

Applying by email

It is becoming ever more frequent that applicants are required to send their application documents by email. The structure of an email application is basically the same as a postal one. Needless to say, a well-written and error-free application letter is necessary even when applying by email. An email application should contain a cover letter, a CV and other supporting documents. However, there are other aspects to consider when applying online:

Your application documents are to be sent in the email as an attachment. It is important that you send all application documents bundled together as one PDF as an email attachment. The order of the individual documents is usually as follows: 1. Cover letter, 2. CV, 3. Supporting documents. The size of the PDF file should not exceed 2 megabytes and should have an informative file name, e.g. ApplicationDocuments_SurnameForename.

In the email itself you should write a short message to say the email is an application for the advertised position “XY (reference number if applicable)” and that your supporting application documents are attached.



In the email subject field you should make it clear that you are sending an application for a specific position.

Send your application from a serious email address. Such an email address usually just contains your first and last names. (firstname.lastname@example.com)

Your cover letter and CV should both contain your signature, even when applying by email. The best way to do this is to scan your signature in and add it as a picture to the documents.



If you already know a specific contact person within the company you can send an application to, it is better to send your application directly to that person. It is recommended to research this contact person prior to sending the application. Otherwise, you can use the general email address, e.g. info@business.com

Do you still have questions?

We are happy to provide personal advice:

<http://www.uni-due.de/abz/career.php>

Good luck with your application!

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