

[https://www.deuka.de/en/current/2020-09-04-application\\_tips\\_for\\_creating\\_the\\_application\\_folder/](https://www.deuka.de/en/current/2020-09-04-application_tips_for_creating_the_application_folder/)

## How to get a training place - Part 1



# APPLICATION TIPS FOR CREATING THE APPLICATION PORTFOLIO

04.09.2020 – Writing applications is not that easy at first. Applicants have to take a lot of things into account when writing their cover letter and CV. Templates on the internet help with initial orientation. Nevertheless, as an applicant you have to be active yourself and design your documents individually, creatively and in relation to the company. Our application tips help you create an attractive application portfolio to make a good first impression. The first part of our series "How to get an apprenticeship" deals with the three central documents of every application portfolio: cover letter, curriculum vitae in table form and reference..

## Tips for creating the application portfolio

### 1. Tip: A convincing cover letter

The cover letter is the most important document in the application portfolio. It is both a "door opener" and a "business card". The cover letter tells the HR department more about you, your strengths and your motivation to apply for the job. In order for the company's employees to quickly grasp everything important and for you to leave a good impression, it is advisable to answer the following questions in the cover letter one after the other:

- What exactly is the position? Where would you like to start your training? Write this information in the subject line and at the beginning of your cover letter.
- State where you found the job advertisement.
- Why are you interested in the job?
- What are your strengths and what are you particularly good at? Here, the company is mainly interested in your character and social skills. Anything that fits the advertised position is helpful (example: You work well in a team and enjoy working with others? Then write that! You already know how to use various computer programmes? Then you should briefly mention that here).
- Have you perhaps already gained some experience or completed an internship? Do not forget to mention this.
- Finally, you should mention when you can start training and how you can best be reached.

**Important: A successful cover letter is never longer than one A4 page.**

You can find even more tips on how to write a cover letter [here](#).

## 2. Tip: A clear CV

While the cover letter says something about you and your interest in the advertised position, the tabular CV contains all the important data and facts about your schooling and professional experience already gained. From top to bottom, the CV contains information on the following points:

- **Personal data:** Name, date and place of birth, address, marital status, nationality.  
*If you are under 18, please include the names of your parents or legal guardians.*
- **Professional experience:** Mention previous part-time jobs, internships, previous apprenticeships, etc.
- **School experience:** List your school career (e.g. primary school, comprehensive school, grammar school, etc.)
- **Special qualifications:** Indication of e.g. further training, special knowledge and skills, etc.
- **Languages:** Mother tongue and any other languages they speak
- **Interests:** Your hobbies but also e.g. voluntary activities etc.

**Important:** It is not obligatory to include your date of birth, your nationality and a passport photo - but they are still welcome.

You can find even more tips on the layout of the tabular CV [here](#).

**LEBENS LAUF**    **MAX MUSTERMANN**

**Persönliche Daten**

**Berufliche Erfahrung**

12/2019-01/2019

12/2018-01/2016

12/2015-01/2013

**Schulische Ausbildung**

12/2013-01/2010

12/2009-01/2006

12/2005-01/2002

**Praktika**

8/2012-06/2012

10/2010-07/2010

03/2009-01/2009

**Besondere Kenntnisse**

**Sprachen**

**Hobbys**

Musterstadt, 01.01.20  
Max Mustermann

Illustration of a proper CV for your application portfolio (© Deutsche Tiernahrung Cremer).

### 3. Tip: All current certificates

Certificates are important. Depending on the training position, language skills are just as important as mathematical and manual skills. Certificates help the staff in the personnel department to better assess the applicant's performance. Therefore, please enclose your last three school reports with your application documents. If you already have work references or have completed an internship, please enclose these documents as well.

You can find more tips on which references you should include in your application [here](#).

#### Application portfolio ready? Apply now!

Have you got all the documents together? Then your application is just a few clicks away: Simply click on the relevant training position in our job overview, fill out the application form, upload the documents and send them off! Our staff will get back to you as soon as possible.

[Open training positions](#)

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