

## How to apply

### **First impressions matter!**

Your job application is your business card and is critical to a successful application.

How to prepare your application correctly:

### **Letter of application**

Get us interested! In your letter of application you should state your reasons for choosing us as potential employers. Please also specify either the position advertised or, in the case of vocational training, which occupation you would like to learn and when you hope to start.

### **Short curriculum vitae/résumé**

Please supply us with a table giving a brief overview of the most important facts about you. This should include your education, work experience and other skills.

Apart from your school or professional achievements, we are also interested in your other interests and activities, e.g. part-time jobs, time spent abroad, memberships of clubs and associations, honorary posts and other skills and areas of knowledge (e.g. PC experience, languages).

### **Photocopies**

Please submit photocopies of the following, if applicable. They do not have to be certified.

- School leaving certificates or equivalent from the schools you attended or your last two school reports if you are applying for training
- Examination certifications (certificate of apprenticeship, diplomas, degree certificates)
- Military Service or alternative community service certificate, if applicable,
- References from previous employers
- Driver's license
- Work and residence permits, if required
- Other qualifications (internships, courses)

### **Contact:**

Fraport AG  
Personalserviceleistungen (PSL-PS2)  
60547 Frankfurt/Main

We look forward to hearing from you!

