

Get Ready from Day One - Networking, Applications and more

You're right here!

We are starting soon...

 FRANKFURT
UNIVERSITY
OF APPLIED SCIENCES

 U!REKA
EUROPEAN UNIVERSITY



An offer as part of the study
preparation program



Agenda

- Check-In
- Challenges & Advantages
- Finding a Job
- Networking
- How to read a job posting?
- Application documents: CV
- Application documents: cover letter
- ATS-friendly Applications
- Job Interview
- Salary Negotiation
- Career Service Support
- Q&A and Check-Out

Check-In

Where are you right now
when you think about your
future career?

- a) Way too early – I've only just started university!
- b) I already have some ideas about where I'd like to go.
- c) Internships, student jobs or applications are already on my mind.
- d) I honestly have no idea what I want to do later.
- e) I'm just curious to see what today is all about.



Challenges & Advantages

Challenges?



Language barrier

Lack of local work experience

Networking difficulties

Cultural differences in the workplace

Strong competition with local graduates

Advantages!



Multilingual skills

Fresh Perspectives

Global connections

Intercultural competence

High motivation & ambition



Finding a Job

- **Use a variety of search channels:** industry-specific job portals, professional networks (e.g. LinkedIn), student job platforms (e.g. Stellenwerk, Jobmensa), company websites and Fachmagazine / Newsletter
 - **Use university resources:** internal job boards, notice boards, career fairs and networking events
 - **Tap into your network:** fellow students, professors, alumni – but also friends, family, clubs and other personal contacts
 - **Start early and keep looking:** recruitment timelines vary widely – from up to a year in advance to ongoing recruitment
-
- Search broadly – apply directly!
 - Save interesting job postings!



Networking - Connections Can Happen Anywhere

- **Networking starts in everyday life:** at parties, in clubs, at university, or with friends and family.
- **Talk about yourself:** What are you interested in? What are you good at? Where would you like to go?
- **Be curious:** Ask others about their experiences, their jobs, or their connections.
- **Stay in touch:** A short conversation today can turn into a valuable connection later.



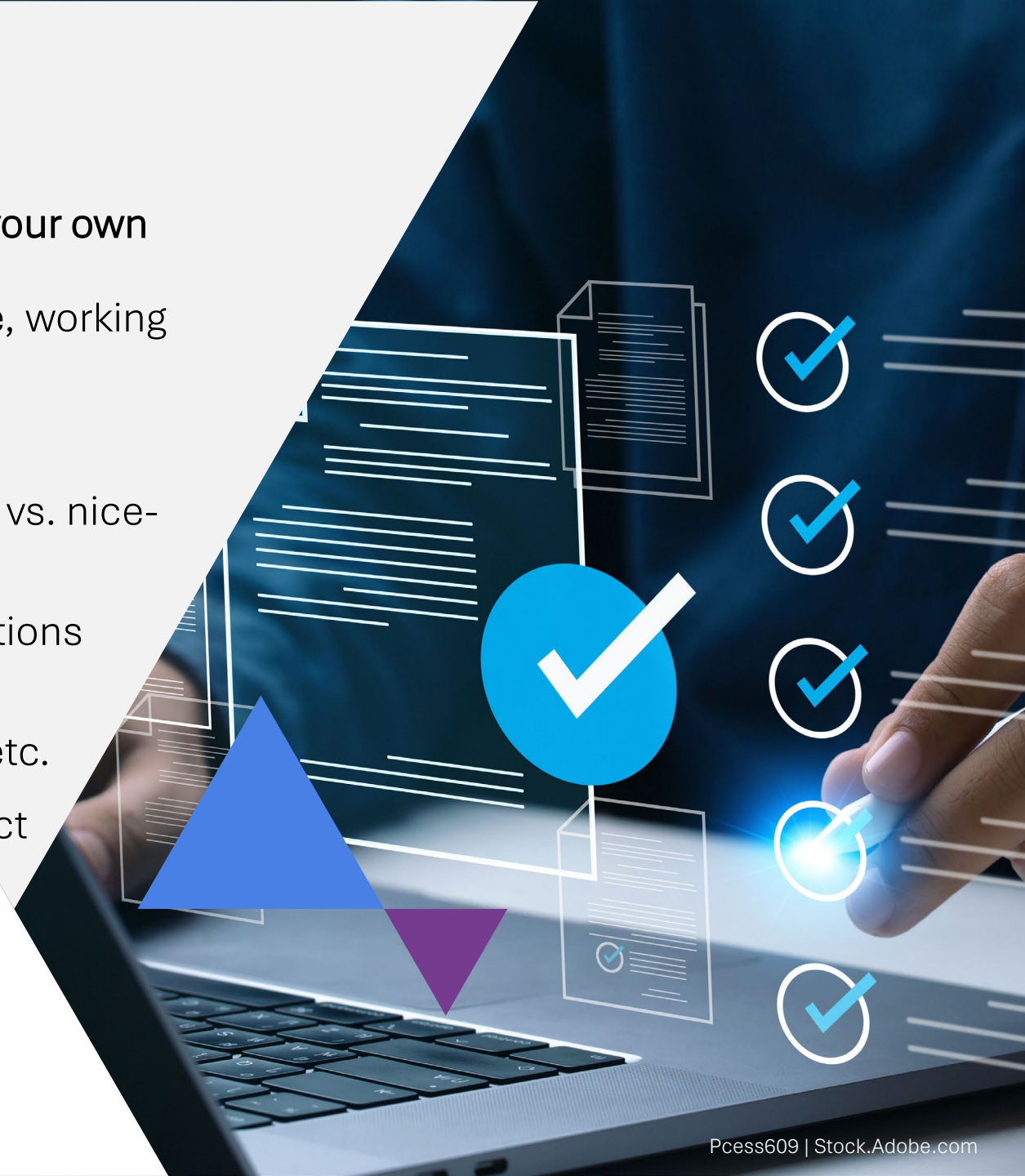
- People hire people – not CVs!
- Every conversation can be an opportunity to network.



How to read a job posting

- **Check the employer and working conditions against your own priorities**
Industry, company size, location, values, work culture, working hours, vacation days, benefits
- **Identify and highlight tasks and requirements**
 - Must-haves (wir erwarten, zwingend erforderlich) vs. nice-to-haves (wünschenswert, von Vorteil)
 - Hard skills / soft skills / language skills / qualifications
- **Compare the requirements with your own CV**
Do a self-check: use a matching table, text markers, etc.
- **Check important details:** application deadline, contact person, required documents

- Not a 100% match? Apply anyway!
- Potential over experience.



How to read a job posting

What the job ad says?	What skill is behind it?	What can I say about myself?	How can I prove it?
You enjoy working as part of a team.”	Teamwork	I work well with others and can solve tasks together.	University group project, sports club, volunteering, part-time job
“Some experience with Excel would be an advantage.”	Technical / methodological skills	I have learned...	University project, course, part-time job, online course
“You show initiative and are willing to learn.”	Learning ability	I have learned new things independently and put them into practice.	Learned a new tool independently, online course, personal project
“You will support us in organising events.”	Organisation & coordination	I can plan tasks, coordinate with others and carry them out reliably.	University event, club event, school project, private event

➤ Don't just read what they are looking for – translate it into your skills and experience!

➤ Read → Translate → Match → Prove

Application Documents: CV

The CV (Lebenslauf) is your key to landing the job!

- Reverse chronological order (most recent experience first).
- Possible section titles: ✓ Personal Information
✓ Work Experience
✓ Education
✓ Skills / Languages / Certificates
- Concise, **maximum 2 pages**.
- No photo required, but still commonly used.
- All Information is **matched to the position**
- Avoid the Europass template for resumes.

➤ Find more tips on [our website](#), check out the [Application Tutorial on campUAS](#), or make an appointment with us!



- Job ad in English → Apply in English
- Job ad in German → Apply in German
- Both languages / international company
→ Check the job ad or career website
- Not sure? → Ask the recruiter



Application Documents: cover letter

- Keep it to one page maximum, using a standard business letter format.
- Tailor each cover letter to the specific position.
- Show what sets you apart from other applicants.
- Focus on the key requirements in the job ad.
- Use specific examples: What did you do? Who did you work with? What challenges did you face? What was the result?

Key questions to guide you

- ✓ What relevant experience do I bring?
- ✓ What technical and personal skills make me a good fit?
- ✓ Why am I a good match for this position?
- ✓ Why do I want to work for this particular company?



ATS-friendly (Machine-Readable) Applications

- Use a **clear structure**: standard headings such as *Education, Work Experience, Skills*
- Use relevant **keywords** from the job description – naturally and truthfully
- Keep the **layout** simple: avoid complex tables, text boxes and important information in headers/footers
- Use **standard fonts** and clear formatting
- Follow the **employer's instructions** for file type and application documents
- Follow the **language** of the job ad and use relevant keywords in that language.
- Don't optimise only for the system: your CV still needs to convince a human recruiter!

➤ Keep it simple and don't use design elements to communicate essential information.

Student der Informatik mit
Fokus auf KI, Daten-
analyse und innovative
Lösungen, interkulturelle
Erfahrung. Zeitsweise mit. Mein Ziel ist es,
meine Fähigkeiten einbringen,
um aktiv zur Entwicklung digitaler
Produkte beizutragen.



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Portfolio (optional): car

M. Sc. Informatik

Frankfurt University of Applied Sciences, Frankfurt am Main

- Schwerpunkte: Künstliche Intelligenz, Datenanalyse, Software Engineering
- Voraussichtlicher Abschluss: 09/2025
- Relevante Module: Machine Learning, Datenbanken, Cloud Computing, So
- Aktueller Notendurchschnitt: 1,6

B. Sc. Computer Science

Universidad Nacional de Colombia, Bogotá, Kolumbien

- Schwerpunkt: Softwareentwicklung, Algorithmen, Datenstrukturen
- Abschlussnote: 1,8

BERUFSPERLEBENS

04/2024 – 09/2024

Werkstudent Data Analytics

techSolutions GmbH, Frankfurt am Main

- Analyse und Visualisierung von Daten mit Python und Power BI
- Unterstützung bei der Entwicklung von Machine-Learning-Modellen
- Erstellung von Reports und Präsentationen für das Management
- Zusammenarbeit in einem agilen, internationalen Team

06/2022 – 08/2022

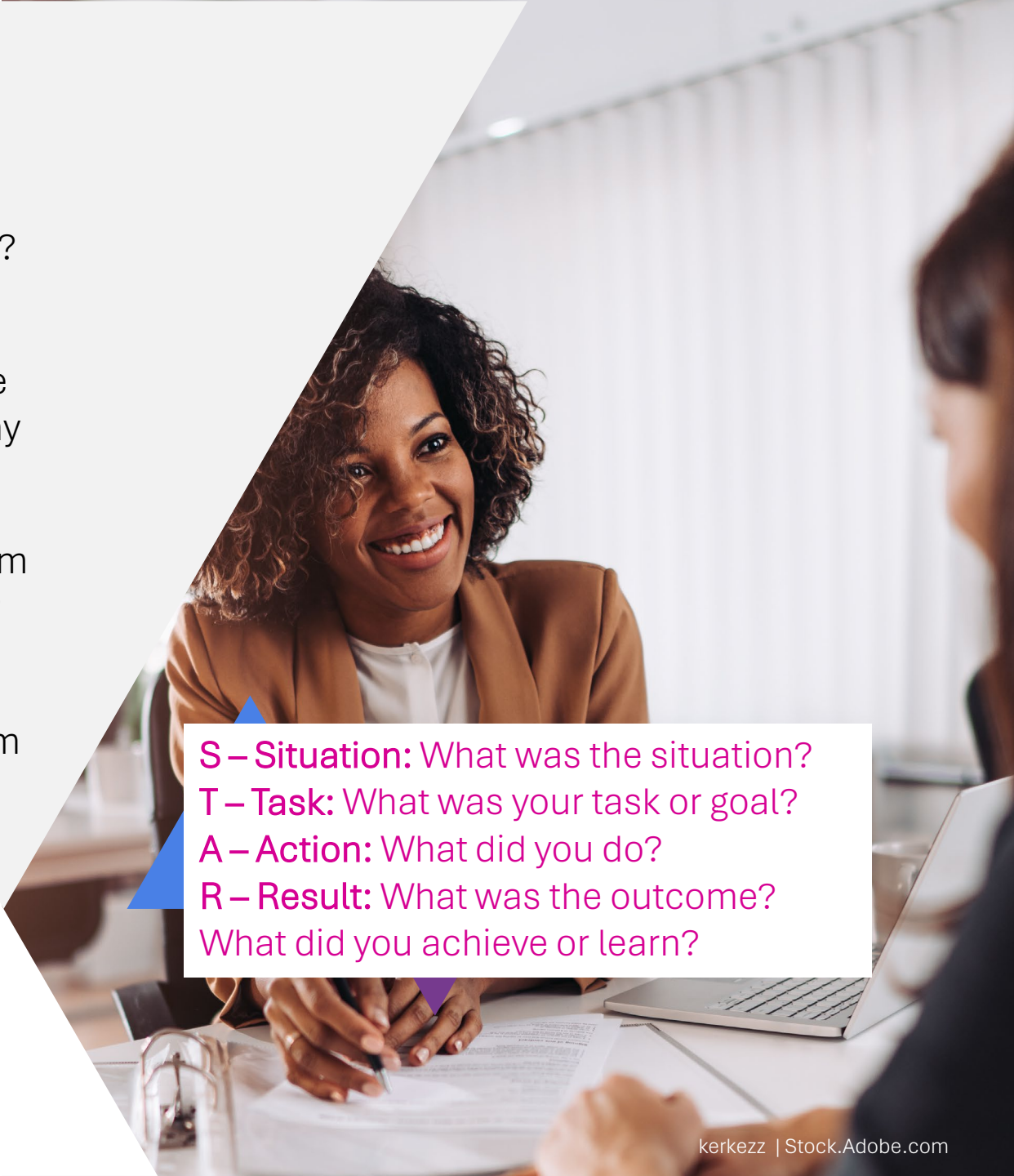
Praktikum Softwareentwicklung

Innovatech S.A.S., Bogotá, Kolumbien

- Entwicklung einer Web-Anwendung mit Python (Django)
- Integration einer REST-API und Datenbankbindung (PostgreSQL)
- Mitarbeit in der Anforderungsanalyse und im Testing
- Dokumentation der Ergebnisse und Präsentation im Team

Job Interview

- **Know the job and the company:** current projects and culture? What are 3–5 key skills they are looking for?
 - **Know your story:** Prepare a 60-90 second self-pitch: Who are you? What is your background? What is your motivation? Why are you a good fit for the position?
 - **Know your examples – STAR:** Think of concrete situations from your studies, internships, student jobs, volunteering or other experiences that demonstrate your key skills.
 - **Know what to ask:** Prepare questions about the role, the team and the company.
- **Don't just say what you can do – show it with examples.**



S – Situation: What was the situation?
T – Task: What was your task or goal?
A – Action: What did you do?
R – Result: What was the outcome?
What did you achieve or learn?

Job Interview

- **Be punctual:** Arrive a few minutes early / join an online interview in advance
- **How to address people:** Start with “Sie” unless the interviewer offers “du”
- **Dress code:** Check the company and industry – there is no single “German” dress code
- **Language:** You don’t need to sound perfect – focus on communicating clearly
- **Be specific:** Give concrete examples instead of general statements
- **Ask questions:** Showing genuine interest is part of the interview



Just be you!



Salary & Salary Negotiation in Germany

Basics:

- Salaries are discussed as **gross annual salary** (Bruttojahresgehalt)
- Your **net salary** is lower: taxes & social security are deducted
- Some salaries are fixed by **collective agreements** (Tarifvertrag)

When does salary come up?

- **Job ad:** Sometimes stated or fixed
- **Application:** Only include salary expectations if requested
- **Interview:** Be prepared to name a **realistic salary range**

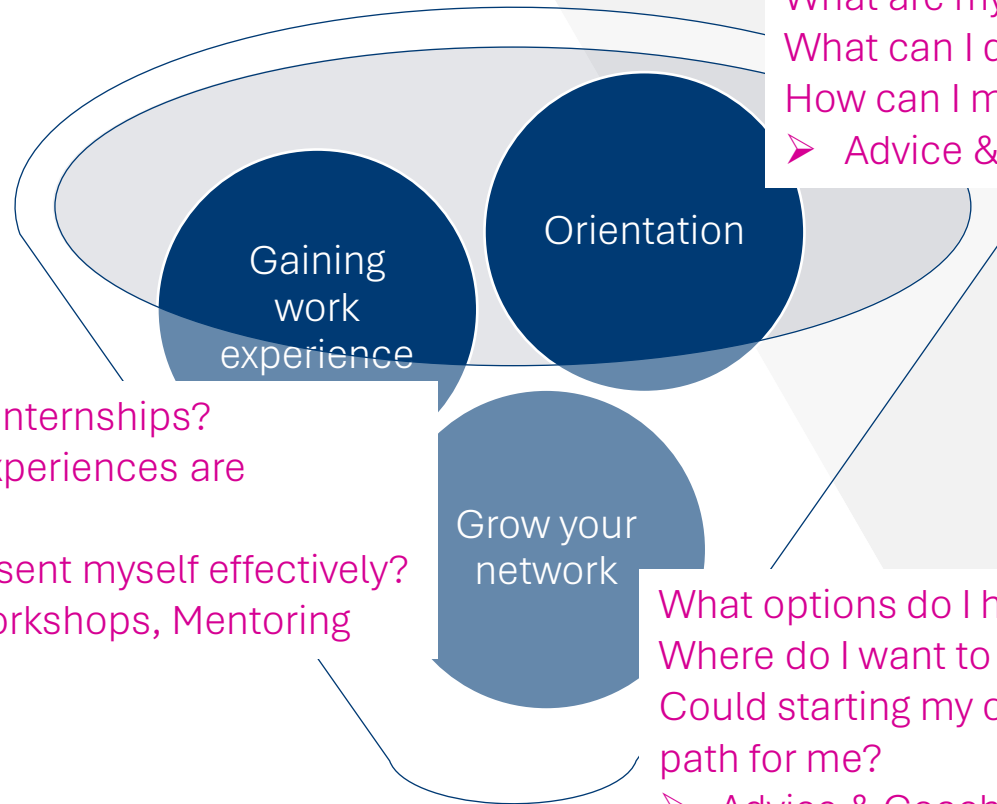
Know your market value:

- Check & compare Entgeltatlas BA, Stepstone Salary Planner & kununu Salary Check
- Consider **position, industry, region, company size & experience**
- Use your **professional network** as an additional source

Beyond salary:

Flexible/remote work • Vacation days • Training & language courses •
Public transport / mobility benefits • Bonuses

Your University Journey – with the Career Service



What are my strengths? What am I good at?
What can I do when I feel unsure?
How can I make decisions that are right for me?
➤ Advice & Coaching

How do I find internships?
What skills /experiences are important?
How can I present myself effectively?
➤ Events, Workshops, Mentoring

What options do I have?
Where do I want to go professionally?
Could starting my own business be the right path for me?
➤ Advice & Coaching, Mentoring

Start Your Career / Your Own Business

Career Service: Advising & Coaching

We support you on your path into the professional world with:

- ✓ Defining your professional direction and planning your career strategically
- ✓ Identifying your personal strengths and competencies
- ✓ Navigating current challenges
- ✓ Developing your individual strategies for your next steps
- ✓ Improving your application documents

All services are free of charge, confidential and tailored to your goals.



Delia Fichtner-Schütte
Mail: fichtner-schuette@fra-uas.de



More information: www.fra-uas.de/ics



Career Service: Career Mentoring - CaMen

- **Individual One-on-One Mentoring:** personal support tailored to your qualifications and goals, with regular meetings
- **Group Mentoring** in cooperation with a company or organisation: peer support and first-hand insights into the workplace and company culture
- **Workshops & Events:** practical input on starting your career, soft skills and more as part of the supporting programme
- **Insights into the World of Work:** build your network and gain real experience
- **Participation is free of charge** – Next application period: **Spring 2027**

Questions? Feel free to contact us: camen@fra-uas.de

More information: www.fra-uas.de/camen



International Career Service Rhein Main: more offers!

- **Workshops:** Applications & career entry, entrepreneurship and future skills – practical knowledge and skills for tomorrow's world of work
- **Events:** Company visits & Corporate Culture, Matching Week, startup and networking events
- **Info Center:** Tips on job searching & financing your studies, resources for settling into life in the Rhein-Main Region, plus tutorials, podcasts & alumni stories

A new programme every semester – free of charge and available online!

Instagram: [@ics_rm](https://www.instagram.com/ics_rm)

All information: www.ics-rm.de/en/



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BERUFSEINSTIEG

AB 26.10.26
14–15:30 UHR

Career Development Talks

10.11.26
17–20 UHR

Applying for Jobs in Uncertain Times - Strategy, Orientation & Resilience

16.11.26
16–19 UHR

Berufsfindung, Jobsuche und Karriereplanung

24.11.26
16–19 UHR

AI Is Changing Career Entry: What Students Need to Do Now

27.11.26
09–13 UHR

From Prompt to Hire - How to Use AI for Job Applications

30.11.26
16–19:30 UHR

Souverän in Gesprächen und Diskussionen: Vom Smalltalk zum überzeugenden Argument

10.12.26
14–17 UHR

Vorbereitung auf das Vorstellungsgespräch

STARTUPS & GRÜNDEN

13.11.26
16–17:30 UHR

Challenge Accepted! From Problems to Business Ideas with Design Thinking

16.11.26
15–16:30 UHR

Smartes Marketing für dein Startup

03.12.26
14–15:30 UHR

Gründen und Finanzen

22.01.27
10–11:30 UHR

Entrepreneurship for Internationals

01.03.–
10.03.27

Social Entrepreneurship – Especially Females

NEW WORK

AB 03.11.26
17:30–19 UHR

Digital Pioneers Vortragsreihe

26.11. +
27.11.26
16–19:30 UHR

Python entdecken – dein Einstieg in die Programmierung von Daten

03.12. +
04.12.26
10–13:30 UHR

KI-Kompetenz: Prompting, Datenschutz und kritisches Denken

28.01.27
9–15 UHR

Conflict Management: Resolving disagreements constructively

Jetzt Anmelden.



➤ www.ics-rm.de
📷 @ics-rm



ONLINE CAREER EVENT MATCHING WEEK



Infos + Bewerbung
Info + Application

26.10.26

FIND THE FIT

Unternehmen pitch
ihre Profile
Companies pitch
their profiles

26.10.–01.11.26

SHARE YOUR STORY

Du bewirbst dich
mit deinem CV
You apply with
your CV

10.–13.11.26

TALK OPPORTUNITIES

1:1-Vorstellungs-
gespräche online
1:1 online inter-
views

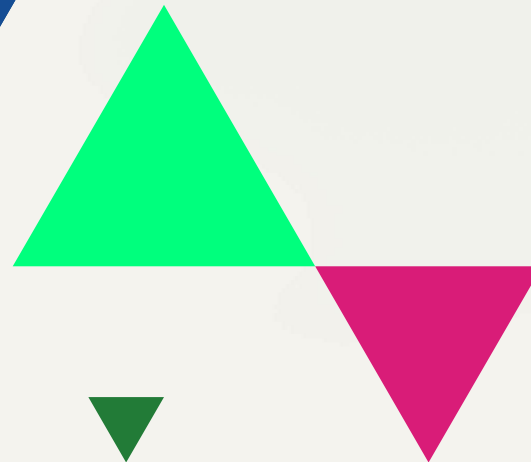


International
Career Service
Rhein-Main

Q & A and Check-Out

Any Questions?

What was missing?



Meet the Career Service Team



Hannah Lutz-Vock
Head of Career Service

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Delia Fichtner-Schütte
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Evaluation

Please take 5 minutes to complete this.



Thank you for your
kind attention and
interest!