



The Way to your internship of dreams

A short instruction for eight-graders

The most important steps:

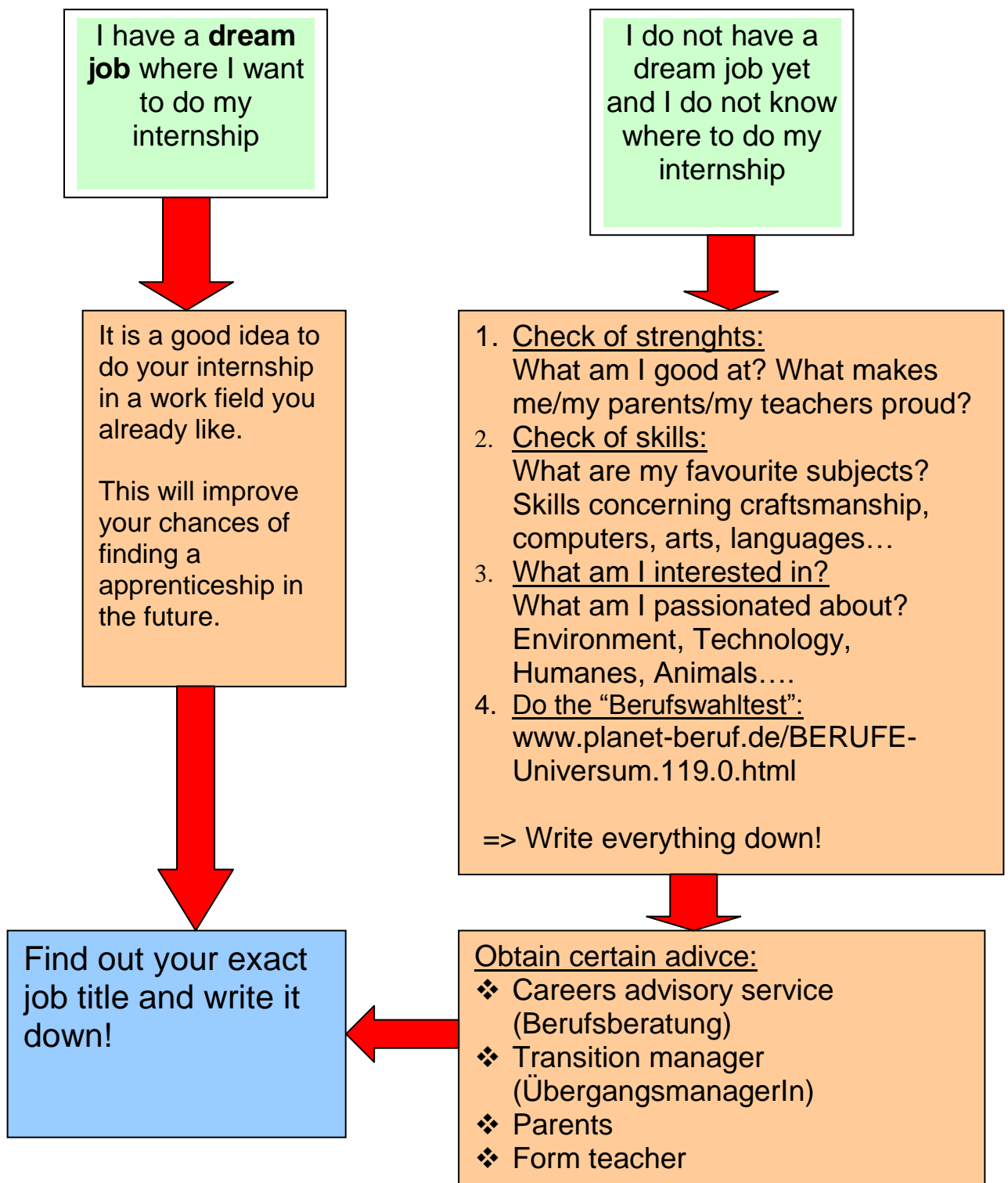
- ❖ **Check: What do I want to do?**
 1. What is your dream job?
 2. If you do not have a dream job yet: What are your skills and talents?
“Berufeuniversum”

- ❖ **Search a place for your internship**
 1. Search for companies on the Internet
 2. Ask friends, family & acquaintances
 3. Make phone calls

- ❖ **Write an application**
 1. Curriculum Vitae
 2. Letter of application



What do I want to do?





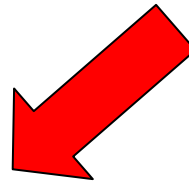
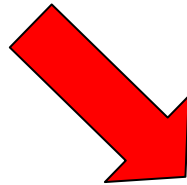
How do I find a place?

Find companies offering apprenticeships:

- www.hwk-kassel.de/ausbildung/lehrstellenboerse/html
- www.ihk-kassel.de
- www.jobboerse.arbeitsagentur.de

Ask different people:

- Acquaintances
- Relatives
- Friends (who may have done an internship in the same work field)



Phone call

- **Greeting:** (Good morning/afternoon...)
- **Name:** (My name is....) speak clearly!
- **School:** (I visit the.....)
- **Class:** (I'm in the form)
- **Request:** (I'm looking for a place for my three-week school internship in February. Is it possible to do this at your company?)
- **Answer:** (hopefully positive)
- **Application:** (How do I have to apply? Do you need any documents? Which? Can I visit your company? When?)



How do I apply correctly?

Curriculum Vitae

Personal information: Name, address, phone number, etc.

School education: (Do not forget elementary school!)

Special knowledge: (Languages, computers, Craftsmanship)

Hobbies: Sports, Music...

Do not forget your signature, place and date!



Application

1. Reference: How do I know about the internship? (I called you today because....I heard from my mother/father/friend....)
2. Interest: What do I find interesting in this job? What's interesting about the company? (Research on the Internet!)
3. Who am I? Why should the company choose me as their trainee? (I'm in eight grade....In school I like best...; My teachers say....; I am..., You can see this especially in...)
4. Request: What do I want in this company? (I'm looking forward to start the internship....)



Further documents

- Confirmation of your school
- The last report
- Photo of yourself