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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, extra-curricular, volunteer, other) prepared you for this role?
- How will the company benefit from hiring you?



International AG
Marie Curie
Technologiegasse 1
1120 Vienna

Lise Meitner
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lise.meitner@tech.com

Vienna, January 14th, 2025

Application for Graduate Programme

Dear Ms. Curie,

the opportunity to get to know different areas of production and development in an internationally operating company like International AG perfectly matches my interests. My curiosity for this graduate programme is based on my previous experiences in research and production – having been able to contribute 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 continuously expanded my knowledge of production technology and applied it in practical projects, for example as part of 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 formed my understanding of the interaction between research and production allowing me to successfully collaborate with the various departments at International AG.

The international component of your graduate programme including the assignment abroad particularly appeals to me. My semester abroad in Helsinki and my fluency in English prepared me perfectly for working successfully in global teams and adapting quickly to new working environments. An assignment abroad would also give me the opportunity to gain experience directly from the employees and methods of your international sites.

I am excited to contribute with my passion for innovative solutions at International AG and work collaboratively towards a sustainable future in the field of mobility.

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

Yours sincerely,
Lise Meitner

COVER LETTER

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 e.g. 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 extra-curricular 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.

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 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
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

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.

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.

09/2017 – 09/2018

Civil Service (paramedics)

Rotes Kreuz

07/2016

Service and Kitchen Assistant

Pizzeria Napoli

Volunteer Work

10/2023 – 11/2024

Mentor

Sindbad – 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

OUR TIPS

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.



Hedy Lamarr, BSc

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xxxx.xxxxxx@tech.com

TECHNISCHE SKILLS

MS Office



MATLAB



LaTeX



Python



C/C++



SPRACHKENNTNISSE

Deutsch

Muttersprache

Englisch

Verhandlungssicher (C1)

Italienisch

Grundkenntnisse (A1)

PERSÖNLICHE INTERESSEN

Teamsport

(Volleyballspielerin, + 5 J.)

Problemlösungskompetenz

stärken (z.B. mathematische Rätsel, „Escape-Spiele“ im Team lösen)

Erlernen neuer Technologien

(z.B. online Kurse im Bereich Data Science)

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

09/2016 – 06/2020

BRG Wien

BERUFSEFAHRUNG

Praktikantin Data Analysis

09/2024

Sonnencreme AG

- Datenaufbereitung & Aktualisierung von Statistiken
- Analyse von Datensets zur Identifikation von Trends
- Mitarbeit bei der Erstellung von Marktpräsentationen

Studentische Mitarbeiterin

09/2023 – 03/2024

Beispiel-Institut, Technische Universität Wien

- Unterstützung & Betreuung der Studierenden bei der Ausarbeitung wissenschaftlicher Texte
- Unterstützung bei der Vorbereitung von Lehrveranstaltungseinheiten

Diverse Ferialjobs Administration

2019 – 2023

(Stadtverwaltung, Sonnencreme AG, Logistikcenter GmbH)

PROJEKTE

Bachelorthesis, TU Wien

2024

- Entwicklung eines Simulationsmodells unter Verwendung von Matlab

Semester-Projekt, TU Wien

2023

- Mathematische Modellierung von Messdaten

Math Riddle Collection, privat

2022

- Erstellung eines interaktiven Dashboards inkl. Statistik

BEISPIEL
für einen 1-seitigen CV