Applying by email

Keep the subject line clear and concise

The subject line must enable the recipient to immediately identify your application. It should contain the job title exactly as stated in the advertisement and, if applicable, the job reference number. You should also name the attachment containing your application documents in the same way (job title + ref. no. + your name):

> (in German:) Bewerbung Jane Smith als Praktikant*in für den Bereich XY, Referenznummer XY(in English:) Application from Jane Smith for work placement position in the area XY, job reference no. XY

Keep things concise

Keep your email text short and to the point. Never just copy your cover letter into the body of your email! The main text of your email should be no more than a few lines long and should draw attention to the email attachment containing your application. Include all of your contact details immediately after signing off with your name. We recommend that you create an email signature block that provides all of your relevant contact information in a professionally formatted design. Here's an example in German:

> Sehr geehrte/r Frau/Herr ...,
>
> die von Ihnen ausgeschriebene Stelle als XY spricht mich sehr an, denn sie vereint alle von mir angestrebten Tätigkeiten und passt hervorragend zu meinen bereits erworbenen Kenntnissen und Erfahrungen. Daher stelle ich mich Ihnen gerne in den dieser Nachricht angehängten Bewerbungsunterlagen vor: In der Anlage finden Sie mein Bewerbungsschreiben, meinen Lebenslauf sowie alle relevanten Zeugnisse und Nachweise.
>
> Weitere Bescheinigungen reiche ich auf Wunsch gerne nach und stehe natürlich gerne in einem persönlichen Gespräch für Rückfragen zur Verfügung.
>
> Mit freundlichen Grüßen
>
> Jane Smith
>
> Campusstraße 1
>
> 66111 Saarbrücken
>
> 0171 111 111 11

Here's the same example in English:

> Dear Ms/Mr ...,
>
> The position you have advertised as XY appeals to me very much, because it combines all the activities I am looking for and is an excellent match for the knowledge and experience I have already acquired. I would therefore like to introduce myself to you in the application documents attached to this message: Enclosed you will find my letter of application, my curriculum vitae and all relevant certificates and supporting documents.
>
> I will be happy to provide further certificates on request and would of course be happy to answer any questions you may have in a personal interview.
>
> Yours sincerely,
>
> Jane Smith
>
> Campus Street 1
>
> 66111 Saarbrücken
>
> 0171 111 111 11

The PDF attachment

Merge all of your documents into a single PDF file and then attach this file to your email. The attachment should not be larger than 2–3 MB. An email containing multiple attachments makes you look careless and simply attaching Word documents to your email leaves a very bad impression. The individual documents in the PDF attachment should be ordered as follows: cover letter, cover sheet (if used), curriculum vitae, employment references (in order of relevance or in chronological order).

Your email address

... should make a professional impression. Your student email address is fine if you are applying for an internship or work placement or for a position as a working student. If you are applying for your first graduate position, we would recommend a new email address based on your full name.