

# How to Apply?



**Taher Cementwala**  
**MSc. Production Systems Engineering**

**Studentische Hilfskraft**  
*Institut für Maschinenelemente und Maschinengestaltung (IME)*  
*RWTH Aachen*

# How to start? (1)

- Look up on the Institute websites

## Faculty 4 – RWTH Aachen



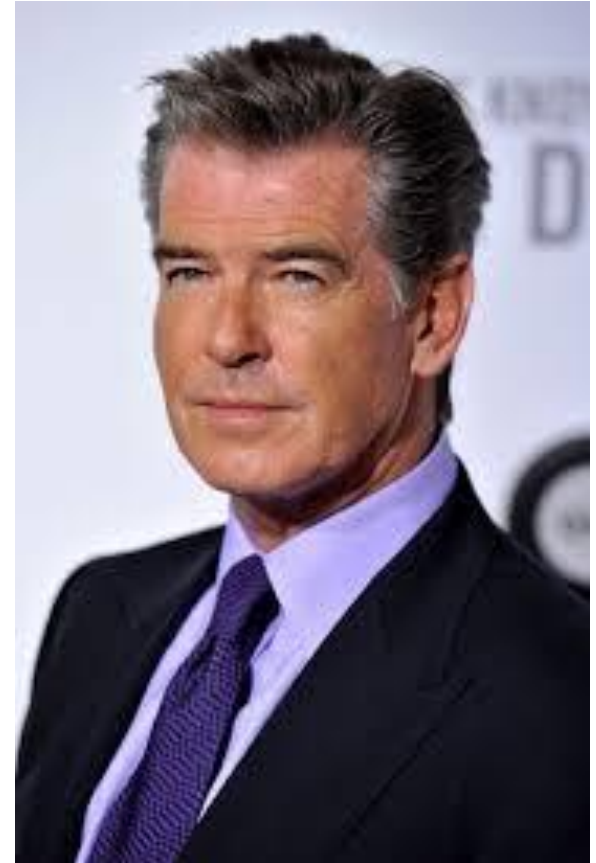
- Check out Blackboards

## How to start? (2)

- Contact Assistants at the Institute
- First start with a Project

# Cover Page

- Maintain the style throughout your document
  
- Get an APPLICATION PHOTO done



# Curriculum Vitae

Keep it neat

Mention only what is relevant to the job

DO *not* CHANGE yOuR font *style* **too** *much*

# Cover Letter & Certificates

Mention things that are **RELEVANT** to the job profile

Make it as small as possible. PLEASE!!

Mention the name of the job and employer. (Optional)

Need to convince that you are the best person for the job.

Don't upload certificates which are not relevant to the job

# My Story...

Hello Mr. XYZ  
I'm interested in the job

Please send me your Resume.

Sent Resume

Can you come for an interview?

YES

This is your task. Are you interested?

Sounds interesting  
I think I can do it



**You're hired!**

INTERNATIONAL  
ACADEMY

RWTH AACHEN  
UNIVERSITY

# Questions?

**Thank you**