

Internship Information for GJU Students

Part 3: The application procedure and the internship

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1. The internship search

Do not waste time! Start with your applications for an internship right after your arrival in Germany.

It is not important that you do your internship in one of the biggest and most famous companies. You can often collect good work experiences in small or medium-sized companies. The atmosphere in smaller companies can be more familiar than in bigger companies. The employees maybe have more time to take care of you. In smaller companies you will be more integrated and you can undertake many different tasks.

1. Guest university

Look for internship offers at your guest university in Germany:

- announcements on the university's web page
- the notice board
- in the Career Center
- International Office
- your professor at your guest university

2. Internet

You can find many websites with internship offers. Here some examples:

- www.praktikum.de
- www.connecticum.de
- www.praktikum.info
- www.praktika.de
- www.bonding.de
- www.unicum.de
- www.akademiker-online.de
- www.praktikum-service.de
- www.monster.de
- www.jobsuma.de
- www.jumpforward.de
- www.stepstone.de
- www.udaba.de
- www.praktikant24.de
- www.15talents.com
- www.stellenmarkt.sueddeutsche.de
- www.stellenanzeigen.de
- www.jobbydoo.de/praktikum-jobs

You can also use **Google**: (example: "Praktikum Logistik")

3. OIL and Project Office

You can contact the OIL (Ms. Irina Moellering Irina.Moellering@gju.edu.jo or Ms. Dorcaf Bargaoui Dorcaf.Bargaoui@gju.edu.jo) or the the Project Office in Magdeburg (Ms. Ulrike.Marquardt@german-jordanian.org). The Project Office can send you a list with addresses of companies in Germany that fit to your field of study.

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2. Make a list of all your applications

Research is one of the most important steps. Start researching offers and make a list!

Please find below a sample of what should be included:

Company's name, website & e-mail address of contact person	Your point of interest in the offer	Application forwarded (date)	Follow up (date)	Company's answer (date/ Yes No)	Interview (date)
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Complete this list right after you forwarded an application and after you received an answer from a company.

Create a folder for applications on your computer. Save everything concerning your applications in this folder.

3. Types of applications

1. The e-mail application

Your application consists of the following documents, save them as PDF files. This document has to contain the documents stated below in the following order:

1. Cover letter (Anschreiben)
 2. CV (Lebenslauf)
 3. Certificates (Zeugnisse und Referenzen; the documents named below)
 4. For architecture & design students: Portfolio (extra PDF document, note: not bigger than 3 MB!)
- } You can abstract them as one PDF

You have to scan in all certificates and save them as ONE PDF document. The documents must be of a good quality and should be readable.

The certificates part contains the following documents:

- A copy of your confirmation of enrollment from your German university and GJU
- A copy of "Bestätigung Pflichtpraktikum" you got from the International Office
- A copy of your current transcript from the GJU
- A copy of your Tawjihi certificate (or equivalent)
- Copies of your letter of reference (if you have already completed an internship in Jordan or somewhere else, if you completed special trainings or did voluntary work)
- A copy of your letter of recommendation (optional): maybe your professor at GJU is willing to issue a letter that emphasizes your qualifications.
- GJU internship guidelines ("GJU-Praktikumsrichtlinien")

Please include your name in your files. It is really important. Do not create a file just with the name "Anschreiben" or "Lebenslauf".

(Example: Bewerbung_Fatima_Fulan).

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Attach the PDF documents to the E-mail you send to the company.
In the e-mail you can write e.g.:

Example 1

Betreff (subject): Bewerbung für ein Praktikum (Bezeichnung und/oder Stellennummer)

Sehr geehrter Herr / Sehr geehrte Frau / Sehr geehrte Damen und Herren,

im Anhang finden Sie meine Bewerbungsunterlagen für ein Praktikum in Ihrem Unternehmen im Bereich(insert here field of work). Ich würde mich freuen, ein Praktikum bei Ihnen absolvieren zu können. Für Rückfragen stehe ich Ihnen per mail oder unter der Telefonnummer [...] zur Verfügung.

*Mit freundlichen Grüßen
(first name last name)*

Example 2

Betreff (subject): Bewerbung für ein Praktikum im Bereich (insert field of work)

Sehr geehrter Herr / Sehr geehrte Frau / Sehr geehrte Damen und Herren,

hiermit sende ich Ihnen meine vollständigen Bewerbungsunterlagen für das Praktikum im Bereich ... (insert field of work). Dem Anhang können Sie mein Anschreiben, meinen Lebenslauf sowie Zeugnisse und Nachweise entnehmen. Für Rückfragen stehe ich Ihnen gern zur Verfügung.

*Mit freundlichen Grüßen
(first name last name)*

Be careful when copying the text into an e-mail: If you copy text from Word or similar programs you could mix up line breaks or indents. Umlauts or special characters are not understood by all mail programs either. Therefore, send this e-mail to you first. In some mail programs you can conduct formattings (font color or size). These so called HTML mails cannot be read by all mail programs. In this case the addressee would only receive the programming code or even an empty e-mail. Because of that you should not use this formatting.

2. The online application

Many companies require online applications where you have to fill out an **online form**. In this case, do not send your application to a different address of the company. You have to apply via the online system. Take your time for that and fill out everything attentively.

Again - be careful with copy and paste. You will be applying for an internship in many companies. So you probably won't get around copying and pasting some data from one into another application. That's okay, as long as it fits. But always read it again very carefully. Always pay the utmost attention that the right company and contact person is named in the cover letter!

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3. The speculative application

You often do not find any concrete internship offers on the companies' web pages. In this case you can apply for an internship speculatively. A speculative application (Initiativbewerbung) shows your commitment and interest in an internship position in the company. As you do not have to fulfill requirements from an internship advertisement in a speculative application you can present yourself as it seems most advantageous to you. It is recommendable to give the company a call or send them an email before you send them a speculative application to ask for the need of interns and to find out the receiver's name for your application. The speculative application is equivalent regarding to form and structure to the usual application for a concrete advertised position. As you do not know a concrete job title or reference number you have to mention that this is a speculative application and what position you would like to occupy in the company in the subject.

Example for asking if you can send a company your application documents

*Betreff (subject): Speculative application for an internship in the field of logistics
(Initiativbewerbung um ein Praktikum im Bereich Logistik)*

Sehr geehrter Herr / Sehr geehrte Frau / Sehr geehrte Damen und Herren,

*mein Name ist first name last name und ich studiere (Study program) an der Deutsch-Jordanischen Hochschule in Amman, Jordanien. Derzeit absolviere ich ein Auslandssemester an der (German host university) auf das ein mindestens 20-wöchiges Pflichtpraktikum folgt. Bei meiner Recherche nach einem Praktikumsplatz bin ich auf Ihr Unternehmen aufmerksam geworden und wollte Sie fragen, ob Sie Praktika anbieten und ob ich Ihnen meine Bewerbungsunterlagen zukommen lassen kann.
Vielen Dank im Voraus für Ihre Antwort.*

*Mit freundlichen Grüßen
First name last name*

Advice

Also let German friends, people from your university (e.g. Career Center) or the Project Office of the German-Jordanian University in Magdeburg (Ms. Ulrike.Marquardt@german-jordanian.org) check your cover letter and where applicable correct it!

4. After sending the application

After you forwarded your application you should wait approx. **two weeks** for a reply or an acknowledgment from the company. If you have no answer by then you should contact the company. Ask friendly whether they received your application and when you can expect an answer.

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Some companies need a few weeks to make a decision. That is normal. Do not be disappointed if you get many rejections, that is normal as well. Many students in Germany look for an internship too. That means, **the better your application, the higher the chances to get an internship.**

In case, try to find out why you got a rejection; this might be helpful for the following applications.

Make sure to answer your phone correctly at the period of your application phase. Make notes if a company calls you. Note the person's name and the contact data. If you do not understand something just ask for it again.

It might be that you have to send 50 or more applications before you get an internship placement. Make sure that every application is perfect.

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5. Internship acceptance

If you got accepted for an internship you should **inform** your Exchange Coordinator and the OIL (Ms. Irina Moellering Irina.Moellering@gju.edu.jo or Ms. Dorcaf Bargaoui Dorcaf.Bargaoui@gju.edu.jo) or the Project Office (Ms. Ulrike.Marquardt@german-jordanian.org) of the GJU in Magdeburg **immediately**.

In case you had other interviews or interview invitations please contact them to cancel the internship or interview. It is usually better to call, however you might as well send an e-mail like the one below.

Example 1

Sehr geehrter Herr ..., / Sehr geehrte Frau ...,

ich möchte mich nochmals recht herzlich für das Gespräch und Ihr Angebot bedanken.

Zwischenzeitlich habe ich noch eine weitere Zusage erhalten und musste nun eine Entscheidung treffen.

Dies ist mir sehr schwer gefallen, da ich nach wie vor großes Interesse an Ihrem Unternehmen habe. Ich habe mich nun jedoch für die andere Praktikumsstelle entschieden. Es tut mir sehr leid, Ihnen dies mitteilen zu müssen. Ich hoffe jedoch auf Ihr Verständnis.

Nochmals vielen Dank.

*Mit freundlichen Grüßen
(first name last name)*

If you already signed a contract, found another internship and don't want to attend the first one, **you have to inform the company**. It has to be **in written form** and it is called "Kündigung des Praktikumsverhältnisses". It is ok, if you cancel an internship because you found another one, but please make sure the company knows that you will not start your internship.

6. The internship

The company that accepted you for an internship needs to send you an **internship contract** which you need to sign. Make sure that your internship does not last less than 20 weeks and has a minimum of 35 working hours per week.

Make sure that you are enrolled at your **guest university in Germany** for the second semester as well.

According to the GJU guidelines you have to write an **internship report**. Already start working on that during your internship. Make notes daily or weekly (internship diary). In the document "**internship report instructions**" you find more information about your internship report.

An internship gives you the chance to get to know a German company. You are part of the team and you can collect work experiences. Maybe you will also get the chance to write your bachelor thesis in this

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company or even to work in this company in the future. Therefore you should present yourself properly and complete a successful internship. Show active interest in the fields you work in. Bring in own ideas, be a team player, offer help and stick to the company's rules (e.g. labor time, pause time, etc.).

If there are any problems during your internship (e.g. that you feel underchallenged or overburdened at work or you cannot get along with a colleague) you should try to solve this problem by having a quiet chat with the relevant person and/or your internship supervisor. If this does not help you should inform Grit Lehmann at the Project Office in Magdeburg your or Exchange Officer at GJU and/or the Office for Industrial Links (Stefanie Luniak). Please do **NEVER** quit your internship as long as you do not have another internship agreement.

Please inform the company that you need an **internship certificate** (also see the documents "GJU internship guidelines" and "Documents German Year") and **do not forget** to hand in your original stamped and signed internship report (plus 1 copy) and your original internship certificate (plus 3 copies) to Ms. Lama Seryanie's Office (B111) after you return to Jordan.

7. Flat hunting

If you have to move to another town/city for your internship the company might help you to find a flat. You can ask friendly whether they can help you. If the company cannot help you will have to look for a flat on your own.

Here are a few web pages where you can find flats or rooms:

- www.studis-online.de (path: Studi-Leben | Wohnen | Wohnungsbörse)
- www.wg-gesucht.de
- www.immobilienscout24.de
- www.kalaydo.de (real estate)
- www.zwischenmiete.de
- www.immowelt.de
- www.immonet.de
- www.wg-spion.de

You also find housing advertisements in daily newspapers and on their websites.

You can also look for a flat/room on the websites of the local student union (Studentenwerk). They always offer some for students enrolled in their universities.

If you have not found a flat until your internship started you will have to stay in a youth hostel (www.djh.de), a hostel or a cheap hotel for the first few days. Look for a flat when you are in the town/city then. That is maybe easier.

If you stay in the same town for your internship make sure that you can stay in your accommodation for the period of your internship.