

Working in Germany Practical Tips



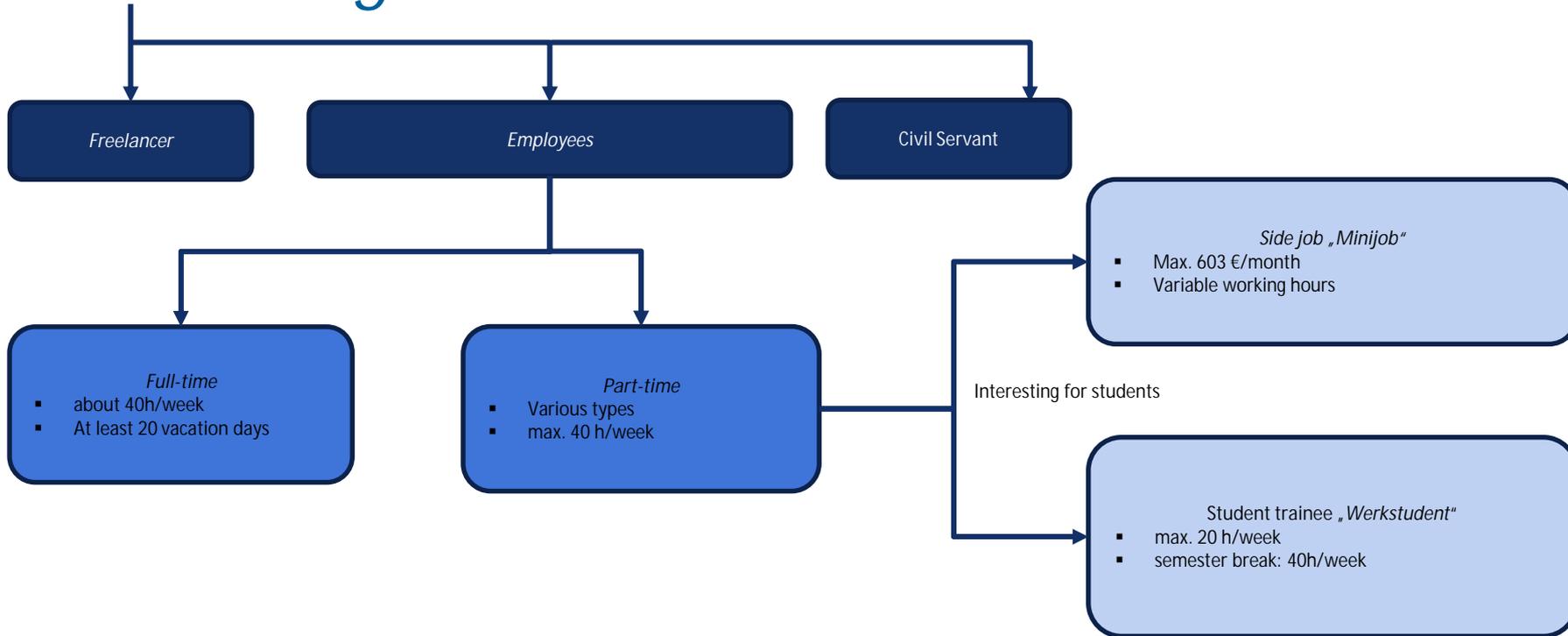
Today's Agenda

- The german job market
 - Job categories
 - Important skills for working in Germany
 - How to start a career in Germany
 - Information about work permits
- Where to find student jobs and internships
- How to create application documents
- How to prepare for an interview
- Support
 - InDiGU-PLUS project
 - Career Service
 - PraxisBörse

Overview of the German job market and its specifics

- Companies and universities are not closely connected (no matching events or services)
- Short internships (1-6 months) are common
- summer jobs are not common
- Job listings are highly specific
- Companies expect individualized applications
- Companies often expect a German level of B2 or C1
- Companies tend to look for employees who are willing to work for them for multiple years
- Multi-step recruitment process

Job categories



Important skills for working in Germany

- German B2 or higher (for jobs after graduation German C1 is ideal)
 - Most positions are advertised in German and even the ones advertised in English might be filled with German applicants
 - In some fields in natural science or computer science an English working environment is possible
 - Take German courses and practice your language skills
- Self-presentation
- Practical experience

How to start a career in Germany

- Learn German: start early and keep on learning
- Build a social network: networking can be important to...
 - ...find a job during your studies or after graduation
 - ...insights into the job market
 - ...practice your German
- Do ideally several internships: get to know several companies or industries
- Work in a student job: learn new skills and deepen existing competences

Work permit

Find all general information here:



<https://www.uni-goettingen.de/en/653539.html>

Working in Germany - Side job



Financing one's studies is a big challenge for many students. A part-time job is a common thing for German students. International students are also allowed to work part-time while studying. Immigration regulations may restrict the extent (number of hours) of the gainful employment, however. The following paragraphs summarise the most important regulations and will answer many common questions.

- > First, general tips
- > Legal questions
- > Types of jobs
- > Taxes
- > FAQ
- > Further Links

Or ask at the foreigners office (auslaenderstelle@goettingen.de)!

Where to find student jobs and internships

- Student assistant jobs: Listing in StudIP, faculty boards/websites
- „Werkstudierendentätigkeit“ / student job: Job listings such as Stellenwerk, Company website, job fairs
- Side jobs: Job listings such as Stellenwerk, Company websites, notices displayed in shops

The screenshot shows the 'stellenwerk' job portal interface. At the top, there are navigation links: 'Für Studenten', 'Für Arbeitgeber', 'Für Hochschulen', 'Magazin', and a highlighted 'Job anbieten' button. Below these are links for 'Jobs', 'Events', 'Karriere-Angebote', and 'Forschung & Transfer'. The main content area features a large teal banner with the text: 'Studentenjobs® in Göttingen: Minijob, Nebenjob, Praktikum, Werkstudent...'. Below this, it says 'Das Jobportal der Universität Göttingen – Jobs für jede Phase im Studium.' There are three checkmarks indicating features: 'Täglich neue Jobs', 'Schnelle Suche ohne Login', and 'Serious Angebote & Top-Unternehmen'. A search bar with the placeholder 'Suchbegriff eingeben' is visible. At the bottom, there are logos for 'GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN', 'UNIVERSITÄTSMEDIZIN GÖTTINGEN', and 'UMG'. A row of filter buttons includes 'Gehaltsangabe', 'Homeoffice', 'Minijob', 'Werkstudent', and 'Privatjob'.

Application Documents

Application portfolio

- CV
- Cover letter
- Diploma certificates /references (with certified translation)
- Photo (optional)
- Cover sheet (optional, might include a short profile)
- Motivation letter (if required)

How do you build an application for Germany

CV

Mandatory information

- Contact information
- Education
- Professional experience
- Skills
- Language abilities

Voluntary information

- Photo
- Social engagement
- Awards
- certifications

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<p>Max Mustermann</p> <p>Born on 01.01.2002, in Munich, Germany Full Postal Address Nationality: German</p>		<p>PICTURE (optional)</p> 
EDUCATION		
Since 10/2024	M.A. International Business and Sustainability University of XX, Country	
10/2019 – 06/2023	B.A. International Cultural and Business Studies (A-) University of XX, Country <i>Thesis: Between Momms and Manager – An analysis of woman's employment in Italy from a political and social perspective (A+)</i>	
07/2021 – 12/2021	University of XX, City (Country) Exchange semester: International Business Administration	
09/2020 – 06/2019	School, City Abitur (A-levels)	
PROFESSIONAL EXPERIENCE		
12/2023 – 05/2024	Company, City (Country) Corporate Responsibility, Internship <ul style="list-style-type: none"> – Management and coordination of sustainability reporting according to GRI 3.1 guidelines – Research on risky environmental and social issues in the supply chain – Development of an award-management tool in corporate responsibility – Competition analysis and development of an adaptable concept of corporate volunteering 	
05/2023 – 09/2023	Company, City (Country) Human Resource Management, Internship <ul style="list-style-type: none"> – Recruiting, applicant management, personal development – Organization of internal events, e.g. teambuilding-event 	
03/2021 – 03/2023	Company, City (Country) Hostess,  Customer service, translation activities (English, Italian)	

How do you build an application for Germany

Cover letter

- Contact information
- Structure (Introduction, motivation, conclusion)
- Providing the key information about you

Your name
Your street
Your Zip code & city

Company's name
Name contact person
Company's street
Company's zip code & city

City, date

Application as (name of the position)

Dear Mr./Ms. (name contact person),

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Sincerely,

(Signature)

(Your Name)

Preparing for an interview

- ✓ Think about your qualifications and how you would describe them
- ✓ Research the company (Product range, culture, structure,...)
- ✓ Search for the most common interview questions and prepare for them
- ✓ Use *InterviewFox* to simulate an interview
- ✓ Prepare questions
- ✓ Familiarize with the interview location (or online platform)
- ✓ Dress professional
- ✓ Be on time

What the Career Service offers in the InDiGU-PLUS project

As part of the DAAD-funded InDiGU-PLUS project, the Career Service will be offering a wide range of career preparation and labour market integration events for international students with workshops and networking events starting in the winter semester 2024/25. This will give you the opportunity to find out about the German labour market, prepare for starting a career and connect with other students, support organisations, alumni and local companies.

The following are involved in the InDiGU-PLUS project:

- Career Service
- Göttingen International
- Intercultural Interaction incl.
Lectorate German as a Foreign Language

Gefördert durch:



Bundesministerium
für Forschung, Technologie
und Raumfahrt



Deutscher Akademischer Austauschdienst
German Academic Exchange Service



Info-Session “Make it in Germany” (in German)

Make it in Germany! – Starting your career in Germany

Are you looking for career prospects in Germany? – Georg August University and the Göttingen Employment Agency present their support services for Indian students and graduates:

- How can I find a job in Germany?
- What can I do myself to achieve this?
- Who can help me?



[Access link](#)

Events in the summer semester 2026

28th of May

“Employment Contracts and Salary Rules in Germany” online workshop in English

4th of June

“From Hello to Hired: Essential Skills for Career Events” in-person group coaching in English

9th and 10th of June

“From A to Z – understanding the German job market” in-person information in English and German

19th of June

Company excursion to Smurfit Westrock in English and German (B1 level of German is recommended)

8th of July

“Assessment Centre Training in cooperation with Deutsche Bahn” online workshop in German

+ once a month “Your Application Journey: How to Apply for Jobs in Germany” online workshop in English

Registration & additional services

Binding registration via the registration form on the Career Service website (<https://www.uni-goettingen.de/de/career+service/292.html>)

The Career Service also offers additional events, consultation on various topics (potential analysis, EU careers, etc.) and information material on starting a career.



Career
Service 

Profilbildung
Personality Profiling
Orientierung
Guidance
Bewerbungsprozess
Application Training



PRAXISBÖRSE

The Job and **Career Fair** of the University of Göttingen

The next PraxisBörse takes place on the 9th (North Campus)
and 10th (Central Campus) of June
from 11 a.m. until 4 p.m. on both days

More information:

<https://www.uni-goettingen.de/en/663302.html>



Career Support and Coordination of the Network for the Labor Market Integration of international Students

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Consultation hours: Timeslots bookable via StudIP