

**ERFOLGREICH
BEWERBEN
FÜR
PRAKTIKA
IN AUSTRALIEN UND NEUSEELAND**



WORLD OF XCHANGE

UNTERSCHIEDE IM BEWERBUNGSPROZESS

Was in Amerika unter dem Stichwort Internship läuft, wird in Australien mit dem Wort **Industrial Training** oder **Work Experience** umschrieben. Zu einer Bewerbung in Australien gehört in der Regel kein Foto, das Datumsformat im Englischen ist DD/MM/YYYY.

DAS ANSCHREIBEN

Im **Covering Letter** sollten keine Rechtschreibfehler gemacht werden, Sie sollten in einem lockeren und sympathischen Stil schreiben und Ihre Erfahrungen mit den Anforderungen der Stelle in Verbindung setzen.

DER LEBENSLAUF

Im **Curriculum Vitae (CV)** sollten Sie verschachtelte Erklärungen, vermeiden, Ihren **Personal Interests** einen Absatz widmen und **Referenzen oder Referenzgeber** aufführen.

DAS VORSTELLUNGSGESPRÄCH

Im Vorstellungsgespräch sollten Sie die **Fachbegriffe** Ihres Metiers auf Englisch parat haben, sich auch auf **Eignungstests** vorbereiten und sich locker und sympathisch präsentieren.

John Smith
22 View St
RANDWICK NSW 2052
Phone: 8888 8888
Email: jsmith@example.com

10 February 2000

Andrew Maher
Recruitment Manager
Allied Industries
4/105 Elizabeth St
SYDNEY NSW 2000

MUSTER ENGLISCH

Dear Mr Maher

Having recently graduated with a Bachelor of Commerce majoring in Accounting from the University of New South Wales, I am very interested in gaining an opportunity to use the skills I have developed in an organisation such as Allied Industries. Allied Industries specialises in taxation advice and I am particularly interested in the area of Business Taxation. However, I would be willing to gain experience in any area you feel is suited to my skills and experience.

I am particularly proud of my academic achievements, having gained a credit average throughout my degree, especially given that I worked part time to support my studies. My most recent work experience was as an Assistant Accountant with ACME Accounting at Ryde where I took responsibility for processing the weekly payroll for five employees. I also introduced a new database which allowed the Tax Agents to track the company's annual operations expenses more easily and I completed a research project on the GST training needs of small to medium sized business in the eastern suburbs of Sydney.

My research shows that ACME encourages teamwork and although I am very comfortable working independently, I prefer to work with others. My excellent teamwork skills were developed both at university where assignments were completed in teams and also in my work as a member of the UNSW Bushwalking Club where I was part of a team of six who organised a trip to New Zealand. My responsibility was to raise the sponsorship funds and account to the university for expenditure.

Enclosed is a copy of my resume and academic transcript for your consideration. I would be very interested in meeting with you to discuss any possibilities and look forward to hearing from you.

Yours sincerely

John Smith

MUSTER ENGLISCH

PIETRO DELUCIA
B.Design. (Ind.),
B.Ec.100 Seeway AVE
Ronnegon SA 5073
PH 0414360550

8th May 2002

Grahame Roxon
Speakmon & Affiliates
Level 13 / 52 Prime Street
Adelaide SA 5000

Dear Mr. Roxon,

Re : Graphic Designer Position

I am writing in response to the Graphic Designer position as seen in The Advertiser on Saturday, May 5, 2002.

I have a degree in Graphic Design with two years experience at Adelaides leading Graphic Design consultancy. I also have commercial experience on a contract basis with technical illustrations, product renderings and 3D Modelling.

My particular expertise lies in the area of Design aesthetics. I am very passionate about all aspects of design and believe I have a unique blend of skills and qualities which make me ideal for this position.

Please find attached a copy of my Curriculum Vitae for your reference. If you require any further information I can be contacted directly on 0414 360 550, otherwise I look forward to your reply in due course.

Yours Sincerely,

Pietro Delucia
B.Graphic Design.

Joseph Mustermann

50/203 Bobbin Rd DRUMMOYNE 2046

0488 888 888(m)

m.name@example.com

CAREER OBJECTIVE

Do not copy someone else's career objective, it annoys the reader and is likely to be inappropriate for the job you want. The reader should think "this just the kind of applicant we are looking for" when they read this section. Demonstrate where professional interests match the job/s you are applying for and highlight the values you possess that match the values of the organisation. The language and tone should be appropriate to the job and to the company.

If applying to a recruiting agency and there is no job currently advertised, try to be somewhat specific about the type of opportunities you are looking for and the type of organisation you might prefer. If the recruiter doesn't know what you want, they will not know where to direct your application.

EDUCATION

1999–2001

Bachelor of Commerce Major in Accounting
University of New South Wales

- Achieved **Credit** average results.
- Major Project: '*Tax Reform 2001: An analysis of compliance procedures*'
- 1999 Awarded **Blake Emerson Scholarship**
Scholarship valued at \$2000 is awarded to the highest performing first year Economics student.

1998

Higher School Certificate

Cranberry High

- UAI: 96.7.

3 Unit Mathematics, 2 Unit English, 2 Unit Visual Arts, 2 Unit Economics

2 Unit Chemistry

EMPLOYMENT

2000–2001

Sales Assistant – Part Time

Woolworths

- Exceeded monthly sales targets.
- Trained and supervised 3 new Sales Assistants.
- Awarded 'Employee Of The Month' in June and August 2001

2000-2001 Summer
Vacation

Accounts Assistant

Bib and Bob Accountants

- Established new spreadsheet template and procedure for recording profit and loss.
- Implemented online customer account directory.
- Completed client Business Activity Statements and liaised with Australian Taxation Office to resolve client issues.

KEY SKILLS

(Choose 5-6 important skills the employer has highlighted as being required for this position. Use these as skill headings then give an example of something you have done that shows you have demonstrated particular aspects of this skill – use examples from your degree, extra curricular activities and work experience. Up to 5 lines is adequate per skill.)

Communication I have developed excellent skills which have been demonstrated through developing and presenting a competitive market analysis for an IT startup. This required researching business journals, interviews with IT analysts and a team presentation to 80 peers and academic staff.

Accounting

As the first example was from your degree, you could choose an example from your work experience for this skill.

Technology

Leadership

Teamwork

Analytical

Problem Solving

Research

Creativity/Innovation

Customer Focus

Flexibility/Adaptability

Motivation/Enthusiasm

Language

EXTRA CURRICULAR ACTIVITIES (Highlight your most recent and relevant extra curricular activities, that provide insight into your skills, personal attributes and interests.)

1991–1995

President

UNSW Bushwalking Club

- Describe responsibilities and achievements.

PROFESSIONAL MEMBERSHIP / CERTIFICATION

1991–1995

Membership Status

Australian Institute of Chartered Accountants ICAA

(For professional memberships, if you are an active member, list the professional and learning activities you undertake with the association. Eg you may read certain journals, attend professional development activities or conferences.)

INTERESTS

Personal and professional interests. Try to make your interests interesting to your target audience. Also show your interests that indicate you have a personality that is 'a cultural fit' to the type of work and organisation you are applying to.

REFEREES

Professional and academic referees available upon request.

Vorname Name
12 Emm Lane, Didcot, OX11 8BX
Tel.: ++44 (0) 1234 567899
E-mail: ...@...

MUSTER ENGLISCH

EDUCATION

- Oct. 1995 - July 1999** **University of Bradford**
BSc International Management with German Final grade: 2
- Final year dissertation title: "A study of controllable factors influencing change in a small company"
- Courses included: financial management, behaviour in organisations, international marketing, organisational development
- May 1998 - July 1999** **Köln University, Germany**
Exchange semester spent writing the final year dissertation in German
- 1987-1995** **Dollar Academy, Clackmannanshire, Scotland**
CSYS (approx. 'S' level equivalent):
English: B Art: D German: A
Scottish Highers (approx. 'A' level equivalent):
Economics: A Art: A German: A
Modern Studies: B English: A French: C
8 ("O" Level equivalents)

WORK EXPERIENCE

- Dec. 1996 - July 1997** **part time work to help finance studies**
- Havana night club - responsible for taking the cash at the door
- Haagen Dazs - waitress and over-the-counter ice cream sales person
- July - Sept. 1996** **The Southwestern Company, Nashville, USA**
- independent salesperson running own business for the summer
- established sales und success principles through direct selling (e.g. schedule, positive mental attitude, motivation and discipline)
- achieved personal sales of total sales revenue \$ 6,800
- won Gold Seal Gold Award (working 80+ hrs/wk) and
- won "1 wanna win" award (last two weeks the best two weeks)
- asked to return to train and lead a team next summer

SPECIAL SKILLS

- English** native speaker
German fluently spoken and written (working for a German company)
French working knowledge (French language courses)
Computer Skills Proficiency in common software applications

INTERESTS

- **Polo** (Captain of local team)
- **Photography**

REFERENCES AVAILABLE ON REQUEST