



STEUBEN-SCHURZ-GESELLSCHAFT e. V.

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USA-Interns Program

Deutsch-Amerikanisches Praktikantenprogramm

CV Recommendations for Students applying for Internships in Germany

Applying for your first job right out of college is no different than applying for an internship during college. In both instances, you need to have a resume that reflects current professional standards. The American structure of your resume will, for the most part, suffice once you have added the necessary additional information. Since German resumes do require some additional information, we have compiled a short list of information that must be included in a resume for German employers.

CHOICE of LANGUAGE: If you feel that you would like to impress on potential employers that you already possess a working knowledge of German, your CV should be written in German. If you have no German skills, you should write in English allowing you to convince the employer that despite your lack of German skills, you possess skills that can be of assistance to their company. Persons with limited or intermediate German skills should translate their resume into German.

STRUCTURE: **All** German resumes include a picture either in the upper left- or right-hand corner. You are allowed to use up to two pages for your resume. However, these two pages should **not** be crammed with small-print information. It should be reader friendly. Therefore, choose your wording very carefully and make sure that your font is a minimum of 11 point. It should be clearly and logically structured based on the necessary fields discussed below.

To help avoid confusion, we recommend that you save your resume under a title with the following format:

Last Name_First Name_Resume

For example, John Smiths' resume should be saved as: Smith_John_Resume.pdf

Please include ALL of the following information.

1) Picture

All resumes must include a picture. This should be a face shot. Please make sure that this is a professional photo – a cropped picture of you at a party is not appropriate. Please scan the picture onto your resume before saving it as a PDF file.

2) To your person (Angaben zur Person)

- a) Last Name, First Name
- b) Date of Birth – To avoid confusion, we recommend that you write the full name of the month. For example, May 5th 2004 as 5. Mai 2004.
- c) Place of birth
- d) Citizenship (s) – please include if you are an EU citizen

3) Contact Information

- a) Full postal address
- b) Telephone number where you can be called should a telephone interview be requested. Please include the time difference GMT (- X hrs). If you have an answering machine, please make sure that your name is stated in the message.
- c) Email address

4) University Studies (Schulbildung)

- a) University name
- b) All majors, minors and concentrations; please include language focus
- c) Courses completed and papers written relevant to the type of internship you are seeking. Please provide a brief description of relevant projects/ topics. Only the most relevant should be included.
- d) Cumulative GPA
- e) The present semester you are in
- f) Planned date of graduation
- g) Include the name of any university you have studied abroad at – date, duration and courses taken

5) Prior Internships or Work Experience (Berufserfahrung – Projekte & Praktika)

- a) Duration, the department in which you worked or interned, your position, the company and its location.
- b) Please provide a brief description of your position and tasks – focus your descriptions towards the position you are seeking by *emphasizing any relation* between the nature of the experience and the skills that were required of you and the position you are presently hoping to find.

6) Voluntary Employment (Ehrenamtliches Engagement)

- a) Type, duration, brief description of your tasks

All leadership positions should be highlighted. For example, if you were a club treasurer, mention perhaps your budget or whether you increased revenues, etc.

7) Scholarships Received (Stipendien/ Auszeichnungen)

- a) Reason, type (financial or merit), duration

8) Language & Computer Skills (Sprache- / EDV- Kenntnisse)

- a) Please list all languages that you have studied for **two semesters or more**. Please include an accurate assessment of your abilities in reference to reading, writing, oral communication and comprehension.

When describing your German skills we recommend that you be as accurate as possible in order to avoid misleading employers, who may form high expectations of your abilities only to be disappointed later. The term, "fluency" should really only refer to persons that are able to speak near perfect German. Intermediate describes a strong enough command of the language to live and speak at a basic level with those around you. Usually, two semesters of college German constitutes beginner skills.

- b) *All* IT/ special computer program skills/ experiences beyond basic office skills should be mentioned.

Cover Letter Recommendations

The cover letter is, after the resume, the defining document of your application. You need to discuss with confidence what skills you have earned and how they could be of use to a potential employer. You must really spend time on considering what skills you have and how best to present them. Even if you do not have previous professional experience, academic projects or group work can be relevant.

General Tips:

- Limit your CL to 1 page
- Leave spaces between paragraphs
- Use the same style, font, format as your resume
- Create a letter head with your contact information
- Use a polite and formal style that shows confidence and respect
- Be clear, objective and persuasive rather than simply describing
- Be positive
- Do not use abbreviations
- Use short and clear sentences
- Do not start sentences with "I"
- Addressee – USA-Interns Programm
- Direct the letter to:
 1. Dear Madam/ Sir, (Sehr geehrte Damen und Herren,)
 2. To Whom It May Concern:
 - Close the letter with:
 1. Sincerely yours, (Mit freundlichen Grüßen)
 2. Best regards,

Paragraph 1:

Goal: Short introduction

- State who you are (studies, university, year, etc.)
- Mention what you are ideally seeking
- Personalize (if possible)
- Make it captivating

Paragraph 2 (& 3?):

Goal: let them know why you are qualified academically and professionally

- Highlight important and relevant achievements
- Discuss your academic studies and relevance to the internship you seek – what relevant skills do you bring with
- Emphasize 1 or 2 in particular to make you stand out – this may be a group project that required you design a robot or a consulting plan for a third world start-up
- Expand on your experiences
- Emphasize why you qualify for the position/ internship
- List your most important achievements first
- Discuss your research
- Group similar items into one paragraph and then organize them logically
- Avoid writing that lumps together unrelated items – use transition lines
- Back up general statements with facts – credibility
- Avoid standard jargon – i.e. self-starter, proven leadership skills, excellent interpretational skills

Paragraph 3 or 4:

- Express interest in a telephone interview
- Mention the intended timeframe for the internship
- Indicate your availability to provide more information
- Express your enthusiasm for the field / company