

## BUSINESS ENGLISH

These units are intended for German-speaking students who wish to improve their command of Business English. They are the result of my teaching at various universities, consultancies or companies. All units are freely available for study but copyright.

Abbreviations used are: **e.g.** = *exempli gratia* (Latin), for example, for instance, and **i.e.** = *id est* (Latin), that is, that means. German translations are usually in brackets.

### **Unit 9: Applying for a Position**

When you are looking for a job or a position you will be searching the Internet or newspapers for **job adverts** (Stellenanzeigen) or **vacancies** (offene Stellen). Once you have identified an interesting job you will then send an **application** (Bewerbung), either by ordinary **mail** (Post), or as so often these days, with an email directly to the HR Department, or maybe to an online platform which the company or a **recruitment agency** (Personalagentur) may have set up beforehand. Should you send your application via email, it might be wise to send it as a PDF file, so that your documents cannot be changed or manipulated at a later point.

An application normally consists of three parts: a **covering letter** or **supporting statement** (Anschreiben), a **CV (curriculum vitae, personal data sheet, Lebenslauf, UK)** or **resumé (USA)**, and any **testimonials** or **references** (Referenzen), **certificates** (Zertifikate), or **diplomas** or **degrees** (Diplome, Abschlusszeugnisse). A well-established person may write you a **letter of reference** (Empfehlungsschreiben), or act as a **reference** (Referenz). In this case you provide the contact details of that person to the personnel manager and s/he may then contact the person directly.

In the covering letter you should explain why you want to work for the company and why you are the best candidate for the job. The CV should include your full **contact details** (Kontaktdaten), a recent photograph – though this is sometimes seen as controversial so as to avoid racial bias – and the most important parts (education, training, job experience, additional qualifications) of your life so far. Unless you have really a lot of exceptional experience to offer, the CV should be no longer than one page.

If your application has been successful you will then be invited for a **job interview** (Vorstellungsgespräch) with the personnel manager, you may also have to go to an **assessment centre** for further tests and analysis of your abilities.

Should you be thinking about applying for a job abroad, then *Weltweit bewerben auf Englisch*, by Klaus Schürmann and Suzanne Mullins, published by Eichborn, is very helpful.