

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.

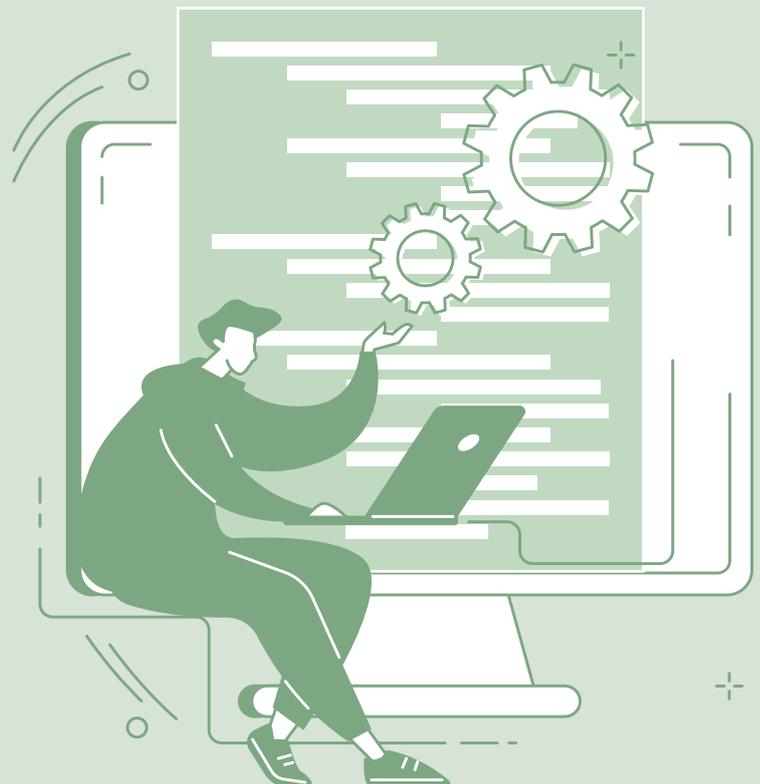
You can deduce the following points online by reading “between the lines”:

- 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 favourably 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.



Sample cover letter

Hannah Ölmüller, BSc

1050 Wien, Margaretenstraße 3

Hochbaumeister GmbH
FAO Dipl.-Ing. Richard Baumeister
Meisterstraße 101
1040 Wien

Make sure your contact details are complete.

Vienna, 28 March 2022

Trainee position at Hochbaumeister GmbH

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

Dear Mr. Dipl.-Ing. Baumeister,

I have been interested in Hochbaumeister GmbH since the start of my degree and am impressed by its numerous career and further training opportunities.

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.

My first personal contact with your company was this spring at the job fair organised by TU Wien. During my fascinating conversation with Ms. Mag. Bauer, I had the chance to get a glimpse of your corporate structure and internal workflows. I was really inspired by the trainee programme she presented, with the opportunity to get to know the various specialist departments within your company.

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

Even during my studies, I have placed great emphasis on practical relevance. For example, I independently created a project plan for a problem faced within a company and was substantially involved in implementing this plan. During this time, I was able to gain my first experience of conducting conversations with customers and apply my conscientious way of working in a real-life setting.

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

I describe myself as someone who is eager for knowledge and goal-oriented with a high level of communication skills. My hobby, which involves helping to organise sports events, also enables me to continue to develop these skills. With regard to the knowledge required by you in the programmes AutoCAD and ArchiCAD, I have acquired these skills in seminars and practical lessons throughout my studies and have further improved them during practical application in my internships.

Highlight any 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.

I am certain that my ability to grasp new concepts quickly and my solution-oriented thinking will make me an asset for your company.

I look forward to speaking with you in person!

Best regards,
Hannah Ölmüller

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

Sample CV

Personal details



Hannah Ölmüller, BSc

Address: Margaretenstraße 3, 1050 Wien

Tel.: +43 679-453 23 01

Email: hannah.oelmueller@gmail.com

Date of birth: 01.01.1995

Nationality: Austrian

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.

Education

10/2020 – present

Vienna University of Technology

Master's programme in civil engineering

Focus: Construction management and transport and mobility

Vienna University of Technology

Bachelor's programme in civil engineering and infrastructure management

Bachelor of Science degree (BSc)

Bachelor thesis: "Creation of a catalogue of measures for all construction participants to avoid defects in concrete components"

Camillo Sitte Institute

Higher Technical College and Research Institute

for Construction Engineering Vienna III, Structural Engineering branch

10/2016 – 06/2020

08/2011 – 06/2016

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

Professional experience

Since 09/2021

15 hrs/week

Immobilien GmbH Vienna

Student trainee job in the area of project development

- Structured and independent project research
- Updating the project databases
- Participation in the creation of project documentation, audits and reports
- Performance of market, customer and competitive analyses
- Assistance in the initial assessment of inquiries and tenders

Verkehrs GmbH Vienna

Summer internship in the field of road construction

- Collaboration in the BIM project team
- Use and customisation of 3D models and linking with schedules (4D)
- Participation in the design, dimensioning and planning of drainage systems for transport infrastructure

07/2020 – 08/2020

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

Sample CV

07/2019 – 08/2019

Bau und Handels GmbH Linz

Summer internship in the field of renovation projects

- Assistance in the calculation and creation of offer documents for multiple construction projects (renovation or new construction after demolition)
- Calculation of structural solutions
- Creation of plan drawings in AutoCAD
- Survey work at the construction site

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

Language skills

German

English

Italian

French

Native speaker

Business fluent (TOEFL – Test of English as a Foreign Language, Cambridge English certificate)

Fluent

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.)!

Technical skills

AutoCAD

ArchiCAD

SPSS

MS Office

Alternatively, you can also describe your technical skills in words.

Interests

- Chess, participation in international tournaments, collaboration in the organisation of chess tournaments
- Volunteer work in retirement home Wien-Mitte
- Backpacking in Asia

You do not have to state your interests but it can help to better describe your personality.

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

OUR TIPS



Design

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

Reading material

We have put together a series of career books at the TU Career Center. We will be happy to provide you with reading tips at beratung@tucareer.com.

