

## infoCOMPASS: Application Tips for your Job in Saxony

Well-prepared application documents are essential for making a strong first impression on potential employers. A thoughtfully designed CV and cover letter not only highlight your qualifications but also convey your professionalism and precision.

### Application Documents

#### Cover Page (Optional)

- Clearly state the **job title** and any **reference ID**.
- Include the **company's name**.
- Add a **professional photo** (optional but can leave a positive impression).
- Provide your **contact information**: full name, address, phone number, and email.

#### Cover Letter / Letter of Motivation

- **Tailor your cover letter** by analyzing your key competencies and the job advertisement beforehand.
- Limit to **1 page**
- Address it to the **relevant person in the company** (use "Dear Hiring Manager" only as a last resort).
- Focus on the **most relevant information**: academic qualifications, professional experience, hard and soft skills.
- Relate each statement **directly to the job requirements** mentioned in the job advertisement.
- Include your **name** and **signature** at the bottom of the page.

#### CV (Resume)

- Limit to **1–2 pages**, depending on your practical experience.
- Use a **clear structure** with the following sections: personal details, education, work experience, skills, additional qualifications, voluntary work or memberships (if relevant)
- Provide details about your **responsibilities, achievements, and skills** for each section.
- Add **date, place, and signature** at the bottom of the last page.

#### Relevant Attachments

- Include **academic diplomas** and **certificates**.
- Attach **job references (experience and recommendation letters)**.
- Provide **certificates for additional qualifications**.

### Other Tips

- The [Europass CV](#) format provides a reliable foundation, however, a **personalized design** can leave a more lasting impression.
- Check if the **job advertisement specifies a language**; apply in German if the ad is written in German
- Have someone **proofread your application** to ensure correctness.
- Use **short, concise sentences** and avoid repeating phrases.

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- Avoid **copy-pasting** templates of cover letter from the internet - make your application authentic.
- Save all application documents and attachments in **one pdf** file. Give your pdf file a **professional name** (e.g. application\_ID56342\_Sarah Standard.pdf)
- **Follow up professionally** with the company: if you do not receive a response immediately, but do not send your application repeatedly.
- More detailed information can be found e.g. on the [Make it in Germany](#) website or in the [Job Application Guide](#) by the Career Service of the University of Technology Chemnitz

### *Job Portals in Saxony*

#### Apprenticeships and Internships

- [An overview of job listings by the Chamber of Crafts and the Chamber of Industry and Commerce](#)

#### General Job Portals

- [Job search by the Federal Employment Agency](#)
- [EURES](#) (European Employment Services)
- Make it in Germany [Job Listings](#)
- University job portals ([Career Services](#))
- Career Portal by the [Free State of Saxony](#)

#### Regional Job Portals

- [City](#) and [Region](#) of Chemnitz
- [City](#) und [Region](#) of Dresden
- [City of Leipzig](#)
- [Bautzen](#) District
- [Mittelsachsen](#) District
- [Vogtland](#) District
- [Zwickau](#) District und [West Saxony Region](#)
- [Erzgebirge](#) District
- [Nordsachsen](#) District
- [Meißen](#) District
- [Sächsische Schweiz-Osterzgebirge](#) District
- [Görlitz](#) District

#### Specific Regional Job Portals

- Medical Field
  - [Doctors for Saxony](#)
  - [Job board by the Hospital Register Saxony](#)
- IT
  - [ITSax.de](#)

This overview makes no claim to completeness. Please send your questions to [international.service@zefas.sachsen.de](mailto:international.service@zefas.sachsen.de) or find more information available at [www.zefas.sachsen.de](http://www.zefas.sachsen.de).