



#### Dear Students,

Are you currently studying at BTU Cottbus-Senftenberg and have already begun to think about applying for an internship or starting a new career? If yes, then the starter set, "Application and career" is just the right thing for you! In this folder, we have collected some helpful tips and information concerning the topic "Job and Career".

The starter set will help you to answer the following questions:

- How do I find an internship?
- Which application documents are required, how do I best present them and what should I pay attention to?
- How should I prepare for an interview and which questions are frequently asked?
- Is self-employment possible? What support is available to me at BTU?
- Are there any opportunities to receive a scholarship for my studies? Where can I find the relevant information?
- How do I get into contact with attractive employers from the region?

The starter set provides you with an up-to-date overview and answers to your most important questions. At the same time, you can also find out who to contact for any further advice or additional questions.

Together with the Career Centre, the International Relations Office offers numerous consulting, qualification and contact opportunities. Simply stop by and visit!"

We look forward to seeing you!

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# Qualification and advice service



## Offers of the Start-up Service of BTU Cottbus-Senftenberg

Since 1. January 2015, all offers of the university that are relevant to business start-ups are bundled by project "establishment service of BTU Cottbus-Senftenberg". This is made possible and financed by the programme of the European Social Fund for the promotion of "Qualification and Coaching Training for Business Start-up in the Federal State of Brandenburg". The establishment service of BTU Cottbus-Senftenberg offers students, alumni (up to 5 years after graduation), and academic employees of BTU Cottbus-Senftenberg support to create their own businesses. The university is currently ranked an excellent third place among medium sized universities in Germany by the founder's association: students, employees and alumni are incredibly aware of establishment procedures and business start-ups are heavily promoted. Numerous successful start-ups confirm this top position. In this context, the project employees should be the initial point of contact for all those who are interested in business start-ups.

Presented below are possible opportunities for support:

- Initial consultation for potential start-ups and founders,
- Start-up seminars offered by the university or cooperation partners,
- External coaching with a budget of up to 3.500 Euro per person as a one-time nonrepayable start-up promotion for consulting services,
- Supporting applications for the EXIST Start-up grants (Covers personal living costs for the period of one year at 1.000 Euro per month for students and 2.500 Euro per month for graduates) as well as other funding sources (ex. EXIST-Transfer of Research, High-Tech Gründerfonds, Venture Capital).



The establishment service is funded by the Ministry of Labour, Social Affairs, Health, Women and Family (MASGF) and the Ministry for Economic Affairs and Energy (BMWi) via the European Social Fund and Federal State of Brandenburg.







Contact: <u>gruendungsservice@b-tu.de</u>
Further information: <u>www.b-tu.de</u>/gruendungsservice



#### Scholarship offers for international BTU students

Studying at BTU is mostly free of (study) charges. Because of this, there are only limited scholarship opportunities for international students. The International Relations Office is nonetheless pleased to be able to award a limited number of scholarships to international students enrolled at BTU.

#### STIBET I - Scholarship and Support Programme

#### 1. Scholarships for the completion of studies

The study course completion aid help should make it possible for international students to be unburdened by financial worries during preparation for their final exams. The winners are decided by a selection commission in accordance with award criteria and taking into account financial need. It must be recognized that good exam results can be achieved within a year.

#### 2. Scholarships for specially engaged students:

Basis for funding here is also high academic achievement, but also displaying exemplary engagement in an international context at BTU. What would count toward that would be, for example, social and functional support of foreign students, tandem language cooperation, working with cultural programmes, regional events, etc.

#### **STIBET - PhD Programme**

The goal of STIBET is better care and support for foreign PhD candidates at BTU. Therefore, international PhD students can be funded for a period of time by means of research or teaching assistantships. The teaching and research assistantships will be advertised once per semester and awarded for the length of maximum 4 months.

#### **Germany Scholarships at BTU**

As part of the scholarship programme of the Federal Ministry of Education and Research (BMBF), BTU Cottbus-Senftenberg awards its students with the so-called "Germany Scholarship".



Further information can be found at:

<u>www.b-tu.de/en</u> > International > International Students > During studies > Scholarships <u>www.b-tu.de/careercenter</u> > Für Studierende > Beratung > Stipendien

Contact Person in the International Relations Office is Janine Wehrstedt (janine.wehrstedt@b-tu.de)



#### **Student Volunteer**

#### 1. Basic Information

Volunteering has numerous advantages, the least being a positive effect on your CV.

More so, volunteering can be understood as an activity which is optional, oriented to the common good and usually free of charge. The most common volunteer activities are in sports, culture or social affairs. Volunteering plays an enormous role in Germany. More than 600,000 associations are run on a voluntary basis, and play a key role in the societal coexistence. Especially for international students, such a commitment offers valuable opportunities:

- Contacts and networks are established
- Occupational experience can be gained in addition to studies
- German language skills improve
- Integration into society is easier
- Key competences are developed and expanded
- Volunteering tenders a meaningful and valuable leisure activity

#### 2. Offers in Cottbus

In order to find a suitable project or club, one should consider in advance which activities or topics arouse a particular interest. In addition, future career aspirations or career orientation could be incorporated in the selection.

Offers for voluntary work can be found on the website of the Volunteer Agency Cottbus, among others:

http://freiwilligenagentur-cottbus.de/fuer-freiwillige/angebotsdatenbank/

The volunteer agency also offers every last Wednesday of the month, from 5:00 pm to 6:30 pm a consultation in the foyer of the Kammerbühne (Wernerstraße 60).

#### 3. Internal University Offers

Even the BTU offers opportunities to volunteer. Students are allowed to participate in the following self-governing bodies:

- The student representatives of each study programme. (e.g. FSR ERM, FSR BWL)
- Other associations of BTU:
  - https://www.b-tu.de/unileben/campusleben
- The StuRa as an executive body of student self-government. Here, tasks can be assumed in the most different departments from public relations to sport. In addition, the StuRa organizes tandem programs for mutual language learning. http://www.stura-btu.de/2014/stura/



• The Student Parliament (StuPa) as a legislative organ of student self-government. http://www.stura-btu.de/2014/stupa/

Moreover, for example, the International Relations Office offers the opportunity to contribute as a **"BTU buddy"**. The aim here is to make it easier for international students to study in Cottbus, and to help them with everyday challenges.

https://www.b-tu.de/en/international/international-students/during-studies/btu-buddies-programme

For theater enthusiasts, the **student theatre "Bühne 8"** is just right for you. Every 1st Thursday of the month, for example, an open theatre course is offered in which people play and improvise together. Anyone who enjoys singing and making music with others can come to the **choir project "Sing with us"** every Wednesday. More detailed information can be found here:



http://www.buehne8.de/index.html

Another very interesting project is the **"Fablab Cottbus"**. In the hands-on workshop, numerous tools and machines are provided with which wood and metal work can be done. In addition, sewing machines for textile works and an electronics lab are available. Every Saturday from 1 pm to 6 pm, you can visit the workshop and meet with other inspired tinkers. As member, the workshop is available all other days of the week.



http://blog.fablab-cottbus.de/

For sports enthusiasts, university sports, "Hochschulsport", offer numerous opportunities. The courses offered at the campuses in Cottbus and Senftenberg range from classic ball sports, such as football, basketball, and handball, to climbing and bouldering, and to Latin-American dance. Registration for these courses always takes place on the first day of the new semester, starting at 8:00 o'clock on the university sports homepage. Some courses fill up in a matter of minutes, so you should be quick to sign up.



https://www.buchsys.de/b-tu/angebote/aktueller zeitraum 0/index.html



If you enjoy spending your free time in nature, you should definitely visit the **BTU Bees (BTU Bienen)**. This club has its very own beehives on the central campus of BTU. Starting from parasite control up to honey extraction you can learn all the essentials for being a skilled beekeeper. Simultaneously, you will make a contribution to fighting insect die-off. The BTU Bees meet once a week and are always happy about newcomers. Here you can find further information: <a href="https://btu-bienen.de">https://btu-bienen.de</a> or <a href="https://www.facebook.com/pg/BTUBienen/posts/">https://btu-bienen.de</a> or <a href="https://www.facebook.com/pg/BTUBienen/posts/">https://www.facebook.com/pg/BTUBienen/posts/</a>

Further clubs and international student associations of BTU can be found here:

- https://www.b-tu.de/unileben/campusleben
- <a href="https://www.b-tu.de/international/internationale-studierende/im-studium/student-activities#c208549">https://www.b-tu.de/international/internationale-studierende/im-studium/student-activities#c208549</a>

In addition to the listed points of contact, it is always a very good opportunity to ask fellow German students for advice. You may already be involved in a club or initiative, and can establish contact.

We would gladly assist you in your entry into voluntary work!

Contact person: Janine Wehrstedt (<u>Janine.Wehrstedt@b-tu.de</u>)

# Looking for and finding an internship / job



#### Strategies for your job search

First of all, you have to be sure where to apply and how to get started. Different methods can be helpful to find open positions and can show various ways how to apply.

#### **Networking**

Contacts are the essential thing nowadays. The majority of the employees in Germany find a job through friends and acquaintances. If you don't have such contacts, you need to start to establish them or inform yourself through people you know who have done an internship or have worked for the company you're interested in. Career fairs are also a promising place to network with interesting employers. Every year in May the campus-X-change takes place at the central campus of the BTU. In addition, there are other fairs all year round in Berlin (e.g. connecticum, Made in Berlin).



#### Search the internet

Almost 90 % of the 1000 biggest German companies publish their open positions on their own homepage as well as on social media platforms like Xing and LinkedIn. Do you already know a company you would like to apply to? Then look at their website. You can not only find the job postings there but also important information about the different departments, new projects or the company's philosophy. Most of the available jobs are also published via online job markets. You can find a list with several branch-specific online job markets in this folder.



#### Speculative application

This is a way to apply for a job where you get in contact with a company unsolicited, i.e. in case there is no suitable position offered. The possibility to get a job is not even so bad if you present yourself in a good way. Almost 20 % of the applicants get a job this way. The advantage of such an application: not much competition. Another advantage is that own ideas are implemented which helps to grow in confidence. The challenge is to show at a glance why of all people YOU are the one that will work for the company in that exact position and what the special thing is YOU have to offer.





#### **Telephone call**

Through reaching for the telephone you can not only prove your communicative skills, you can also score sympathy points. There are three interesting initial situations:



- 1. **Asking for information:** You find an interesting job advertisement in the newspaper or internet but there are information missing which you are interested in. If the advertisement also contains a telephone number and a contact person, then reach for the telephone and ask for further information.
- 2. **Speculative application:** You're interested in a job or internship in a particular company and before sending a speculative application you would like to find out what are the chances of receiving a job. Make a call: if you get a positive feedback then send your application documents right away or apply online.
- 3. **Ask:** If you have sent in your application documents some weeks ago and you didn't receive a confirmation nor an invitation for a job interview yet, then call the company and ask (without reproaching) how the current situation is.

For everything that has to do with applying for a job, the most important thing is that you are very well prepared. When calling, you should be able to say with a few sentences what you want. You may also take some notes and place them in front of you while calling to avoid uncertainty and forgetting important questions. Through such a phone call you can be able to build up first relations and you can leave a positive impression.

We would like to support your transition from university to employment. We offer advice for international students about legal issues of working while studying and working after graduation as well as the general employment processes in Germany.

You can receive advice and further information here:

https://www.b-tu.de/careercenter/fuer-studierende/beratung/bewerbungs-und-berufsberatung



#### Job market - Overview

1) The job market of the BTU <a href="http://www.b-tu.de/jobboerse/">http://www.b-tu.de/jobboerse/</a> has a focus on regional companies. You have to register in order to use all the functions. The portal is bilingual (German-English).

Applying for positions in local companies has several advantages. Regularly, competition is reduced and the daily journey to your internship is shorter. Furthermore, the first contact with local companies offers usually further possibilities. Maybe you could write your final thesis there, or you could take on a position as "Werkstudent" or full-time employee. You can find a list with companies from the region here:

https://www.b-tu.de/careercenter/fuer-studierende/unternehmen-entdeckenhttps://www.ihk-lehrstellenboerse.de

- 2) Job Market of Bundesagentur für Arbeit: <a href="https://www.arbeitsagentur.de/">https://www.arbeitsagentur.de/</a>
- 3) The following list was taken from the website <a href="http://www.deutschlandsbestejobportale.de">http://www.deutschlandsbestejobportale.de</a> which publishes a ranking of job markets each year.
  - https://www.stepstone.de/
  - http://www.stellenanzeigen.de/
  - https://www.jobware.de/
  - https://www.xing.com/jobs
  - https://de.linkedin.com/jobs/
- 4) The website <a href="http://www.studium-ratgeber.de/jobboersen-uebersicht.php">http://www.studium-ratgeber.de/jobboersen-uebersicht.php</a> informs about general and job specific markets.
  - Technology:
    - a. <a href="http://www.ingenieur24.de/">http://www.ingenieur24.de/</a>
    - b. <a href="http://www.ingenieurweb.de/">http://www.ingenieurweb.de/</a>
    - c. http://www.ingenieurkarriere.de/
  - Graduates, and people looking for internships and final projects:
    - d. https://www.absolventa.de/
    - e. http://www.berufsstart.de/
    - f. http://www.c2n.de/index.htm



- Job offers for full-time employment:
  - g. <a href="https://jobs.zeit.de">https://jobs.zeit.de</a>
- Economics:
  - h. http://www.potenzial-deutschland.de/
- Civil Engineering:
  - i. http://www.bauingenieur24.de/
- Research work in the fields of mechanical engineering, physics etc.
  - j. http://www.pro-physik.de/phy/stellenmarkt/jobsHome.html
- Cultural Studies (World Heritage Studies, Heritage Conservation):
  - k. http://www.kbb.eu/de/startseite/index.php
- Environmental Sciences:
  - I. https://www.greenjobs.de/index.html
  - m. https://www.nachhaltigejobs.de
  - n. <a href="https://www.umwelt.jobs/stellenangebote?seite=2">https://www.umwelt.jobs/stellenangebote?seite=2</a>
  - o. https://www.nabu.de/wir-ueber-uns/jobboerse/index.html
- 5) The GIZ (Deutsche Gesellschaft für internationale Zusammenarbeit GmbH) is a provider of international cooperation services for sustainable development and international education work. The GIZ-jobportal offers a wide range of jobs and internships: <a href="https://jobs.giz.de">https://jobs.giz.de</a>
- 6) The website <a href="http://www.berufszentrum.de/artikel\_0804.html">http://www.berufszentrum.de/artikel\_0804.html</a> provides an overview of job markets and explains (in dot points) the respective focus and target groups.





#### **Online Applications**

Nowadays, when applying for jobs, it is very common that you will not need to submit a written application, but instead must submit it online. It is important to keep in mind that you should still follow all traditional rules of etiquette when it comes to criteria such as seriousness and individuality. In addition to having a **professional email address**, the email **subject should also be unique and appropriate**, for example:

"Application for an Internship in the Faculty of World Heritage"

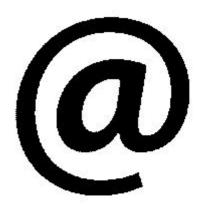
In some cases, the subject of the application should be mentioned in the email subject line with the respective person's email address and can be adopted like this. The application documents should be attached to the email as a PDF document in the same order than is given in the job description.

Please remember that the **size of the attachment** should **not exceed 3MB**. Unlike with the application form, this indication will likely mean that not all certificates can be attached. If this is the case, it is acceptable to include copies of your **study certificates and references** with the online application. All individual documents should be combined into one PDF file and attached to the email. If possible, it is best to only send one file with all necessary documents included within in. Tipp: On several homepages in the internet you can join and compress your PDFs.

It is a common misconception to attach only your cover letter to the email. At the same time, your cover letter should be included within the text of your email, even if it is just a shortened version.

Geared especially towards international students, the IRO frequently offers sessions on the Central Campus where students can have their application documents checked. You can find further information here:

https://www.b-tu.de/careercenter/fuerstudierende/beratung/bewerbungs-und-berufsberatung





#### **Checklist Application**

#### 1. Title Page (as overview) – optional

- main elements: heading, contact details, targeted position, content
- application photo is optional, but has shown to be helpful

#### 2. Cover Letter

#### **Formal**

- sender (name, address, telephone number, e-mail-address)
- date (right margin)
- addressee (company, name and surname of addressee, address)
- **no** application photo (only in CV)
- cover letter should be friendly and easy to read (paragraphs, font size, font type, page margins)
- address cover letter to a personal consignee, double check for correct name spelling
- reference (particular reference to job advertisement)
- first line should reference the source of the job advertisement (newspaper, internet)
- form of address (always personal, if possible)

#### Content

original introduction





- reference to the company
- motivation
- short portrayal of own characteristics, strengths and soft skills (reference with examples)
- indication of relevant skills (e.g. language, IT-skills)
- reference of endorsement
- describe experience objectively, not judging
- name examples that refer to practical job experience
- indicate period of notice and possible entry date
- salary expectation (if demanded)
- final phrasing
- salutation and signature
- attachments (CV, certificates, testimonials)
- conduct a final check, better: Let someone else check!

#### 3. Curriculum Vitae (CV)

- personal data (name, date and place of birth, address, marital status, children (optional), nationality)
- Application picture (optional, either on the cover sheet or on the CV)
- professional record/ career development (most recent first)
- schooling and professional training/ apprenticeships (also non-/military service)
- include grades of school leaving certification, intermediate diploma, final thesis/project and (academic) degree
- special qualification (Social commitment, further education, certificates, language skills)



- interests (memberships, hobbies)
- place, date
- signature



#### 4. Attachments

- Current certificate of enrollment and transcript of records
- · Certificates for all degrees and qualifications named in the CV, chronologically
- Letters of reference

Geared especially towards international students, the IRO frequently offers sessions on the Central Campus where students can have their application documents checked. You can find further information here: <a href="https://www.b-tu.de/careercenter/fuer-studierende/beratung/bewerbungs-und-berufsberatung">https://www.b-tu.de/careercenter/fuer-studierende/beratung/bewerbungs-und-berufsberatung</a>



#### **Application photos**

There are many rumours and fairy tales behind what makes the perfect application photo. However, no magic is needed if certain rules are followed!

In principle, the application photo does not necessarily have to be attractive to the employer. Instead, it is about making your photo fit for the intended position – therefore, imagine you are already working in that position. What would you wear? What hairstyle would you have? What would your facial expression be?

Even the small details can have a lasting impact on the impression that an employer gathers from your photo. For this reason, we have put together a few tips to help you take the perfect photo!

#### 1. Posture and facial expressions

A good application photo should be a half-portrait and you should be looking directly into the camera. This is approachable and neither too direct nor obtrusive. In particular, your facial expression will have a strong effect on the viewer, which is why it is strongly suggested to smile. Whether it is an open or closed-mouthed smile depends on what type of job you are applying for. A smile with a slightly open mouth makes the candidate appear more serious and conservative in comparison to one with a big smile.

#### 2. Clothing

With regard to your choice of clothing, it is also important to keep in mind the position you are applying for. To get an idea of the company dress code, you can view their website or some of their employees on Xing or LinkedIn. Typically, your clothing should cover your shoulders, not have any creases or stains and not include colours that are too bright.

#### 3. Background

A calm and neutral background is very important if you want your photo to be seen as serious and not just a snapshot. It is important that the background colour fits with the candidate's clothing selection. If the background is not white, muted colours such as dark blue, grey or dark red should be chosen.

#### 4. Format

The current format for application photos is 6x4 cm and 9x6cm. Both portrait and landscape formats are used, but the portrait format is more conventional. Using the landscape format for your application photo is a relatively new phenomenon and therefore a bit more risky because it is unfamiliar to most companies.

Considering all of these tips, it is still advisable to contact a professional photographer and get their advice. This will cost a little bit of money, but it is definitely worthwhile. Candidates with a good application photo are more likely to be considered for interviews than those either without a photo or with a nonprofessional one.



You can take a look at the different formats of an application photo by visiting these websites: <a href="http://karrierebibel.de/bewerbungsfoto/">http://karrierebibel.de/bewerbungsfoto/</a> and <a href="https://www.absolventa.de/karriereguide/klassische-bewerbung/bewerbungsfotos">https://www.absolventa.de/karriereguide/klassische-bewerbung/bewerbungsfotos</a>. Here you will find further tips and many examples.

You can find professional photographers in your city with the help of "Gelbe Seiten": <a href="https://www.gelbeseiten.de/Branchen/Fotograf/Cottbus">https://www.gelbeseiten.de/Branchen/Fotograf/Cottbus</a>

We would be happy to answer any questions you have concerning your CV and application photo. For this purpose, initial consultations are regularly held on the Central Campus so that international students can receive individual counselling. You can find further information here: <a href="https://www.b-tu.de/careercenter/fuer-studierende/beratung/bewerbungs-und-berufsberatung">https://www.b-tu.de/careercenter/fuer-studierende/beratung/bewerbungs-und-berufsberatung</a>



#### How to prepare for a job interview

You've made it! Out of maybe 250 applicants you were the one whose documents were most convincing. Now you received an invitation to a job interview. As for the application documents, one point is crucial now: a good and thorough preparation is key to get the position. Here are a few tips and tricks for preparation and the job interview itself.



#### **Good Preparation**

Like for the job searching strategies, it is important to prepare well for the job interview. In this case it can help to contact the firm via phone or email to settle some minor questions and details beforehand. Through a small but well-prepared phone call (email) one can for instance find out who will be participating in the job interview.

#### The Boss

In the job interview the personnel manager or employer is going to check the most important aspects: your personality, your performance motivation and competences.



#### Aspects of personality

- Do you seem to be appealing and trustworthy?
- Are you flexible and able to work in teams?
- Do you fit into the institution/firm and their philosophy?

#### Aspects of performance

- Do you display commitment and enthusiasm for the targeted position?
- Are you capable and willing to learn and motivated to work?
- Are you going to identify with the institution/ firm and your tasks to a high degree?

#### **Aspects of competences**

- Professional qualifications
- Accomplishment skills



#### In general

Four main aspects that should be clear to yourself:

- 1. your own starting position
- 2. details about the firm/institution and position
- 3. course of the talk and questions to expect
- 4. organizational issues (travel, clothing, etc.)



#### 1. Questions to ask yourself

- Who and How am I? What do I want to achieve? Is this job a strategic stop on my career path?
- Think about 3 5 strengths, that characterize you, including example situations
- Think about 2 3 weaknesses, that are less distinctive



Explain the weaknesses in such a way that they become strengths

#### 2. Information research

One should not approach the future employer with only the address in mind, but it is crucial to be well and thoroughly informed about the institution or company. Some information could already be taken from the job advertisement or have been researched for the application documents. A few additional topics that should be researched are:

- headquaters
- line of business
- important subsidiaries or allied companies
- branches (national and international)
- product range
- turnover/ profits
- management
- position at the national and international market (market shares)
- competition on national and international market
- · economic development in the last five years
- future development opportunities
- company history

Special information should be gathered in reference to the particular department in which the targeted position is situated.



#### 3. Possible questions that should be expected

- "Why did you apply to this position in our company/ institution?"
- "What tempts you about this task/ position?"
- "We would like to get to know you, would you mind introducing yourself a little?"
- "What are the particular tasks in your current position?"
- "What characteristics does a good superior portray?"
- "How do you cope with critique?"
- "What interests and hobbies do you have?"
- "What is your current life situation?"
- "Why should we choose to hire you?"
- "What are your strengths and weaknesses?"
- "When could you start the position?"
- "What are your questions in regard to us or the position?"



#### Questions that could be asked to the employer

Hint: Smart questions indicate a smart brain as well as a motivated and qualified applicant. What you want to know now is going to be questioned in regard to sense, relevance and active interest.

- "Why has the position become vacant?"
- "Do you have a detailed job description? May I see it and take it with me?"
- "With what department/ which persons will I cooperate and work together?"
- "Is it possible to meet and get to know my future colleagues in advance?"
- "How is the training period planned? (contact person, program, also: where, how long?)"
- "What further development opportunities do I personally have starting from this position?"
- "Are there any offers of further education and training for myself from this position?"
- "In your job advertisement (your documents) you are referring to.... What do you mean with that? / How do you understand that?"
- "What are the upcoming projects in your company?"

#### 4. Organizational Issues

- Time management: plan enough time, if necessary travel a day in advance
- Appearance (clothes) should mirror your application documents
- no glaring, excessive masquerades
- try your outfit beforehand to make sure that you feel comfortable



#### 5. Telephone Interview

It often happens that you are invited by an employer to a telephone interview. This is the preliminary stage to a personal interview and helps the employer get a first impression of you. This method of interviewing is often used when there are many applicants for a job and the company wants to narrow down the selection. Be sure to take this conversation seriously and consider it a real job interview, even if personal contact has yet to be established. Therefore, you should prepare yourself to the same extent as a personal interview. Additionally, there are some specific tips that you should bear in mind when conducting a telephone interview:

- Check your mailbox regularly. If the company cannot reach you, you should receive an
  urgent message.
- Pay attention to your posture and facial expression. These have a direct effect on your voice and the way you are perceived. A smile is also visible through the phone.
- Make sure that you are in an undisturbed, quiet place for the duration of the interview. You
  should also be careful not to walk around or make wild gestures, as this makes it harder to
  understand you.
- Have your documents near you so that you can quickly answer questions.



#### Writing the Final Thesis in a Company

In Germany it is generally possible to write a bachelor or master thesis in a company instead of an academic chair. This chance offers many advantages: Students gain first experiences in the industry, establish direct contact with the employment world and can work on topics that are linked to practice.

#### Which university rules do you have to keep in mind?

Firstly, it is very important to read the own study and examination regulations. They regulate how much time you have for your final thesis and which further rules apply.

Regardless of writing a thesis in a company or at an academic chair, you always need an academic supervisor that evaluates your work. Therefore, you also have to find a supervisor in university, who has scientific knowledge about your thesis's topic and can supervise you, when you are writing your final thesis in a company.

If you have any questions, it is always recommended to contact the responsible study program coordinator.

#### How can you find a company, in which you can write your final thesis?

Generally, companies prefer students that have already worked for them before they start writing the thesis. Since the supervision of a thesis is a lot of work for the company itself, they would like to get to know the students in advance and show them the company. For this purpose, especially internships and employments as "Werkstudent" are well suited. This first contact also offers you the opportunity to get to know the employees and their working style. Furthermore, it supports your decision whether you would really like to write your thesis in this company.

#### How do you apply for a final thesis in a company?

If you know that you would like to write your thesis in a company when you are applying for an internship, you can directly address this topic in your cover letter. Naturally, you can also apply for a final thesis in a company independently from internships. Though in this case, you will find it probably significantly harder to get a position.

Generally, you should definitively know in which working area you would like to write your final thesis. Which procedures, that you learned in university, would you like to apply to solve a problem now?

If you are in your masters, it is easier to correctly estimate which task is a realistic aim. Since the thesis in a company is often written more independently than in university, experiences from an earlier bachelor thesis will be of advantage.

When you are applying for a final thesis, it is important that you have already clear ideas about your topic. Simultaneously, you should be flexible enough so that the company could add their own wishes too. The cover letter is the right form to convey this information. Present yourself and your motivation. Persuade with the help of independence, creativity and eagerness. For this purpose, ask yourself the following questions and include the answers in your letter:

- For which advantages do you hope, when you are writing your final thesis in a company instead of in university?
- Why would you like to write your thesis with explicitly this company?
- Which advantages will the company have from your thesis? Are your commanding skills, that
  are innovative and that the company usually cannot make use of? How could your results be
  useful for the company?

Besides the cover letter, you should include further documents, which are necessary for applications. For more detailed information, check the section successful applications.

Further information regarding the topic final thesis in companies are available here:

- <a href="https://karriere.unicum.de/archiv/abschlussarbeit-im-unternehmen">https://karriere.unicum.de/archiv/abschlussarbeit-im-unternehmen</a>
- https://www.bigkarriere.de/karrierewelt/studium/abschlussarbeit-im-unternehmen

Geared especially towards international students, the IRO frequently offers sessions on the Central Campus where students can have their application documents checked. You can find further information here:

https://www.b-tu.de/careercenter/fuer-studierende/beratung/bewerbungs-undberufsberatung



#### Recommended reading

Here you find a list with useful literature which can be used while writing your application papers or for the preparation of a job interview.

The pattern applications presented in this starter set were written in support of the examples from these books.

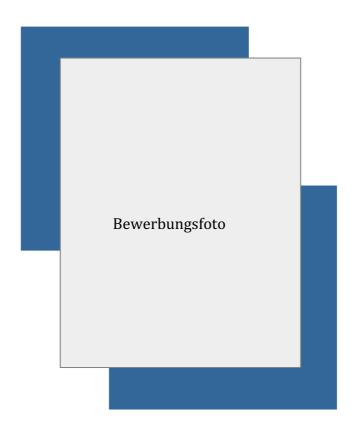
You can lend most of the books quite simple in the BTU library.

- Borbye, L. 2008: Secrets to Success in Industry Careers. Elsevier.
- Duden Ratgeber 2013: *Professionelles Bewerben Von der Stellensuche zum erfolgreichen Vorstellungsgespräch*. Berlin
- Hesse, J.; Schrader, H. 2014: Neue Formen der Bewerbung. Berlin
- Hesse, J.;Schrader, H. 2014: Das große Bewerbungshandbuch Alles, was Sie für ein erfolgreiches Berufsleben wissen müssen. Berlin
- Hesse, J.;Schrader,H. (Hg.) 2010: Die perfekte Bewerbungsmappe für Hochschulabsolventen. Berlin
- Püttjer, C.; Schnierda, U. (Hg.) 2011: Die besten Bewerbungsvorlagen für Hochschulabsolventen. Frankfurt/Main
- Püttjer, C.; Schnierda, U. 2011: Bewerben um ein Praktikum. Frankfurt/Main
- Püttjer, C.; Schnierda, U. 2008: Das überzeugende Bewerbungsgespräch für Hochschulabsolventen. 8. Auflage, Frankfurt/Main
- Püttjer, C.; Schnierda, U. 2007: *Das große Bewerbungshandbuch*. 3. Auflage, Frankfurt am Main
- Yate, M.J.: 2004: Das erfolgreiche Bewerbungsgespräch. 10. Auflage, Frankfurt/Main



#### **BEWERBUNG**

um einen Praktikumsplatz im Marketing



### Anna Muster

Universitätsstraße 1
03046 Cottbus

Tel: 0123 / 456789

E-Mail: anna.muster@b-tu.de

Geburtsdatum: 24. Mai 1990

**Geburtsort: Cottbus** 

Anlagen: Bewerbungsschreiben, Lebenslauf, Zeugnisse

**BEWERBUNG** 

#### **Anna Muster**

Universitätsstraße 1 03046 Cottbus Tel: 0123 / 456789 E-Mail: anna.muster@b-tu.de

**Süddeutscher Verlag** Frau Elke Müller Hultschiner Str. 8

81677 München

Richtige Angabe der eigenen und der Firmenadresse, des Ortes und des Datums

Cottbus, 17. Januar 2016

#### BEWERBUNG UM EINEN PRAKTIKUMSPLATZ IM MARKETING

Sehr geehrte Frau Müller,

ich sehe meine berufliche Zukunft im Marketing, weil ich Menschen begeistern möchte. Im Marketing kann ich meine Leidenschaft zum Beruf machen. Mit viel Interesse habe ich die

Die Motivation für den Arbeitsbereich ist hier schön erkennbar

Stellenanzeige für ein Praktikum im Bereich Marketing auf Ihrer Homepage gelesen. Um meine theoretischen Kenntnisse und ersten Praxiserfahrungen weiter auszubauen und anzuwenden, möchte ich mich bei Ihnen für ein 6-monatiges Praktikum bewerben, das ich ab dem 1. April 2016 antreten könnte.

Zurzeit befinde ich mich im 3. Semester meines Studiums der Betriebswirtschaftslehre. Dabei spezialisiere ich mich auf den Bereich Marketing. Bei meinem studienbegleitenden Marketingprojekt konnte ich in Gruppenarbeit meine fachlichen Kenntnisse ausbauen. Erste Erfahrung in Marketingforschung habe ich während meiner Seminararbeit gesammelt, bei der ich

Hier werden die relevanten fachlichen Kenntnisse für den Arbeitsbereich gut hervorgehoben

eine kleine Umfrage selbständig durchführen und auswerten musste. Des Weiteren habe ich Kenntnisse in der Umsetzung und Gestaltung von Teamarbeit und Gruppenleitung während eines Tutoriums zur Einführung der Erstsemester erworben.

Während meiner Zeit auf dem Wirtschaftsgymnasium konnte ich durch den Besuch des Faches Informationsverarbeitung erste Erfahrungen mit den gängigen MS-Office Programmen und dem Internet sammeln. Im nachfolgenden Studium habe ich meine EDV-Kenntnisse noch vertieft.

Auch wird schön erklärt, wo die Bewerberin ihre EDV-Kenntnisse erworben hat

Eine Stelle als Praktikantin in Ihrem Hause bedeutet für mich reichhaltige Möglichkeiten zur Entwicklung, zum Lernen und Arbeiten. Durch dieses Praktikum erhoffe ich mir einen Einblick zu gewinnen in die praktischen und theoretischen Aufgabenfelder des Marketings.

Wenn ich Ihr Interesse geweckt habe, freue ich mich auf die Einladung zu einem Vorstellungsgespräch.

Mit freundlichen Grüßen

[Unterschrift]

Anna Muster

Die Bewerbung wird gut mit der Vision der Bewerberin und der höflichen Grußformel beendet LEBENSLAUF

#### **Anna Muster**

Universitätsstraße 1 03046 Cottbus Tel: 0123 / 456789 E-Mail: anna.muster@b-tu.de

Schönes, klares Design!

#### Studium, Ausbildung und Schule

10/2013 - heute BTU Cottbus-Senftenberg

Studium der

**Betriebswirtschaftslehre** Schwerpunkt: Marketing Angestrebter Abschluss: Bachelor of Science Chronologisch absteigende Reihenfolge der einzelnen Stationen; nur relevante Ausbildungen werden genannt (nicht die Grundschulbildung!)

09/2010 - 08/2013 LR Media-Verkaufsgesellschaft mbH

Ausbildung zur Medienkauffrau für Digital und Print

08/2002 - 07/2010 Humboldt Gymnasium Cottbus

Leistungskurse: Deutsch und Geschichte Abschluss: Allgemeine Hochschulreife (2,3)

Berufliche Erfahrungen

07/2015 - heute **BTU Cottbus Senftenberg** 

Studentische Hilfskraft am Lehrstuhl Marketing und

Innovationsmanagement

Erstellen von Präsentationsunterlagen

Leiten eines Tutoriums

Außeruniversitäres Engagement

12/2014 - 11/2015 **BTU Cottbus Senftenberg** 

Studierendenrat Referat Öffentlichkeitsarbeit und Kommunikation

Erstellen von Werbematerial verschiedener Veranstaltungen

Qualifikationen

Sprachen Deutsch – Muttersprache

Englisch – fließend in Wort und Schrift (C1) Französisch – fließend in Wort und Schrift (B2)

EDV MS Office (Word, Excel, PowerPoint, Outlook) – sichere Kenntnisse

Adobe Photoshop – sichere Kenntnisse Adobe Illustrator – sichere Kenntnisse

Führerschein Klasse B

Interessen

Handball, Fotografie

Cottbus, den 17. Januar 2016 [Unterschrift]

Alle relevanten Informationen sind enthalten und klar strukturiert

### Taisia Muster Universitätsstraße 1 | 03046 Cottbus

Tel.: 0151 205340 | musteran@b-tu.de

Stiftung Preußischer Kulturbesitz Der Präsident Sachgebiet I 2 a Von-der-Heydt-Str. 16-18 10785 Berlin

Berlin, 5. April 2017

Bewerbung: Praktikum bei dem Ägyptischen Museum und Papyrussammlung der Staatlichen Museen zu Berlin; Kennziffer: SMB-ÄMP-6-2017

Sehr geehrter Herr Parzinger,

vielen Dank für das informationsreiche Telefonat. Anbei schicke ich Ihnen, wie besprochen, meine Bewerbungsunterlagen.

Zurzeit studiere ich den Masterstudiengang World Heritage Studies an der Brandenburgischen Technischen Universität Cottbus-Senftenberg und verfüge insbesondere durch die Fächer Museology und Conservation über fundierte Kenntnisse in dem Museumsbereich. Weitere relevante Fachkenntnisse erwarb ich während meines Bachelorstudiums Ägyptologie an der Helwan Universität in Kairo sowie während meiner Nebentätigkeit als studentische Hilfskraft im Nationalmuseum Kairo.

Bereits während meines Bachelorstudiums habe ich die Forschungsmöglichkeiten in Deutschland bewundert, aus welchem Grund ich nun in Cottbus studiere und zusätzlich zu meinen Arabisch- und Englischkenntnissen Deutsch lerne.

Sehr gerne möchte ich nun meinen Beitrag zum Erhalt und der Erforschung der ägyptischen Kultur im Rahmen Ihres Museums zu leisten. Daher würde ich mich freuen, das Ägyptischen Museum und Papyrussammlung der Staatlichen Museen zu Berlin im Rahmen eines studienbegleitenden Praktikums ab dem 1. Januar 2018 für drei Monate unterstützen zu dürfen.

Über eine Einladung zum Vorstellungsgespräch freue ich mich.

Mit freundlichen Grüßen

[Unterschrift]

Taisia Muster

#### Anlagen

Lebenslauf | Motivationsschreiben | Aktuelle Immatrikulationsbescheinigung | Praktikumszeugnis | Bachelorzeugnis

Karl Mustermann Musterstraße 20 12345 Berlin

Telefon: 030 9876543

E-Mail:

Mustermann@aol.de

Karl Mustermann - Musterstraße 20 - 12345 Berlin

Conde Nast Verlag GmbH Frau Stark Unter den Linden 10 10117 Berlin

23.04.2018

### Initiativbewerbung um ein Praktikum im Bereich Unternehmenskommunikation/Public Relations

unser Telefonat vom 19.04.2018

Sehr geehrte Frau Stark,

vielen Dank für das informative Telefonat. Wie gewünscht übersende ich Ihnen vorab meine Kurzbewerbung per E-Mail im PDF-Format.

Die von Ihnen angesprochenen Aufgaben um das Erstellen von Präsentationen und Presseberichten kenne ich aus meinem Praktikum bei der Robert Bosch GmbH. Dort gestaltete ich Berichte und Auswertungen für das Management und wendete dabei alle gängigen MS-Office Programme, sowie SAP an. Während eines Freiwilligenaufenthaltes in Chile entwickelte ich den Internetauftritt der Organisation weiter. Die Wirkungsweise und Ausgestaltung von Social-Media Kanälen sind mir dadurch bestens bekannt.

Während meines Bachelorstudiums vertiefte ich unter anderem den Bereich der internen Unternehmenskommunikation. Hier erwarb ich fundierte Kenntnisse um die Konzeption von Kommunikationsmaßnahmen und den Themenkomplex "Corporate Design". Außerdem verfasste ich eine Studienarbeit über das Mediennutzungsverhalten von privaten und gewerblichen Kunden.

Ich könnte Ihnen ab dem 01.10.2018 für ein sechsmonatiges Praktikum zur Verfügung stehen und würde mich über eine Einladung zu einem Vorstellungsgespräch sehr freuen.

Mit freundlichen Grüßen

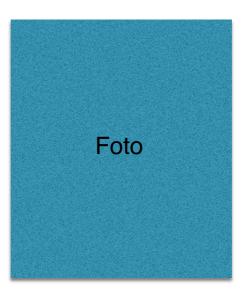
[Unterschrift] Karl Mustermann

#### **Karl Mustermann**

Musterstraße 20 12345 Berlin

Telefon: 030 9876543

E-Mail: Mustermann@aol.de



#### Persönliche Daten

28. Februar 1994 **Geburtsdatum** 

Stuttgart **Geburtsort** 

ledig Familienstand

Master of Science derzeitige Ausbildung

#### **Karl Mustermann**

Musterstraße 20 12345 Berlin

Telefon: 030 9876543

E-Mail: Mustermann@aol.de

#### Lebenslauf

#### **Schule und Studium**

Brandenburgische Technische Universität Seit 10/2017

Cottbus-Senftenberg

Master of Science Betriebswirtschaftslehre

Universität Stuttgart 10/2013-03/2017

Bachelor of Science Technisch orientierte

Betriebswirtschaftslehre

Albert-Schweitzer-Gymnasium Hedelfingen 09/2005 – 06/2013

Allgemeine Hochschulreife

#### **Praktische Erfahrungen**

Dr. Ing. h.c. F. Porsche AG Weissach 10/2016-03/2017

Bachelorarbeit "Eigenschaften und Auswirkungen der externen

Risikokommunikation

Robert Bosch GmbH Stuttgart-Weilimdorf 04/2015-09/2015

Praktikum Vertriebscontrolling

Erstellen von Auswertungen und Berichten

für Management; Durchführen von Soll/Ist-

Abweichungsanalysen

Karl Mustermann Musterstraße 20 12345 Berlin

Telefon: 030 9876543

E-Mail: Mustermann@aol.de

04/2017- 09/2017

#### Zusätzliche Erfahrungen

Habitat para la Humanidad Santiago de

Chile, Chile

Bauen und Sanieren von Häusern für sozial

benachteiligte Menschen

#### **Besondere Kenntnisse**

Betriebssysteme MS Windows und Linux MS Office, Internet, SPSS

Englisch: Vortragsqualität, fließend in

Wort/Schrift

Spanisch: A2

#### **Engagement/Hobbys**

Studierendenrat (BTU Cottbus -

Senftenberg)

Referat: Sport

Französische Literatur, Ballsport, Kino

Seit 01/2018

Cottbus, den 23.05.2018

[Unterschrift]



Start up your Career in Germany









#### LINGUISTIC COMPETENCE

Language courses (BTU) Language courses (external institutions) Sprechcafé (Talking café) Frauensprechcafé (Women's talking café) Language tandem



#### **PRACTICE CONTACT**

Company excursion Company presentations Job shadowing Career fair Individual advice



#### **APPLICATION COMPETENCE**

Application training Seminars and workshops Application portfolio check Mock interview Individual advice

The activities and offers mentioned here

serve as orientation. They provide a rough

overview of the opportunities for internati-

onal students to develop their skills and

abilities. With the help of the offers menti-

oned, international students can already

plan their career during their studies and prepare themselves step by step for their

For further questions we are happy to help!



#### **SOCIAL INTEGRATION**

Clubs Volunteering Student Initiatives University sports Freiwilligenagentur Cottbus (Cottbus Volunteer Agency)



#### PRACTICAL EXPERIENCE

Part-time job Working student activity Student assistant Internships Thesis in the company



#### **ACADEMIC SUCCESS**

Individual study coaching Seminars on learning competencies IKMZ courses IKMZ online tutorials



#### **KEY COMPETENCES**

Career entry workshops Employability workshops



Aleksandra Bohowski-Tosiek

International Relations Office

bobowski@b-tu.de

Thomas Flfert Career Center

career entry.

E thomas.elfert@b-tu.de

Der KompetenzKompass richtet sich an internationale Bachelor- oder Masterstudierende, die sich bereits Gedanken über ihren Berufseinstieg nach dem Studium machen. Mit dem Kompetenz Kompass möchten wir Sie bei Ihrer Karriereplanung und bei der Entwicklung Ihrer Kompetenzen unterstützen. Für einen gelungenen Berufseinstieg sind nämlich bestimmte Kompetenzen notwendig. Dazu gehören besonders Bewerbungskompetenzen, Praxiskontakte, Praxiserfahrung, Schlüsselkompetenzen, Sprachkompetenzen, soziale Integration und Studienerfolg. Diese Kompetenzen können Sie im Laufe Ihres Studiums an der BTU erwerben und vertiefen. Die BTU und viele Einrichtungen in Cottbus und Senftenberg bieten eine große Auswahl an Unterstützungsangeboten. Die Teilnahme an diesen Angeboten verbessert Ihre Chancen auf dem Arbeitsmarkt. Ihre aktive Teilnahme können Sie mithilfe des KompetenzKompasses selbst übersichtlich dokumentieren, indem Sie alle Veranstaltungen und Aktivitäten, an denen Sie teilgenommen haben, in den Kompetenz-Kompass eintragen. Zum Ende des Studiums erhalten Sie ein Zertifikat, in dem aufgezeigt wird, dass Sie sich im und neben dem Studium aktiv auf Ihren Karriereeinstieg vorbereitet haben. Informationen zu den einzelnen Aktivitäten und den zu erbringenden Nachweisen erhalten Sie im International Relations Office sowie im Career Center der BTU.

Are you an international bachelor or master student at BTU and already thinking about starting your career after graduating? With the KompetenzKompass we would like to support you in your career planning and in the development of your competencies. For a successful career start, certain competencies are necessary. These include in particular application skills, practical contacts, practical experience, soft skills, language skills, social integration and academic success. You can acquire and deepen these skills during your studies at BTU. The BTU and many non-university institutions in Cottbus and Senftenberg offer a wide range of support services. Participation in these offers improves your chances on the job market. You can clearly document your active participation yourself with the help of the KompetenzKompass by entering all events and activities in which you have participated into the KompetenzKompass. At the end of your studies you will receive a certificate showing that you have actively prepared yourself for your career entry during and alongside your studies. Information on the individual activities and the evidence to be provided can be obtained from the International Relations Office and the BTU Career Centre.

Aleksandra Bobowski-Tosiek International Relations Office E bobowski@b-tu.de

clations Office Career Center
b-tu.de E thomas.elfert@b-tu.de

**Thomas Elfert** 





Das Projekt »Start up your Career in Germany« wird gefördert vom DAAD aus Mitteln des Auswärtigen Amts (AA).



## KompetenzKompass

Zur Unterstützung bei der Karriereplanung und Vorbereitung auf den Berufseinstieg To support career planning and preparation for career entry



Start up
your Career
in Germany

Stand: 12/2018

ivame	
Matrikelnummer	

SPRACHKOMPETENZ LINGUISTIC COMPETENCE	
	<b>Datum</b> Date
	<b>Datum</b> Date
	<b>Datum</b> Date
SOZIALE INTEGRATION SOCIAL INTEGRATION	
	<b>Datum</b> Date
	<b>Datum</b> Date
	Datum Date
SCHLÜSSELKOMPETENZEN KEY COMPETENCES	
	<b>Datum</b> Date
	<b>Datum</b> Date
	<b>Datum</b> Date
STUDIENERFOLG * ACADEMIC SUCCESS *	

Datum Date

Datum Date



an Veranstaltungen aus dem Bereich Studienerfolg fakultativ. Alle anderen Bereiche müssen abgedeckt werden. Die Prüfung und endgültige Ausstellung des Zertifikats obliegt dem International Relations Office.

<sup>\*</sup> Für die Ausstellung des Zertifikats ist die Teilnahme \* For the issuance of the certificate, participation in events in the field of academic success is optional. All other areas must be covered. The International Relations Office is responsible for the examination and final issue of the certificate.

