

Simone Janson (ed.)



PERFECT APPLICATION

Resume & motivation letter sell well, apply online on the net
with cover letter templates application folders, conduct job
interviews with success

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Published at Best of HR – Berufebilder.de®

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Authors Overview

Olaf Kempin

Lars Milde

Friederike Gonzalez Schmitz

Dr. Job

Lene Setzer

Inga Symann

Sina Lehmann

Simone Janson

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Imprint

The German National Library lists this publication in the German National Bibliography; detailed bibliographic data are available on the Internet at <https://dnb.dnb.de>.

ISBN of the German eBook edition: 9783965963429

ISBN of the English eBook edition: 9783965963436

German website of the publisher: <https://berufebilder.de>

English website of the publisher: <https://best-of-hr.com>

Perfect Application

4th completely revised and extended edition, 10.01.2024

©2024 by Best of HR - Berufebilder.de®, a brand of Janson Pressgroup Print & Online

Published by Simone Janson

Duesseldorf, Germany

Concept, editing, graphic design & layout: Simone Janson

Cover design with Canva

eMail: publisher@best-of-hr.com

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Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book

Dear readers,

glad we could convince you of the 4th, significantly extended edition, like thousands of readers before. Because this book makes your success tangible: In the following pages, you will not only encounter expert knowledge, but also a wealth of practical tools and resources that can help you achieve your goals and realize your full potential.

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback

For its interactive concept, the publisher was not only awarded the Global Business Award as Publisher of the Year by Corporate Vision Magazine and supported by the Minister of State for Culture and Media of the Federal Republic of Germany, but also repeatedly recognized in renowned media such as **ZEIT**, **Süddeutsche**, **personalmagazin**, or the special magazine **Personalführung**. For example, the **FAZ**, one of the most influential Newspapers in Germany, attests to us "good actionable tips" and customers like the **Press and Information Office of the German Federal Government** are enthusiastic. You can find many more reviews as well as information on free review copies at <https://best-of-hr.com/press/>.

Renowned experts from various fields - overview in the table of contents - have compiled their expertise and experiences to provide you with valuable insights and advice, practical and condensed. As a reader, you will also receive working materials as part of your book purchase, which you can download for free at <https://best-of-hr.com/academy/>. In addition, workbooks are available to help you reflect on the inspirations from this book.

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Your Benefit in concrete Terms: Content, Organization and Structure of the Book

Briefly and concretely this is your benefit from this book: You support certified climate protection projects, quickly receive compact information and checklists from experts as well as access to AI extensions and the possibility to individually live your inspirations as an experience. Because there are thousands of, sometimes contradicting, pieces of advice for the perfect application. Is it better to apply online or is it still possible to use the classic application folder? What should the perfect CV look like? Is the much-discussed cover letter obsolete or is it still necessary for the future employer? How does the interview, also known as a job interview, go? And what role do reputation management and letters of motivation play? This book clarifies these and many other questions and helps applicants to present themselves as a personal brand to potential employers and to gain experience in the application process. If you then still know what HR managers really pay attention to in the job interview, almost nothing stands in the way of hiring.

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Preparation for the interview: 7 Typical application questions

// By Olaf Kempin

Finally! The invitation to the interview is in the mailbox. But how do I prepare for job interviews in the job interview? We have collected frequently asked questions from staff.

7 typical applications

1. **What do you know about us? Why did you apply to us? Why are you the right person for the job offered?** These application questions are about asking the other person about the motives and seriousness of the application or the applicant. The answer should clarify the interest in the company and make it clear that and why the applicant wants to work for the company. This is not about platitudes, such as B. the company is large and successful, but rather about linking personal motivation points with the company in question and the advertised task.
2. **What were your main tasks in your work as ...?** Whether a previous full-time position, project or volunteer position, the other person wants to get an idea of the candidate's suitability for the job advertised on the basis of previous experience. But beware! Although the focus is on a precise description of the area of responsibility, it is essential that the applicant specifically highlight activities that are relevant to the vacancy.
3. **How do you imagine your professional development? Where do you look in 5 years?** Of course, the HR manager and potential supervisors want to know how goal-oriented the applicant is and whether he knows where he is going. The answer hides a statement about the ambitions and demands on your own career. But that's not all. This application question is also about the comparison with the position to be filled. For this reason, applicants should not answer them "just like that", but should instead consider which of the personal medium-term goals suit the advertised position. If there is a discrepancy here, an applicant quickly gets the impression that the position is only an interim solution or a compromise. An example: If there is a task in the company's payroll accounting and the applicant indicates that he wants to work abroad in the medium term, then the question arises, how does that fit together? Applicants should make sure to set goals that are as specific as possible, but at the same time signal a certain flexibility when it comes to new tasks.
4. **How do you react to criticism?** Of course, every HR manager would like to hear that the candidate is critical. But he should not let him be subdued. A possible answer to this question would be that criticism can be very instructive for further professional development, provided it is constructive and respected. If one feels himself not to be particularly critical, one does not

exaggerate with this statement and admits to itself the space to work on its criticism.

5. **How are you working overtime?** Even when it comes to motivation, it is important to stay honest and not fool yourself. One possible answer would be to signal that overtime is important for important jobs and certain phases of the project and is part of everyday working life. But beware: in certain industries, such as in business consulting or investment banking, the willingness to perform overtime is required! Who votes here a Song of Songs on recreational value and family, can quickly disqualify.
6. **Which other companies did you apply for?** This is where applicants can and should confidently disclose when they are talking to other companies - this shows that they are committed and realistic and do not want to rely on a single option. And incidentally, it increases your own market value when it becomes clear that the potential employer is in competition with other companies or even the competition. However, one should not exaggerate - and that applies to the situation addressed in principle for everyone. As an applicant, you are also well advised to use the above-mentioned question to explain why you are particularly interested in the specific position for which you are currently applying. Under no circumstances should the impression arise that this is an emergency solution. Important: Specific company names should not be mentioned for reasons of discretion.
7. **The application for the strengths and weaknesses:** It is a classic and is supposed to reveal how the applicant assesses himself and whether he can be brought out of the rest. In any case, you should answer this question like any other and do not try to be funny.

Conclusion: This is the best way to deal with difficult questions

Of course, the answers are as individual as the applicant, but still many are difficult. Strengths should ideally be related to the workplace and have advantages for the job, for example: communicative, can approach people well. The weaknesses should be real weaknesses, which can also be extinguished by explaining what one is doing about it.

Examples include perfectionism or the lack of professional experience in the case of professional beginners. These are weaknesses, which can also be strengths and at which one can work. For example, the beginner is an unbiased and, to a certain extent, learning and knowledge-oriented.