Survival Kit

# Lost im Bewerbungsdschungel?

**MAG.A TINA LANDREAU,**
Beraterin, Trainerin und Coachin | TU Career Center

Keine Sorge, we've got your back!

Viele fragen sich: Wo fange ich an? Welche Position passt zu mir? Und wie sieht eine wirkungsvolle Bewerbung aus? Damit bist du nicht allein. Wir unterstützen dich dabei mit Beratung, Webinaren und praktischen Tools.

## Dein Survival Kit auf einen Blick

**Karriereplanung**
Mach dir klar, was dir wichtig ist: Wünsche, Werte, Ziele. Dabei unterstützen wir dich in 1:1-Beratungen und Coachings.

**Recherche**
Informiere dich über Unternehmen und Berufsbilder. Auf tucareer.com findest du Unternehmensprofile und eine Jobplattform. Zusätzlich gibt es auf job.im.blick Einblicke in verschiedene Berufe.

**Fokusthemen und Webinare**
Zum Einstieg bieten wir regelmäßig Webinare an, zum Beispiel zu Gehaltsverhandlung oder LinkedIn für die Jobsuche. Aktuelle Termine findest du im Eventkalender auf tucareer.com.

**Strategien für die Jobsuche**
In einer Einzelberatung bekommst du Input, wie du deine Jobsuche strategisch planst und umsetzt.

**Bewerbungsunterlagen**
Für eine wirkungsvolle Bewerbung brauchst du einen CV, der deine Kompetenzen zeigt, und ein überzeugendes Motivationsschreiben. In einem CV-Check bekommst du klares Feedback, worauf es ankommt.

**Netzwerken**
Komm mit Unternehmen ins Gespräch, auch abseits klassischer Bewerbungen. Auf unseren Karriere-Veranstaltungen kannst du dich persönlich informieren und dein Netzwerk erweitern.

**Jobinterview**
Du hast ein Interview? Gratuliere. Gut vorbereiten ist die halbe Miete. In einer Interviewsimulation kannst du das Gespräch üben.

**Stärken kennen**
Wenn du deine Stärken kennst, findest du gezielter passende Jobs und kannst sie besser präsentieren. In Beratungsgesprächen nutzen wir dafür Tools, oder du buchst eine Potenzialanalyse. Tipp: JOBMATCH.

Tipp: JOBMATCH

**Last but not least:** Unterstützung zu suchen gehört zu den besten Wegen, wieder Orientierung zu finden. ■

**Persönliche Beratung**
Schreib uns an beratung@tucareer.com mit deinem Anliegen. Unser Beratungsteam bringt Erfahrung im technischen Recruiting mit und begleitet dich gezielt.

# Application

**How to put together the perfect application**

On the following pages, you will find examples of fictitious cover letters and CVs. They serve as a guide but will still require your personal touch to make sure you stand out.

### Application documents

> Some companies no longer require cover letters. However, you should still be familiar with the standards and adjust your application documents to meet the specific requirements of each company.

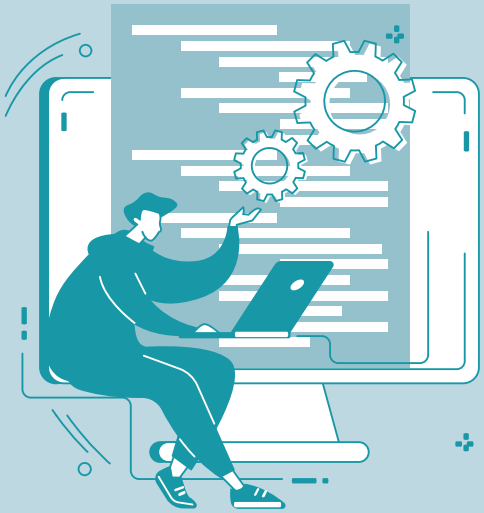
> Make sure to have a uniform and professional layout for your CV and cover letter and proofread all your documents.

### The cover letter

> Writing a high-quality cover letter requires thorough preparation.

> Research the company using their website and social media channels.

> Analyse the job description to get an understanding of what is relevant for the role.



> Demonstrate that you bring the relevant skills, knowledge and growth potential to perform well in this role.

> Avoid simply repeating information from your CV.

> Provide additional information, expanding on relevant experiences for the role indicating your motivation and fit to the company and role.

> Use authentic language, give concrete examples when mentioning skills, and avoid standard phrases.

### How to talk about your motivation: possible topics to cover

> Alignment with company mission
> Career growth and learning opportunities
> Passion for the industry
> Desire to solve industry challenges
> Cultural fit and work environment

### Guiding questions for your cover letter

Writing your cover letter is a great opportunity to reflect on your competences and values and to research the company you're sending your application to. This preparation will help you in your job interview.

> What is your motivation for applying for this job/at this company?

> How have your previous experiences influenced your interest in this role?

> What competencies, qualifications or skills are you able to contribute to this role?

> How have previous experiences (work, study, extracurricular, volunteer, other) prepared you for this role?

> How will the company benefit from hiring you?

COVER LETTER

Lise Meitner
Musterstraße 3, 1040 Vienna
+43 677 123 45 67
lise.meitner@tech.com

International AG
Marie Curie
Technologiegasse 1
1120 Vienna

Vienna, 14 January 2025

**Application for Graduate Programme**

Dear Ms. Curie,

The opportunity to gain insight into different areas of production and development at an internationally operating company such as International AG particularly appeals to me. My interest in this field has grown through my previous experience in research and production. Having contributed to the work of international development teams at Company Y by analysing and solving technical and organisational challenges further strengthened my passion for supporting innovation processes of large organisations.

During my studies, I deepened my knowledge of production technology and applied it in practical projects, including a team project on factory planning. At Company Z, I also developed and validated innovative process strategies in laser powder bed fusion as part of my thesis. These practical experiences gave me a solid understanding of the interaction between research and production which enables me to collaborate effectively across departments at your company.

The international component of your graduate programme, especially the assignment abroad, is another reason I am interested in this programme. My semester abroad in Helsinki and my fluency in English have prepared me to work effectively in international teams and adapt quickly to new working environments. Assignments abroad would also give me the opportunity to learn about production processes across your international sites.

I am eager to learn the production process simulation tools that are relevant for the role. Through university coursework and personal projects, I have consistently learned new tools quickly. For example, I taught myself the basics of Python programming through a structured self-study plan, online videos and hands-on exercises.

I look forward to the opportunity to discuss my application with you in personal interview.

Yours sincerely,

Lise Meitner

TIPS

Make sure your contact details are complete.

Think about the subject line! What are you applying for? You should also state the ad or job number here, if available.

Address your cover letter to a specific person. If you are unable to find the relevant contact person during your research, address it, for example, to the HR team.

Establish a connection to the company in the first paragraph: Why would you like to work there/in this role?

If you have already made personal contact with the company, reference this in your letter.

Highlight your relevant technical and soft skills in more detail and relate them to required qualifications. If you do not yet have much professional experience, you can also use hobbies or extracurricular activities to provide examples.

If applicable, you can also provide a potential start date. Your cover letter should be no longer than one A4 page.

BEISPIEL
für einen 1-seitigen CV

# Hedy Lamarr, BSc

+43 600 123 45 67
1040 Wien
hedy.lamarr@tech.com
Nationalität Österreich



## AUSBILDUNG

**Master Computational Science & Engineering** seit 10/2024
Technische Universität Wien
- Fokus: Computational Mathematics & Informatics

**Bachelor Technische Mathematik** 10/2020 – 07/2024
Technische Universität Wien
- Thesis: Simulationsmodell für die Optimierung im Supply Chain Management

**Matura, BRG Wien** 09/2016 – 06/2020

## BERUFSERFAHRUNG

**Praktikum Data Analysis** 09/2024
Sonnencreme AG
- Datenaufbereitung & Aktualisierung von Statistiken
- Analyse von Datensets zur Identifikation von Trends
- Erstellung von Reports und Weiterentwicklung von Dashboards
- Mitarbeit bei der Erstellung von Marktpräsentationen

**Studentische Mitarbeiterin** 09/2023 – 03/2024
Beispiel-Institut, Technische Universität Wien
- Betreuung der Studierenden bei der Ausarbeitung wissenschaftlicher Texte
- Unterstützung bei der Vorbereitung von Lehrveranstaltungseinheiten

**Praktikum Research Assistant** 07 – 08/2023
Technik-Institut
- Literaturrecherche & Auswertung von Statistiken
- Dokumentation der Ergebnisse und Präsentation im Team

**Diverse Ferialjobs Administration** 2019 – 2021
Stadtverwaltung, Sonnencreme AG, Logistikcenter GmbH

## PROJEKTE

**Semester-Projekt, TU Wien** 2023
- Mathematische Modellierung von Messdaten

**Math Riddle Collection, privat** 2022
- Erstellung eines interaktiven Dashboards inkl. Statistik

## SKILLS

**IT:** Python, MATLAB, LaTeX, SQL, C/C++, MS Office
**Zertifikate:** Google Analytics (2026), Diversity & Gender Equality (2024)
**Sprachen:** Deutsch (Erstsprache), Englisch (C1), Italienisch (A1)

CURRICULUM VITAE

TIPS

In many parts of Europe, especially in the German-speaking area, it is still common to include a photo in your CV. If you include a photo, have a professional photo taken and do not use snapshots.

If you are a non-EU citizen, it is recommended to include your valid work permit with additional information, e.g. student visa 20 hrs/week.

Here you can state the focus of your education in order to emphasise certain topics.

In your CV, state the high school or higher school from which you graduated. Primary or lower secondary school are not specified in the CV.

Put your stages of education and your professional experience in reverse chronological order, starting with the most recent and working your way back.

Indicate the most important activities, areas of responsibility, successes and tools used in a few words!

# Amir Mayerhofer, BSc




| | |
|---|---|
| Address: | Margaretenstraße 3, 1050 Vienna |
| Phone: | +43 600 123 45 67 |
| E-mail: | amir.mayerhofer@gmail.com |
| Nationality: | Iran (student visa 20 hours/week) |


## Education

03/2026 – ongoing
**Master in Electrical Power Engineering & Sustainable Energy Systems**
TU Wien
• Relevant courses: Renewable Energy Systems, Hydropower, Smart Grids

10/2022 – 02/2026
**Bachelor in Electrical Engineering and Information Technology**
TU Wien
• Bachelor thesis: "Development of new technologies for the energy- and resource-saving production of electrotechnical components"

03 – 06/2025
**Erasmus Exchange Semester**
University of Stavanger, Norway

09/2016 – 06/2021
**Specialisation Mechatronics**
HTL Wien, Ettenreichgasse

## Work Experience

since 03/2025
**Project Assistant, Tutor**
TU Wien, Institute of Energy Systems and Electrical Drives
• Implementation of the exercise "Electrical Engineering 1 and 2"
• Participation in projects in the field of basic research
• Generating project reports

07/2024 – 09/2024
**Intern in Department Research & Development, Product Development**
Robert Bosch AG
• Support in the production and adaptation of tests for the active testing of vehicle electronics
• Construction and repair of measuring equipment for test benches
• Carrying out calculations and electrical planning

02/2024
**Service and Kitchen Assistant**
Pizzeria Napoli

03/2022 – 03/2023

**Working Student in the Department of Energy Technology**
Siemens Energy Austria GmbH
- Assembly, testing and commissioning of switching and control systems
- Support in the maintenance and documentation of products in the field of renewable energies
- Data recording

09/2021 – 09/2022

**Civilian Service (paramedics)**
Rotes Kreuz

## Volunteer Work

10/2023 – 11/2024

**Mentor**
Sindbad – Social Business
- Accompanying a pupil on their personal & career planning path
- Participating in workshops on communication

## Further Training

2023

**Project Management**
5-day seminar, TU Austria Summer School

2022

**Python for Engineers**
Online course, Training Center

## Skills

IT

**Programming Languages:** MATLAB, Java, Python
**CAD:** AutoCAD, SolidWorks
**Tools:** Git, MS Office

Languages

| | |
|---|---|
| **German:** | native |
| **Persian:** | native |
| **English:** | business fluent |
| **Norwegian:** | basic knowledge |

## Personal Interests

volleyball player, +5 yrs., solving math puzzles and team-based "escape games"
private programming projects in GIT

TIPS

For your language skills, it is essential that you indicate how proficient you are in each language. Specify your information here (levels etc.)!

If you have a certificate, include it in your CV. If you don't have a certificate, then state your self-assessment as follows: native language, business fluent, fluent/very good, good, basic knowledge.

If the job posting is in German, your CV should be in German as well. If the job ad is written in English, your CV can be in English.

Interests can optionally be specified to better describe your personality.

If you are applying for an academic position, indicate your publications as well.

Only enter your driver's licence if it is required in the advertisement or if you are willing to travel.

OUR TIPS

### Design

You can create your own CV design using MS Word, templates from the Internet, Canva or the tool flowCV.

### Individual feedback

For individual feedback on your application documents and consultation sessions contact us at **beratung@tucareer.com.**