

**ERFOLGREICH  
BEWERBEN  
FÜR  
PRAKTIKA  
IN DEN USA UND KANADA**



**WORLD OF XCHANGE**

## UNTERSCHIEDE IM BEWERBUNGSPROZESS

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Obwohl der Bewerbungsprozess in den USA dem deutschen Bewerbungsprozess recht ähnlich ist, gibt es auch einige wichtige Unterschiede:

- Im **Cover Letter**, dem Anschreiben, haben Bewerber die Möglichkeiten Ihre Qualifikationen und Fähigkeiten hervorzuheben.
- Im **Résumé**, dem Lebenslauf, wird auf persönliche Daten verzichtet und lediglich der Name, die Adresse, die Telefonnummer sowie die E-Mailadresse genannt. Das Résumé sollte auf die Anforderungen des Jobs abgestimmt und nur jobrelevante Informationen geben. Eine Beschreibung der bisherigen Aufgaben, Schwerpunkte und Tätigkeiten lässt den Lebenslauf plastischer erscheinen.
- Man verwendet eine **anti-chronologische Reihenfolge**, d.h. die letzte Arbeitsstelle wird zuerst genannt, die erste Arbeitsstelle ganz zum Schluss.
- Es wird **kein Photo** mitgeschickt.
- Das **Datumsformat** im Amerikanischen ist MM/DD/YYYY.

## DAS ANSCHREIBEN

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Im **Cover Letter** stellen Sie Ihre praktischen Fähigkeiten heraus, machen Sie Ihre Motivation für ein Praktikum in Kanada deutlich und nehmen Sie Bezug auf die Inhalte der Stellenausschreibung!

## DER LEBENSLAUF

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Im **Résumé** sollte ihr jüngst beendeter Job ganz oben stehen, wichtig sind auch ein Foto und andere persönliche Angaben. Außerdem sollten Sie Ihre beruflichen Stationen und Aufgabenbereiche ausführlich erläutern.

## DAS VORSTELLUNGSGESPRÄCH

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Sie sollten auch für ein überraschendes **Telefoninterview** gewappnet sein und im Gespräch von Kontakten und Erfahrungen berichten können, Ihre Neigung zu Kanada unterstreichen und auf Anfrage Namen und Kontaktdaten von Referenzpersonen parat haben.

## DER THANK YOU LETTER

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Ungewöhnlich mag erscheinen, dass man sich spätestens zwei Tagen **nach dem Vorstellungsgespräch** bei dem Personalchef mit einem **Thank You Letter** für die Einladung bedankt, auch wenn man die Stelle nicht angeboten bekommen hat. So besteht die Möglichkeit, dass der Bewerber zu einem weiteren Gespräch eingeladen wird.

## SMALLTALK

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**Smalltalk** spielt im Amerika eine wesentlich größere Rolle als in Deutschland, wo man normalerweise direkt zur Sache kommt. Amerikaner benötigen eine gewisse Anlaufphase, in der sie ihre Geschäftspartner kennen lernen wollen. Dazu gehört die **entspannte Plauderei** über angenehme Dinge wie den letzten Urlaub, Sportereignisse, private Erlebnisse oder die Schönheiten des Landes.

## HUMOR

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Echter Humor wird besonders bei der Einleitung von Präsentationen oder Meetings sehr geschätzt, denn Amerikaner wollen **emotional** angesprochen werden.

## IN KONTAKT BLEIBEN

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Amerikaner bleiben in ständigem Kontakt und wollen über den Status Quo informiert werden. Wer länger keine **Rückmeldung** gibt, auch wenn das Projekt noch nicht vorangeschritten ist, signalisiert, dass er kein Interesse mehr an einer Geschäftsbeziehung hat.

ABC Corporation  
Ms. Jane Doe  
300 George Street  
Milltown, NJ 08901  
U.S.A.

**MUSTER ENGLISCH**

Your name  
Your Address  
Your Email

October 1st, 2000

Dear Ms. Doe,

I am a third year German student of mechanical engineering and business administration who is looking for an internship in the field of quality management. Currently, I study at the University of Hildesheim, Germany. To gain more experience in finding engineering solutions to practical problems related to quality management, I would like to be involved temporarily in an international corporate environment. The internship ideally should last four months starting in March, 2001.

In a number of study projects and internships, quality management, in particular safety management has become my special interest. I am thoroughly familiar with ISO 9000 and 14000 certification such as ISO 9001 and EMAS and became certified myself as a consultant for waste and water protection by the Chamber of Commerce Hildesheim. After getting more hands-on experience and training at DuPont Safety Environmental Management Services in the Netherlands, I became safety manager at two McDonald restaurants in Göttingen and Hildesheim in 1999. Based on these credentials, I feel I could make a useful contribution to your company. In fact, I am very much interested in you because, as I found out from your homepage, you obtained ISO 14001 certification.

My English language skills have steadily improved over the last years. My interpersonal and communication skills will surely be adequate for working at your company.

I would be glad to supply any additional information you may need. Thank you in advance for giving me this opportunity.

Sincerely,

XXX

Enclosure

Ms. Dorothy Smith  
Grand Circle Travel, Inc.  
347 Congress Street  
Boston, MA 02210  
U.S.A.

**MUSTER ENGLISCH**

Jenny Taden  
Fundstr. 10  
D-27928 Wilhelmshaven  
Germany  
Phone: +49 - 4511 - 44 99 67  
E-mail: [jenny.taden@stx.de](mailto:jenny.taden@stx.de)  
May 24, 2002

Dear Ms. Smith,

I am writing to apply for a 6-month tourism internship at your company. Since August, 2000, I have been a student of business administration majoring in tourism in Wilhelmshaven, Germany. I am planning to specialize in tour operation and marketing. An internship in the USA would be a great learning experience and a perfect supplement to my studies. My preferred starting date is March 2003, but I am flexible in that.

As my resume indicates, I am a professional travel agent certified by the Chamber of Commerce & Industry, Hamburg. For three years I was employed at Depart Travel, a major travel agency in Hamburg. My responsibilities included making travel arrangements for private as well as business clients, either by telephone or via the counter. I am experienced in the booking of hotel accommodations, different means of transportation including flights, ferries, and car rentals. Last but not least, I sold all-inclusive vacation specials. I have learned to work independently and responsibly and I believe that my background is a valuable asset that will help me to be a useful member of your team.

Your country is not totally unknown to me. I have visited places like the Grand Canyon, Phoenix, San Francisco, and New York. My great wish is to work in the area of tour operation. Being a native German speaker with very good English language and communication skills, I am confident that my overall qualifications will be adequate.

My J-1 visa, which entitles me to work legally in the United States as an intern, will be sponsored by InWEnt GmbH (formerly Carl-Duisberg-Society) in Cologne, Germany. Also, I will have my own health and accident insurance. However, I will not receive any financial aid, so any compensation you could offer would greatly help to cover my basic living expenses.

I would be pleased to hear from you soon. I am happy to answer any questions and send any other information you may need. Thank you very much for your consideration, I am looking forward to your reply.

Sincerely,

Jenny Taden

Enclosure

## MUSTER ENGLISCH

Jenny Taden  
Fundstr. 10  
D-27928 Wilhelmshaven, Germany  
Phone: +49 - 4511 - 44 99 67  
E-mail: [jenny.taden@stx.de](mailto:jenny.taden@stx.de)

### **Internship objective**

Six-month position in the U.S. tourism industry, where I can utilize my educational background and creativity and gain practical experience in the field of tourism.

### **Education**

August, 2000 to date:

Fachhochschule Wilhelmshaven, University of Applied Sciences and Arts, Germany.  
Student of tourism and business administration, expecting to graduate in May, 2004.

June 2000:

Obtained professional certification as travel agent, Chamber of Commerce and Industry, Hamburg, Germany.  
Successfully completed a 3-year cooperative education program consisting of practical training at a travel agency and the instruction of general principles at a vocational school.

May, 1997:

Graduated from Highschool in Cuxhaven, Germany

### **Related experience**

Summer 2001:

Customer Relations, Airport Düsseldorf, Germany  
Assisted at check-in counter, handled customer complaints.

1997 – 2000:

Travel agent trainee, Depart Travel, Hamburg.  
Provided service via the counter and by telephone, including flights (domestic and international), German and European Rail, car rental, hotel. Experienced with START online reservation system.

### **Special Skills**

Languages: Native language German, good English, basic Spanish

PC knowledge: Word, Excel, Access, START (online reservation system)

### **Interests and Activities**

Active member of WATT (tourism advocating association )  
Travel, volleyball, Internet

### **References available upon request**

# MUSTER ENGLISCH

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

## **Career Objectives**

- A professional graphic design position within a large manufacturing environment that places a high priority on the visual appeal of their products.
- To contribute my aesthetic skills in a team effort for the creation of market leading design solutions.
- To be at the forefront of Graphic Design techniques, practices and technologies.

## **Graphic Design Experience**

- Sketching / Concept Visualisation
- Computer generated concept illustrations
- Foam model making / Product Styling
- 2D CAD engineering drawings, (AutoCAD 2000)
- 3D CAD Parametric Solid Modelling, (AutoCAD Mechanical Desktop)

Working with other designers to tight deadlines I have developed efficient communication skills and learned that a co-ordinated team effort is required to achieve high quality design solutions. Through my experience with the supervision of production staff I have developed a succinct communication style. I convey essential information required to perform the task at hand by omitting unnecessarily complex details.

Extensive use of workshop facilities for the construction of prototype parts has provided me with hands on experience in state of the art manufacturing techniques such as;

- Injection moulded part prototyping
- Short run injection moulding of plastic parts

## **Current Employment**

Administration Manager, Abisani Pty. Ltd., 2000 - Current

My duties as an Administration Manager for a property rental & development business include:

- Design, Implementation and Maintenance of a GST compliant Accounting system
- Preparation of Financial Statements, Profit / Loss, Balance Sheets
- Re-Design of company logo, business stationery, invoices & forms
- Training of company secretaries.

## **Design Experience, 2000 - Current**

I have undertaken personal projects / courses to keep active in design and update software skills,

- 3D Modelling course, AutoCAD Mechanical Desktop, (Parametric Solid & Surfaces)
- Furniture Design Project, Audio Visual Cabinet
- Web Site design using Macromedia Dreamweaver

## **Educational Background**

Bachelor of Graphic Design, University of South Australia 1995 - 1998.

Highlights include distinction grades achieved in all professional year projects, The Kriz Loud-speaker, a Train Station design for the SA Government and Automotive Wheel Styling for R.O.H. Wheels Australia.

I also completed a major self choice research project into the famous automotive styling firm, 'Ghia' and achieved the highest class grade for this work.

Loudspeaker Design, Kriz Audio Australia, 1996

Kriz Audio Australia Pty Ltd are a specialist manufacturer of quality loudspeakers for the high end audiophile market. With distributors in 35 countries Kriz have achieved a reputation for producing some of the worlds finest home audio equipment. This extensive project involved the conception, development and design of a completely new loudspeaker based on 'planar' driver technology. The project culminated with the production of a working prototype which received media attention as an article in 'The Advertiser'. Refer: Copy of Article, Letter of Reference and Design Folio.

Train Station Design, South Australian Government, 1996

As a South Australian Government initiative to increase patronage on the rail system, five key stations were commissioned for re-design. The challenging brief required a solution to many conflicting problems. Our final proposal addressed the issues of vandalism minimisation, passenger safety, ease of construction, visual appeal, and adequate shelter. The design was presented to management via a computer animated 3D model and a scale model. Refer: Design Folio.

Bachelor of Economics, University of Adelaide, South Australia, 1987 - 1990.

Prior to design studies I completed an Economics degree and worked in a professional chartered accountancy firm. This experience has given me a solid understanding of business operations and practices.

Accountant, Cerrino & Co Chartered Accountants, 1990-1992.

Preparation of Financial Statements, Profit / Loss, Balance Sheets.

Design, implementation, maintenance and training of a computerised information system. This system controlled Creditors, Debtors, General Ledger, Payroll and also included a custom built database system for club membership requirements.

## **Skills Summary**

### **Design Skills**

- Sketching / Concept Visualisation
- Product Styling
- Presentation quality product renderings
- 2D & 3D Computer generated concept illustrations

### **Computer Software Skills**

- AutoCAD, 2D Drawing / Drafting
- AutoCAD, 3D Parametric Solid Modelling, (Mechanical Desktop)
- Corel Draw, Graphic Design and Illustration
- Macromedia Dreamweaver, Web Page Authoring

### **Language Skills**

- French
- Italian