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## Job Application in Germany — CV, Cover Letter and Tips

How to apply correctly in Germany: CV, cover letter and what matters in interviews.  
Status: March 2026.

**Deutsche Begriffe:** Bewerbung | Lebenslauf | Anschreiben | Vorstellungsgespräch |  
Bewerbungsmappe

## Job Application in Germany — CV, Cover Letter and Tips

> Status: March 2026. All information without warranty.

### The German Application — Structure

A complete application in Germany consists of:

- 1. Anschreiben** (1 page)
- 2. Lebenslauf** (1-2 pages)
- 3. Certificates and diplomas** (copies)

### CV (Lebenslauf)

Required content:

- **Personal data:** Name, address, phone, email, date of birth
- **Professional experience:** Reverse chronological order (most recent first)

- **Education:** University, vocational training, school
- **Skills:** Languages (with level: A1–C2), IT skills, driver's license
- **Photo:** Common in Germany (but not mandatory)

Tips:

- **Maximum 2 pages** — concise and to the point
- **Avoid gaps** — every period must be explained
- **Relevance:** List only what matters for the position
- **German format:** Date as MM/YYYY (e.g., 03/2026)

## Cover Letter (Anschreiben)

Structure:

- 1. Subject:** "Application for [Position], Reference number [...]"
- 2. Introduction:** Why this position? What motivates you?
- 3. Main section:** Your key qualifications and experience
- 4. Closing:** Salary expectations (if requested), earliest start date

Common mistakes:

- Copy-paste without customization for the company
- Too long (maximum 1 page!)
- Spelling errors (proofread carefully!)
- "Hereby I apply..." — too old-fashioned

## Where to find jobs?

Portal	Type	Specialty
<b>StepStone</b>	All sectors	Largest job portal
<b>Indeed</b>	All sectors	International, also English-language jobs
<b>LinkedIn</b>	Professionals/Academics	Networking + job search
<b>Xing</b>	Professionals	German LinkedIn

Portal	Type	Specialty
<b>Agentur für Arbeit</b>	All	Free, including counseling
<b>Make it in Germany</b>	Professionals from abroad	Official government portal

## Recognition of foreign qualifications

Your foreign degree often needs to be **recognized**:

- **Regulated professions** (doctor, teacher, nurse): Recognition **mandatory**
- **Unregulated professions**: Recognition recommended, but not mandatory
- Portal: **anabin.kmk.org** (database for foreign qualifications)
- Counseling: **Recognition advisory services** of the Chamber of Industry and Commerce or Chamber of Crafts

## Tips for foreigners

- Always provide German language skills with a **certificate** (Goethe, telc, TestDaF)
- **Unsolicited applications** — very common and successful in Germany
- Use **internships** as an entry point — especially if you don't have a network yet