

# The German application

## The CHECKLIST to tick off

- I have compiled a PDF with all the documents (cover letter, possibly cover sheet, CV, certificates) and have **not forgotten anything**.
- My **cover letter and CV are similar** (recognizable layout, same font).
- My cover letter contains both my **address** and that of the recipient.
- My cover letter contains **location, date** and a **subject line**.
- I have **proofread** my application several times and checked the spelling.
- I have **signed** my cover letter and CV (in the case of an e-mail application: Signature scanned and copied to the correct place).
- I have combined all the documents into a **single PDF document** (maximum 5 MB).
- I **updated** the **date** and used the correct **company address** and the correct name of the contact person.
- My e-mail contains the correct **recipient**, a suitable **subject**, a short **e-mail text** and my **documents** in the attachment.
- Click the **send-button** and now it's time to keep your fingers crossed 😊

### Any further questions?

If you have prepared your application documents and have questions, you are welcome to [contact](#) the Welcome Center Heilbronn-Franken. We offer a free application check – we read your application and make suggestions for changing it. Call the Welcome Center Heilbronn-Franken and make an appointment or write us an e-mail. You can also come during open office hours; you can find the exact locations and times on our website at [Locations and Opening Hours](#).

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We make every effort to provide up-to-date and correct information, however cannot be held liable for erroneous information.

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