



JOACHIM GRAFF – SEMINAR LECTURER

Your job application training in Bamberg or online!

SPRACHINSTITUT TREFFPUNKT ONLINE

Your successful job application!

In order to tackle the application process in a targeted manner and to ultimately be successful in your job search, we show you what makes a difference on the job market sector that is most relevant to you. By the end you will hold your own personal application folder in your hand!

Your application tutor

Joachim holds a degree in Electrical Engineering and Business Administration. He worked 25 years in the industrial sector, including 20 years at the Siemens AG in the fields of Marketing, Reengineering and Knowledge Management.

Since 2008 he has been giving seminars and trainings on business etiquette, job applications and job interviews.

He is author of the book "*More than manners*".

What we do

During this customized individual training, we will create your application documents together, look for interesting job offers, and write convincing cover letters. By the end, you will know which rules to follow while applying for a job and which beneficial steps to take once you start your job in Germany.

Objectives

Our goal is for you to be successful in your job search in Germany. This means becoming more aware of the particulars of the German application process, and learning how to act and react during conversations that could determine your future. Together, we will pinpoint your application focus: How and where are

chances of getting the job?

Overview of content

Our training consists of helping to make you aware of opportunities available on the German job market, teaching you more about the features of the application process in Germany, helping you to create professional and convincing application documents, carrying out an analysis of the fit between actual job postings and your qualifications, and discussing the steps you should take on your first days at work.

Seminar units

Unit 1: Introduction and definition of your goals. What documents are needed for the job application in Germany: cover letter and resume, certificates and documents, and finding relevant job offers. Your preparation: Create or revise your resume, search for interesting job opportunities.

Unit 2: Discussion of your final version of your resume. Discussion and correction of your cover letter. Analysis of the job offers.

Unit 3: Creation of the completed application file.

Unit 4: Discussion of the completed application documents. Create text modules for further cover letters.

Unit 5: Creation of a [LinkedIn](#) or [XING](#) profile. Review and discuss the next application steps. Discuss any questions you might have.

your best

Target group

For anyone applying for a job in Germany, Austria or Switzerland and who seeks advice on the application process. Training prerequisite: solid oral and written German corresponding to at least the [B1](#) language level of [CEFR](#).



Duration and prices

5 one-to-one online sessions of 60 minutes each via Skype, Zoom.us, Google hangouts - or - 3 one-to-one sessions of 90 minutes each live at the school in Bamberg. Price for either training: EUR 299,00.

The training can also be booked with a language homestay program in the house of the teacher www.learn-german-home-tuition.com

CONTACT AND INQUIRY

Sprachinstitut TREFFPUNKT Online
Schellenbergerstraße 20

D-96049 Bamberg

T. +49 (0)951 20 44 04, F. +49 (0)951 20 44 74

Manager: Mrs. Alexandra von Rohr

Lecturer: Mr. Joachim Graff

a.vonrohr@sprachinstitut-treffpunkt.com

j.graff@sprachinstitut-treffpunkt.com

www.learn-german-via-skype.com