

# Studying and Working in Germany

Intercultural Forum

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## Germany

- Internship
- Thesis
- Trainee
- Job



Professor's recommendation (restricted)

## Your country

- ...
- ...
- ...



# Entering the German Labour Market



## Given Factors:

- Economy
- Hiring attitude (uncertainty avoidance)
- Hiring strategy of the company



## Factors you can control:

- Language skills
- Good degrees from a credited German University
- Technical performance
- Commitment during internship and master thesis
- Social/communication skills
- Practical experience
- Intercultural abilities
- Good manners
- Time of application



# 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 don't exaggerate
- Write about your motivation
- Use your own words
- Stay concrete

**Exercise:** Where is your niche,  
why does the company need you?



# Application: The Cover Letter



- Clear
- Meaningful content
- Free from errors
- Short and concise sentences
- Tailored to the company
- Clearly distinguished paragraphs

**Introductory section** capture the readers attention.

**Main part** convince the reader why you are perfectly suited for this job

- refer to experience in your CV
- show knowledge of the company
- which aspects of the job interest you
- why do you particularly want to work for this company

**End** indicate your willingness to meet for a personal discussion

# 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, sense operational phase.

After going through an opportunity to gain 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. Being a Masters student in Electrical Engineering from

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

# Application: Layout of a Cover Letter



Name, address	
Company address + name HR	Date
Subject	
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)



# Application: Curriculum Vitae (CV)



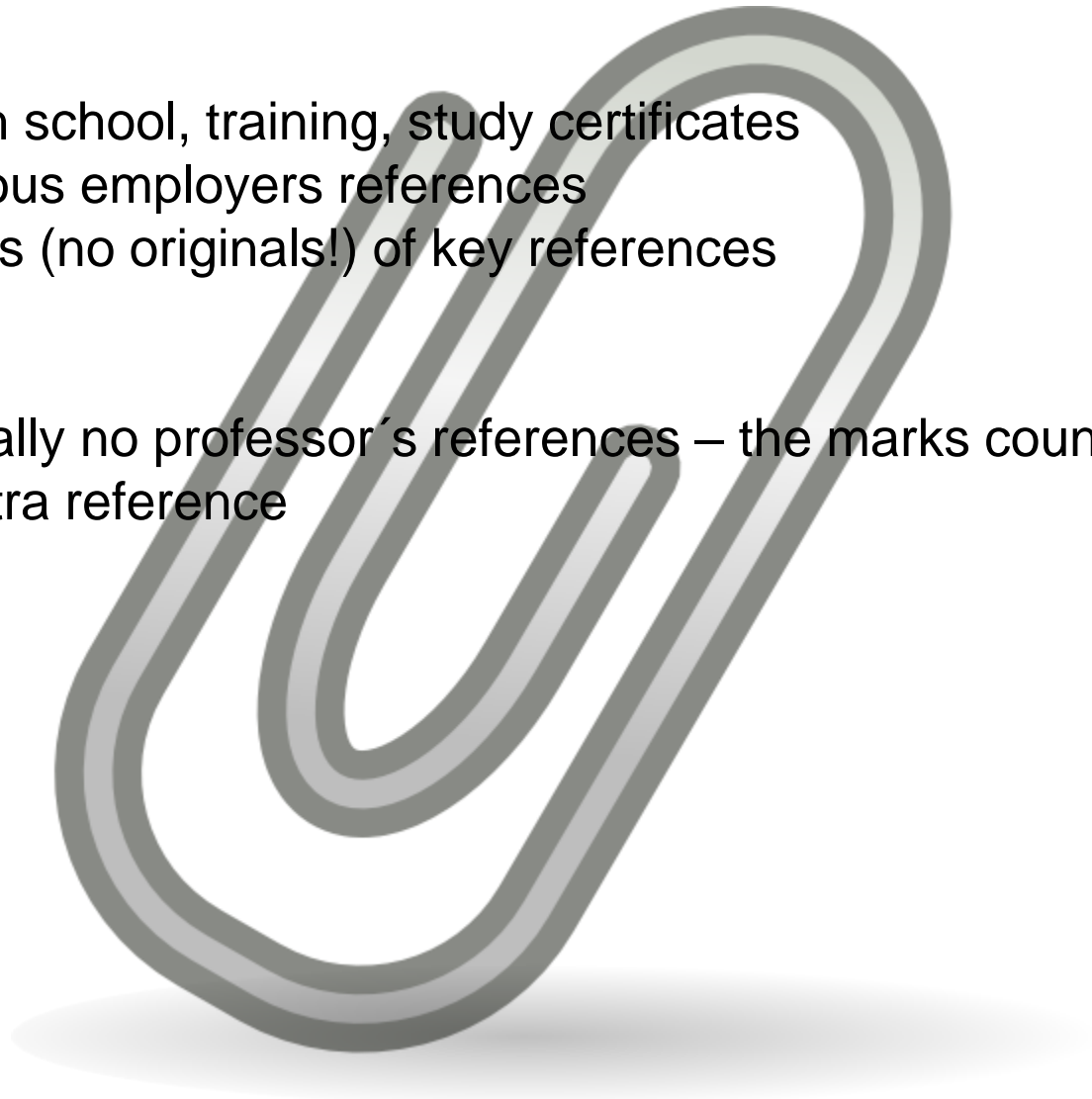
- Maximum of two pages
- Attach friendly application picture to the right corner of your CV
- Europass form
- Focus on relevant experiences
- Some companies require a special form
- Inform yourself







- 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



# You got an invitation...



# Business Customs: Punctuality



## Be on time

- Being late in Germany is a cardinal sin. Turning up even five or ten minutes after the arranged time - especially for a first meeting - is considered personally insulting and can create a disastrous first impression. (Photo: DPA)





## Use titles and surnames

- German workers tend to stick to roles rigidly and rarely step out of strict office hierarchies.
- Stay in line and always address colleagues and business associates using their title and surname, unless or until they invite you to use first names.
- If you find yourself hosting, introduce your highest ranking guest to everyone else taking care to use full names and job positions. (Photo: DPA)





## If in doubt, shake hands

- As well as shaking hands in greeting, Germans also shake hands with everyone in a room before and after a business meeting or conference.
- The German handshake is firm and brief, said to convey confidence and reliability.
- A weak handshake will suggest you are unsure of your abilities.





## Dress like a professional

- German business attire is reserved and conservative, with both men and women typically wearing dark suits and few, if any accessories. Men are advised to avoid flashy ties and women should keep make-up and jewellery simple and low-key.



# Business Customs: Negotiation



- Germans tend to be direct and frank about what they want and they will expect you to do the same.
- If you are pitching a project, remember making a decision can be a long process, present all the facts as thoroughly as you can.
- Likewise, if Germans are presenting you with a proposal, stock up on coffee and be prepared to be shown a barrage of figures, graphs, tables and pie charts.





## Plan ahead

- Germans tend to keep full, relatively inflexible calendars, so be sure to schedule meetings well in advance.
- Surprises are generally frowned upon, so don't expect to be able to change or cancel an appointment at short notice without annoying your German associates.
- Last minute cancellations are an even worse sin than being late.

