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Application

How to put together the perfect application

The cover letter

The cover letter is your chance to show your personality, experience and motivation. It enables the company to determine whether you, as a potential employee, will fit the company and its environment in terms of your qualifications and personality. Some companies have really simplified the application process and no longer require cover letters. However, you should still be familiar with the standards and adjust your application to meet the specific requirements of each company.

Writing a high-quality cover letter requires thorough preparation. Find out about the company using their website and social media channels. Follow the company on LinkedIn and watch their activities and news.

You can deduce the following points online by reading “between the lines”:

- > Company culture/values of a company
- > Challenges in the work process
- > Career opportunities within the company
- > Points of contact in the HR department
- > Economic success of the company

Keep it personal

Your cover letter is your personal business card, so be sure to use serious and authentic language and correct spelling. Make sure you express yourself well – leave out standard phrases. We also advise against copy-and-paste cover letters in which only the addressee is changed. Try to present yourself favorably but honestly and to highlight the background and motivation of your application comprehensively. Like classic product marketing, your cover letter and CV are the first step to promoting yourself and your application – both in terms of content and outward appearance. Make sure that the layout of both documents is uniform.

This cover letter should serve as a guide, but will still require your personal touch to make sure you stand out. Over the following pages, you will find the matching sample CV to help you. This fictitious CV is designed to give you an overview of the various relevant aspects of a resume.



COVERLETTER

Azra Mayerhofer, BSc

Margaretenstraße 3, 1050 Vienna

Phone: +43 679-453 23 01

E-mail: azra.mayerhofer@gmail.com

Wiener Stadtwerke Group
Attn: Ms. Elisabeth Heuck
Thomas-Klestil-Platz 13
1030 Vienna

Vienna, 21 Februar 2024

Climate Protection Trainee Program

Dear Ms. Heuck,

I have been interested in the Wiener Stadtwerke Group since the beginning of my studies and am impressed by the variety of career and further training opportunities. The possibilities of implementing climate protection projects in different areas such as green building or sustainable mobility have piqued my interest. In addition, I am thrilled by the opportunity to get to know experts from the respective disciplines during the program.

I made my first personal contact with the Wiener Stadtwerke Group in spring at the job fair of the Vienna University of Technology. During the interesting conversation with Ms. Bauer, I had the chance to gain initial insights into your corporate structure and internal processes. I was impressed with the trainee program she presented, with the opportunity to get to know and help shape the various corporate divisions and climate-related initiatives.

Already during my studies, I attached great importance to practical relevance and climate protection. For example, I independently created a project plan for a problem in a company and was instrumental in the implementation of this plan. During this time, I was able to gain my first experience in conducting conversations with customers and apply my conscientious way of working in practice.

I describe myself as an inquisitive and determined person with a high level of communication skills. I am able to further enhance these skills in the practice of my hobby, in which I am involved in organizing sports events. Additionally, I acquired the knowledge of AutoCAD and Java programming required by your company in seminars and exercises during my studies and further improved it in practical application during my internship.

I am convinced that my analytical and results-oriented way of thinking, my cooperative nature, my interdisciplinary technical skills as well as my interest and experience in electrical engineering make me well-suited for the trainee position in the field of climate protection.

I look forward to a positive response and the chance to get to know you personally!

Yours sincerely,
Azra Mayerhofer

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 to the head of HR. In the first paragraph you should state why you are applying specifically for this position/company.

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

Establish a connection to the company: Why would you like to work there? Cite your technical skills and soft skills in more detail.

Highlight your relevant competences. You should also reference required qualifications here. If you do not yet have much professional experience, you can also use hobbies or non-university activities to provide examples of your skills.

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

CURRICULUM VITAE

In many parts of Europe, especially in Austria and Germany, it is standard practice to include a photo in your CV. It is crucial that you have a professional photo taken and do not use snapshots!

If you are a non-EU citizen, include your valid work permit with your documents. In addition, you should also provide information on your work permit, e.g. student visa 20 hrs/week.

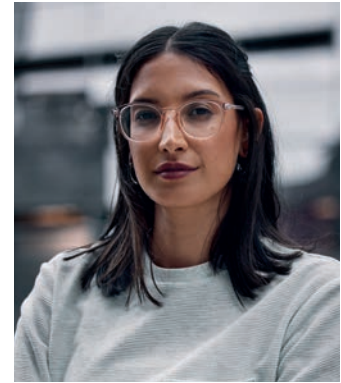
Here you can state the focus of your education in order to emphasize certain topics.

In your CV, state the high school or higher school from which you graduated. Primary or secondary school or lower 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!

Azra Mayerhofer, BSc



Personal data

Address: Margaretenstraße 3, 1050 Vienna
 Phone: +43 679-453 23 01
 E-mail: azra.mayerhofer@gmail.com
 Date of birth: 01/01/1995 (optional)
 Nationality: Iran (student visa 20 hours/week)

Education

10/2022 – ongoing

Master in Electrical Power Engineering & Sustainable Energy Systems

TU Wien

– Focus: Energy supply systems and renewable energy systems

10/2018 – 07/2022

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"

09/2012 – 06/2017

Specialization Mechatronics

HTL Vienna, Ettenreichgasse

Professional Experience

since 03/2022

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

07/2021 – 09/2021

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

03/2020 – 03/2021

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

Design

You can easily create your very own CV design yourself using Canva: www.canva.com
The layout should match your personality.

Further information

We have put together a series of information regarding the application process in our career.planner (tucareer.com or pick it up on campus or in our office). For individual feedback and consultation sessions contact us at beratung@tucareer.com.

09/2017 – 09/2018

Civil Service (paramedics)

Rotes Kreuz

07/2016

Service and Kitchen Assistant

Pizzeria Napoli

Volunteer Work

10/2023 – 11/2024

Mentor

Sinbad-Social Business

- Accompanying a pupil on their personal & career planning path
- Strengthening social skills

Further Experience

11/2022 – 01/2023

Participation in talente.programm

TU Wien

- Company days at AVL

Skills

IT

- MATLAB:** expert knowledge
- MS Office:** advanced knowledge
- AutoCAD:** very good knowledge
- Java:** good knowledge
- Python:** basic knowledge

Languages

- German:** native
- Persian:** native
- English:** business fluent
- Chinese:** basic knowledge

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.

Give the self-assessment of your expertise either in the form of a verbal description, e.g. expert, advanced, very good, good, basic, or in the form of a scale. Break down your expertise by either content or skill level.

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 license if it is required in the advertisement or if you are willing to travel.

Lebenslauf



Monteur

- ▶ geboren am
- ▶ italienische Staatsbürgerschaft
- 📍 Wien
- ☎ +43 677 XXXXXXXX
- ✉ xxxx.xxxxxxx@outlook.com
- in www.linkedin.com/in/XXXX

Fähigkeiten

- CAD-Konstruktion 5+ Jahre
- MS-Office Kenntnisse 5+ Jahre
- Programmierung in Python/MATLAB/CNC 2+ Jahre
- FEM-Berechnung ANSYS Workbench/CATIA/Creo 2+ Jahre
- Deutsch
- Italienisch
- Englisch

Biografie

Ich absolvierte meinen Bachelor in Maschinenbau mit Schwerpunkt auf Turbomaschinen an der Technischen Universität in Graz. Derzeit befinde ich mich in der abschließenden Phase meines Masterstudiums an der Technischen Universität Wien. Innerhalb meines Masterstudiums habe ich mich auf das Gebiet der hydraulischen Maschinen und Anlagen spezialisiert. Neben meinem akademischen Engagement habe ich seit einigen Jahren meine Fähigkeiten als Fundraiser und Teamleiter beim österreichischen Rote Kreuz eingebracht. Diese Tätigkeit ermöglichte es mir, wertvolle Erfahrungen in unterschiedlichen Werbeprojekten zu sammeln und meine interdisziplinären Kompetenzen weiterzuentwickeln.

Allgemeine und berufliche Bildung

Masterstudium Maschinenbau (M.Sc.)

Technische Universität Wien

Hydraulische Maschinen und Anlagen ■ Fördertechnik
Diplomarbeit: „Digitalization in Hydropower, DIGI-Hydro“.

10/2021 - aktuell

Bachelor Maschinenbau (B.Sc.)

Technische Universität Graz

Bachelorarbeit: „Entwicklung einer Traversiereinheit für einen Turbinenprüfstand“, Institut für thermische Turbomaschinen.

10/2015 - 10/2020

Matura

Technologische Fachoberschule „Max Valier“ Bozen

Fachrichtung Maschinenbau, Mechatronik und Energie mit Schwerpunkt Maschinenbau und Mechatronik.

09/2009 - 06/2015

Berufserfahrung

Teamleiter Mitgliederwerbung für das Rote Kreuz Österreich

Holub Steiner und Partner, HSP

2016 - 2023

- Mitgliederwerbung für das Rote Kreuz
- Qualitätssicherung des Fundraisings
- Schnittstelle zwischen Fundraising-Firma und dem Roten Kreuz
- Leitung der Teams mit bis zu 18 Personen

Ferialjob als Monteur/Anlagenbauer

ATZWANGER AG

Errichtung eines Villenkomplexes, Villa Eden, Gardone.

- Installation von Sanitäranlagen
- Montage Pumpenanlagen und Filtertechnik für Schwimmbäder
- Blecbearbeitung für Klimatechnik (Biege-, Stanz- und Bördelmaschine)

06/2015 - 09/2015

Lebenslauf

Interessen

- ▶ Wandern/Bergsteigen
- ▶ Motorradfahren/Reisen
- ▶ Snowboarden
- ▶ Radfahren
- ▶ Familie
- ▶ Segeln
- ▶ Handwerkliches Arbeiten

Praktikum in einer Holzfabrik Sarner Holz

- Qualitätskontrolle Hobelstraße
- Fertigung von Leimbinder für Fensterbau

06/2014 - 09/2014

Ferialjob als Kellner/Küchengehilfe Hazienda Bozen

06/2013 - 09/2013

Ferialjob als Monteur/Anlagenbauer ATZWANGER AG

- Errichtung einer Bank und einer Industriewäscherei (haas GmbH).
- Installation von Sanitär-, Klima- und Lüftungssystemen
- Installation der Versorgungs-, Dampfleitungen für Industriemaschinen

06/2012 - 09/2012

Ferialjob als Monteur/Anlagenbauer ATZWANGER AG

- Errichtung einer Hotelanlage, Aqualux Spa & Suite Bardolino.
- Installation von Sanitär-, Klima- und Lüftungssystemen
- Fertigung und Inbetriebnahme der Heizungszentrale (WIG-, Autogen-, Lichtbogenhandschweißen)

06/2011 - 09/2011

BEISPIEL

Echter Lebenslauf als kleine Inspiration für die Zusammenstellung deines individuellen CVs