F.IT Frauen in IT

Guide for an application in the IT sector

Apply correctly – how is it done?

1. Create a resume:

- Start with your personal data and contact details. Here you can also list your language skills.
- A photo is not a must: if you don't feel comfortable including a photo, that's fine. But usually applications with a photo are more common.
- Summarize your work experience: List relevant positions with projects, tasks, and technologies used.
- (School) education: list your relevant educational qualifications.
- Certificates: List all (online) courses for which you have received a certificate.
- Emphasize your IT/technology skills: Highlight programming languages, tools, and technologies you've already mastered.

2. Write a cover letter:

- First, read the job ad carefully to understand the requirements and expectations of the position.
- Emphasize your motivation: explain why you are interested in the advertised position and why you are applying to this particular company.
- Introduce yourself briefly: describe which stages of your (professional) career are important for the position and can underline your knowledge. But the cover letter should not just be a summary of your resume.
- Connect your experience with the requirements: Show how your skills fit the position.
- Highlight your soft skills: skills like communication and problem solving are an advantage in the IT industry.
- The cover letter should be short and concise and not exceed a total length of one page.

3. Transcripts, references and portfolio:

- Attach transcripts of educational qualifications, employment references, and certificates to your application. Even certificates that are not related to IT.
- You can also attach work samples to your application if you have already completed projects.
- If you have a website (of your own) with work samples, link it in your cover letter, for example.
- Also link your LinkedIn profile to give an extended insight into your professional career. (Important: your profile should be up-to-date and extensively maintained!)

4. Send the application:

- Name all files you want to submit with a short, unique title. For example, with your last name and the document name (resume_name).
- The format is also important: cover letter, resume, etc. should be sent as a PDF file. Some companies are also happy to receive all documents in one file.
- An email address that contains your name or parts of it looks serious. It also prevents your message from ending up in the spam folder.

Freie Hansestadt Bremen | Kofinanziert von der Europäischen Union | bremen digitalmedia | ifib research | IT+B INSTITUT TECHNIK UND BILDUNG | Universität Bremen