

THE APPLICATION PROCESS

Applying for jobs takes up a lot of time and has to be fitted in skillfully among your lectures, part-time job, and internship. These are the six stages that await you:

TUM TIP

Why not take a look at the webinars provided by the Alumni & Career team of TUM on topics such as cover letters, CVs, and interviews? Sign up for the career newsletter to never miss any events.

www.community.tum.de/career

1 ANALYZE THE JOB AD

If you've spotted an ad that might suit you, take the time to analyze it carefully. It makes sense to draw up a table comparing your skills to the job specifications that are mentioned in the job advertisement. Distinguish between the skills that are absolutely necessary and those that can earn you bonus points. Some messages can only be detected by reading carefully between the lines of the ad.

2 GET YOUR DOCUMENTS READY

Carefully prepared documents such as your cover letter, your CV, or employment references are key to a successful application. Give yourself enough time to work out why you're the ideal candidate for the position. The following section tells you all you need to know to make your application documents a success, from their layout through to their content.

3 GET FEEDBACK

Whether it's repeated words, unclear passages or missing commas – the longer you sit in front of your text, the harder it'll be for you to look at it with the necessary distance. Therefore, definitely have your documents proofread by friends or family. If you want to put the finishing touches to your application, the career experts at Alumni & Career can help you. As part of the CV Check, you will receive thorough feedback on your cover letter and CV.

5 PRACTICE INTERVIEWS

If you're invited to a job interview, you've already overcome a major obstacle. Start thinking early about the right clothes, a neat haircut, and getting there on time. Despite all the stress, remember one thing: The more interviews you have mastered, the better you'll be able to deal with the most common questions. You'll also learn which bits of your career interviewers are most interested in and which present lots of questions. The typical questions you should prepare for can be found in Chapter 5.

4 SUBMIT YOUR DOCUMENTS

Once your documents are finished, it's a question of getting them ready to be mailed, emailed, or uploaded via an online form. There are a few things to remember. For instance, you should put all your email attachments into one large PDF, which can take a lot of time. Page 140 will tell you exactly what you need to bear in mind.

6 GET CLARITY ON WORKING CONDITIONS

Your interview was successful and you have been offered the job? Congratulations! Now it's time to get clarity on the facts and figures – such as rules and regulations on overtime and annual leave, your salary and additional benefits such as a public transport ticket and opportunities for further training and professional education. The career experts at TUM Alumni & Career can also help with questions about your employment contract:

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