



Harry – gefangen in der Zeit

Culture and society

32 | Regional information | The right way to apply for a job

Harry got the job at Köln TV, but it took a few attempts. The most surprising part was that he was successful without submitting a proper application! That wouldn't happen in real life. In most cases, a choice is made based on written application documents. A typical application consists of a cover letter and a CV (curriculum vitae or resume). In Germany, it is still customary to include a photo on the first page of the curriculum vitae in addition to personal details. Education and work experience are listed in table form, with the date and the job applicant's signature at the end of the CV.

Academic certificates must be added to the application, along with letters of reference from previous employers and proof of qualifications. Of course, you can and should include copies of these documents – not the originals! It's becoming more common to submit job applications electronically by e-mail or online.

If the prospective employer is impressed with your written application, you'll be invited to an interview. It is advisable to adhere to the dress code that is typical in the industry, to be on time and to be authentic in the interview. After all, you want to make a good first impression – and not everyone gets a second chance like Harry.