

Application Workshop

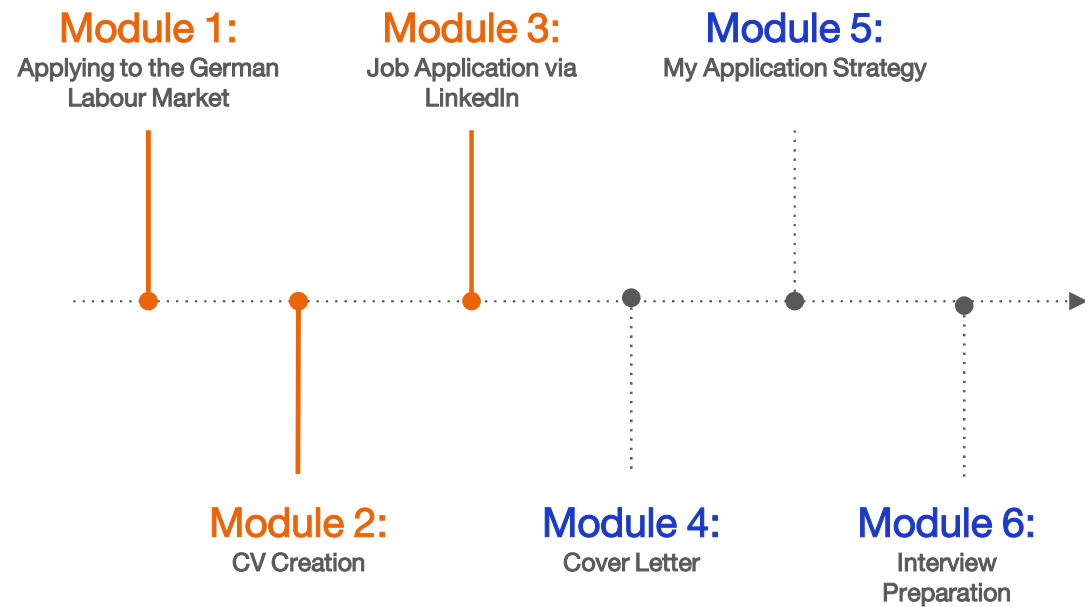
Learn for a new life 



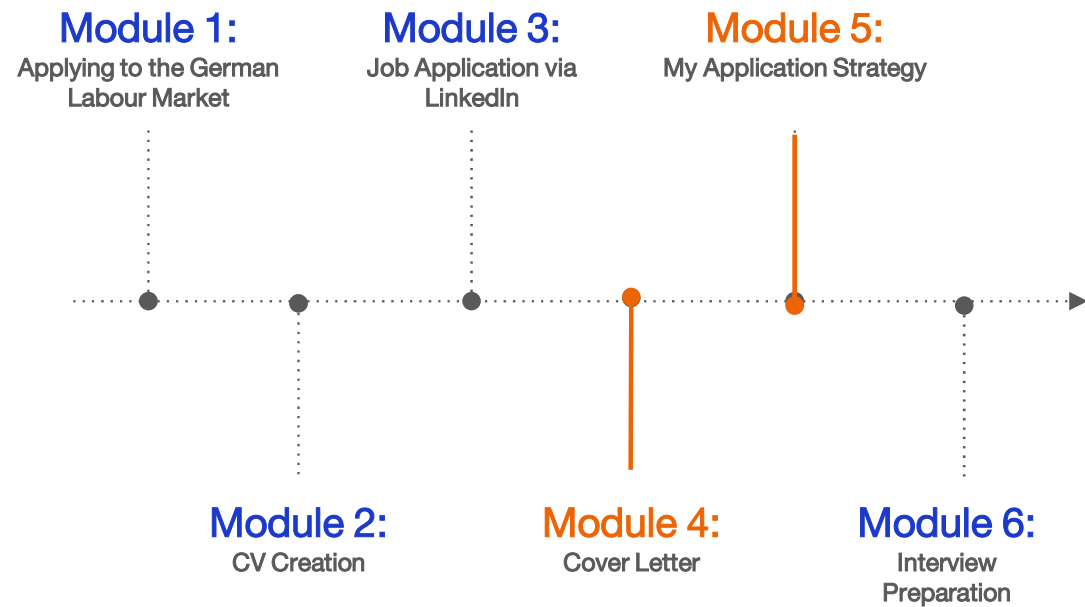
How are the Workshops Structured?



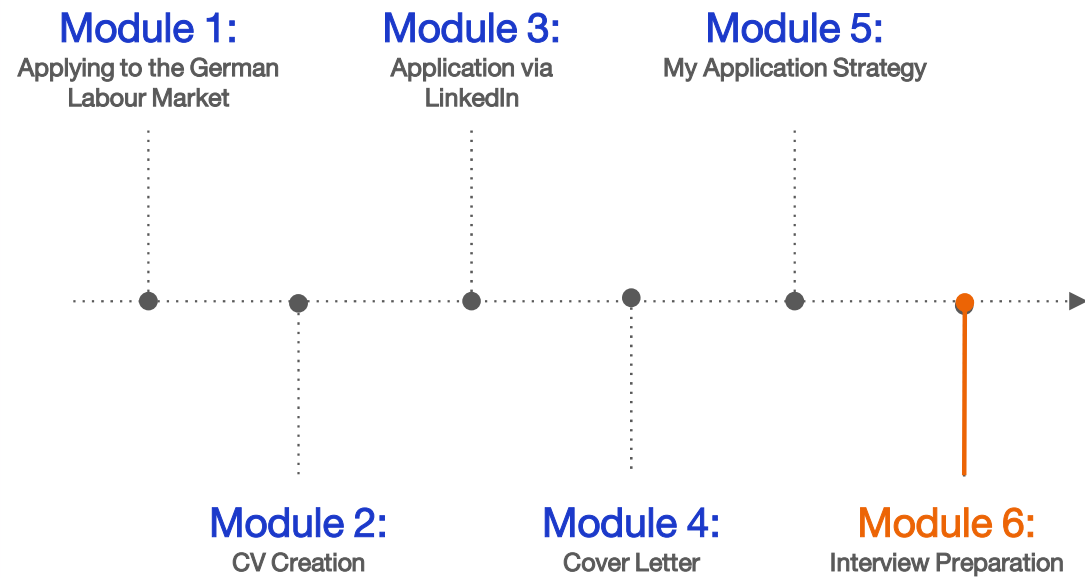
DCI Workshop Day 1



DCI Workshop Day 2



DCI Workshop Day 3



Module 1

Applying to the German Labour Market





Module 1: Applying to the German Labour Market

Your Learnings in Module 1:

- ✓ Get to know the German Labour Market
- ✓ Which company / industry suits me?
- ✓ The requirements of companies for juniors on the labour market
- ✓ How do I find and read a job advert?
- ✓ What happens after I have sent an application?

Modul 1

Modul 2

Modul 3

Modul 4

Modul 5

Modul 6



DCI Understanding the Labour Market as the Key to a targeted Job search

Efficient Job Search

Identification of companies and sectors that match your CV

Adaptation of the Application Strategy

Understand application processes and optimise documents



Increase Success

Career Development

Long-term opportunities for professional development are heavily dependent on sectors and companies

Avoid Misunderstandings

Professional Behaviour
(with colleagues & customers)

Networking

Targeted selection of career fairs and events

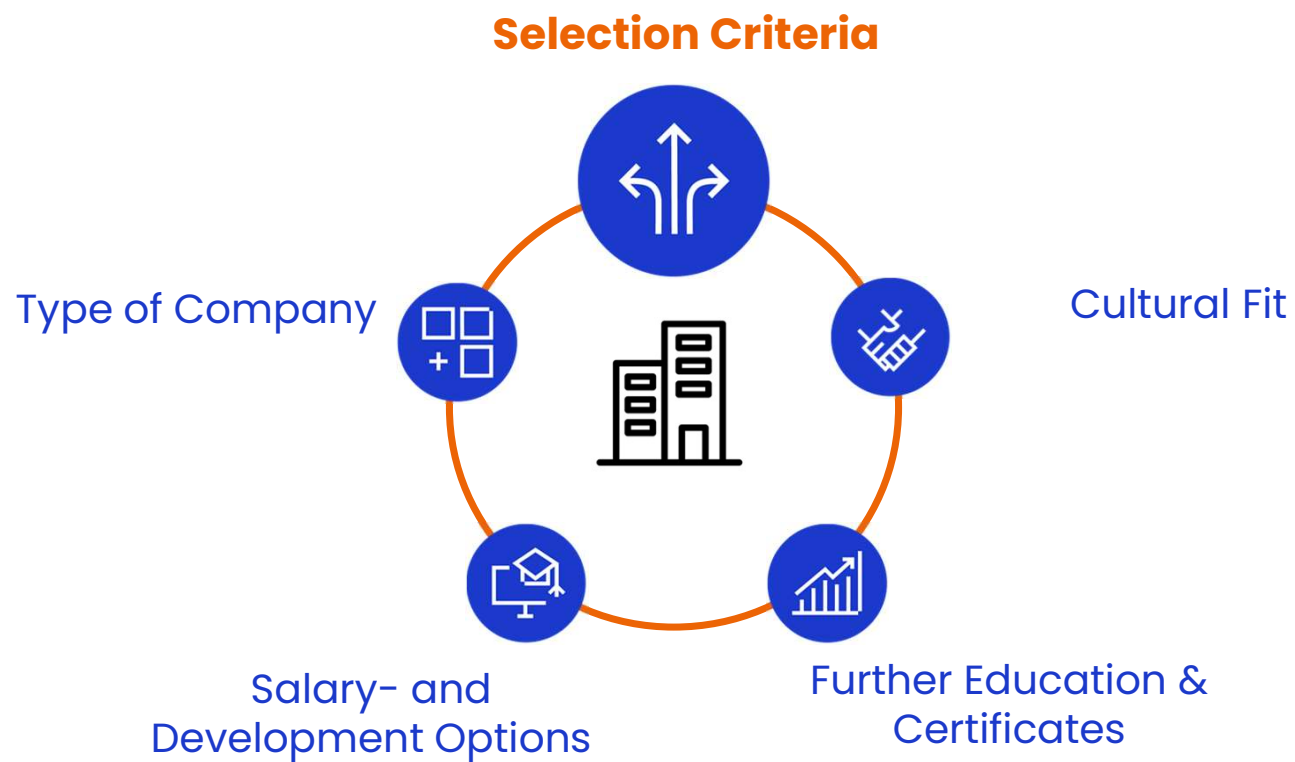


Growing the right network





What do I need to consider when choosing my Employer?



Start Up

**Newly founded company
(max. ~ 5 years)**

1 - 200 Employees

Start-ups usually have a relevant product / a gap in the market that is closed innovatively

Medium-sized companies (KMU)

Small companies in private or family ownership

Up to 1000 employees

Family businesses with up to 50 million € turnover per year

Corporate

Large companies, mergers of companies

More than 1000 employees

Merger of several (subsidiaries) companies under uniform management

Example for Start-ups, SMEs and Corporations

Start Up

N26 celonis wefox

AUTO1.com scalable
CAPITAL

FLIXBUS HELLO
FRESH

Personio
Das HR-Betriebssystem

GORILLAS

LILIUM +Babbel

Blinkist TIER

Middle-Sized Companies (KMU)

Tchibo

Dr. Oetker

TRUMPF

ROSSMANN

VORWERK

GOLDBECK BIONADE

SENNHEISER fiemann

ROHDE & SCHWARZ WELEDA
Seit 1921

BIRKENSTOCK WÜRTH

Corporate

PEPSICO

Meta

amazon

Unilever

Kellogg's

T

Coca-Cola

METRO

VW

accenture

Deutsche Post

Nestlé

DB

Mercedes-Benz

Beiersdorf

TUI GROUP

Lufthansa

Lufthansa

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Corporate vs. Start-up: Differences

Corporate

Strictly Hierarchical

Established Processes and Structures

Maximising Profits, Stability

Regular Flow of Income

Established Market Leader

More conservative

(Business) Dresscode, usually "Sie-Form"

Structure

Innovation

Aim

**Market
Position**

Funding

Culture

Etiquette

Start-up

Mostly Not Hierarchical

Usually Agile and more Flexible

Growth, Innovative Solutions

Risk Capital, Crowdfunding, Investors

Challenging and disruptive Forces

Dynamic, creative

Free Choice of (appropriate) Clothing, "Du-Form"



DCI **Top-selling Sectors in Germany**



Construction

Architecture,
Real Estate Development



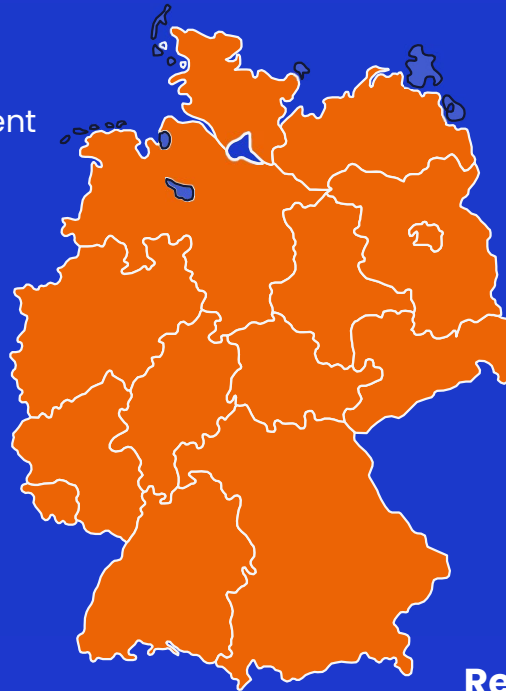
Service

Finance, Tourism,
Education, Retail,
Healthcare



Technology

IT, KI, Software
Development,
Telecommunications



Heavy Industry

Mechanical Engineering,
Automotive Industry,
Chemicals, Electrical
Engineering



Energy

Renewable &
Conventional Energy



Research & Development

Engineering & Scientific Research



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Industry Expertise and Job Search Go Hand in Hand



How to make your application stand out:

- **Adapt the vocabulary:** Use of technical terms and terminology in applications
- **Open to challenges and trends:** Be progressive and open to new things
- **Identify your key qualifications:** Emphasise your own skills and experience

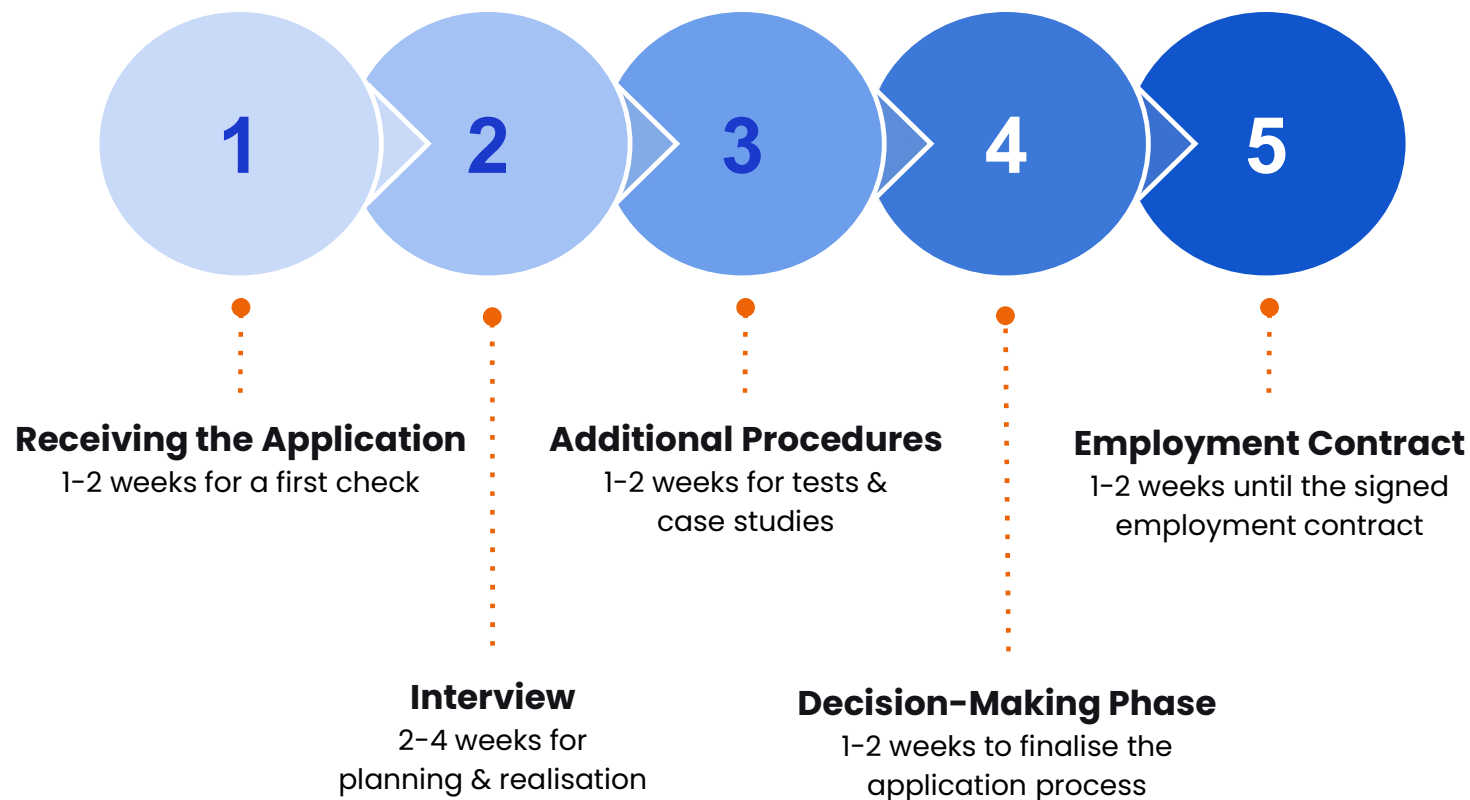




Where can I find open positions?



A Typical Application Process



Important:

The time intervals and type of tests / interviews vary depending on the company.

M1





What kind of tests and interviews are there?



Interviews

Duration: 1-2 Hours

Enquiring:

- Qualifications
- Experience & Skills
- Motivation



Technical Tests

Varies according to the position

Assigned Tasks:

- Written Task
- Practical Examination
- Technical Discussion



Personality Tests

Varies according to the position

In Form of:

- Talks
- Meeting the Team
- Psychological Tests



Assessment Center

Varies according to the position

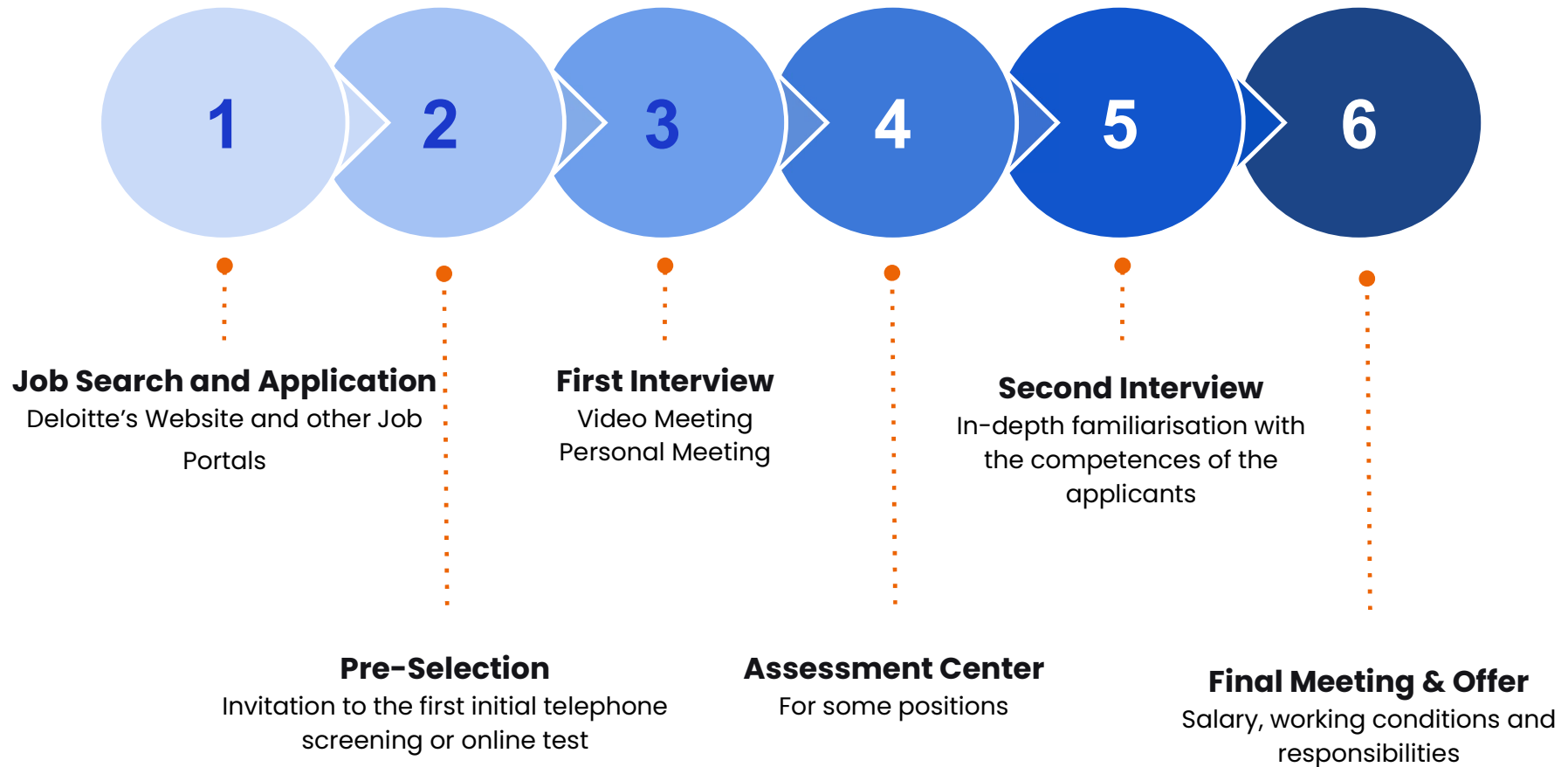
In Form of:

- Group Discussions
- Case Studies
- Presentations



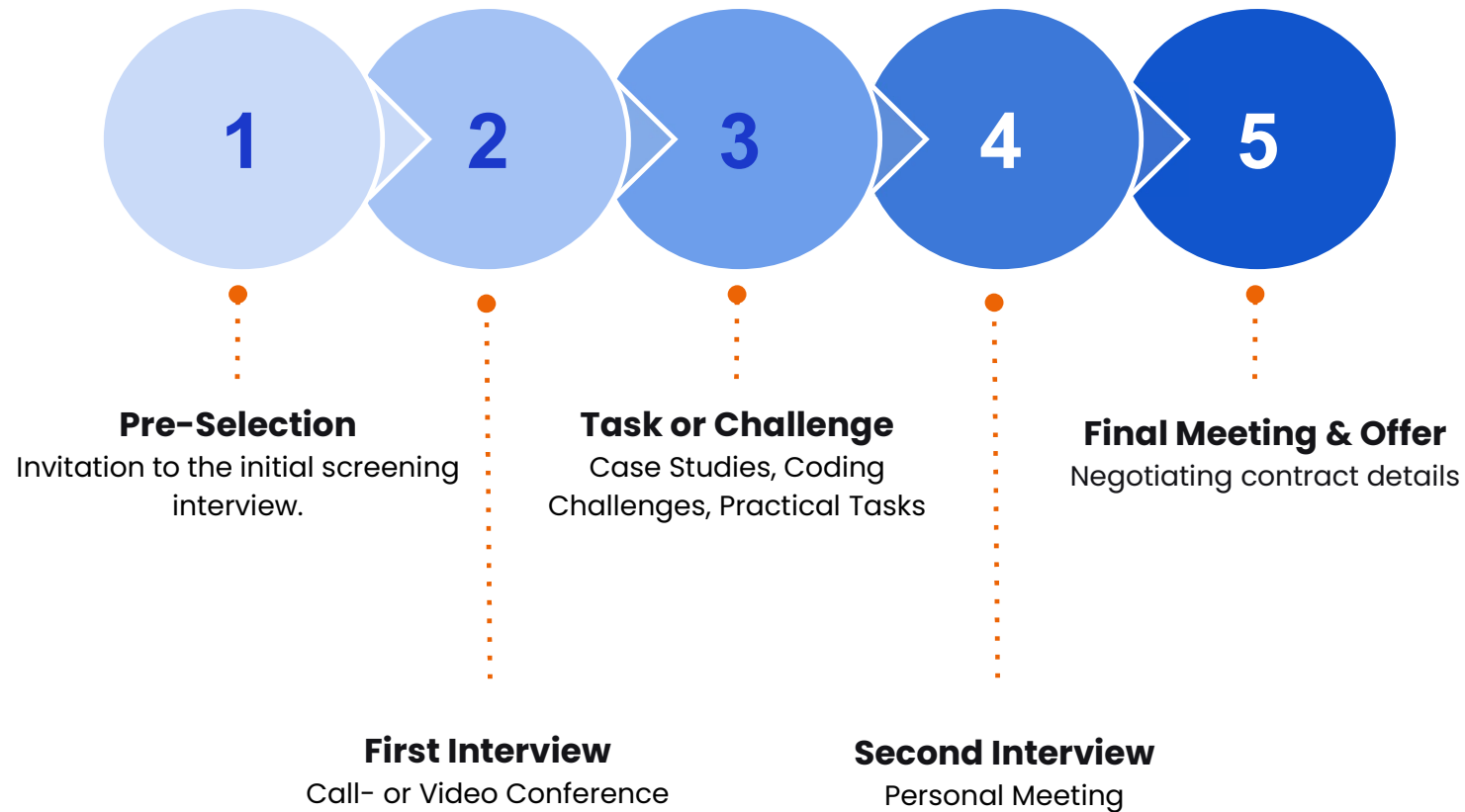


Example of the Deloitte Application Process





Example of Zalando's Application Process

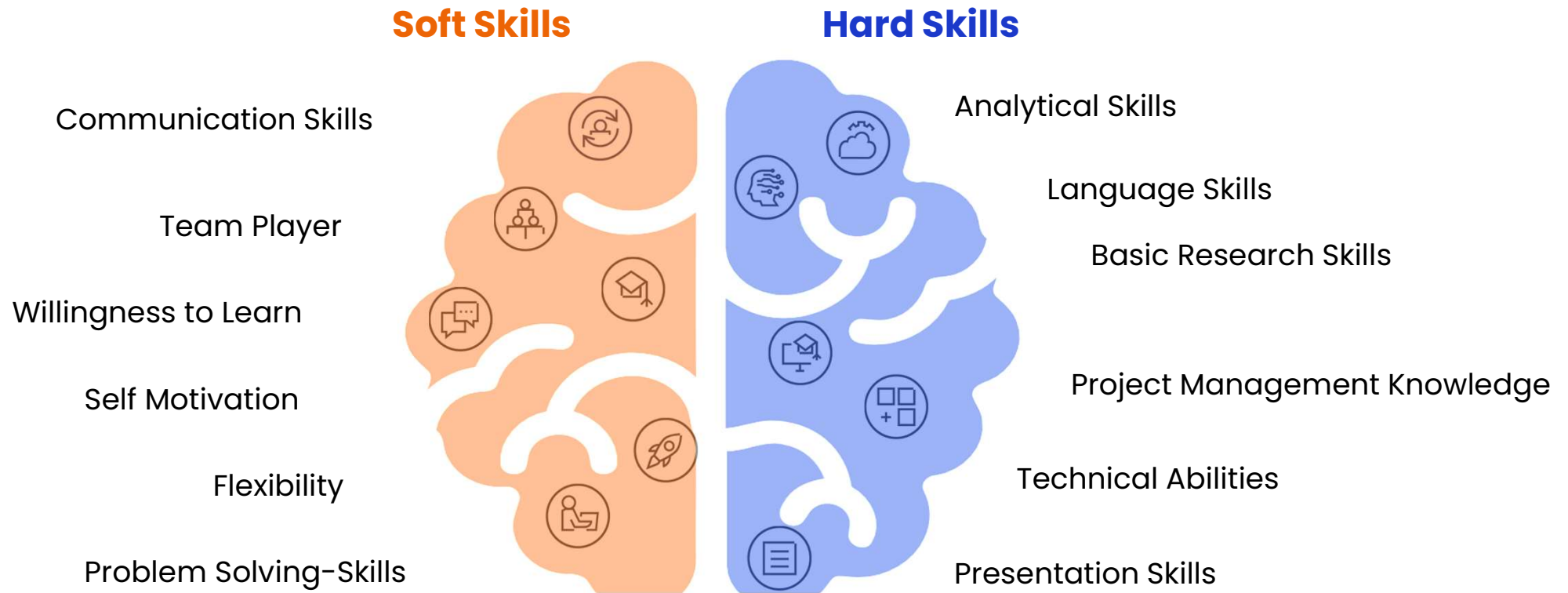


DCI What expectations do companies have of young professionals?



Relevant Skills for Career Starters*

*based on a survey (2020-2023) of DCI partner companies





What opportunities are there for career changers?



Internships

Duration:

2-6 Months

Description:

In-depth practical application of knowledge acquired or to be acquired over a certain period of time.

Internships can be marginally paid or unpaid.



Working Student

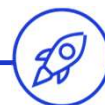
Duration:

1-3 years (depending on the Degree)

Description:

Part-time employment for students at universities (20 hours/week) to gain practical experience during their studies.

Only possible as part of a university programme.



Traineeships

Duration:

6-12 Months

Description:

Programme for graduates aimed at acquiring practical experience (employability skills) in preparation for employment.

Must be paid at least minimum wage or above.



Junior

Duration:

1-3 Years (depending on the company)

Description:

Possibility of direct job entry for career starters with little professional experience with promotion opportunities.

Industry-standard salary with growth potential.



Where can I find suitable jobs?





Example of a Job Posting

Part
1

Job Title

Axel Springer Teaser Ad GmbH

Backend Developer Python (m/w/d)

Berlin Feste Anstellung Vollzeit, Home Office möglich Erschienen: vor 1 Woche

Schnelle Bewerbung

Company's Name

Posting Date

Can provide information on how long the company has been looking for a team fit. Older applications usually already have more applicants than younger ones.

AdUp Technology is part of the Axel Springer Group, with many fresh projects for the future. With our expertise in online marketing - both for adv publishers - we want to play a significant role in shaping e-business in the future and further expand our position in the market. We offer a dynamic and exciting working environment in a small, creative team with numerous opportunities for development. You can take on e the very first minute.

Company's Description

Provides information about the company's field of business, company size, number of employees and much more. Can serve as a reference for the cover letter and should always be read thoroughly.

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Example of a Job Posting

Part 2

We are looking for a dedicated Python Developer (m/f/d) for the expansion of our fast-growing high-tech advertising platform for performance marketing 'AdUp Technology'. We are a subsidiary of the Axel Springer Group, with many fresh projects for the future. With our expertise in online marketing - both for advertisers and publishers - we want to play a significant role in shaping e-business in the future and further expand our position in the market.

We offer a dynamic and exciting working environment in a small, creative team with numerous opportunities for development. You can take on exciting tasks from the very first minute.

Become a_

trusted and valued member of the trusted AdUp family and improve the foundation on which we build our business model.

- Design and implement efficient and clean algorithms for new features
- Help us optimise our complex delivery logic
- Drive our serverless and microservice architecture
- Contribute your ideas and thoughts from the very first minute of the project
- Help us maintain and improve the code quality of the software in terms of design and testability
- Get to know new technologies and continuously develop yourself further

You are a_

passionate Python developer with a high sense of responsibility for low-maintenance and robust systems

- You have good Python programming skills and at least 2 years of experience in backend development
- You have a high sense of responsibility for object orientation, design patterns and clean code
- You have basic knowledge of Linux, SQL, Git and Continuous Integration
- You are no stranger to test-driven design
- You are enthusiastic about new things and show interest in continuous development
- Your German and English skills are good

Your Responsibilities

Includes the core responsibilities of the job and should be read carefully to gain an understanding of the position.

The required Qualifications

Describes the requirements for a "perfect candidate". Includes both hard skills and soft skills.

Please note: Not all requirements must necessarily be met!

- Missing qualifications can be compensated for by soft skills or nice-to-haves
- Even requirements for university degrees or several years of professional experience do not always have to be met!



Benefit from a_

complex, high-performance system landscape and exciting, varied tasks.

In friendly, small teams with flat hierarchies, you will find a pleasant working environment and fertile ground for your ideas. From the infrastructure, learn a lot of new things and contribute to the team. With us, you will be part of a project and not driven by tickets. A lot is important to us.

In addition, we offer the following benefits

- diverse range of seminars and workshops offered by Axel Springer SE
- MacBook, which can also be used privately
- Subsidy for our staff restaurant
- Flexible working hours in the modern Axel Springer Campus at the most progressive workplace in Berlin www.axelspringer.net
- company pension scheme
- The position is to be filled immediately on a full-time basis and for an unlimited period.

Due to the current situation caused by the coronavirus, we conduct job interviews via online video call (e.g. teams)

Description of Benefits

Includes regulations on holidays, training opportunities, working hours and more, and can provide an outlook on whether the offers match your own requirements.

Information on the Application Process

May contain contact persons or names of future superiors, as well as contact details or notes on the application. If contact details are missing, there is an "Apply" button.





Coffee Break



15:00

Module 2

CV Creation





Module 2: CV Creation

Your Learnings in Module 2:

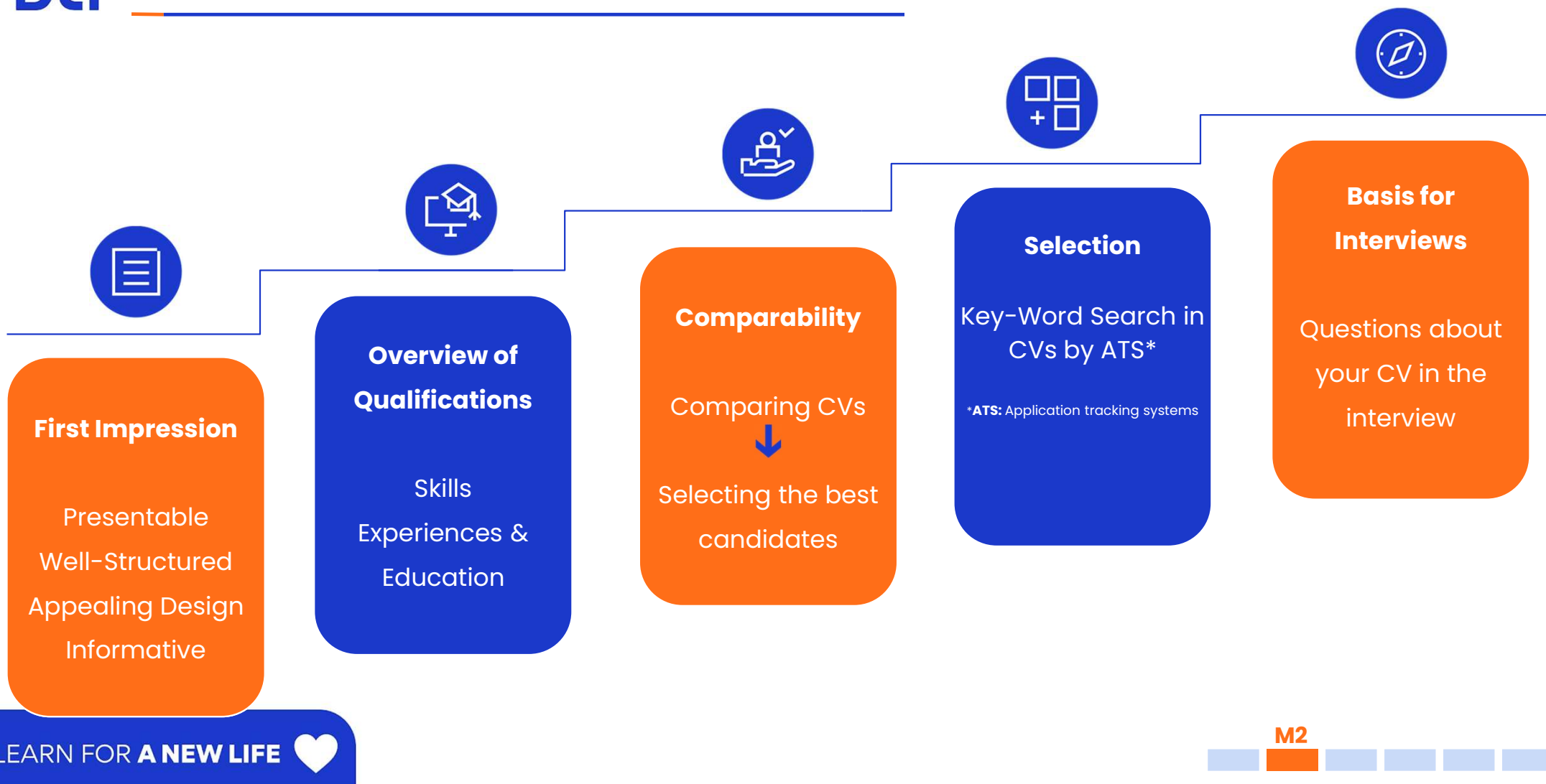
- ✓ How do I create a CV in digital format?
- ✓ How and where do I include my professional experience, education and other skills?
- ✓ What do I do with gaps in my CV?
- ✓ How do I make my CV stand out for recruiters?

Module 1 **Module 2** Module 3 Module 4 Module 5 Module 6






The relevance of the CV in the application process



DCI CV - Example



Gabriela Vasile
 PYTHON BACKEND DEVELOPER
 Python Developer who recently graduated a 1-year intensive training in Backend Programming. Seeking a position to apply experience from design & customer-oriented working and Backend Development to challenge myself and deliver solution-oriented approaches.

✉ vasile.gabrielam@gmail.com

☎ 0123456789

📍 Musterstraße 1, Musterstadt, Germany

🌐 www.gabrielavasilem.de

📄 linkedin.com/in/https://www.linkedin.com/fake-gabriela-vasile

🔗 github.com/gabrielavasilem

EDUCATION

PYTHON BACKEND PROGRAMMING

DCI Digital Career Institute GmbH
03/2022 - 05/2023 Berlin, Germany

Courses

- Accomplishing a one-year-full-time training including Python Basics, Databases, Django Framework, APIs & Cloud Services
- Taking German lessons during the course with a certificate in Level B2
- Completing multiple small and one final large practical project to practice programming skills

GERMAN CERTIFICATE B1

Deutsches Kulturzentrum
06/2020 - 12/2021 Temeswar, Timisoara

Courses

- Goethe-Institut Language Course A1-B1

SKILLS

Python

Object Oriented Programming (OOP)

Google Cloud Platform (GCP)

Amazon Web Services (AWS)

C/CD REST API

RDBMS

SQL & PostgreSQL

C# Django

Agile Development

WORK EXPERIENCE

DESIGN & SALES ASSISTANT

HomeDeco GmbH
01/2017 - 04/2020 Leipzig, Germany

Achievements/Tasks

- Meeting clients' needs in upcycling and redesigning living spaces
- Communicating with customers and vendors to find individualized solutions for customers' wishes
- Monitoring of product stocks

WAITRESS & BAR STAFF

BarFun
06/2014 - 10/2016 Temeswar, Timisoara

Achievements/Tasks

- Monitoring of customer satisfaction
- Supervision of over 200+ international guests per evening

PERSONAL PROJECTS

"MIX MY LYRICS" PARTY APP

- Practical Module DCI Backend Programming (2023)
- Development of a Text Parsing & Generating App using OOP Functional Web Application

STARTER PACK PYTHON API

- Topcoder Challenge TCD 2022 (2022)
- Building of an API starter pack with Python 3.8, Flask, MongoDB, PostgreSQL, MySQL and Docker
- Creating a starter pack which can be used by beginners in the Topcoder Community for their first challenges

LANGUAGES

Romanian
Native or Bilingual Proficiency

Ukrainian
Full Professional Proficiency

English
Limited Working Proficiency

German
Limited Working Proficiency

Example CV
Gabriela Vasile



M2



Gabriela Vasile

PYTHON BACKEND DEVELOPER

Python Developer who recently graduated a 1-
Seeking a position to apply experience from de
Development to challenge myself and deliver s

Header

- Header consists of a "Title" and a "Subtitle"
- "Title" → Full Name (No Nicknames)
- "Subtitle" → Position you are applying to

Picture

- Professional Headshot & Shoulders
- No pictures with low quality & low resolution or unprofessional looks
- Not mandatory



M2





Personal Stories (Get Inspired by your Reflection Sheet)

I moved to Germany in 2017. Without any work experience, I found my first job as DESIGN & SALES ASSISTANT for HomeDeco GmbH in Leipzig. There I managed customer requests, stocking of products and daily operations.

In 2023, I decided to reorient myself professionally and throw myself into Python Programming – an area that was completely new to me. I started studying at the DCI.

I am now in the application phase of the DCI course and would like to start looking for an internship or a job in Programming to start my career.

I worked in service in my hometown. However, I always had a strong desire to move to Germany and start over.



EDUCATION

PYTHON BACKEND PROGRAMMING

DCI Digital Career Institute GmbH

03/2022 - 05/2023

Courses

- Accomplishing a one-year-full-time training including Python Basics, Databases, Django Framework, APIs & Cloud Services
- Taking German lessons during the course with a certificate in Level B2
- Completing multiple small and one final large practical project to practice programming skills

Berlin, Germany

GERMAN CERTIFICATE B1

Deutsches Kulturzentrum

06/2020 - 12/2021

Courses

- Goethe-Institut Language Course A1-B1

Timisoara, Romania

Name/Title of the Education

Full name of the organisation + city

Period including month + year

Description of specialisation/contributions (2-3 points)

Important:

- Backwards chronologically: most recent stations first
- School education is not relevant





List your projects

Step 4

PERSONAL PROJECTS

"MIX MY LYRICS" PARTY APP

- Practical Module DCI Backend Programming (2023)
- Development of a Text Parsing & Generating App using OOP Functional Web Application

STARTER PACK PYTHON API

- Topcoder Challenge TCO 2022 (2022)
- Building of an API starter pack with Python 3.8, Flask, MongoDB, PostgreSQL, MySQL and Docker
- Creating a starter pack which can be used by beginners in the Topcoder Community for their first challenges

Select 2–3 development projects from your Github profile or website

Describe the project's scope

Link the Project URL (URL/Hyperlink)



WORK EXPERIENCE

DESIGN & SALES ASSISTANT

HomeDeco GmbH

01/2017 - 04/2020

Achievements/Task

- Meeting clients' needs in upcycling and redesigning living spaces
- Communicating with customers and vendors to find individualized solutions for customers' wishes
- Monitoring of product stocks

Leipzig, Germany

Title of the role you had (more important than the name of the organisation)

Name of the organisation + city

Period including month + year

Description of the tasks, contributions and results
(2-3 points)

WAITRESS & BAR STAFF

BarFun

06/2014 - 10/2016

Achievements/Tasks

- Monitoring of customer satisfaction
- Supervision of over 200+ international guests per evening

Timisoara, Romania

Important:

1. **Backwards chronologically: Newest first**
2. Focus on achieved goals & achievements
3. The older the experience, the less relevant

M2





(Technical) Skills

Step 6

SKILLS

Python

Object-Oriented
Programming (OOP)

Google Cloud Platform
(GCP)

Amazon Web Services
(AWS)

CI/CD

REST API

RDBMS

SQL & PostgreSQL

Git

Django

Agile Development

Learned Skills (DCI Course)

Skills from former jobs & courses & degrees

Skills from your certificates or hobbies



M2

LEARN FOR A NEW LIFE 

LANGUAGES

Romanian

Native or Bilingual Proficiency

Ukrainian:

Full Professional Proficiency

English

Limited Working Proficiency

German:

Limited Working Proficiency

List chronologically

Separate from (Technical) Skills

Bilingual Proficiency is a big plus – worth mentioning!

Common European Framework of Reference for Languages (CEFR)

C2- C1 → Advanced users (native speaker, advanced)

B2-B1 → Intermediate users (professional, good knowledge)

A2-A1 → Beginners (conversational, basic knowledge)





Your Contact Details

Step 8

✉
vasile.gabrielam@gmail.com

📞
0123456789

📍
Musterstraße 1, Musterstadt,
Germany

🌐
www.gabrielavasilem.de

🌐
linkedin.com/in/https://www.
linkedin.com/fake-gabriela-
vasile

🔄
github.com/gabrielavasilem

2 Contact Options
(recommended: Phone & Email)

Linking your profile & portfolio
Github and/or Website

LinkedIn- Profile (Hyperlink)

For your address, you need to at least note down your PLZ
(Postal Code) and your City





Creating your CV with novoresumé

Step 9

- CV Creation with [Novorésumé](#)
- Choose your favourite Design
- Adapt Font (-Size), Layout, Colours





Novorésumé: Step-by-Step Guide

1. Access Novorésumé:

Link: [Novoresume](https://www.novoresume.com)

2. Create an Account and Log-In

The screenshot displays the Novorésumé website interface. At the top, the navigation bar includes links for Resume Templates, CV Templates, Cover Letters, Career Blog, Pricing, and a language selector (EN US). A prominent green 'Register' button is highlighted with an orange border. Below the navigation bar, a large text block reads: 'The online resume builder getting folks hired by BBC, Google, Apple, Tesla, and Airbnb.' This is followed by the text: 'Build your brand-new resume in as little as 5 minutes. Try it for free.' A blue button labeled 'Get Started Now' with a right-pointing arrow is positioned below this text, with the note 'No credit card required' underneath. In the background, a preview of a resume is visible, showing sections for 'COMPETENCIES' and 'AND CERTIFICATIONS'. The resume preview also features a 'Download' button and a 'My Documents' link.





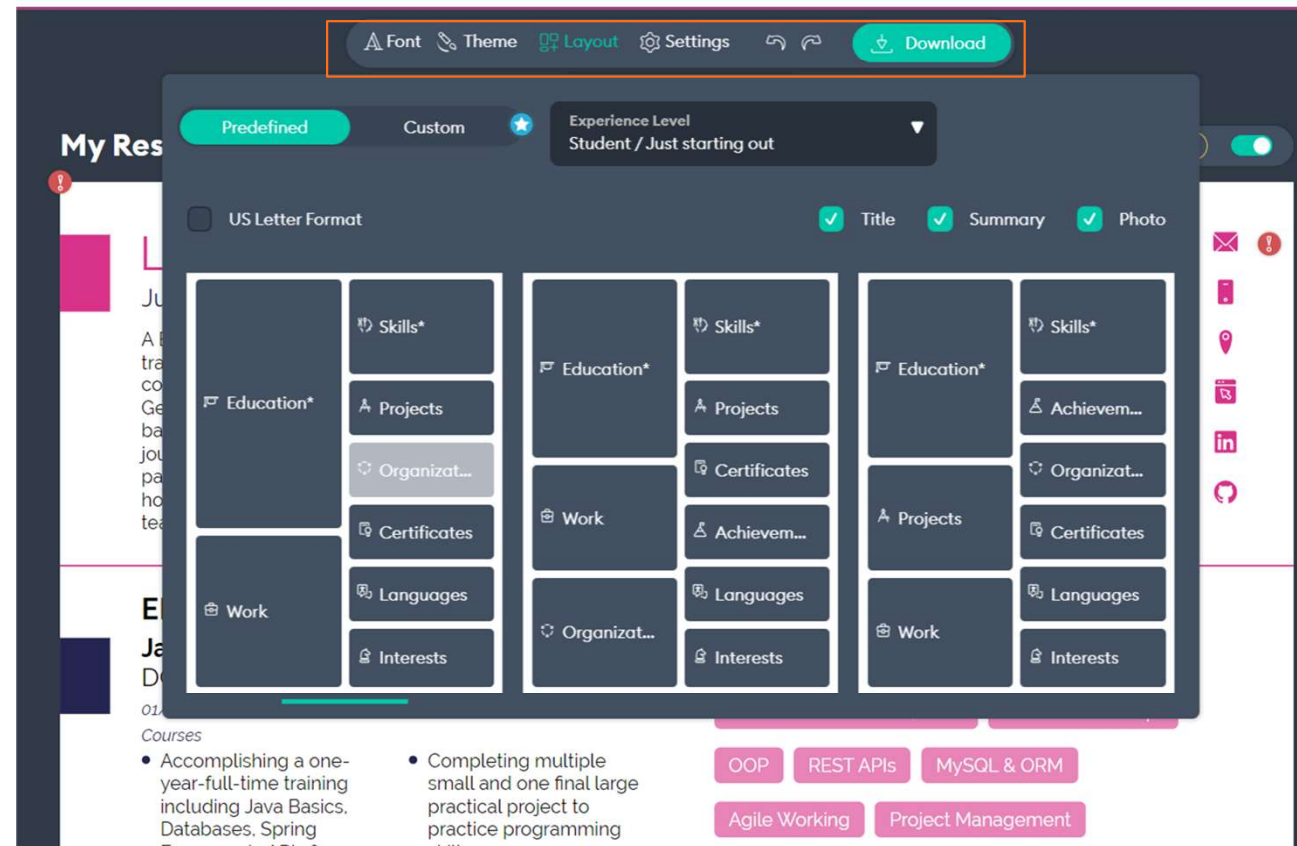
Novorésumé: Step-by-Step Guide

3. Selection of your Design

Choose a Template
(You can still change it afterwards)

4. Enter Personal Information:


Name, Contact Details, Address (Birthday is optional)



DCI Novorésumé: Step-by-Step Guide

5. Add a Professional Summary

A short summary of your achievements & goals



Gabriela Vasile

PYTHON BACKEND DEVELOPER

Python Developer who recently graduated a 1- year intensive training in Backend Programming. Seeking a position to apply experience from design & customer-oriented working and Backend Development to challenge myself and deliver solution-oriented approaches.

6. Add your Work Experience

Important: You do not need to fill all the fields that novoresumé suggests, but the company's name, your position, the duration of your job is required

+

👤

📄

📁

💡

🗑️

WORK EXPERIENCE

Title/Position

Workplace/Company

mm / yyyy - mm / yyyy ☐ Present

City, Country (optional)

Company Description (optional, fill when the company is not well known)

Achievements/Tasks

- Accomplishment/Responsibility/Task

Contact : Contact Person

Contact Info

M2



DCI Novorésumé: Step-by-Step Guide

7. Educational Background

DCI Course, Degrees, long-term Certificates

?

Study Program

Institution/Place of Education

mm / yyyy - mm / yyyy ☐ Present

City, Country or GPA (optional)

Courses

- Course/Thesis/Project

8. Skills

Use your Reflection Sheet!

SKILLS

Python

Object-Oriented Programming (OOP)

Google Cloud Platform (GCP)

Amazon Web Services (AWS)

CI/CD REST API

RDBMS

SQL & PostgreSQL

Git Django

Agile Development

LANGUAGES

German
B2 / Sufficient Working Proficiency

Portugese
Native or Bilingual Proficiency

English
C1 / Full Professional Proficiency





Finalize your CV

Step 10



Additional Information (optional)

Certificates, Awards, Hobbies ...
Please do only add if your CV is otherwise
"empty", otherwise it will be too crowded.



Adaption (optional)

Changing the Design and Layout
according to your wishes (please mind
readability)



Preview

Last Check of your CV (Spelling,
Grammar, Content)



Export CV as pdf & share with your Job Coach!





Common Questions (CV Creation)



Can I use a different tool than novoresumé?



How am I supposed to deal with gaps in my CV?



I don't like the template. Can I choose a different one?



Should I create a German or an English CV?



I had a lot of different small jobs. How can I integrate that in my CV the best way?



I had to drop out of different study programs/apprenticeships/jobs. How can I integrate that in my CV?



Do I have to write a short summary / biography for my CV?



Q&A Round 1

15:00

Practical Unit 1

45:00

Lunch Break



01:00:00

Q&A Round 2

15:00

Practical Unit 2

45:00



Common Questions (CV Creation)



What formulations can I use if I have been at home with the children for a long time?



What formulations can I use if I have moved to Germany and have not found a job here?



I studied for several years but didn't get a degree, should I list my studies on my CV?



I have completed a Udemy/LinkedIn/Sololearn/Datacamp... certificate for XY, where can I enter the certificate?



I am only just learning the skills listed, should I still include them on my CV?



My projects are not finished yet, should I share them anyway?



Q&A Round 3

15:00

Practical Unit 3

45:00



Do you have questions?



Modul 1

Modul 2

Modul 3

Modul 4

Modul 5

Modul 6



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Module 3

Applications with LinkedIn





Module 3: Applications with LinkedIn

Your Learnings in Module 3:

- ✓ What is LinkedIn and how can I use it best for my job search?
- ✓ How do I create my own profile?
- ✓ What's the difference between LinkedIn and Xing?

Module 1

Module 2

Module 3

Module 4

Module 5

Module 6





Why should I use LinkedIn?



Very Large User Base

774 Millionen User
(September 2021)



Favourite Platform for Recruitment

87% of Recruiters use
LinkedIn (Jobvite Survey
2020)



Versatile Job Offers

Constant new offers
(more than 20 million job
adverts published in 2020)



Networking Opportunities

Expansion of the
professional network



Differences between LinkedIn and XING

LinkedIn

XING

Operating Globally	Networking	Operating in the DACH Region
English	Preferred Language	German
No Premium Account Needed	Extended Search	Premium Account Necessary
Exchange of expertise, networking & skills demonstration	Target Group	Professional exchange and establishing contacts with potential partners
Hashtags, mentions, emotional reactions	Activities	Local networking at trade fairs and events





LinkedIn's Functions

Visibility for future Employers

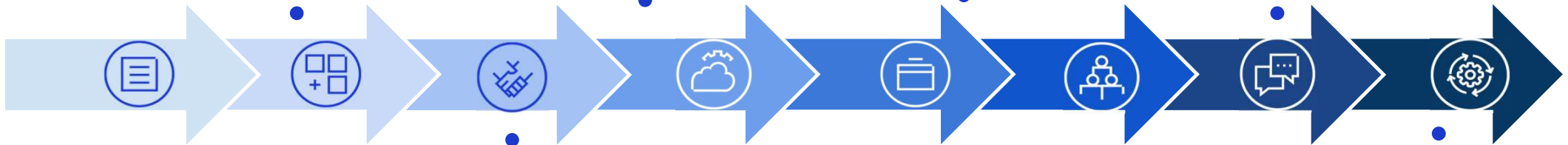
Increases chances of being found by recruiters

Expansion of professional networks

Researching Companies

Learning Resources

Online courses, Trainings



Online CV

Detailed description of professional experience

Job adverts & job offers

Personal Branding

Demonstrate technical knowledge

References & Recommendations

Up-To-Date

Keep your LinkedIn profile up to date





Using LinkedIn correctly for your job search

Step 1



Registration

"Join" or "Register now"



E-mail Address

E-mail for professional purposes only



Profile Picture

Professional Portrait Photo



Header

Current professional position or career goal



Summary

Emphasising professional goals, skills and experience



Complete Your Profile

Education, skills, interests, etc.



Work Experience

Describe your professional career



Education

Academic qualifications, certificates



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M3



Optimising your profile

Activity & Engagement

Skills and Endorsements

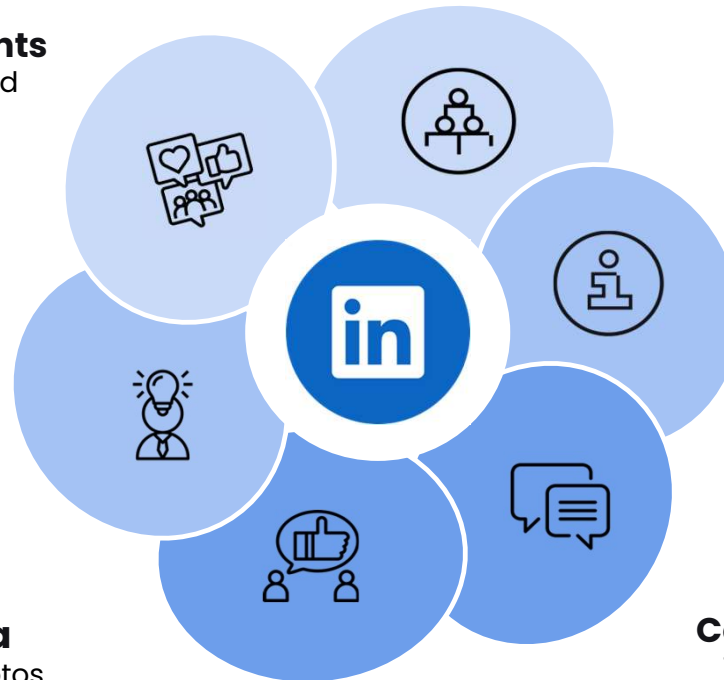
Present your expertise and strengths

References

Recommendations from former superiors, colleagues or business partners

Add media

Self-created photos, presentations or articles



Networking

Networking with experts and colleagues

Share Content

Be active and informed by sharing articles, updates and news

Comments & Discussions

This shows your opinion and expertise





Using LinkedIn correctly for your job search

Step 3

Privacy & Settings

Privacy settings



Check whether recruiters can connect with you & send you messages

Notifications



Be on the ball with news, requests and activities

Updating & Maintenance

Update regularly



Keep your LinkedIn profile up to date

Maintain connections



Show interest in your contacts' activities and stay in touch with them





Any Questions?



Modul 1

Modul 2

Modul 3

Modul 4

Modul 5

Modul 6



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