

# GUIDE

## How to get started in Germany



**Applying in Germany isn't as difficult as it seems. But there are a few steps you should follow.**

# To Do's

- ☐ Take a German course (B2) at your location
- ☐ Do research on job requirements
- ☐ Research for voluntary internships
- ☐ Inform yourself about the company of interest
- ☐ Translate your CV to German
- ☐ Write a cover letter in German
- ☐ Create a Xing and LinkedIn account
- ☐ Prepare for job interviews



Take it from experienced recruiters, **finding a job in Germany is HARD even when you don't speak German.** Learning German will help express yourself and advocate for yourself in your daily life, it will also help you connect to locals and potential employers.

It is not common to speak English at work. Usually, anyone who interacts with customers should learn German. In our experience companies are looking for someone at a B2 level.

# German courses



**We recommend German courses at your location!**  
**Visit extensive courses for 20h/week for 3 months.**  
**This will significantly improve your German language skills.**

Here you can find German tutors and language tandem partners:

[Preply](#)

[Easy Tutor EU](#)

[Erste Nachhilfe](#)

# Your career start in Germany

**A few tips to make your start easier:**

- 1 Start with an internship:** Even if you already have a degree and gained professional experience but business in Germany might be different. Show your skills and willingness.
- 2 Training:** Many degrees aren't accepted in Germany. It's advisable to repeat professional training.
- 3 Part-time roles:** Take the chance to work part-time or offer it when companies are uncertain about your qualities. It's a great chance to get a foot in the door of the company.

# Jobsites



(icons are clickable)



You should do research on these sites before editing your CV and cover letter.

This step will help you get an overview of what companies are looking for. Furthermore, you may use this information in your application to stand out.



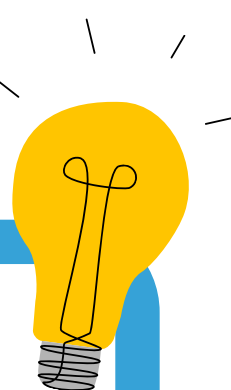
# Pimp your application

These websites are going to help you to write your application:

- [bewerbung.de](https://bewerbung.de)
- [stepstone.at/Karriere-Bewerbungstipps/bewerbungsschreiben](https://stepstone.at/Karriere-Bewerbungstipps/bewerbungsschreiben)

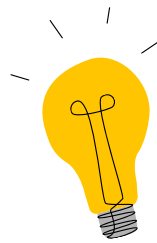
On this websites you can order a CV and cover letter:

- [richtiggutbewerben.de](https://richtiggutbewerben.de)
- [die-bewerbungsschreiber.de](https://die-bewerbungsschreiber.de)



**Choose a  
professional layout  
to impress your  
new employer**

## Add a photo to your CV



Preferably add a colored Photo.  
It will show your personality much better. In Germany 90% of the applications have a photo (although it's not required you should add one).

## Please add your contact details

You can also link your social media.

## Your personal strenghts

Gives clues whether you fit the job and the team.



### Über mich

Geboren: 12.08.1980  
Staatsangehörigkeit: Indisch

### Kontakt Daten

Adresse  
+4913737888972  
Max.Muster@synnous.de  
www.linkedin.com/...

### Stärken

Teamfähigkeit  
Problemlösen  
Lernbereit  
Kommunikation



# Max Mustermann

## IT SOLUTION CONSULTANT

Ich bin ein ergebnisorientierter Systemadministrator mit ausgezeichneten Kommunikationsfähigkeiten.

### Beruflicher Werdegang

#### SOLUTION CONSULTANT

Deichmann & Meyer  
10/2019 - heute

- Überprüfung der Organisationssysteme von Kunden
- Umsetzung von Geschäftsanforderungen in funktionale Entwürfe
- Schulung von Mitarbeitern und Anwendern an verschiedenen Computerprogrammen

#### SYSTEM ENGINEER

Studio Mondschein, Aachen  
09/2017 - 09/2019

- Planung der Architektur der KI-Lösung und Implementierung
- Anwendung von Statistiktechniken zur Diagnose von Geschäftsproblemen
- Leitung und Führung von internen Projekten
- Training, Evaluierung und Deployment von A.I. Modellen

#### WERKSTUDENT

Universität zu Köln  
01/2018 - 10/2018

- Studie zur cleveren Implementierung von KI-Modellierungen auf dem Campus
- Aufbereitung, Exploration und Analyse von Big Data



**Convince with a short but expressive presentation of yourself.**

## Add more specific informations

Let your future employer know how long you've worked with companies and what your tasks were.  
Have you made experiences with team leading or project management?  
Let them know!



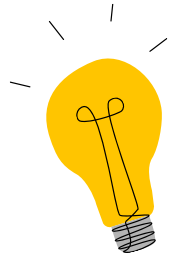
## Your language skills

You're able to speak different languages?  
Great! Indicate your language level truthfully.



## Your job relevant skills

Summarized all you knowledge about relevant tools and certificates you already have.



## Your interests and hobbies

Telling about things you enjoy, helps to estimate you much better.



### Sprachen

Arabisch:	Muttersprache
Deutsch:	C1
Englisch:	B2
Spanisch:	A2

### Kenntnisse

- Java, Python, Matlab, HTML, CSS
- MongoDB, SQL, Apache Spark
- Microsoft Office 365, Google Colab, Google Data Studio
- Machine Learning, Missing Value Analysis
- SCUM, ITIL

### Hobbys

- Cricket
- Fechten
- Fernreisen
- Klavier spielen

### DATENANALYST

ABC & Co GmbH, Teheran  
11/2013 - 07/2015

- Erfassung und Analyse von Daten mithilfe verschiedener Frameworks Software-Troubleshooting
- Anwendung von Statistiktechniken zur Diagnose von Geschäftsproblemen
- Überwachung der Modellierungsaktivitäten

### Akademische Laufbahn

#### UNIVERSITÄT MUSTERSTADT

10/2015 - 09/2017

Master of Science  
Wirtschaftsinformatik

#### UNIVERSITY OF SCIENCE AND TECHNOLOGY

10/2009 - 09/2013

Bachelor of Science  
Software Engineering

### Publikationen

09/2017

Master Thesis  
Universität zu Köln, Germany

Titel: "Visualizing bias: Improvisation of UX and visualizations of IBM AI Fairness 360 toolkit for detecting, understanding, and mitigating algorithmic bias (IT Magazine, 2018, S. 37)

Ort, Datum Unterschrift

Nowaday it's standard to upload your application on the companies career sites or via email. The best way to send it is PDF instead of a Word document.



## Your chance to shine

Have you published, developed or been awarded for something?  
Add it! If you like, you could add references to your work in URL formate.  
You can shorten the URLs on <https://bitly.com/>



Your real digital signature makes your CV more personal



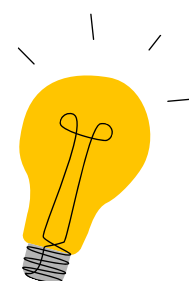


Try giving more personal information in your cover letter. What is the reason you have chosen Germany and a date when you will be here in person to arrange a meeting? In Germany companies are obliged to pay travel costs for job interviews - so this might be an obstacle for you.

## Short overview

write about your successes and experiences.

Your CV is the most important part of your application. You don't have to repeat yourself in your cover letter. It's more about your motivation and expectations.



New Employer Company  
Musterstraße 1  
15150 Berlin

Max Mustermann  
Musterweg 100  
40221 Düsseldorf

24.02.2022

Bewerbung als IT Solution Consultant

Sehr geehrte Damen und Herren,

die Stellenanzeige auf Ihrer Karriereseite  
synnous.de/stellenanzeigen hat mich sofort gefesselt.

Als Solution Consultant mit langjähriger Erfahrung durfte ich mich bereits in der Analyse, Planung und Durchführung von zahlreichen Projekten beweisen. Die Zusammenarbeit und Entwicklung der Menschen, die hinter der IT stehen, ist mir ein besonderes Anliegen.

Von der oben genannten Position erhoffe ich mir, dass ich neben meinen fachlichen Fähigkeiten, meine Führungsqualitäten weiterentwickeln kann. Aufgrund meines Engagements für IT & Menschen wird mir dieses in Ihrem Unternehmen gelingen.

Ich stehe Ihnen ab dem 01.05.2022 mit all meinen Fertigkeiten zur vollen Verfügung. Zögern Sie nicht mich bei Fragen zu kontaktieren.

Ich freue mich auf Ihr Feedback.

Mit freundlichen Grüßen

Max Mustermann

Anlagen: CV, Zeugnisse & Zertifikate

## Add the addresses

...of the company and yours.  
Companies are more likely to choose applicants with a German address. This means that you are available faster and at best already have a work permit.

## Find the right words

highlight your motivation and expectations.

## Salary Expectations

inform about your availability and write also a **salary expectation**. It's more important to start in a German company than to achieve a high salary. Usually it takes 2-3 years to really settle with a very good salary.

List of attachments

# Job interview

**Now it's getting serious. Your application is well received and you are invited to your first job interview.**

In Germany it's common to have more than one job interview for a job. The first interview is usually about your personality, motivation and social skills. Authenticity plays a big role. Be yourself, be honest, but above all be well prepared. Think about yourself beforehand.

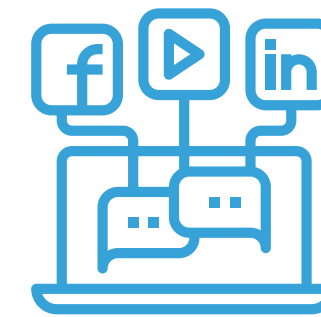


# Top 10 interview questions

- 1 What are your three main tasks on your job?
- 2 Which tasks do you like the most?
- 3 Which tasks do you not enjoy?
- 4 What was your greatest success?
- 5 When did you experience failure?
- 6 How did you deal with the failure?
- 7 Which of your qualities do your team appreciate about you?
- 8 Where does your team see room for improvement?
- 9 Where do you see yourself in five years? What do you want to achieve?
- 10 Do you have any questions for us?

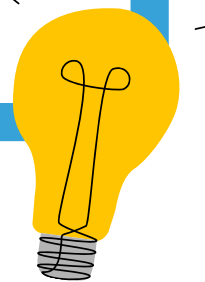


# Social Media Tips



- 1 Be active
- 2 Network
- 3 Keep your profile up to date
- 4 Keep your profile meaningful: use tags or repost blogs
- 5 Upload a photo because the first impression means a lot
- 6 Follow the companies you're interest in

**Increase your job opportunities through the possibility of active sourcing**





# need further info about Visa & Insurance?

## 1 Visa

- German Federal Foreign Office
- Federal Ministry of the Interior & Community
- make-it-in-germany.com
- handbook\_germany

## 2 Insurance

- BARMER
- Techniker Krankenkasse TK
- AOK



# Relocation

Check out this site to see what it would be like to relocate to Düsseldorf and which steps are needed:

**This guide might helps you to make a descision!**

<https://company.trivago.com/our-location/>



Check out the cost of living in different cities before you choose your residence. In some cities, housing is significantly more expensive than in others.

Once you chose a city to live in, you should start looking for a suitable apartment.

**Let us know of any further questions -**

**Feel free to reach out on Social Media or contact us directly on our website.**

