

Your application documents for a job/internship in Austria

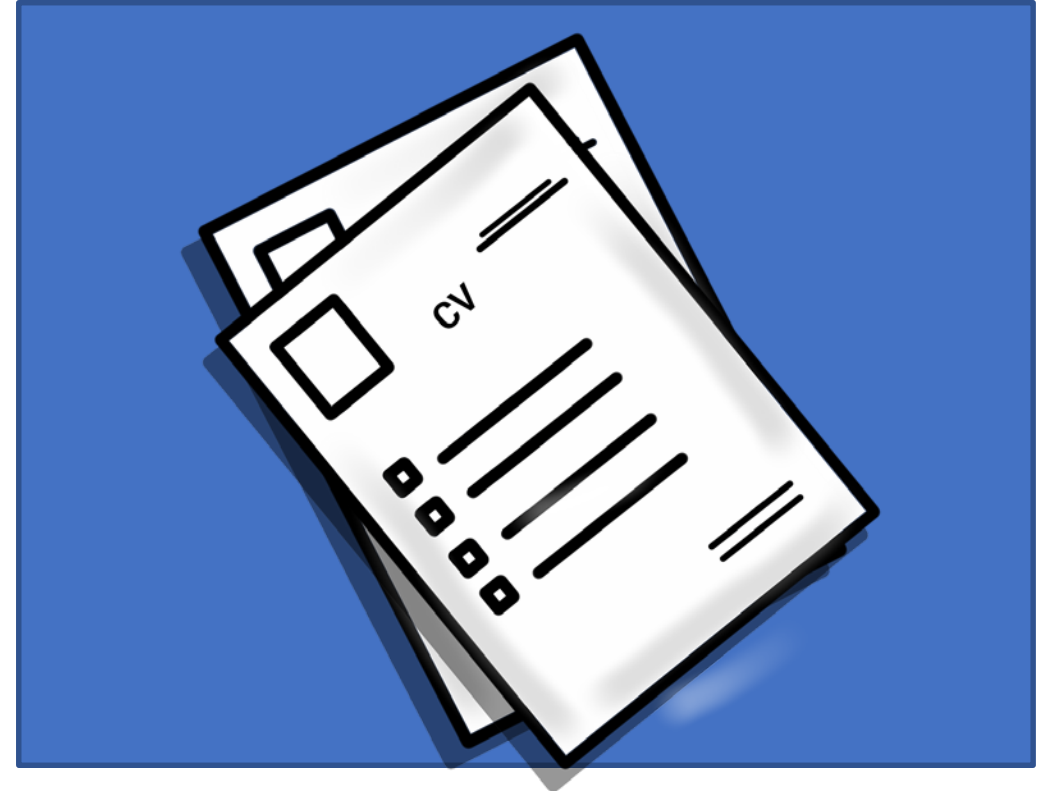
**Recommendations for international students to
create a convincing Cover letter and CV**



Countless applications pass through the hands of HR managers on a daily basis, and said managers have a good feel for whether or not the applicant has taken the time to research the company and its values, and has given serious thought to the job/internship. They immediately see from the form and content of the cover letter and CV if the applicant has been making an honest effort to present herself/himself in the best possible way.

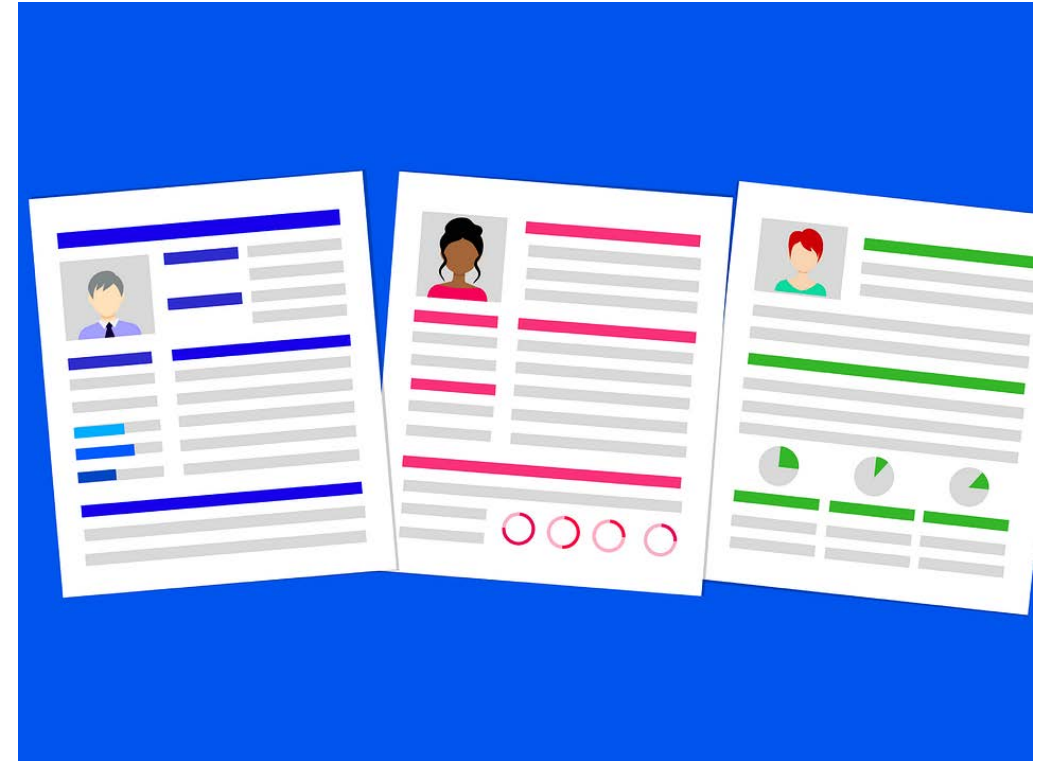
Your application documents should be **short & precise**

Get to the point. Give structure to your documents – provide HR managers with the most vital information at first glance.



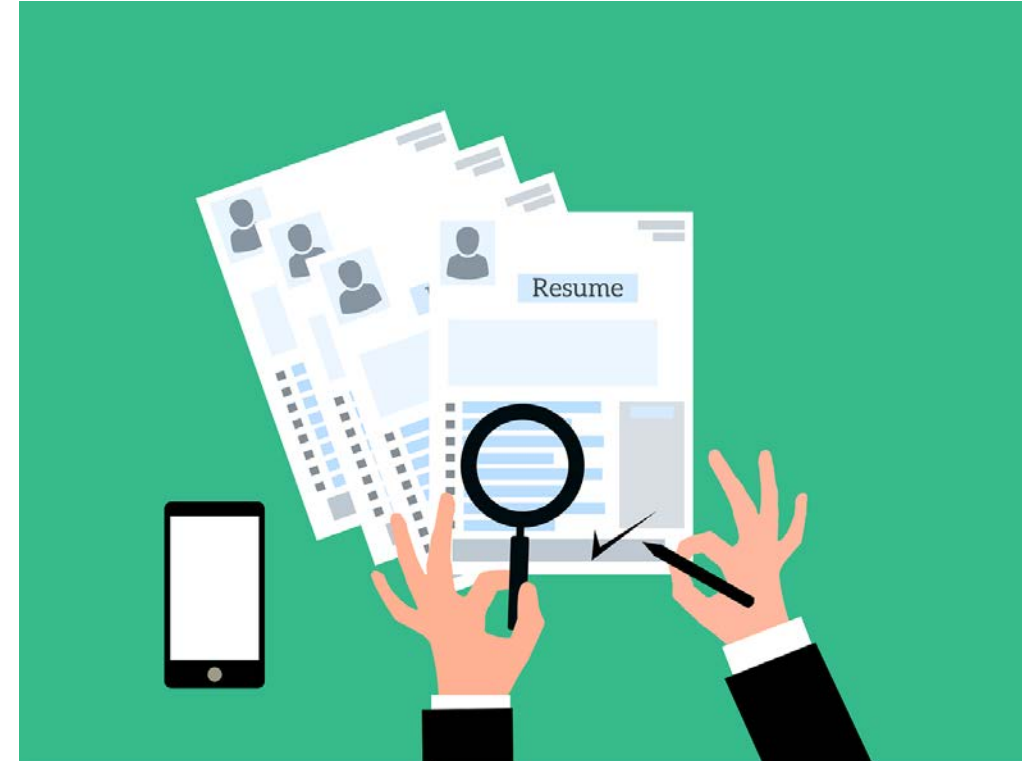
Your application documents should be **aligned**

CV and cover letter belong together, so don't forget to choose a consistent graphic layout and page numbers.



Your application documents should be **professional**

Grammar and spelling mistakes can lead straight to a rejection. Contradictory statements are no-goes as well. Information on your online profile, cv, and cover letter must be consistent.



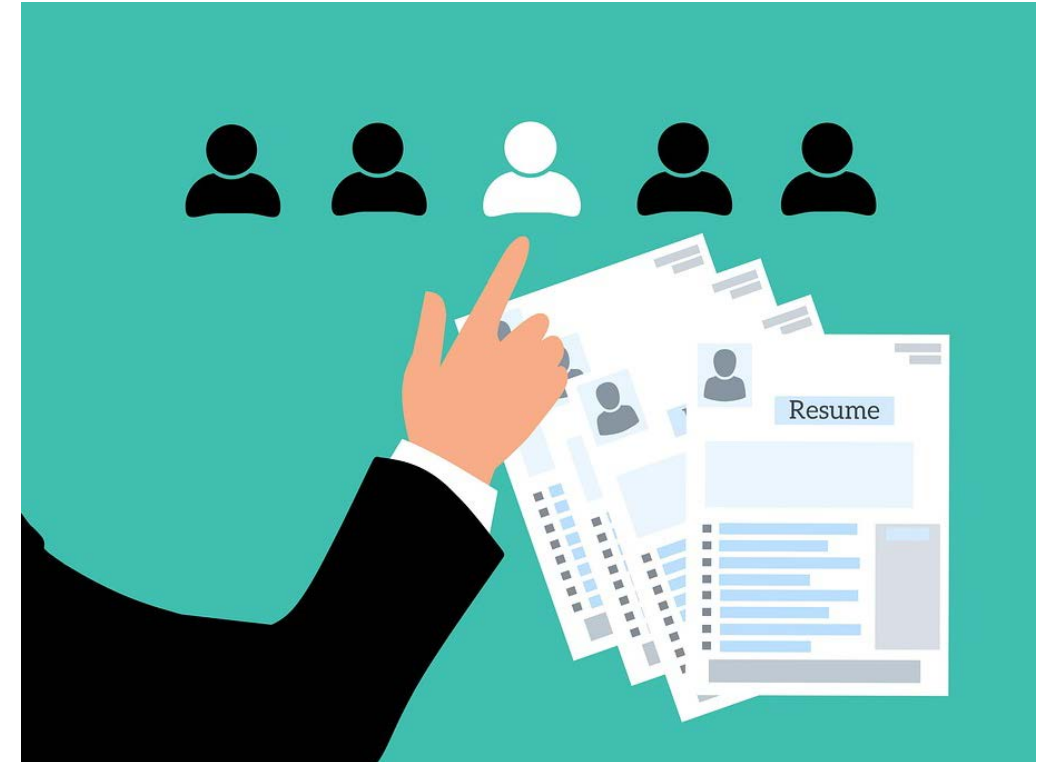
Your application documents should be **customized**

Good application documents distinguish themselves by being precisely tailored to the distinct company and the relevant job. Also, don't forget to include relevant keywords from the job/internship posting.



Your application documents should be **individual**

Put your personal stamp on your application and highlight your USP. Creativity is welcomed, but don't force it – it should represent your personality as well as fit the targeted company.



Your application documents should be **written in German**

Most job adverts in Austria are published in German. The rule says, that you should apply in the language you find a job advert unless mentioned differently. **So learn German and write your application in German!** If you don't speak sufficient German(level B2 or higher), then use English.

