why are you interested?	
Why should they select you?	
Looking forward for an invitation.	
Signature	

[www.h-da.de/career](http://www.h-da.de/career)  
[www.arbeitsagentur.de/Darmstadt](http://www.arbeitsagentur.de/Darmstadt)



# Cover Letter

- Examples

# Cover Letter: a check-list

## DO

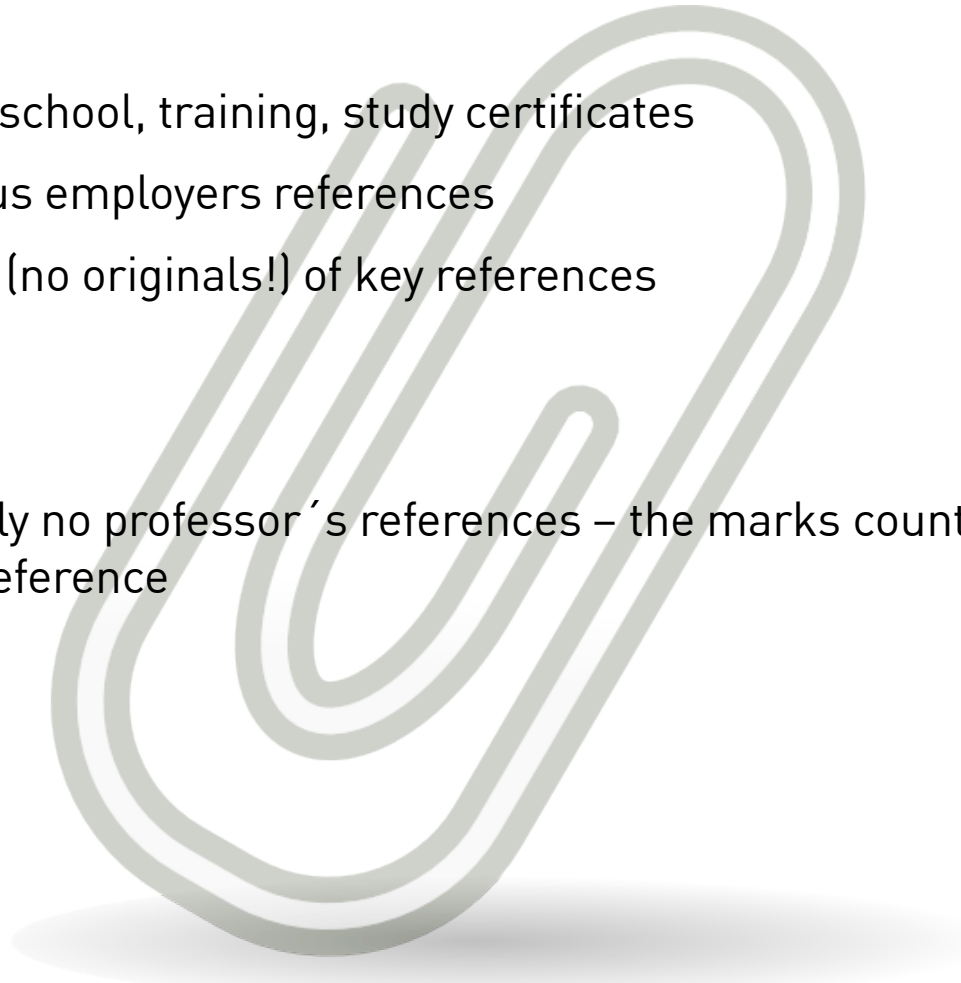
- write to a name
- use the **same font as in CV**
- quote the reference number
- have your letter checked
- focus on your CV
- point out the benefits you offer to an employer
- emphasize your value
- print your name
- remember to **sign the letter**

## DO NOT

- just repeat your CV
- **start every sentence with “I”**
- use tentative language, except at the close
- be pushy and oversell yourself
- include any negative information
- write too much

# Application: Attachments

- Attach school, training, study certificates
- Previous employers references
- Copies (no originals!) of key references
  
- Typically no professor´s references – the marks count, you won´t get an extra reference



# Timeline:

- February/March: exams
  - March:
    - Prepare/update CV
    - Look for potential companies
    - Prepare first cover letter(s)
  - April/May
    - Start with well-prepared applications
  - Job search may take 2...4 months easily
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