SERVICES

Individual counselling and CV/cover letter checks at the Faculty of Engineering

- Every Wednesday from 9.00 am—4.00 pm during lecture times.

Please note: Appointments for all individual consultations and CV/cover letter checks at Halbmondstraße 6 and the Faculty of Engineering must be made in advance. Please use the contact form provided on our website: www.career.fau.de

TERMS AND CONDITIONS FOR SEMINARS

Who can participate?

International students and doctoral candidates enrolled in a degree programme at FAU, as well as international FAU graduates up to one year after graduation.

Registration

Please register with your StudOn account. Your registration is binding. All seminars are free of charge. If the course is over-subscribed, names will be put on a waiting list. If places become available again, you will be informed of whether you can participate in the course.

ADDITIONAL SERVICE

Stellenwerk—FAU’s student job portal

Stellenwerk offers vacant placement positions, student trainee positions and permanent positions: www.stellenwerk-fau.de

CONTACT

Friedrich-Alexander-Universität Erlangen-Nürnberg
Career Service (IBZ)

Stefanie Rösch, M.A.
Halbmondstraße 6, 91054 Erlangen
Phone: +49 (0)9131 85-26304
career-service@fau.de
www.career.fau.de
It is never too early to start planning your career! If you have been thinking about working in Germany but don’t know how and where to start your career, the Career Service for international students is where you will find help and advice.

Our services are available to students, graduates, and doctoral candidates of all faculties in Erlangen. The Career Service in Nuremberg supports students of the School of Business and Economics:

www.career.wiso.fau.de

SEMINARS

Applications in a nutshell

→ Friday, 12 May 2017, 10.00 am—11.30 am
In this 1.5 hour seminar, you will learn
- About formal criteria of German application documents
- How to decode job ads
- How to structure your CV and assess your strengths
- How to write an effective cover letter

This seminar is designed to give you an introduction of how to write your application documents. It is good preparation if you consider having a personal consultation with the Career Service.

Stefanie Rösch M.A., FAU Career Service for international students and graduates

Self-presentation techniques in job interviews

→ Saturday, 24 June 2017, 10.00 am—4.00 pm
Have you applied for a job and received an invitation for a personal or a telephone/Skype interview? In this workshop you will learn and practice
- How to contact companies via telephone to find out more information about the job
- How to be successful in a telephone or skype interview
- How to present yourself, your professional and personal strengths and your suitability during the interview

Corinna Marggraf, Dipl. Betriebswirtin (FH), Career Coach

Webinar in cooperation with StepStone

Successful online applications: What HR managers expect

→ Monday, 26 June 2017, 6.00 pm—7.00 pm
How can you write applications successfully and how do companies prefer applicants to contact them? Stepstone will show applicants what makes a good application, how to complete online application forms and pointers for writing application letters and CVs.
- Preparing applications
- Attachments and certificates
- E-mail applications and online forms

Thinking of working in Germany? Learn to create winning application documents

→ Saturday, 15 July 2017, 10.00 am—4.00 pm
After a short introduction using sample CVs and cover letters, we will discuss the main strategies and tools for creating a convincing and successful application. Afterwards, you will have the opportunity to focus on your individual application. We will pay special attention on how to speak to your strengths and how to present yourself convincingly in your application. Furthermore, we will discuss valuable job searching strategies.

Dr. Vera Christoph, Educational consultant

EVENTS

Graduate Book for international students and graduates – Kick-off event and photo session

→ Monday, 25 May 2017, 10.00 am—10.30 am
with photo session
If you are in the last semester of your degree programme or you have just finished your studies this is a good opportunity to introduce yourself to potential employers in the area. All you need to do is register for the Graduate Book project which is a collaboration between the FAU Career Service and the Federal Employment Agency. As part of the project your profile—including a short text and a professional photograph—will be published online for selected employers to review which will increase your opportunities in finding a job.

Career Day for international students and graduates

→ Tuesday, 13 June 2017, 11.00 am—3.00 pm
During this event, we will provide relevant information which will help you develop your career. Specialists will cover different topics such as employment regulations in Germany or information on how to consult the Federal Employment Agency. Also, you will have the chance to meet prospective employers (Fraunhofer Institute, Continental AG), ask questions and get first-hand information on mastering the initial steps of job hunting in Germany from international FAU alumni.

Career and Coffee—Tips and tricks for international students and graduates

→ Friday, 16 June 2017, 10.00 am—11.00 am
If you are just about finishing your studies or are a recent graduate and would like to talk about your application matters or about job hunting in Germany in an informal setting, then come and join our Coffee and Career chat. The Career Service would like to invite you to a cup of coffee or cold beverages, and, by giving some incentives at the beginning, give you the occasion to exchange your experiences with fellow students or ask Career Service members any job related questions.

SERVICES

Individual counselling
If you would like to discuss any aspect of your career, such as job search strategies, career planning and career options or need advice on interview preparation and interview techniques, you can discuss your queries with a career counsellor and receive specific help in relation to your employability.

Appointments will take place at Halbmondstraße 6.

CV/Cover letter checks
Application documents can be discussed and analyzed in depth within a confidential session.

www.career.fau.de