

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 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 (3-4 lines)**
Make a reference, create suspense, convey interest, express friendliness (did you already have contact to the company? Why (please specific) are you particularly qualified for the position advertised?)
- **Main Part (10-12 lines)**
Why (please specific) is your experience or knowledge 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 (3-4 lines)**
Why (please specific) are you interested in this company / the position advertised? If required in the application you can add your desired entry date and salary expectations.
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!

The German Cover Letter

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 am absolutely certain to live up to all conditions of this management task.”)