

Tips & Tricks - Applying made easy



You are very interested in an apprenticeship at Johnson & Johnson. You ask yourself; how do I apply correctly? Here you will find helpful tips & tricks on how to make your application to us a success!

An exciting time awaits you; you are laying the first foundations for your future. We are happy to support you.

Your personal application dossier - resume & motivation letter

According to the Austrian Eyetracking study¹, a recruiter devotes only 43 seconds when receiving an application, this is usually the reality. Of course, vocational training is close to our hearts and our decision-makers take much more time for this. We know how much effort a good application takes. We show you what is important!

In addition to a resume and references, companies also require a letter of motivation - sometimes even for the trial apprenticeship. They want to get an impression of you.

The **letter of motivation** is a one-page, separate document that emphasizes your motivation for the job. In it, you describe your personal characteristics, interests and go into detail about your strengths. The letter should fit the rest of the application and be credible. You can stand out or be distinguished from the others - be it with a quote or something similar.

¹ https://www.stepstone.at/wp-content/uploads/2019/09/StepStone_Eyetracking_Whitepaper.pdf

Your CV

- The photo is the first visual impression of you. Make sure it looks professional and friendly.
- Include your personal details with contact details, school education and degree, possible internships or work experience, interests, and hobbies, most recently skills and qualifications.
- Mention stays abroad, engagements or your part-time job if you have one (tutoring, helping at a market, etc.).
- Avoid spelling/formatting mistakes
- Your resume should be presented in a mainly simple and structured manner. Choose a consistent font (Arial, etc.). The font size should be between 10 - 12 pt.
- Give the contact details of your teacher as a reference, if he/she agrees. Otherwise "On request" is sufficient.

Your letter of motivation

- Write as individually and convincingly as possible, so you stand out!
- Maximum one page long
 - Introduction: Start with the polite form of address "Dear Mr. XY". Mention the name of the recruiter. Introduce yourself briefly and summarize what appeals to you about the apprenticeship. Formulate this short part of the application in an exciting way that encourages the reader to read on.
 - Middle section: Explain your motivation with 3 - 4 reasons why you are interested in the company and why you are particularly well suited for this position.
 - Do not mention what you lack in experience or what you cannot do but explain in which area you would like to learn more.
 - Concluding part: end the letter with the following sentences:
 - "I look forward to convincing you of my abilities in a personal interview."
 - "I would be pleased to receive an invitation for an interview."
 - Offer to be available for questions or an interview.
- Avoid language and format errors. Have your parents or a teacher proofread your letter of motivation.

Difficulties with the wording?

If you have difficulties with the wording, we advise you to think about the questions below. Then you can structure your text in a three-part motivation letter:

- What are your strengths, interests, knowledge, etc.?
- How do you show your strengths (in class, as a classmate, in your free time, when doing homework)?
- What should we know about you as a person?
- To what extent can you incorporate your strengths into vocational training?
- Why do you want to learn this profession?
- Why would Johnson & Johnson interest you?

Johnson & Johnson wishes you good luck with your application!