



How Do I apply correctly?

Application Guide for Interested Applicants

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BDE Engineering provides young people interested in applying for jobs, as well as all other job seekers, with a free, easy-to-follow guide on how to apply for a job correctly. In line with our company motto, *“Anyone can do complicated. Simplicity, that’s the art,”* we want to support everyone who cannot afford time-consuming and often expensive job application training.

“Unfortunately, we have to admit that we, too, immediately reject many applications that do not meet the most basic requirements for an application. These applicants fall through the first selection process and don’t really know why.”

What is the minimum that needs to be done?

A suitable application (by post or email) should include the following, in chronological order:

1. Cover letter with a handwritten signature
2. Cover sheet with a friendly photograph
3. CV
4. Employment references (if available)
5. School reports
6. Certificates (if available).

We recommend that you send your complete application in a single email, as a .pdf file, accompanied by a friendly cover email tailored to the prospective employer.

If you are sending your application by post, please ensure it is sent in a neat folder, with all documents neatly filed. Food crumbs, poor-quality photocopies, forms printed at an angle, or even unusual odours, such as the smell of nicotine, should be avoided at all costs.

Would you like to apply for a job at BDE Engineering?

Simply send your application to:

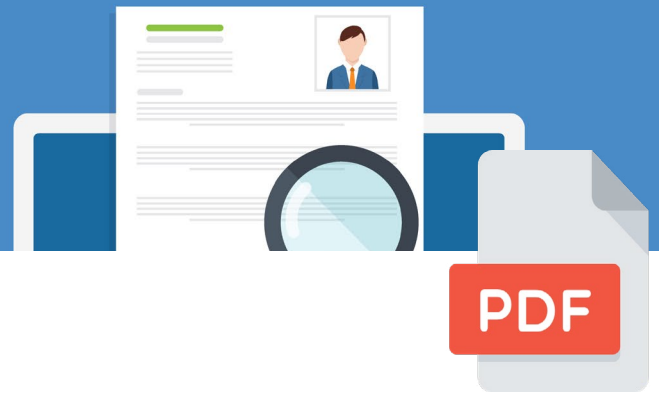
bewerbung@bde-engineering.de or apply online

BDE ENGINEERING GmbH

Industriestraße 10 | D-37688 Beverungen

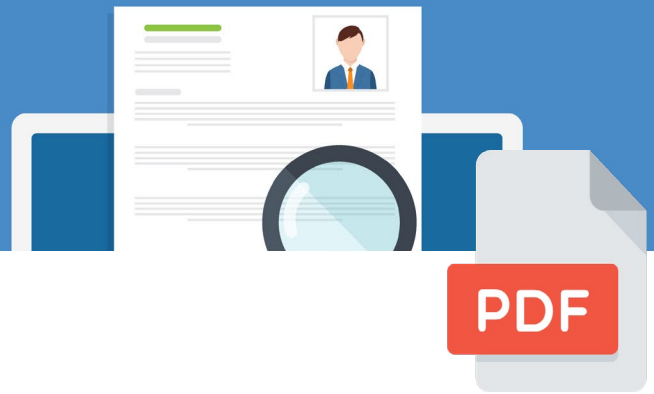
www.bde-engineering.de

Tel.: 05273 / 36 77 00



How do I create a single .pdf file containing my application?

- Compile all your documents on your computer (cover letter, CV, certificates, qualifications and any other relevant documents).
- Download, for example, the free tool 'CIB PDF Brewer' in the version that suits you (32-bit or 64-bit) from the manufacturer's website. [Here](#) is the link to the manufacturer's website.
- Install the tool on your PC. This will install a new printer driver and, if you use Microsoft Word, will also create a shortcut for quickly generating PDFs.
- Restart your PC.
- Depending on the format in which you have saved your application documents, you will now find a button in the Office applications that the programme has created. If, for example, you now wish to convert your cover letter into a PDF, first save it to your PC. Then open the file again and click on the icon to generate the PDF. The programme will now ask you for the location where the PDF should be saved and the file name. You should choose a file name that is easy for your future employer to understand, e.g. Application Documents_Nicole Muster.pdf.
- You have now saved the first document as a PDF.
- To now include the missing documents in the correct order, all you need to do is select your documents, click the icon to generate a PDF again and IMPORTANT!, use the same file, i.e. in our example, 'Application Documents_Nicole Muster.pdf'.
- The programme will now offer you several options; you can append the file to the end of the PDF, generate a completely new PDF, etc.
- You should always select 'Append file to existing PDF' here.
- Repeat this procedure for all remaining documents in Office format. To include all images or other document types, simply select the CIB PDF Brewer printer from the print menu and proceed as described above from the point where you save the file.
- You now have a PDF containing all your application documents!



Scanning documents as PDFs

To convert printed documents into an attractive PDF file, a tool called “Horland Scan2PDF” – which is free for home users – has proven its worth. This tool uses the scanner connected to your PC to convert the documents into a PDF file of acceptable quality whilst keeping the file size small. To use this, you will need a PC printer with a built-in scanner or a scanner connected to your PC. You will also need the Horland Scan2PDF tool, which you can download from the manufacturer’s website via this [link](#), towards the bottom of the page. Once downloaded, please install this tool on your PC.

To scan documents using this tool, launch the programme. The programme will then automatically detect all connected scanners. Select the relevant scanner. Next, set the resolution to 300 DPI and scan in colour. Leave the input size set to AUTO and please set the output size to A4. If you have several documents to scan, you can also click on ‘Automatic Feeder’ if your scanner supports this function. To start the scanning process, place your document in the scanner and click on ‘Scan’. Once the scan is complete, an icon representing the scan will appear on the screen. You now have the option either to scan further documents or to save the document. To save, click on ‘Save’ and then on ‘Save all images as 1 PDF’ and select the save location. To subsequently link this PDF to your existing application documents, open the newly created PDF and select ‘Print’. There, select ‘CIB PDF Brewer’ as the printer. Then print. Before printing, you will be asked where you want to save the file. Select the PDF file you have already created containing your application documents. You will then be asked whether you want to replace the file or whether it should be appended to the existing document. Select the ‘Append’ option and the PDF Brewer will immediately create the PDF, including the scanned documents.

Finally, we would recommend that everyone adds a special ‘touch’ or idea to their application. This will set you apart from the rest, for example:

- Format your application so that it is visually distinctive, for example by adding a coloured line to the left or right margin in a consistent and uniform manner throughout.
- Use good-quality paper.
- Offer a few days’ trial period or a one-week work experience placement.

“I wish all jobseekers every success in their job search with these simple but effective tips, and hope that they will be invited to an interview and be able to impress their future employer. Good luck!”

Achim Winter
Managing Director and Owner

Would you like to apply for a job at BDE Engineering?
Simply send your application to:
bewerbung@bde-engineering.de or apply online

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