

Introduce yourself - prepare a self-display for interviews

What is your name?

Which country do you come from?

Which University did you graduate from?

Which subjects did you study?

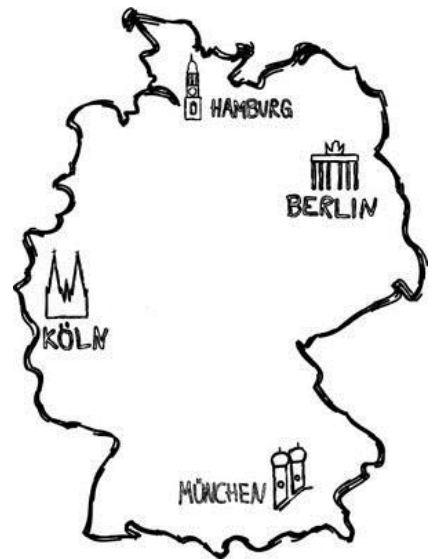
Which diploma do you hold?

How does your work experience look like?

Are there any special interests or hobbies?

Why are you interested in working in Germany

In which region in Germany would you like to live / work?



Define your position first

(be sure to be honest to yourself when answering)

Ask yourself

Who am I ?

- What kind of person am I?
- Am I shy or self-confident?
- Do I like to communicate and do I need contact ➤ with others constantly?
- Am I a team player or do I prefer to work on my own?



What am I able to offer to employers?

Am I aware of my individual strengths? Beside my technical skills and qualifications do the following soft-skills apply:

Do I have skills which make

- Are there any tasks other people would
- Do they praise me for the quality of
- Could I share some examples of good
- What kind of skills helped me doing an



me special?

ask me for?
what I have done?
jobs I have done?
excellent job?

- team orientated
- open minded
- reliable
- stressable
- questioning
- adjustable
- dedicated and pro-active?

How could I help the employer with my abilities?

Make sure that you know what the company is doing
Do your research with different sources



Do I have any deficits?

Do these deficits affect my career?

Can I go on or do I need professional support?

How can I correct the defects ? Which steps are relevant?



How to promote yourself

Nobody can avoid to communicate when meeting with other people. You are automatically communicating in various different ways.

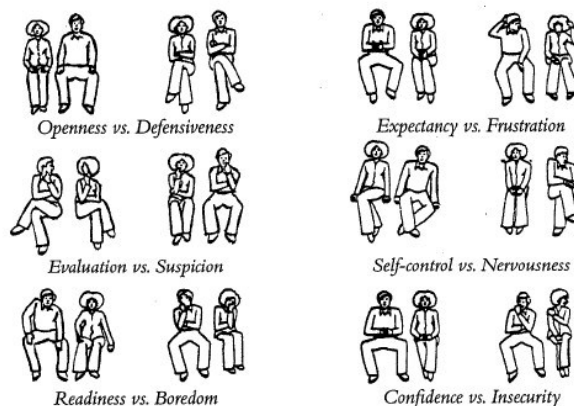
Among others there is:

physiognomy

body language

tone of voice

gestures eye contact

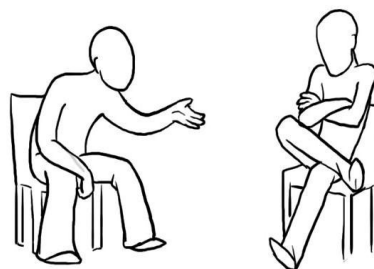


Communication is mainly affected by the following:

body language 55%

tone of voice 38%

content 7%



Curriculum Vitae (CV) – Lebenslauf

Basic principles for the setup of a CV

Two- or three-sided (max.)

Your name and contact information should be found on top of each single page.

On the left side of the cv you have to put your personal data and on the right side your professional foto.

Starting with the recent period of your work experience and going back into the past. Indicating months and years only as start and end of an employment would be sufficient (05/2006 – 07/2008).

Please note: If you should not have gained work experience yet it might make sense to enter periods of internships in case they are related to your subject of study. And if you should be actually out of work now, please avoid naming this period as times being unemployed. You should better call this a period of an intensive application process.

If you do have hobbies you should only mention those which could be of interest with regard to the jobs you are looking for. Sports you might have done should be limited to a number of three. If you have a risk sport as your hobby it could be better if you will not mention it.

Please **make** sure to pay attention to the following aspects when writing a Curriculum Vitae (CV).

A CV should be:

- well textured
- neatly arranged
- without mistakes

A CV should show an:

- appropriate choice of words
- should contain at the end: data - place - !!!!
- a medium sized signature !!! 9 d achieve to date?

Curriculum Vitae

Personal information

First name / Surname: **José RUIZ**
Date of birth: **13.05.1985**
Gender: **Male**
Nationality: **Spanish**
Address: **Avd. San Pedro 47
20754 DAGANZO - MADRID**
Mobile: **+34 784 42 89 07**
Email: **Jose.Ruiz@yahoo.es**
Skype: **Jose.Ruiz100**

your
application photo
here

minimum size
4,5 cm x 6,5 cm

Personal Data:

name, address,
d.o.b., sexe,

1st section:

your recent activity

since 03/2013

in the process of application
German lessons (A2) at Goethe Institut, Madrid

Work Experience

07/2009 - 02/2013

Engineer in the Department of Engineering
at Grupo air, Bilbao, Spain

- Electro-pneumatic/ electro-hydraulic automation for industry
 - Designs for electro-pneumatic and electro-hydraulic installations and components according to the customers technical specifications
 - Supervision of manufacturing order from initial stages of component purchase to completion of assembly
 - Design of assemblies and components
- Software: AutoCAD and Solid Edge

10/2008 - 05/2009

Project development assistant
at SansMotive, San Sebastian, Spain; Machine tools within automotive and eolic energy sector

- Development of the mechanism to position pieces to mechanize
 - Management and design of tools
 - Design and calculation of finite elements for special machine tools
- Software: SolidWorks

2nd section:

your different
occupations and/or
related internships

3rd section:

all parts of your
studies and
(academic) training

Education: University studies

2003 - 2008

Master Studies of Mechanical Engineering at University of Madrid

- Metals & Metals Processing
- Fluid Dynamics
- Automated Systems
- Electrical Power & Machines

contact info on every
further page

José RUIZ - Avd. San Pedro 47 - 20754 Daganzo-Madrid - mobile +34784428907 - Jose.Ruiz@yahoo.es

4th section:
High School or other

Education: High School

06/2003

High School diploma at Instituto P. Pascal, Madrid, Spain

5th section:
languages and level

Language Skills

- Spanish: native speaker
- English: independent language use (B2)
- German: basic language use (A2)

6th section:
specialised knowledge

Specialised Knowledge

- working with Computational Fluid Dynamics methods
- Design of tools used in the production process in the automotive sector
- Design of installations and parts of the assembly automation in the industrial area

7th section:
all of your IT-skills

Computer Skills and Competences

excellent: AutoCAD Mechanical, Solid Edge, CFD, FEM/FVM
good: Catia V5, Unigraphics NX, Pro-Engineer, MATLAB,
C++, CYPE

MS-programs and applications:
WIN 7, WIN XP, MS Office (Word, Excel, PowerPoint)

8th section:
interests, sports, hobbies

Hobbies

Music: composing electronical music
Photo: studying photographical techniques and digital image
manipulation

location, date and
signature

Madrid 27/08/2013

Signature

Application by using a photo

Please make sure that your photo leaves a lasting impression on the employer. Therefore we suggest to make use of a professional photographer.

You can find some examples at



Google Bewerbungsfotos

Please pay attention to the following aspects:

Usually German employers are expecting business attire

(women: female suit with blouse and maybe a scarf; men: Jacket, shirt and tie)

keep smiling while taking the photo and give us a candid look

either a colour photo or a black and white photo is possible

minimum size 4,5 x 6,5 cm

instead of a full-screen view you should prefer posing gently sideways

avoid any reflex or reflections of an oily skin

make sure there is a sharp contrast between your face and the background

The Cover letter / reading Job vacancy

Please read any job offer carefully and find out about the requirements.

Anything the employers has indicated as a requirement is a must have.

You should compare skills and qualifications demanded with what you can offer. It would only make sense going on with your application if there was a congruence of 70%.

Please make sure that you address your application to the appropriate recipient (name, address, position). Usually you will find this information in the job offer. If not you should make a call (avoid: Sehr geehrte Damen und Herren).

Also you should take care that you are only applying the way the employer would want you to apply. If it was by e-mail do it this way.

Do not forget to provide your contact information and make sure you are available this way any time.

Cover letters always have to be related to the requirements indicated in the job offer.

Explain the reason for this letter.

Explain why your background makes you the best for the position.

Your contribution to the company. Describe your interest in the company.

Closing Paragraph: Request specific action from the reader, i.e. to phone you or to send you an interview invitation.

Closing (Mit freundlichen Grüßen)

Signature

Your full name (typed)

Useful vocabulary for cover letters and interviews:

Deutsch	Englisch
Fachkenntnisse	Expertise, professional expertise, expert knowledge
EDV-Kenntnisse	Computer literacy
Fremdsprachkenntnisse	Knowledge of foreign languages, good command of the German language
Kompetenzen	competence / social skills / methodological competence
Berufserfahrung / Erfahrung	Work experience, professional experience
Projektmanagement	Project management
Analysefähigkeit	Analytical ability
Lösungsorientierung	Solutionoriented, resultsoriented
Logisches Denken	Logical reasoning
Kreativität	Creativity
Genauigkeit/Präzision	precision
Unkonventionelles Denken	Unconventional thinking
Flexibilität	Flexibility
Motivation	Motivation
Zielstrebigkeit	Determination
Durchhaltevermögen	Endurance, staying power

Stressresistenz	Stressable, resistant against stress
Entscheidungsfähigkeit	Decision-making, ability, decisiveness
Durchsetzungsvermögen	Ability to get things done, assertiveness
Verantwortungsbewußtsein	Sense of responsibility
Teamfähigkeit	Team player, ability to work in a team

The Job Interview

Preparation for the interview

Preparation aspects regarding the vacancy:

collect information at the company's website, read press releases, ask the press department for annual reports, try to find out if the company has been rewarded for innovations

read the job offer carefully again

collect information on current political events (Radio, TV, newspaper)

prepare yourself so that you will be able to ask some questions about the company during the interview.

be sure to know what minimum annual salary you should earn.

Preparation aspects regarding you as a candidate:

start travelling early enough, maybe arrive the day before and stay overnight so you are relaxed – because being punctual is a must !!!

prepare for traffic jams which might occur, find out about alternative routes or alternative train connections

usually business attire would be required

look for your clothes early enough (do your clothes need to be cleaned or repaired? Does your jacket still have all its buttons?)

Do you need to visit the haircutter? (make sure you look like the photo on your application documents)

avoid sweat or sweat covered palms, maybe use a DEO

make sure to have some cash for a coffee in case you would have to wait, carry a small snack with you (like a chocolate bar) to calm your nerves

While doing the interview:

switch off your Smartphone!!!

try to keep in mind the names of the interviewers

do not interrupt the interviewer, let him always finish his question; do not answer too long to each of the questions

think about body language because the non-verbal communication is important: take care of your sitting position (not too relaxed and not a cramped position); keep eye-contact with the interviewer

act self-assured without being arrogant

1. Employers might ask you questions regarding these sectors:

career, professional training, further education

the motivation for your application

your readiness for duty

your professional competences/skills and your aptitude 9 your individual background (family, social life)

2. You might have to face some of these main questions:

Could you please tell us about yourself?

Would you please describe your personality?

Would you please tell us about your strengths and weaknesses? 9 Do you have any information concerning our company?

Why did you apply for this position? Are there any expectations?

Why are you interested in working for our company?

3. Further possible questions:

Why did you decide studying that special subject of study?

Did you gain experiences which are appropriate for the position you applied for?

Tell us about your career management? Where do you see yourself five years from now?

Which way do you think you can contribute to the results of our company?

Are you able to work under pressure?

Would you please name three successes you could achieve to date?