

How to get a job or vocational training placement

Choosing a career: Which career is right for me?

Counselling: Federal Employment Agency (Agentur für Arbeit), Careers Information Centre (Berufsinformationszentrum – BIZ), SHA branch of the Chamber of Commerce and Industry (Industrie und Handelskammer, Zweigstelle SHA), Heilbronn Chamber of Skilled Trades (Handwerkskammer Heilbronn); see “List of addresses for employment and language-course providers”

Information on the Internet regarding vocational training professions and aptitude tests.

www.planet-beruf.de

www.einungstest.plakos.de

Another way of getting to know the working world is by trying out different jobs, for example through

- an internship*
- a “try-out internship” (“Schnupperpraktikum”)-job shadowing (Hospitation) at companies*
- a Voluntary Social Year (Freiwilliges Soziales Jahr – FSJ) **
- in the Federal Volunteers Service (Bundesfreiwilligen Dienst – BFD) **

Note: The respective Immigration Office will check whether you are eligible for vocational training. (see entry in your identification document)

*see “Internships and similar opportunities” work information

** see “FSJ and Federal Volunteers Service (Bundesfreiwilligen Dienst)” work information

Looking for a company that offers vocational training:

Federal Employment Agency,

Job Centre,

SHA branch of the Heilbronn Chamber of Commerce and Industry, Heilbronn Chamber of Skilled Trades

See “List of addresses for employment and language-course providers”

links:

• www.planet-beruf.de

• www.jobboerse.arbeitsagentur.de

• www.jobboerse.de

• www.make-it-in-germany.com

Applying:

The following organisations can help you complete an application with the required documents:

BIZ, Federal Employment Agency,

Local immigration counselling services (AWO, Caritas, Diakonie) for people with residence permits.

Internet: <http://www.planet-beruf.de/>

How do I apply for a job/placement?

If you have found a job advertisement that you find interesting, you need to write an application. You will create an **application portfolio (Bewerbungsmappe)**. Your application consists of three things:

Cover letter:

In your personal cover letter, you briefly introduce yourself and say why you are suitable for the vacancy. For example, describe what previous experience you have in this area. Find out about the company and explain why you want to work there. Your cover letter should fit on one page. You should sign it on the bottom. When you're done, get a native speaker of German to read your cover letter.

CV (Lebenslauf):

The CV (curriculum vitae) lists your entire professional experience and is set out in the form of a table. Write the dates during which you worked with each company. Write where you undertook training or a course of studies. Write down where you went to school and what degree you graduated with. You do not have to include a photo in your CV, but many companies prefer it if you do. However, if you want to use a photo, do not take a selfie. Use a professional application photo taken by a photographer.

Credentials and references:

It is very important that you include copies of your credentials and references in the application. Credentials are your school-leaving certificate, your university degree and any job references from the past. You should also send your certificate from your German course.

If you went to vocational school or university in your country of origin, you also need to submit this information in the form of a certified translation into German (certification by the Citizen Services Department of the city of Schwäbisch Hall).

Please note:

The Stuttgart Regional Commission verifies whether your [school certificate or degree](#) is recognised as equivalent to a German one.

The job posting often has information on how you should apply:

either as a hard copy (printed): By post: Buy a nice application folder and insert your cover letter, your CV, and your credentials and references. Then send the application to the address mentioned in the job advertisement. You can also personally hand in your application folder.

Or by email: These days, many applications are sent by email. Compile your cover letter, your CV, certificates and references into a single PDF file.

Write a short text in the email to the person who will receive your application, and add your application as an attachment.