

Application for an internship abroad

What should make up your e-mail application for an internship abroad?

1. Letter of motivation

If possible, address your letter of motivation to a specific contact person in the company/organisation to which you wish to apply. Send your application to the correct e-mail address and use a reputable address yourself (no nicknames or alias).

Language:

Your letter of motivation should preferably be written in the language of the target country or bilingual. Have your letter corrected by a native speaker.

Suggestions for the content:

- Reference to the specific company/organisation: Why would you like to do an internship here? What are your expectations for the internship? How could you get involved in the company/organisation? Why do you consider yourself an ideal intern?
- Explanation of your own course of studies: What are your main areas of study and how do they prepare you for your career goal?
- Information on your previous practical experience: In which previous internships, jobs or voluntary work have you gained which valuable experience?
- Reference to the target country: Do you speak the language of the target country? Have you already been there? Where does your personal interest in the target country come from?

Form:

The first page of the letter of motivation should include your full contact details and the address of the company/organisation to which you wish to apply. Don't forget to include place and date as well as a subject (e.g. "application for an internship in marketing"). Alternatively, you can create a cover sheet with these data and a reference to the attachments.

Your letter of motivation should not exceed one page.

If possible, the salutation should be addressed to a specific person (avoid: "Dear Ladies and Gentlemen"). Observe the polite use of titles, functions and patronymic that may be customary in the target country.

Typical errors:

- A list of your own strengths ("My strengths are reliability, assertiveness, ability to work in a team, ..."). Clarify your strengths better with what you have already gained in theoretical knowledge and practical experience.
- Colloquial style: As a foreign language learner, it is sometimes difficult to distinguish which formulations are used in the official written language and which are more colloquial. This is one of the reasons why it is advisable to have your text corrected by a native speaker.

2. Curriculum vitae

Language: If possible, formulate your curriculum vitae in the language of the target country or bilingual.

Modules: Structure your CV according to personal information, education, practical experience, language skills, computer skills, voluntary and non-university commitment.

Form: If you opt for a tabular form, start with the most recent event within each module.

Complete the individual modules with brief explanations in bullet points. For example, state your main areas of study or briefly describe your work during your internships or volunteer work (e.g. "evaluation of a customer survey", "research for funding", etc.).

Avoid the category "hobbies" and replace it with "interests and other skills" if you want to give your CV a personal touch. Consider what information could be a plus point or an exclusion criterion for the employer.

Customize your resume individually for each application.

3. Application photo

A photo can round off your application and is still common in Germany and Eastern Europe. For e-mail applications, you should integrate a photo file that is not too large. Either on the cover page or on the first page of your CV in the upper right corner.

4. Certificates

Include in your application only certificates that are relevant for the internship, e.g:

- certificates of examinations related to the internship
- language certificates
- certificates of previous internships and voluntary activities

Technical implementation:

Scan your documents and save them in a file, preferably in PDF format. ZIP files should not be used for an application.

You should not attach more than two files to your application. Write your application text directly in the e-mail window.

For online applications, the size of the uploadable files is usually limited to a maximum of 3 MB. If necessary, make a compromise between medium optical quality and a not too large file size.