

## The German Cover Letter

- ➔ Please note: In most cases, speaking and understanding German is essential for applying successfully in Germany.

### What Should a German Cover Letter Contain?

#### Formal Requirements

- Name, address, email
- Correct company address and contact person
- Date
- Subject line highlighted (without the title "Subject"), Name the position you apply for and possibly the place of publication of the job offer
- Salutation, same as in the address bar (address the contact person)
- Short statements with an understandable sentence structure and a clear typeface
- Structural sections
- Name (handwritten without subline)
- Attachments (possibly name them)

#### Length

Basically, as short as possible, not longer than one page.

#### Content

- Introduction  
Make a reference, create suspense, convey interest, express friendliness (did you already have contact to the company, **why** (please specific) are you particularly interested in this company, the position advertised?)
- Main Part  
Why is your experience or knowledge is a good match for the job offered? (background, studies, other relevant qualifications for the job) Why are you the right person for the job? ("Lock-key system")
- Closure  
Polite sentence with reference to a possible job interview
- Generally  
Write the letter as if you have aligned your whole life to get this very position in the company!

### What mistakes should you avoid?

- Giving company emails or phone numbers, or unserious email addresses as your contact information
- Lack of text structure
- Too long sentences, mistakes, wrong typeface
- Technical jargon
- Multi-page cover letter
- "You can call me anytime"
- "Quotes" from the job advertisement ("You are looking for a young, highly motivated ...")
- Good intentions ("If you hire me, then ...")
- Prophecies ("Because ... I'm absolutely certain to live up to all conditions of this management task")