

International Career

Start your career with these courses aimed at international students who plan to apply in Germany and all students who are interested in working abroad:

– Einführung: Interkulturelle Kompetenz

Einführung: Interkulturelle Kompetenz



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Interkulturelle Kompetenz gilt als eine Schlüsselqualifikation für beruflichen Erfolg. In der Arbeitswelt werden Sie auf Menschen aus unterschiedlichen Kulturkreisen treffen. Diese sind uns in vielem fremd und wir können ihre Reaktionen und Verhaltensweisen oft nicht richtig einschätzen. Missverständnisse und Konflikte sind häufig die Folgen.

Deshalb ist es wichtig, die jeweils „anderen“ verstehen zu lernen und zu erkennen, welchen Einfluss die jeweilige Kultur auf das Verhalten eines Menschen hat.

Termin: Dienstag, 6. November, 15:45–19:00 Uhr

Raum: Campus Offenburg, A 101

Referentin: Yin Lin, Studierendenwerk Freiburg-Schwarzwald

Sprache: Deutsch

– Applying in Germany

October: fully booked

Applying in Germany: Cover letter and CV



Bild: Kim Schneider, Fotolia.com

If you want to find an internship or a job, a good application is your first step to success. However, each country has its own rules and standards. In this seminar you will learn all about the characteristics of German application portfolios. Topics

- how to structure your CV according to German standards
- how to create a persuasive cover letter
- how to structure the portfolio
- how to apply online and via mail

If you have your cover letter and CV, please bring them to the seminar.

DATES

Saturday, 9 a.m. to 12 p.m.

20th October (MBT/MPE)

17th November (PDE, ECM, IBC and CME)

1st December (MBT/MPE)

Room: A 112 on the campus of Offenburg

Trainer: Dr. phil. Mila Koretnikov, Hochschule Karlsruhe

Language: English

– **Applying in Germany**

October: fully booked

Applying in Germany: Job interview



contrastwerkstatt, Fotolia.com

The training prepares you for a very important aspect of your job search: how to succeed in a job interview. In this practice-oriented workshop you have the chance to simulate an interview. Topics

- how to prepare for a job interview
- typical interview questions and how to answer them successfully
- which questions you should ask

It is recommended to attend the course “Applying in Germany: Cover letter and CV” first.

DATES

Saturday, 1 p.m. to 4 p.m.

20th October (MBT/MPE)

17th November (PDE, ECM, IBC and CME)

1st December (MBT/MPE)

Room: A 112 on the campus of Offenburg

Trainer: Dr. phil. Mila Koretnikov, Hochschule Karlsruhe

Language: English

In cooperation with the Graduate School

– Applying in English

Applying in English



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This workshop is designed for students applying for an internship or for a first job abroad. The workshop takes you through a typical application process - from composing your resume and writing an appealing cover letter to preparing you for an interview in English-speaking countries. We are going to cover the following topics

- Structure and layout of job applications in
- Germany and abroad
- The essential differences between applying in Germany and abroad (focus on US/UK)
- How to prepare a successful application by focusing on your strengths as well as on the company's needs (relevant skills, active verbs)
- How to make the right impression during a job interview, tricky questions etc.

Date: Wednesday, 7th November, 3:45 p.m. to 7 p.m.

Room: Campus Offenburg, A 101

Trainer: Dr. phil. Mila Koretnikov, Hochschule Karlsruhe

Language: English

In cooperation with the International Office

– Career start and internships // Counseling

Career start and internships // Counseling



Torbz, Fotolia.com

How can I successfully find a suitable internship or entry level position?

You can discuss your questions about the German job market with an adviser of the Agentur für Arbeit (Federal Employment Agency) Offenburg:

- career entry and planning your career
- strategies for applying
- contacts to employers (entry level positions, internships, master theses)
- job perspectives and job market development

Counseling during job fair on campus:

Date: Thursday, 22nd November, 11 a.m. to 1 p.m.

Room: A 101 on the campus of Offenburg

Adviser: Esther Wehrle, Agentur für Arbeit Offenburg

Registration: not necessary

Additional appointments at Agentur für Arbeit can be arranged: phone + 49 800 4 5555 00

– Portfolio checking service

Portfolio checking service



Adam Gregor, Fotolia.com

Do you plan to work abroad? Your application will be your business card, therefore it is important to present yourself favourably. Time and effort should be invested in making your application individual and stating your strong points clearly. The correct use of English is also very important for your success. Ms. Koretnikov will help you to improve the form and language of your CV and cover letter. How to use this service

- Send your CV and cover letter (Word file) to career@hs-offenburg.de
- You will receive your corrected application usually within one week

APPOINTMENT: by arrangement

– German translation of English applications

German translation of English applications



Adam Gregor, Fotolia.com

Looking for a job in Germany? A well-written application in German will help you to get the position you want. This service will help you if you have to hand in a German cover letter and CV, but your language skills are not yet up to the task.

Our adviser Anja Armbruster is a certified translator who

- helps you to improve an application you have already (partly) translated into German
- translates your English CV and cover letter into German

How to use this service:

1. Send your CV and cover letter (Word file) to career@hs-offenburg.de
2. Pay fee (15 €) using your Oskar card: Klaus Fischinger at campus Offenburg, room A 106
3. Show your receipt at the Career Center, room A 107 (office hours: Mon-Thu, 1 p.m. to 2 p.m.)
4. You will receive your translated job application usually within one week

Appointment: by arrangement

Adviser: Anja Armbruster, accredited translator of English, lecturer

– Job fair on campus

Job fair on campus



davis, Fotolia.com

This job fair (“Recruiting-Messe”) is a good opportunity to get into conversation with companies from the region Southern Upper Rhine. Make contacts that can be decisive for your career! We offer

- renowned employers from different industries
- great possibilities to socialize with competent representatives of companies
- offers for internships, bachelor and master theses

Professional photos for your application In Germany, including a photo is a necessity for every application. Have yours taken here free of charge. Dress code advice: ideally wear an ironed shirt and a jacket or blazer in a muted color Registration: building DS.K.U.B. Fotostudio GmbH 9:30 a.m - 3:30 p.m.

Date: Wednesday, 24th October, 9:30 a.m. to 3 p.m.

<https://career-center.hs-offenburg.de/nc/veranstaltungen/international-career/>

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Building D and outside of campus Offenburg

– Coach trip to graduate job fair in Cologne

Coach trip to graduate job fair in Cologne



Otto Durst, Fotolia.com

At this graduate job fair in Cologne medium-sized businesses as well as large companies are looking for qualified graduates. It is the perfect opportunity for you to come into contact with renowned employers and to lay the foundation for a successful entry into professional life.

Company representatives will give you information about entry-level career opportunities, future requirement profiles and current vacancies for internships, bachelor/master theses, trainee programs and direct entry possibilities. Additionally, a number of company representatives conduct spontaneous or pre-arranged talks and job interviews.

Each participant receives a coupon code to register at www.absolventenkongress.de.

Date: Friday, 23rd November

Gengenbach: 5:30 a.m. to about 10:30 p.m.

Offenburg: 6:00 a.m. to about 10 p.m.

Registration: in person at the Career Center at latest on 7th November

Fee: 15 euro (to be paid at registration)

Service: coach trip from Gengenbach / Offenburg to Cologne and back

Tip: register early!

Departure: Gengenbach (Friedrichstraße / bus stop)

Departure: Offenburg (University of Applied Sciences)

Register online

<https://career-center.hs-offenburg.de/nc/veranstaltungen/international-career/>

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