

Tips on How to Prepare:

- 1. Cover Letters for North America and Covering Letters for Great Britain and New Zealand**
- 2. Resumes for North America**
- 3. Curriculum Vitae for Great Britain and New Zealand**



1. Cover Letters for North America and Covering Letters for Great Britain and New Zealand

A cover letter/covering letter is intended to attract attention to your resume/CV and capture the employer's interest, giving him or her reason to read further. Your cover letter/covering letter, which should be unique to you, has several stages.

First Paragraph:

1. State why you are writing.
2. Indicate where you learned of the possibility of the internship (if applicable).
3. State the period of time that you will be able to work.

Second Paragraph:

1. Identify your most *relevant* skills and experiences.
2. Refer to your qualifications either through your education or your previous work experience.
3. Indicate the department or field of work you are interested in.
4. Communicate your interest, motivations, and strengths.
5. Emphasize your achievements.
6. This can be more than one paragraph if necessary.

Third Paragraph:

1. Thank them for the opportunity to apply for this position.
2. Indicate that you would like them to contact you either for a telephone interview or for more information.

Important Things to Remember:

- Be concise when writing and avoid meaningless or wordy expressions.
- Your letter should briefly describe important facts, leaving your resume to describe your qualifications in more detail.
- Your cover letter/covering letter is often the first contact with an employer, make sure it creates a good impression and is professional.
- A cover letter/covering letter should not be longer than one page.
- Keep it simple and easy to understand so that employers can skim through it quickly.
- Focus not only on what you did during previous work terms but also what skills you have gained (for example, taking initiative or good communication skills).
- Demonstrate what you learned or what skill you gained (for example, "Working on a project in my second on-the-job training helped me to develop my team building skills).

The examples that follow are two ways out of many to write a cover letter/covering letter. Don't stick too closely to the examples in order to create a unique and memorable letter, although it is advised to keep it professional.

Cover Letter (Covering Letter) Example Number One: (in brackets = GB/NZ)

Date

Your Name

Address

City, Zip Code (Postcode)

Country

Phone:

Email:

Dear Sir or Madam

I am writing to apply for a position with your company. I would like to do a work term in the United States to gain experience in a foreign country and to learn more about the country, the people and the cultural differences. (Spending time in the US would enable me to improve my fluency in English.) This is important to me because many companies are increasingly becoming more active on an international scale. I am available to work from ... to ... in

Since October, I have been studying Business Administration, Management and Trade at the Berufsakademie Heidenheim – University of Cooperative Education. During my work terms I have been training at OBI, the biggest Do-It-Yourself store in Germany. As seen in my resume (CV), I have done many different jobs at OBI and have gained many practical skills. During my first training semester, I worked in the Receiving Department and learned how to handle the Merchandise Information System, broadening my skills with computers. Later I worked in the Electric Department, learning about a variety of products in order to be able to answer customers' questions, demonstrating my ability to take initiative. During my third term, I was the manager of this department with duties including: controlling sales and orders, organization of the staff and supervising deliveries. Besides my sales duties, I had a lot of other projects, such as preparing the inventory and training the staff and apprentices.

For this work term, I would prefer to work in distribution in order to round out my business skills. Thank you for taking the time to consider my application. I hope to speak to you soon about employment opportunities in your company.

Sincerely yours,
(Yours faithfully)

-Type your name and sign above-
Enclosure: Resume (CV)

Cover Letter (Covering Letter) Example Number Two: (in brackets = GB/NZ)

Date

Your name

Address • Town and Zip Code (Postcode) • Country
Phone: 49 000 55 55 • Fax: 49 5555 55 55 55
Mobile: 49 555 55 55 55 5 • E-mail: Address

To whom it may concern:

I am a second year student at the University of Cooperative Education in Heidenheim, Germany, majoring in International Management. I am currently searching for a co-op position for my 5th work term October-December I am eager to use my skills in a North American setting, gaining valuable experience in different business practices. I hope that you will consider my application for a position with your organization.

During my classes at the University of Cooperative Education in Heidenheim, I have acquired skills in Finance and Investment, Statistics, Mathematics, Accounting, Commercial Law, Economics and English. I have taken courses in Presentation, Moderation and Rhetoric and have recently started to learn Spanish. I am able to operate on computers using the following programs: MS Windows, Word, Excel, PowerPoint, Access, Outlook and SAP R/3. Since I have worked with computers for eight years, I am able to operate on most software intuitively. Through various group projects in class and previous work terms, I have gained experience in team working and organization. During my last work term, I worked in Strategic and Operative Purchasing, Sales, Marketing, e-Commerce and Production Planning.

My goal, once I have finished my degree, is to secure a job at a global company using what I have learned in my International Management degree. I have been learning English for nine years and would like to live in an English speaking country to improve this skill further.

I am excited at the possibility of applying my skills in your company and look forward to speaking with you regarding employment opportunities with your organization. Thank you for considering my application.

Sincerely yours,
(Yours faithfully)

-Type your name here and sign above-
Enclosure: Resume (CV)

2. Resumes for North America

A resume is intended to reference your experiences and emphasize the skills you have learned. Your resume is meant to convince an employer that you are qualified for the position and would fit in the company. It is a good way to highlight your skills learned through school, work and other experiences. Although this document, like the cover letter, is intended to be personalized to make it unique, it should also be professional since it will create a first impression of you with the employer. It should also follow the same basic format that you chose for your cover letter and should not be longer than two pages.

Steps to Preparing a Resume:

1. Preparation

Before you write your resume, take some time to write out a self-assessment on paper, outlining your skills as well as your work experience and extracurricular activities. This will ensure a thorough resume with no important details left out.

2. The Content of Your Resume

a. Contact Information

Name, address, telephone, e-mail address, web site address (if applicable)

All your contact information should go at the top of your resume.

- Avoid nicknames.
- Use a permanent address, which could include your parents' address, a friend's address, or the address you plan to use after graduation.
- Use a permanent telephone number and include the area code. If you have an answering machine, record a neutral greeting.
- Include your e-mail address because many employers find it useful (Choose an e-mail address that sounds professional and check it often).
- Include your web site address only if the web page reflects your professional ambitions.

b. Objective or Future Plans

This section is meant to be brief and tells employers the sort of work you are hoping to do. It is not mandatory in a resume and can be added if you wish to work in a specific area.

- Be specific about the job you want. For example: To obtain an entry-level position within a financial institution requiring strong analytical and organizational skills.
- Tailor your objective to each employer you target.

c. Skills Summary

A bulleted summary of your skills acquired through school, work and other experiences. This is not mandatory and, if included, should replace a special skills section. There should not be more than ten bullets.

d. Education

Students and new graduates without a lot of work experience should list their educational information first. People with a lot of relevant work experience can list their education after the ‘Work Experience’ section.

- Your most recent educational information is listed first.
- Include your degree (A.S., B.S., B.A., etc.), major, institution attended, minor/concentration.

e. Work Experience

Briefly give the employer an overview of work that has taught you relevant skills. Use *action* words to describe your job duties. Include your work experience in reverse chronological order (your most recent job to your first). Include:

- Title of position.
- Name of organization.
- Location of work (town, state/province, country).
- Dates of employment.
- Describe your work responsibilities with emphasis on *specific skills* and achievements.

f. Other Information

Some employers like to see what you do in your free time to see how well you would fit into the culture of the company. Depending on how you want your resume to look, you can include some of the following, as separate sections, or create your own sections. However, these sections should have more than one or two items in them.

- Key or special skills or competencies that have not been placed under the general skills section (for example, Computer Skills or Language Skills).
- Leadership or supervisory experience.
- Volunteer experience.
- Interests and Activities.
- Awards Received.

g. References

Ask people if they are willing to serve as references before you give their names to a potential employer.

Do not include your reference information on your resume. You may note at the bottom of your resume: “References furnished on request.”

3. Editing

Once you have written your resume, it needs to be proof-read to ensure quality and catch mistakes. The more people who proof-read it, the better the chance that mistakes will be caught. Some suggestions are:

- Run a spell check on your computer.
- Take it to a career counselor.
- Get a friend who is good at English to do a grammar review.
- Ask another friend to proof-read for misspelled words and awkward phrases.

Resume Example Number One:

Your Name
Address
City, Zip Code
Country

Phone: 0049-05555-55555
Email: Address here

Objective

My goal is to apply my experience, academic training and skills in engineering, economics and production in an international company. Additionally, I would like to improve my knowledge of foreign languages, cultures and countries.

Education

University of Cooperative Education **October – present**

Berufsakademie Heidenheim, Germany

- Expected graduation as a mechanical engineer (BA) in September

“Karl - Liebknecht - Gymnasium“ (High School) **.... – Juni**

....

in Frankfurt (Oder), Germany

Work Experience

TRW Occupant Restraint Systems Alfdorf **July – September**

Alfdorf, Germany

- Third work term for mechanical engineering
- First section was ATL: test headbags which are still under development and monitors production
- Building of samples seatbelt: the main duty of this section is to produce new seatbelt prototypes
- TRE (Value Engineering): cost reduction of the production of seatbelts

TRW Occupant Restraint Systems Alfdorf **February – April**

Alfdorf, Germany

- Second work term for studying mechanical engineering. I worked in the following sections:
- ATP: the main duty of this section is to produce prototypes of new airbags housings currently under development
- TVL: in this section the main duty is to examine and to supervise the production of seatbelt components
- TAVA: test the quality of new seatbelts which are still under development
- BK: the main duty of this section is to produce pieces of plastic

TRW Occupant Restraint Systems Alfdorf

September – November

Alfdorf, Germany

- First work term for mechanical engineering
- Learned basic skills in the metal industry
- Practical training in technical drawing

Klinikum Markendorf, Frankfurt (Oder)

July – June

Civil service in a hospital:

- Moving inside the hospital
- Supply and disposal of the wards

Construction firm

Multi Bauleistungen GmbH

Since two or three weeks every year

- Assistant to workmen
- Supplied workmen with material (cement, bricks)

Optician

Allkauf Optik GmbH

Two weeks in

Frankfurt (Oder), Germany

- Made lenses for eye glasses

Language Skills

- Fluent in written and spoken German (mother tongue)
- Knowledge in written and spoken English
- Basic knowledge of Russian

Computer Skills

- | | |
|----------------------------|------------------------|
| • Windows 98, NT, XP | Expert knowledge |
| • Microsoft Office package | Expert knowledge |
| • Internet | Expert knowledge |
| • CAD programming | Intermediate knowledge |

Hobbies and Interests

- Read books and listen to music
- Travel to foreign countries
- Ride my motorbike
- Computer

References available upon request.

Resume Example Number Two:

Your Name Here

Address
City and Zip Code
Country
Tel: (49) 05555-55555
Email: Address Here

OBJECTIVE: Position as a software developer in an organization that will expand my computer skills.

SKILLS: Computer skills, including: Word, Power Point, Excel, C++, HTML, Delphi, Linux
Video and Audio editing
Experience with customer service, including client complaints
Highly motivated, adapts easily and is willing to learn

EDUCATION: **University of Cooperative Education** (BA Heidenheim)
....-present Major: Information Technology

RELEVANT EXPERIENCE: **GEHIS**, Stuttgart, Germany
....-present Novell server installation and configuration
Created user and printer objects
Took part in migration from Novell 3 to 5.1
Configured exchange server
Full Samba and Apache Server installation and configuration (SuSe LINUX)
Coded HTML sites and C++ programs

.... **Daimler-Chrysler**
Checked different control functions of the new S-Class using a special kind of software

.... - **Schläfer**, a distribution firm

.... Vacation job at a factory that produces Swabian Ham

HONORS & ACTIVITIES: Member Deutsches Rotes Kreuz (German Red Cross)
Member Friede & Freude

INTERESTS: Computers, music, sports and reading

References available upon request.

3. Curriculum Vitae for Great Britain and New Zealand

A curriculum vita (CV) is Latin for “The Story of Your Life” or “The Course of Your Life”. Very similar to resumes, CVs have a couple of differences; there are also differences between a German CV and an English CV. It is important to keep your CV simple and to the point, highlighting all *relevant* skills and abilities. It should not be more than two pages long with a clear presentation style to let the reader easily pick out important details, for example using bulleted lists to summarize job duties. As with a resume, you should spend some preparatory time writing out a self-assessment on paper before writing your CV and spend a lot of time editing after you write your CV.

Differences between a German CV and an English CV:

- In the “Personal Data” section, do not include your parents’ professions, your religious determination or your marital status.
- Do not send reference letters because potential employers will ask for their names and approach each one directly. As with a resume, state at the bottom “References available upon request”.
- All educational and work information should be in reverse chronological order, most recent education or job first, just like a resume.
- Do not include your picture.

The Content of your Curriculum Vitae

a. Personal Information

- Name, permanent address, telephone number, email address, date of birth, and nationality

b. Education

Students and new graduates without a lot of work experience should list their educational information first. People with a lot of relevant work experience can list their education after the ‘Work Experience’ section.

- With each entry, include the year completed, the institution and the degree or diploma obtained.

c. Work Experience

- With each entry, include the company name, the dates you were employed and information about the skills you developed at each job.
- Never leave unexplained gaps in your work history.

d. Other Skills

This section is meant for a general listing of skills and should replace a “Special Skills” section. Include any skills that are relevant to the position, but be careful to not repeat information that is elsewhere in your CV.

- Information should be in a bulleted list.
- Use action verbs to highlight skills and abilities.

e. Personal Interests

Although optional in a resume, this section is highly recommended for a CV. Include any activities you do in your free time so that employers can decide if you would fit into the culture of the organization.

Curriculum Vitae Example Number One:

Your Name Here

Personal Data

Date of Birth: 28 February 19..
Nationality: Country of Origin
Current address: Address
 Town and Postcode
 Country
Telephone: Home:
 Work:
 Mobile phone:
Email: Address here
Education: Highest level of education here

Education

.... - **Secondary School**
 J. Zamoyskiego in Lublin
 - **Catholic University of Lublin**
 Social Sciences Department, Department of Economics
 - **Doctorate Studies in Economics**
 Catholic University of Lublin
August Doctorate Research
 Augsburg College and University of Minnesota in Minneapolis,
 USA

Work Experience

October-present Assistant professor
 Catholic University in Lublin
 Conducted tutorials in Microeconomics, Macroeconomics,
 Financial Management and Computers. Translated for visiting
 professors from the USA and UK

Foreign Languages

Advanced English Cambridge Advanced Certificate in English (CAE)
 Cambridge First Certificate in English (FCE)
 Intermediate German – German classes at secondary school

References available upon request.

Curriculum Vitae Example Number Two:

Your Name Here

Address
Town and Postcode
Country
Phone: 05555-555-555 5555
Email: email address

PERSONAL DATA

Birth Date: 22 April 19..
 Nationality: German

EDUCATION

....-.....: St. Bonaventura-Gymnasium, Dillingen, Germany
-present: University of Cooperative Education, Heidenheim, Germany

PROFESSIONAL EXPERIENCE

July-Aug.: Shop assistant (part-time)
"Kaufland", a supermarket in Dillingen, Germany

....: Waiter (part-time)
"Cafe Segafredo" in Dillingen, Germany
 - Provided friendly and efficient service to all restaurant clientele
 - Handled some hosting and serving duties

....: Assistant (part-time)
"Scala", a bookshop in Dillingen, Germany
 - Provided friendly and efficient service

Aug. Temporary worker (part-time)
"Lebenshilfe", Dillingen-Hausen, Germany
 - Working with handicapped people at a social organisation

Aug.-Sept. Temporary worker (part-time)
"BSH – Bosch und Siemens Hausgeräte GmbH" in Dillingen, Germany
 - Worked in the production department

Oct.-
 Dec. Insurance Agent (part-time)
 For different insurance companies:
Alte Leipziger, Hallesche Nationale AG (Oberursel, Frankfurt, Germany), Volksfürsorge AG (Hamburg, Germany), Swisslife (Zurich, Switzerland)
 - Improved my interpersonal and selling skills

- Jan.-Feb. Trainee (full-time)
BWF Offermann, Schmid & Co. KG, Offingen, Germany
- Worked in the Purchasing department
- March Trainee (full-time)
BWF Textil GmbH & Co. KG, Offingen, Germany
- Worked in the production planning department
- Apr.-May Trainee (full-time)
BWF Kunststoffe GmbH & Co. KG, Offingen, Germany
- Worked in the sales department

SKILLS

- Excellent client service and interpersonal skills
- Languages: German, English, French
- Achievement-oriented, conscientious and adaptable
- Persistent in achieving goals, motivated and willing to learn
- Good working knowledge of MS Office, HTML, JavaScript, LINUX and SAP R/3
- Accomplished salesman in a business situation
- Microsoft Office

VOLUNTEER EXPERIENCE

--present Bavarian Red Cross Lifeguard
....-..... Member of Arbeitskreis Brasilien

INTERESTS

I have many hobbies including: travelling, swimming, yoga, hiking, camping, basketball, reading and computers.

References available upon request.

**Good luck on your
international job
search!**