

How can I find employment in Germany?

I. Preparations

1. **Get yourself a (formal) email address** – the format „first name surname“ is most common in Germany. Many providers offer free email accounts. [ProtonMail](#) is a particularly secure one.
2. **Get a postal address** – the address of a friend/acquaintance or even an [institution](#) is sufficient if you can receive mail under their name and with c/o in front of your name.
3. **Find ways to learn German** – You can register for a [free German courses](#), find a [language tandem](#) or register for an [integration course](#).
4. **Open a basic bank account in Germany** – every bank in Germany is obliged to offer this. However, some banks do charge administration fees for their basic bank accounts.
5. **Find out your social insurance number** – the [German Pension Insurance](#) issues these numbers to employees when they start their first employment in Germany.
6. **Find out your personal tax identification number** – the [German Federal Tax Agency](#) issues and send this number to you once you have officially registered at an address. If you have not been able to register, you can apply for this tax ID with your local [Finanzamt](#) (tax department).

II. Steps towards finding employment

1. **Register with the Employment Agency as a job seeker** – you can register [online](#) or via the [local Employment Agency office](#) responsible for you.
2. **Update / create your Curriculum Vitae (CV) in a format that is commonly used in Germany** – you can use the free online tool [EuroPass](#) to create your CV and exporting it as a PDF file (save it with your name).
3. **Collect all your formal qualifications, certificates and references**
4. **Get all your documents copied and scanned** – save all the documents as a single PDF-file. The file name should contain your full name.
5. **Search for job offers online** – many jobs are posted on social media, forums and company websites. [Public job agencies](#) can also offer help. If you are using a private job agency, there might be additional costs.
6. **If you want to apply for a job, call the employer** – express your interest and ask questions about the position i.e. whom you should address the application to.
7. **Write an application letter** – research the person/department responsible for the job opening. Write why you want the job and which of your experiences are relevant. The letter should be max. 1-2 pages long. If you are unsure about your German grammar, ask someone to look over the letter.
8. **Send your application documents to the employer** – send them electronically via email or via an application portal. Check whether they should also be sent via post.
9. **Do the job interview** – if you receive the interview invitation make sure to confirm your participation. [Prepare for the interview](#) and be punctual.
1. **Once you're offered the job** – [read the contract before you sign it](#).

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III. Documents (obligatory)

- ID / passport / German residence title / EU-residence title
- CV
- Application letter (signed)
- Qualification documents (school, traineeships, university)

IV. Documents (optional)

- References from previous employers
- Certificates for courses, trainings etc.
- Awards and other relevant documents

V. Where to get advice and information

1. Services of the Federal Employment Agency

- [Register as a job seeker](#)
- [Apply for employment benefit](#)
- [Recognition of foreign qualifications](#)
- [Applying for further training](#)
- [Apply for support with finding training/jobs](#)

2. Online Job Forums

- [Jobbörse](#)
- [Haushaltsjob-Börse](#)
- [indeed](#)
- [Ebay Kleinanzeigen](#)
- [English-speaking jobs in Berlin](#)
- [Job in Berlin](#)

3. If you are looking for personal support with finding jobs and writing applications:

- [JobPoint Berlin](#)
- Job coaching is offered by organisations such as [Ayekoo](#) or [BBQ](#)
- Advice on how to get your qualifications recognised in Germany: [La Red](#)

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