

STEPS FOR A SUCCESSFUL APPLICATION Useful hints composed by the German-Arab Chamber of Industry and Commerce

1. THE FIRST STEP: BENCHMARK YOUR OWN SKILLS

As a first step it might be useful to concentrate on your own skills. Benchmark your own competences realistically. Try to find out your own strengths and weaknesses and write them down in a kind of a list. Do not forget any experiences you have made in school, university or ulterior apprenticeships as well as in activities you have made beyond. In addition to your scheduled career activities such as voluntary services or memberships in sport clubs, for instance, should also be mentioned on the list. Which projects in school or which extracurricular activities have enhanced your capacity for teamwork or your ability to communicate or to lead a team?

This informal schedule will help you to figure out which experiences might be interesting and worth mentioning for the job opportunity you are applying for as well as for writing your cover letter, your letter of motivation and your CV.

2. THE SECOND STEP: HOW TO WRITE A COVER LETTER AND A LETTER OF MOTIVATION

The cover letter and the letter of motivation are descriptions of your person and should be prepared with due care! In both - cover letter as well as letter of motivation - you introduce yourself to prospective employers and your interest in the vacant position. Describe your acquired qualifications and competences, but do not distend and try to demonstrate why your collaboration would be valuable for the company you are applying for.

I. COVERING LETTER

The covering letter consists basically of a continuous text with an official greeting at the very beginning. Try to keep the whole cover letter to a maximum of one side of A4 paper. Do not forget to include the mentioned reference number or the job title. If the employer does not require a handwritten letter expressly you should definitely use a computer. The cover letter is made up of an introduction, a main part and a termination.

In the following section you will find some useful example sentences.

Introduction:

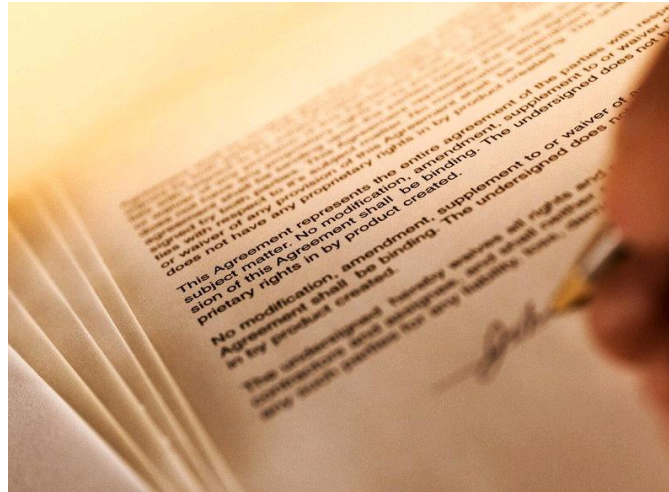
1. I would like to apply for the Management position that you recently advertised on www.metrace.com.
2. In response to your advertisement in the International Herald Tribune, I would like to be considered for the Sales Assistant position.

Main part:

1. I am presently studying Engineering at the Nile University. In accordance with my curriculum, I am seeking for your job offer you have presented on www.metrace.com.
2. My qualifications match your requirements precisely. I have been operating for Orascom Constructions in a variety of settings for more than six years.
3. Besides speaking Arabic fluently, I have also knowledge of German and English.
4. I am also experienced in the range of process control engineering.



In this part you describe your skills and experiences. Describe yourself in a positive way and demonstrate why you are suitable for the offered job. Highlight such skills that the employer is looking for. Anything you have done shows working in a team, any relevant voluntary work or work experience, any positions of responsibility and any activity that shows initiative and commitment are worth mentioning.



Never forget to sign your documents

Termination:

1. I would be very grateful for the opportunity to meet you and discuss the matter further. Should you have any questions regarding to my person, please feel free to call me.
2. For further information, please feel free to contact me at any time. I greatly appreciate your interest and I am looking forward to hearing from you soon.

II. LETTER OF MOTIVATION

The letter of motivation is similar to the cover letter. It just differs from length of pages and the information content. You should give more personal information and more reasons why the requirements of the offered job apply to your person. Attend that there must be an explicit demand to write a letter of motivation! Check careful for spelling mistakes!

Do not forget to insert your contact information in both cover letter and letter of motivation. Attend the following order: Name, Address: City, State and Zip Code, Phone Number including Mobile Phone Number and E-Mail Address.

3. THE THIRD STEP: HOW TO PREPARE A CV (CURRICULUM VITAE)

A CV is a summarized list of your personal details, skills and experiences and it's the first impression the company gets of you. In general the CV contains the following standard sections:

1. Personal and contact information
2. Education and qualifications



3. Work history



4. Skills (Besides mentioning skills which are required for the job, do not forget mentioning skills which highlight your person. Try to figure out which activities can show your computer skills or your knowledge of web-design, your communications skills, your teamwork as well as your problem solving ability.)

5. Interests

6. References (The references are documents about what you have done professionally in the past and are exposed by your former employers.)

Before you start writing your CV there are some formal aspects you should consider. Use white paper, keep it in black print and use an easy reading font such as Arial 11 or 12. Do not hyperbolize and be honest! Try to gear towards the requirements of the job description while finalizing your CV. The employer should not get the impression to receive a standardized form.

