

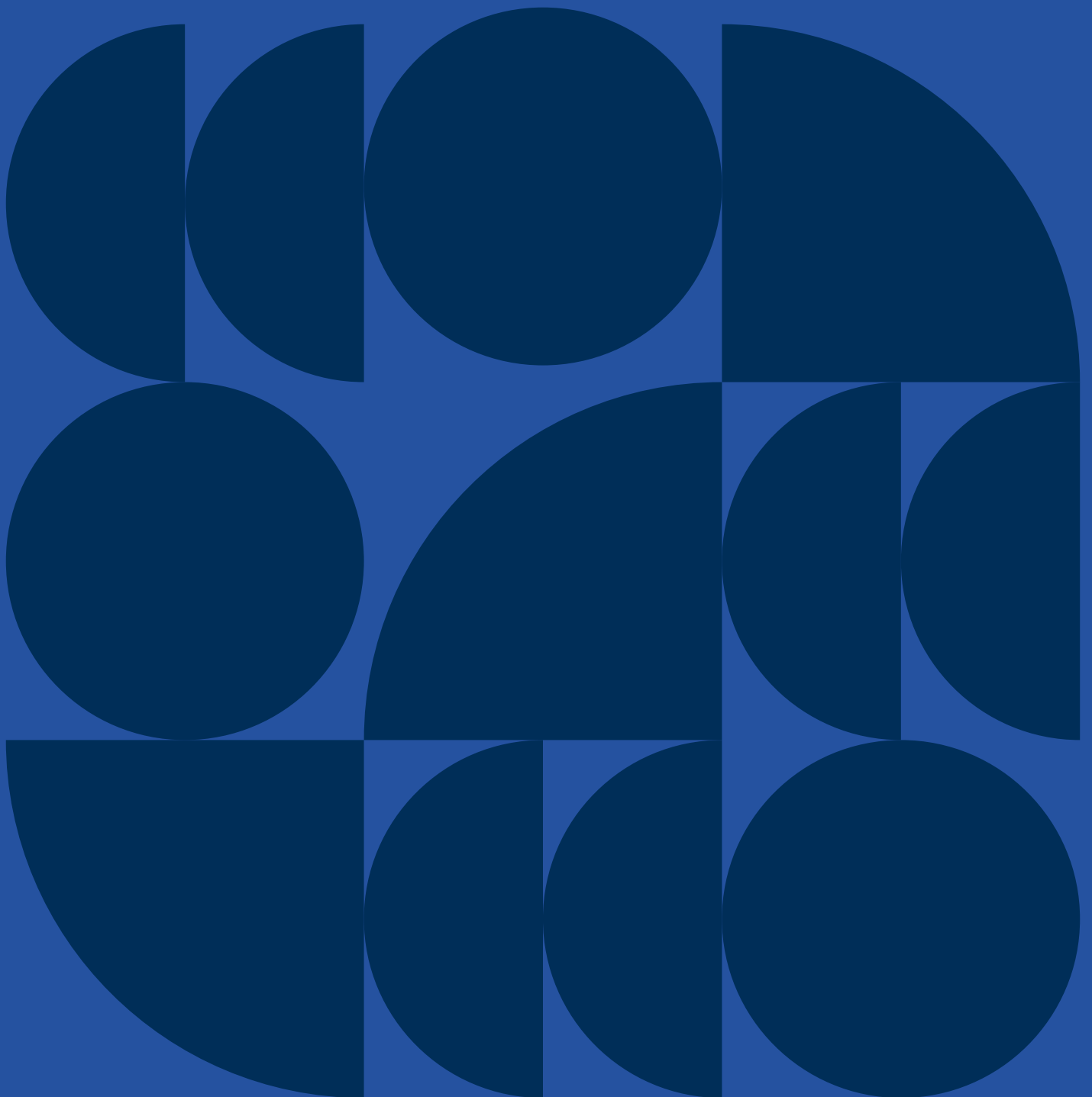
International Office

# Workbook

Successful Start into  
Professional Life  
for International Students



Marburg  
University

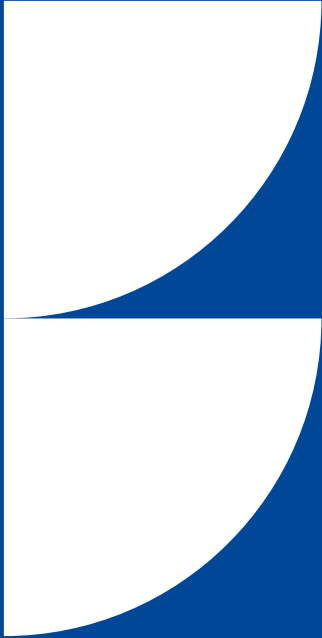


# Introduction and How To





The workbook “Successful Start into Professional Life” supports you to manage the transition from studying to working life systematically and efficiently. It offers a structured aid to reflect and possible tasks to define your own interests, gain experiences, prepare applications, build networks and develop soft skills.



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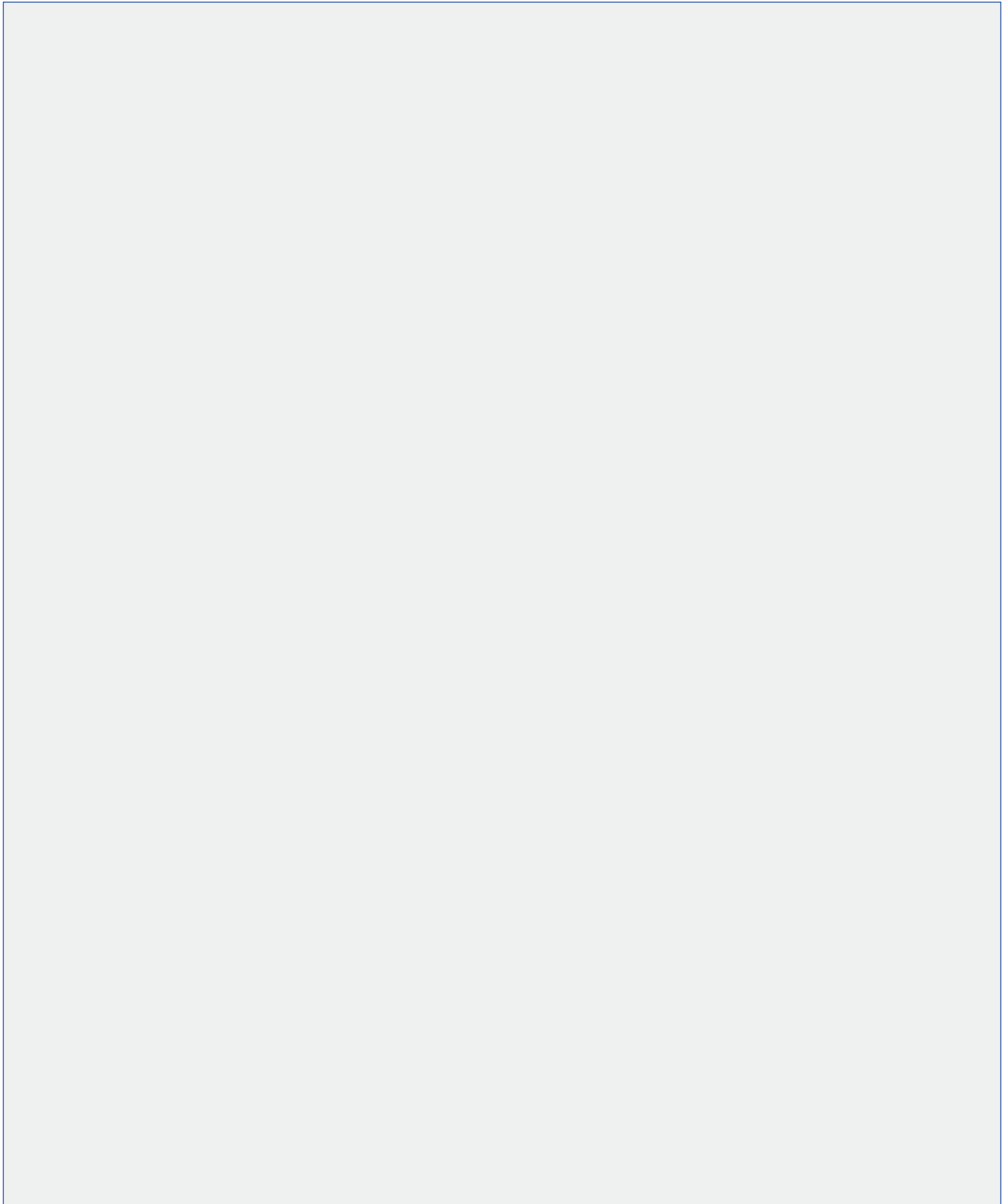


01

# Identifying Your Own Interests and Skills

Before you enter the job market, it is important that you get to know yourself better. By analyzing your interests and skills, you create a good basis for your career planning.

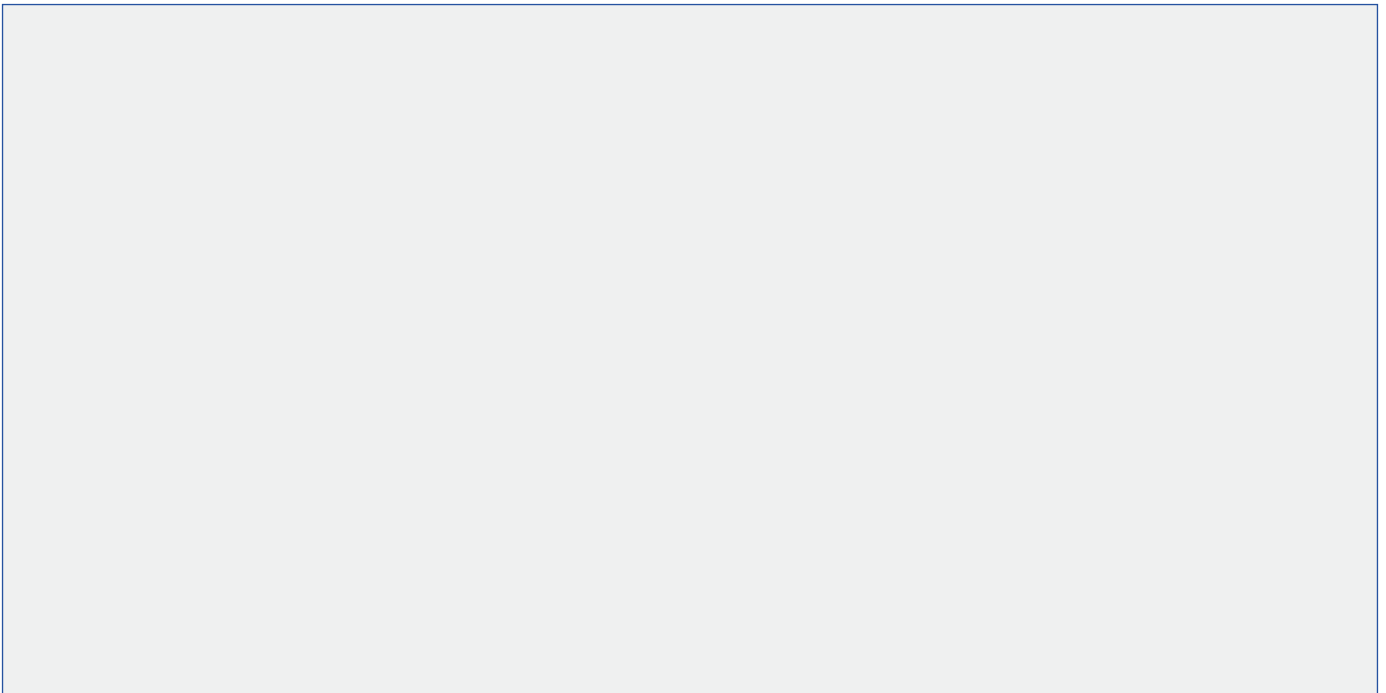
**Lectures / seminars on which topics interest me the most (and why)?**



**Research for various jobs and occupational fields that interest me: What skills and experience are required there? What am I particularly interested in and why?**



**What skills and experience do I still lack for the desired occupational fields?**



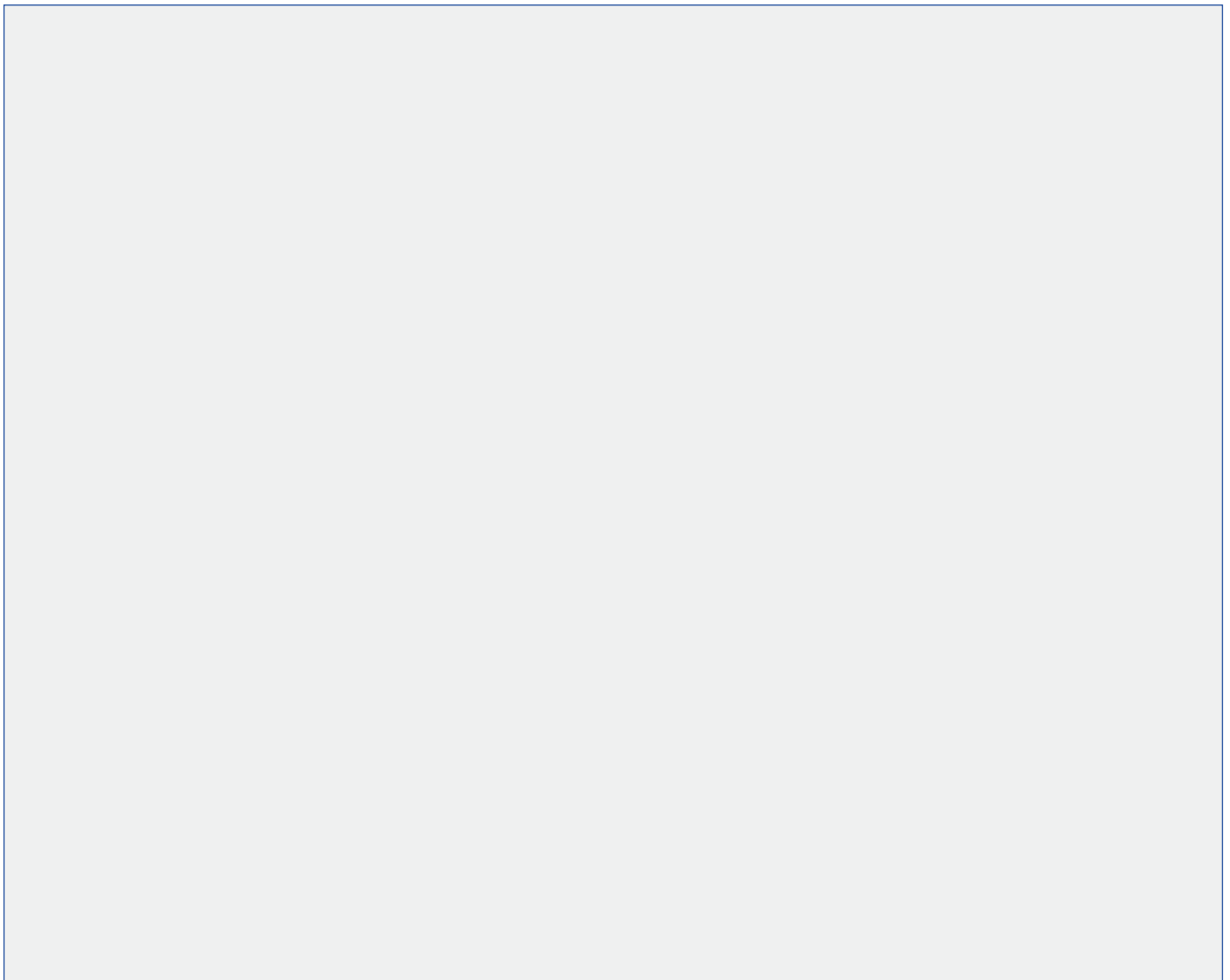
## **Possible To-Dos**

**Use the Career Service's database of occupational fields for orientation**

**Arrange an appointment with the Career Service for initial career orientation**

**Research at least 5 jobs that interest you (part-time job / internship / career entry as required)**

**You can write down further relevant tasks here:**



02

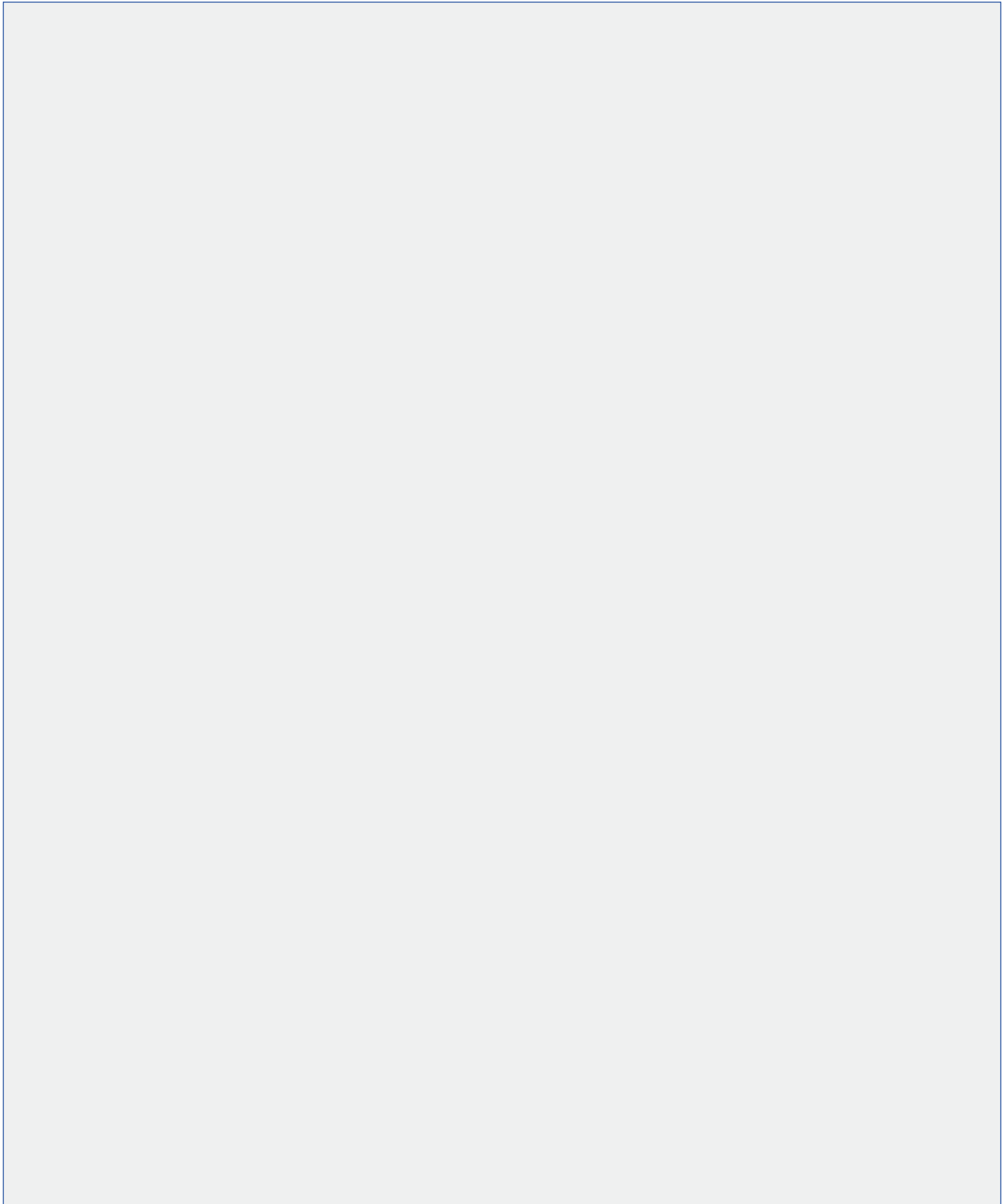
# Developing Soft Skills

In addition to specialist knowledge, soft skills determine how successful you can be in a job. Employers also pay a lot of attention to whether applicants have appropriate qualifications or experience for their own company.

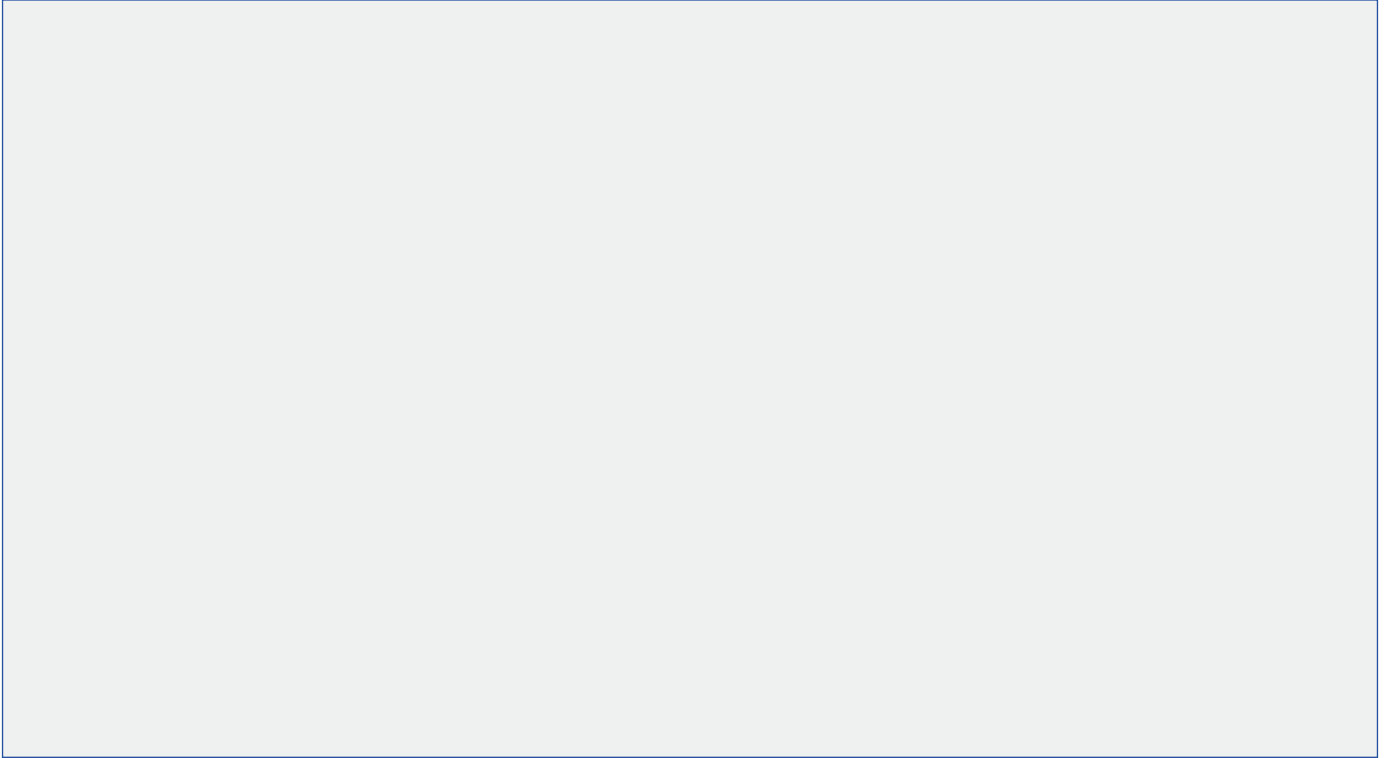
**Rate the following skills on a scale of 1 to 5 (1 = not at all, 5 = to the full extent). How well developed are which of my soft skills and what can I still work on? Can I think of any other soft skills that characterize me or that I would like to develop further?**

| Soft Skills                    | 1 | 2 | 3 | 4 | 5 |
|--------------------------------|---|---|---|---|---|
| Ability to work in a team      |   |   |   |   |   |
| Ability to work under pressure |   |   |   |   |   |
| Ability to take criticism      |   |   |   |   |   |
| Willingness to learn           |   |   |   |   |   |
| Analytical thinking            |   |   |   |   |   |
| Organizational talent          |   |   |   |   |   |
| Problem-solving skills         |   |   |   |   |   |
| Time management                |   |   |   |   |   |
|                                |   |   |   |   |   |
|                                |   |   |   |   |   |
|                                |   |   |   |   |   |
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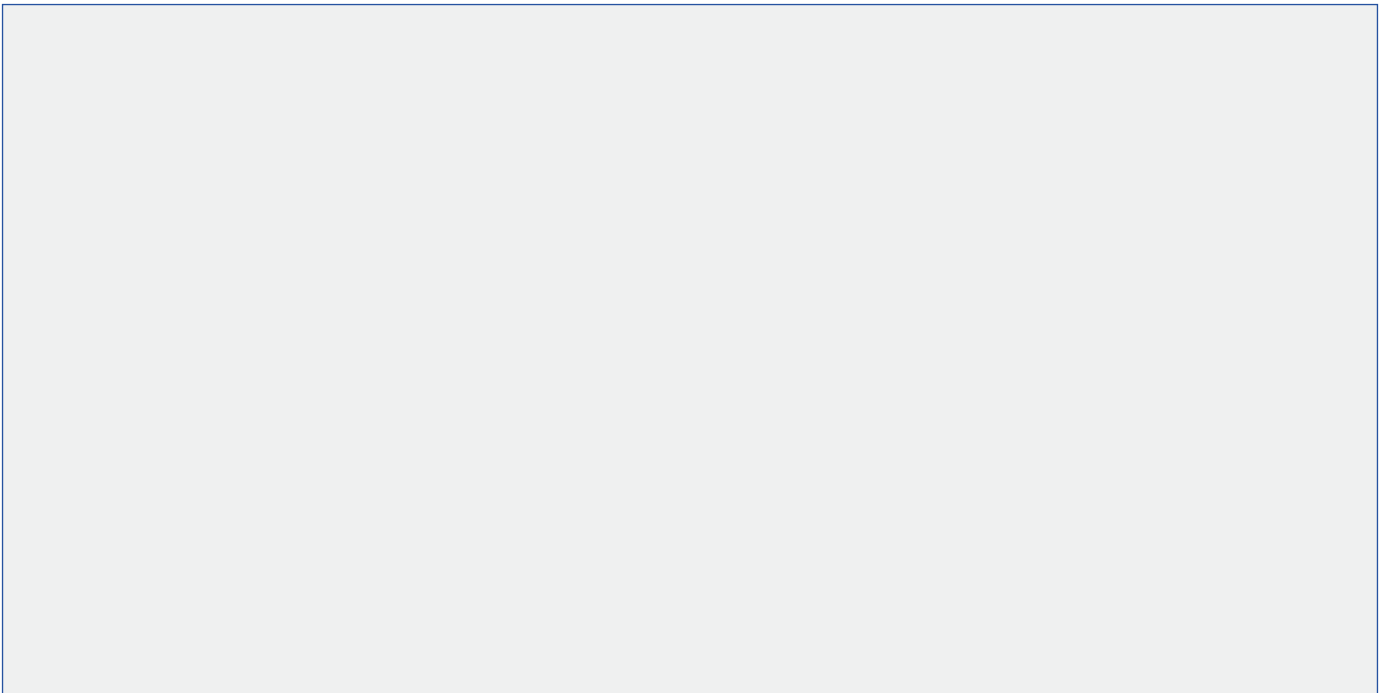
**Which soft skills particularly characterize me? In which situations have I already been able to use them?**



**Which soft skills would I like to develop further? Which university workshops or seminars could help me with this?**



**Which language courses or certificates are useful for my professional goals?**



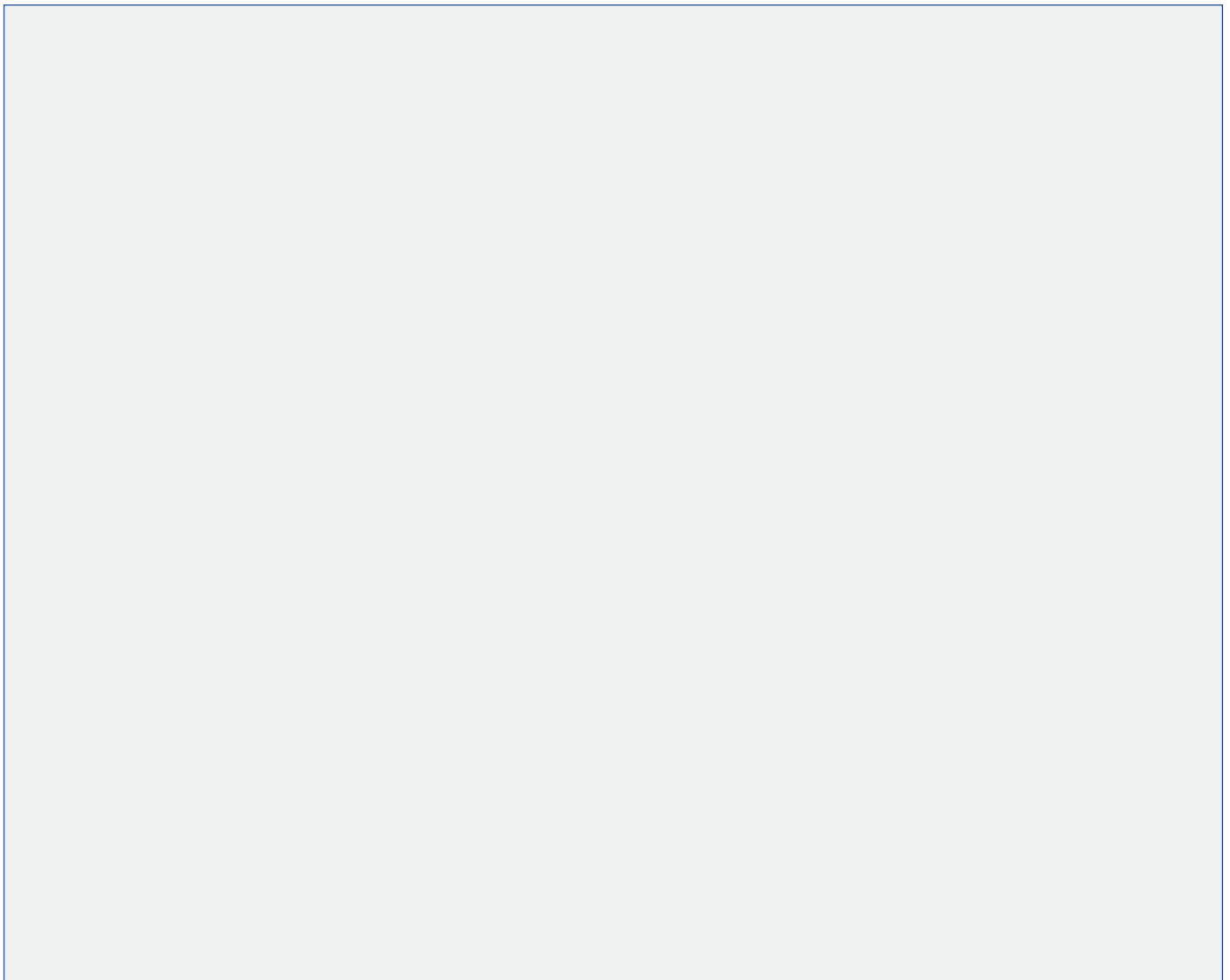
## **Possible To-Dos**

**Participate in suitable MarSkills modules and /  
or workshops at the university**

**Carry out a self-assessment test,  
e.g. from the German employment agency**

**Use the services of the Language Center  
(courses, self-study offers, networking events)**

**You can write down further relevant tasks here:**



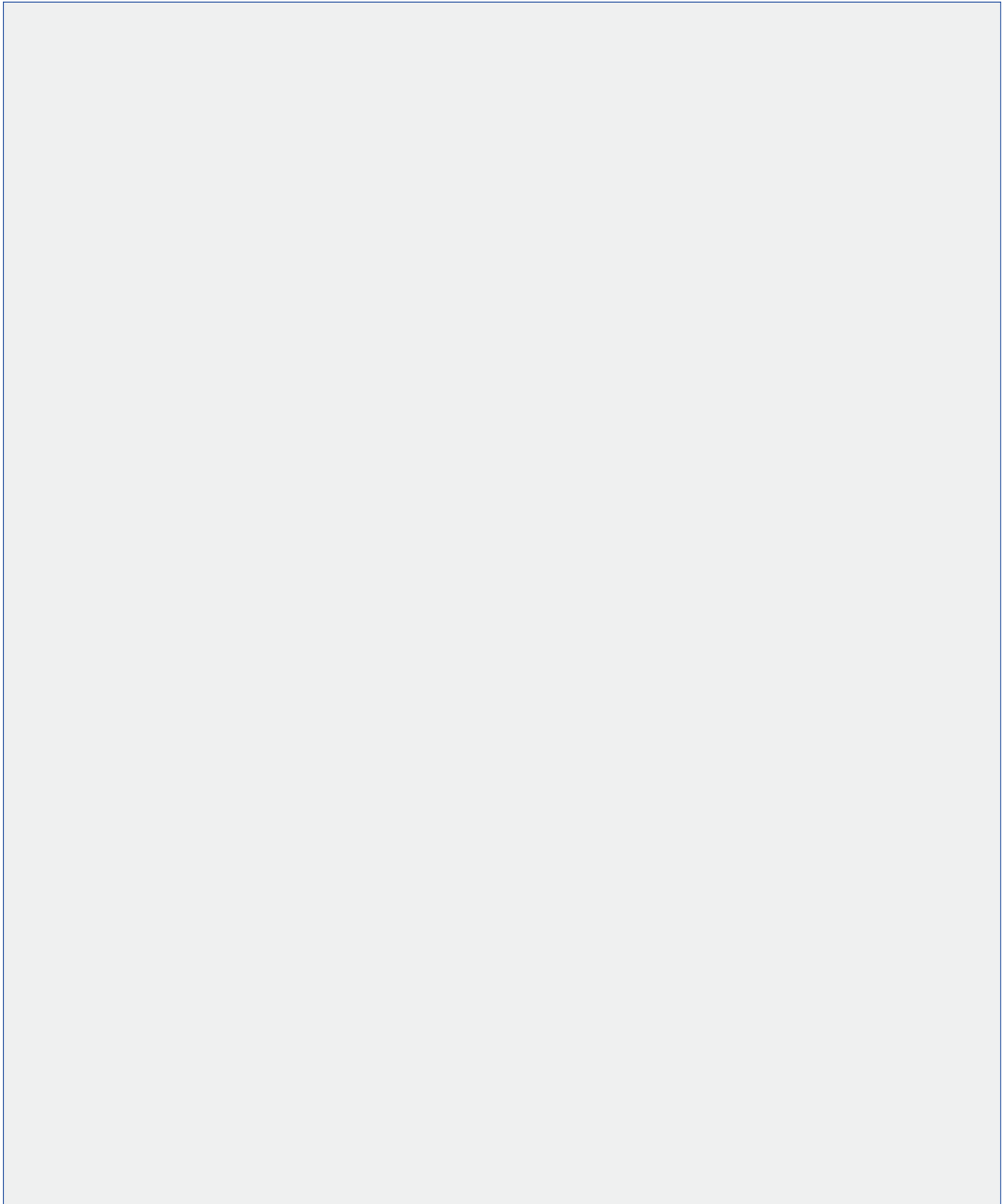


03

# Building a Network

A strong professional network can open doors that you may not even have known existed. Networks not only offer opportunities for jobs, but also valuable advice and support on your career path.

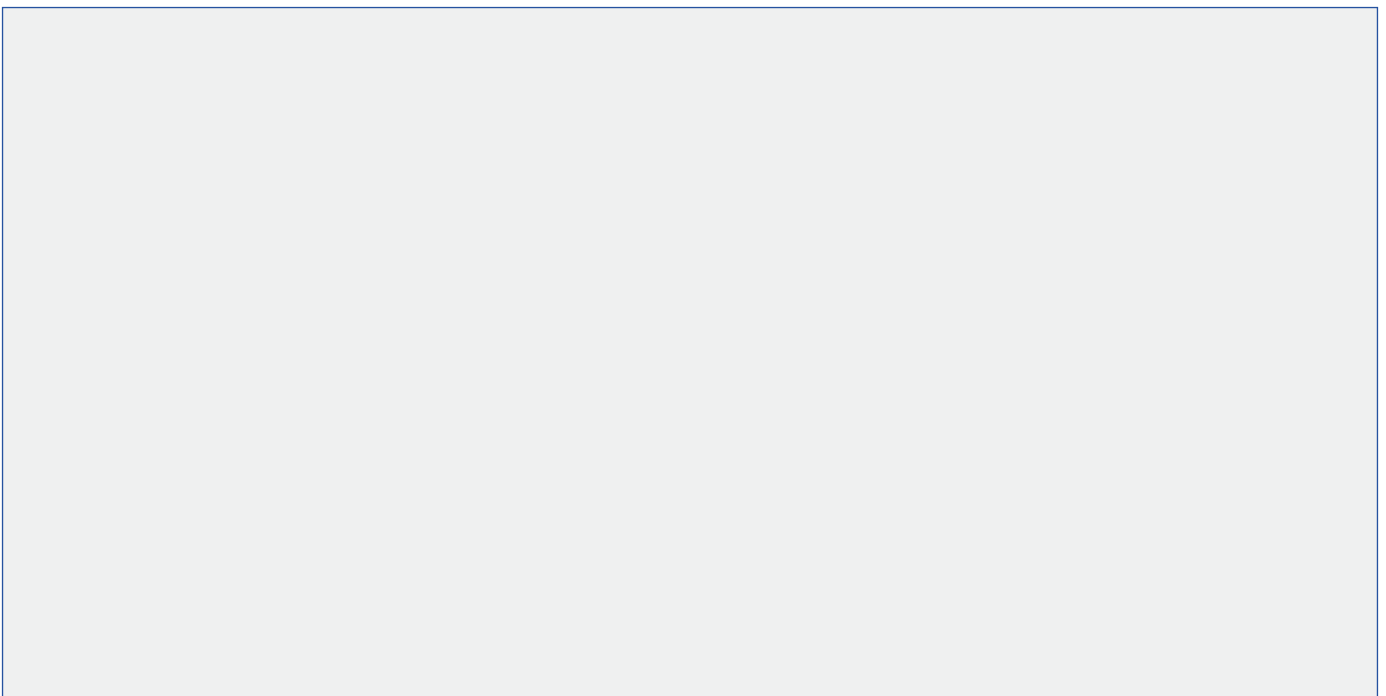
**Which contacts do I already have in my network?  
(Family, friends, fellow students, employers / colleagues etc.)**



**Which career fairs or networking events could I attend?**



**Which advice centers and/or university staff and teachers could support me in which way / with which information?**



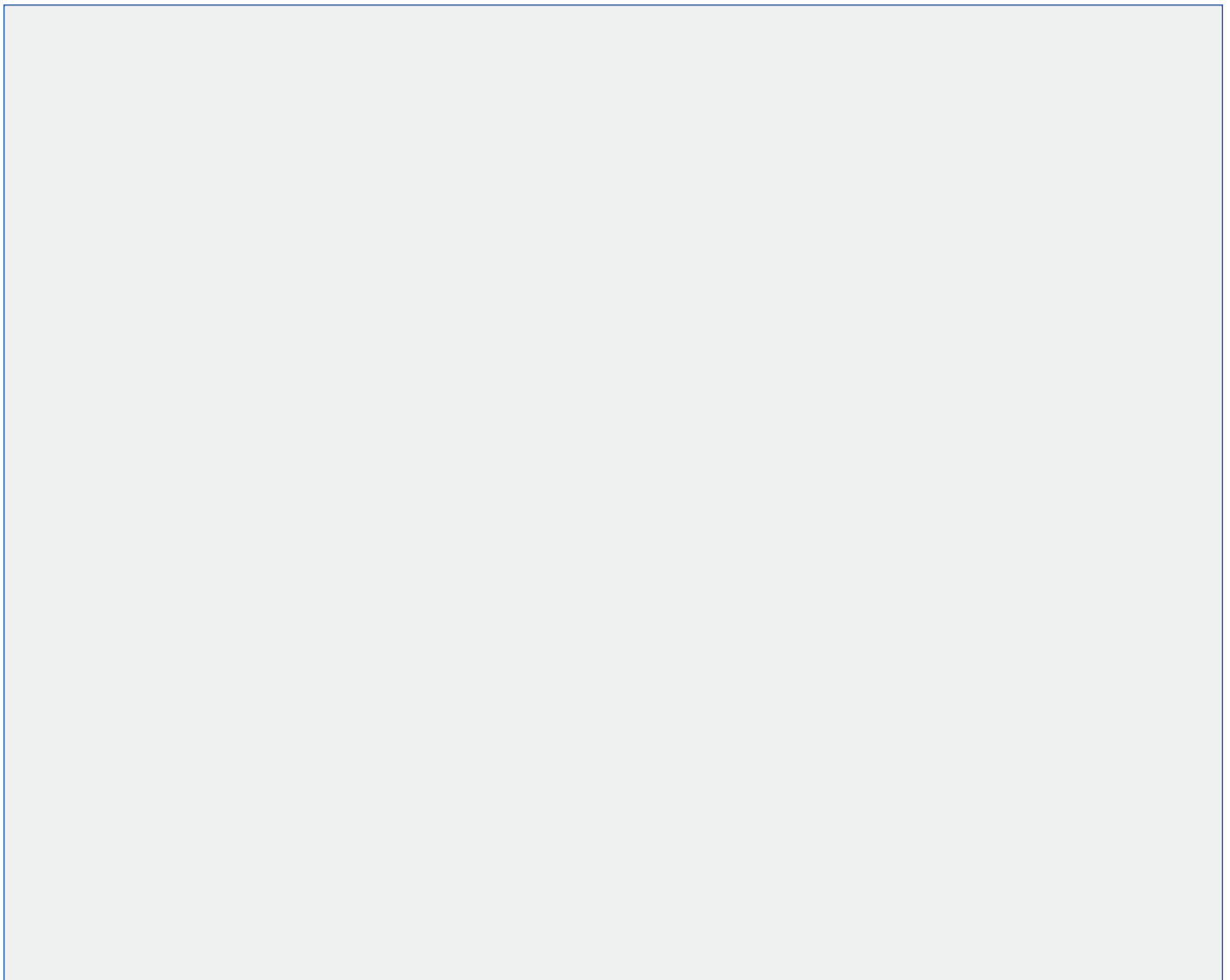
## **Possible To-Dos**

**Attend career fairs and networking events**

**Create a LinkedIn / Xing profile**

**Establish contact with alumni from your own degree program,  
e.g. through student councils, the university's Alumni Service or  
LinkedIn/Xing research**

**You can write down further relevant tasks here:**

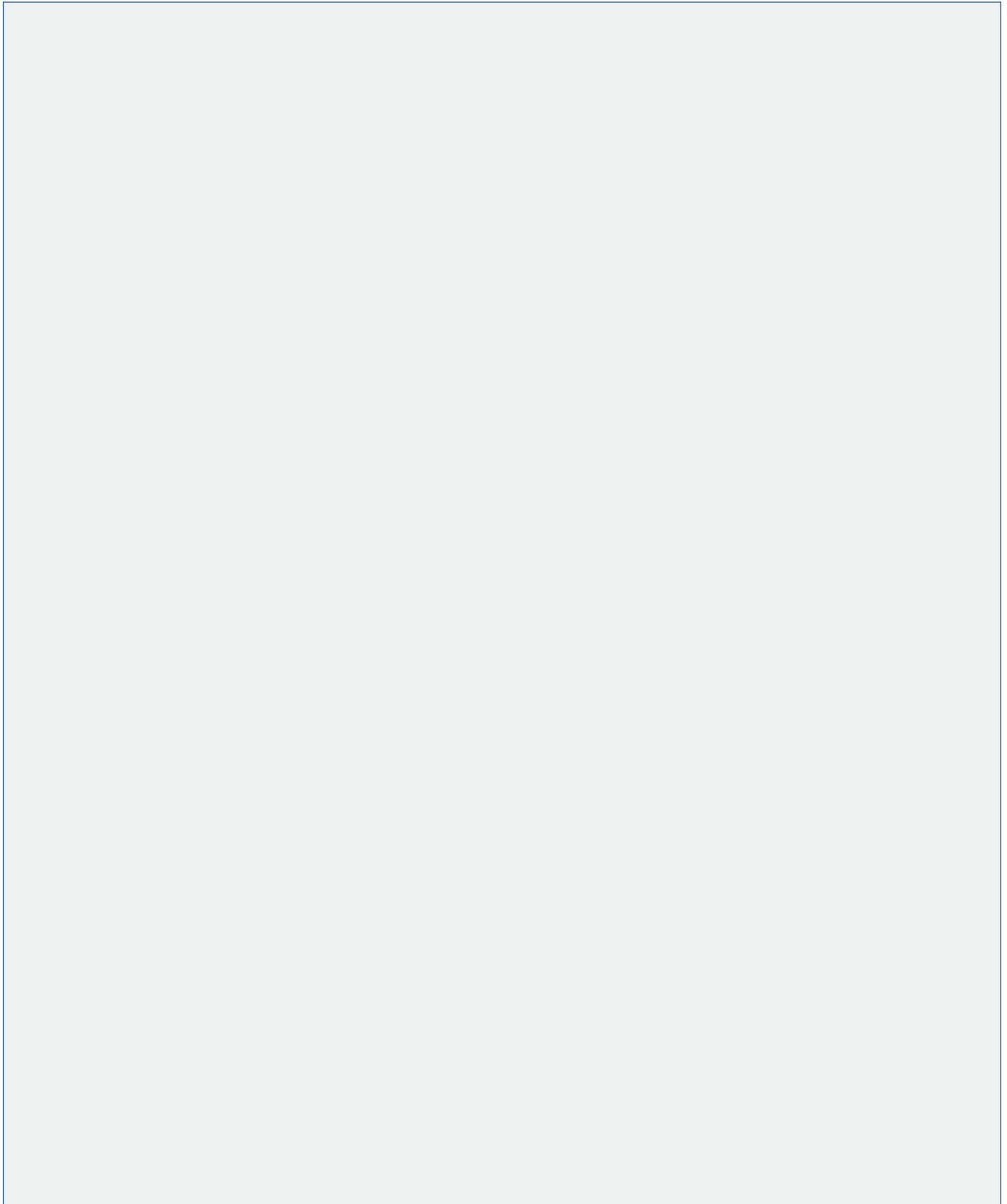


04

# Preparing Your Application

The application process is your first opportunity to convince potential employers of your qualifications. A professional application increases your chances of getting a job.

**List: suitable certificates and references for various positions (e.g: School / university degree certificate, transcript of records, work / internship certificates, confirmation of voluntary work, course certificates, scholarship certificates, etc.).**



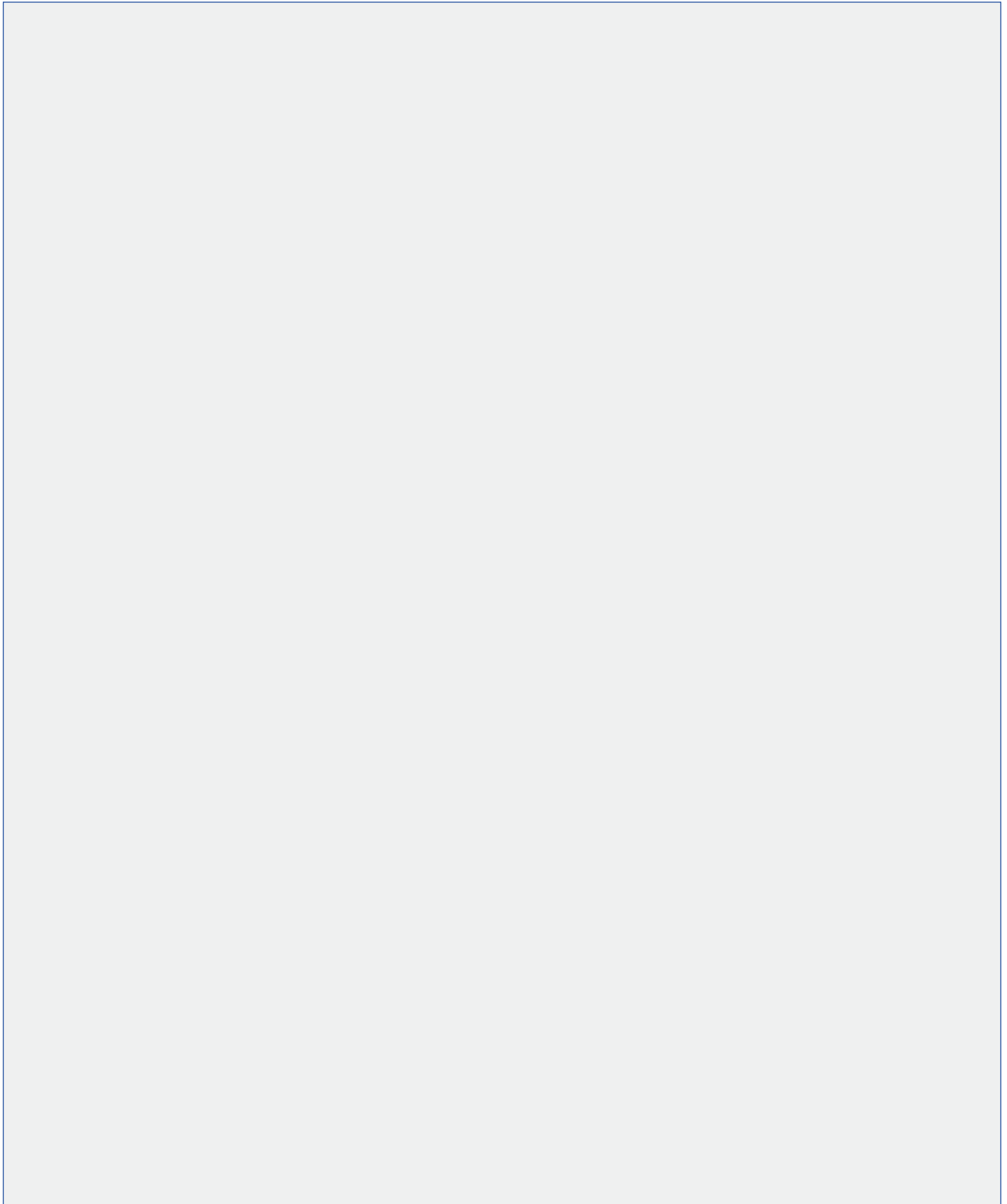
**Notes for a self-presentation (Elevator Pitch):**

**What is my previous experience?**

**What are my strengths?**

**Why do I want to have exactly this job or work in exactly this area?**

**Where do I see myself in the future?**



## Possible To-Dos

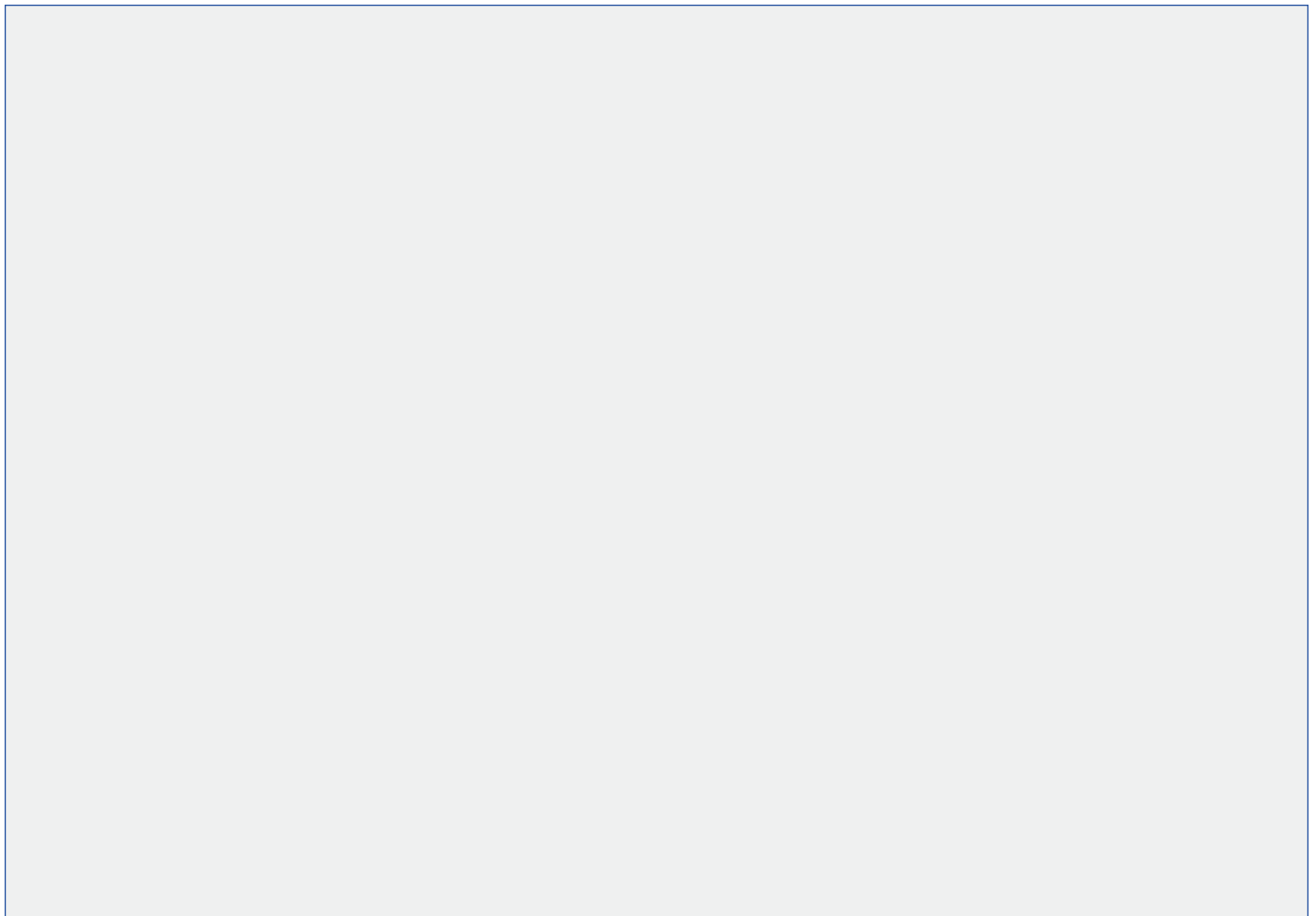
**Attend workshops by the Career Service on application-relevant topics**

**Prepare application documents and, if necessary, have them checked during a consultation with the Career Service / International Office**

**Prepare for job interviews (gather information about the company, formulate answers to possible questions)**

**Practice job interviews and self-presentation (Elevator Pitch)**

**You can write down further relevant tasks here:**



# 05

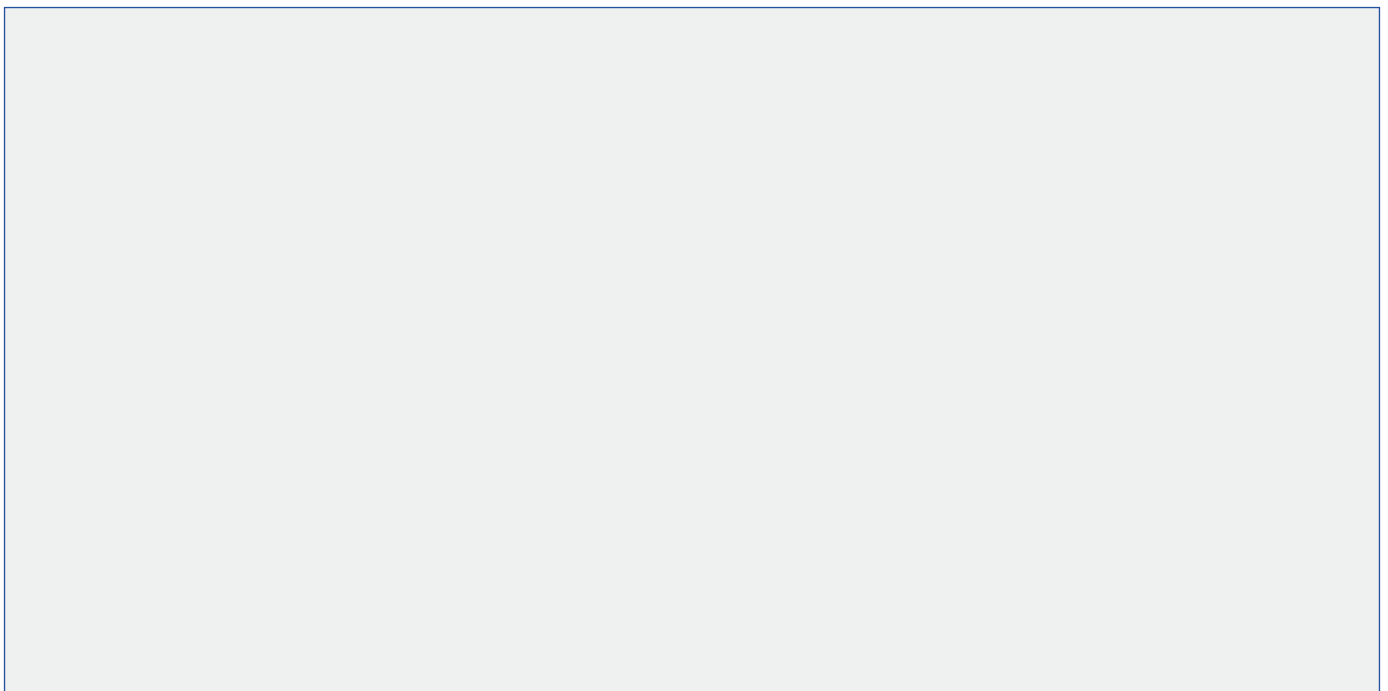
## Gaining Practical Experience

Practical experiences such as internships, working student activities or volunteer work are key to preparing for professional life. They allow you to apply theoretical knowledge, gain valuable insights into the professional world and hone your professional profile.

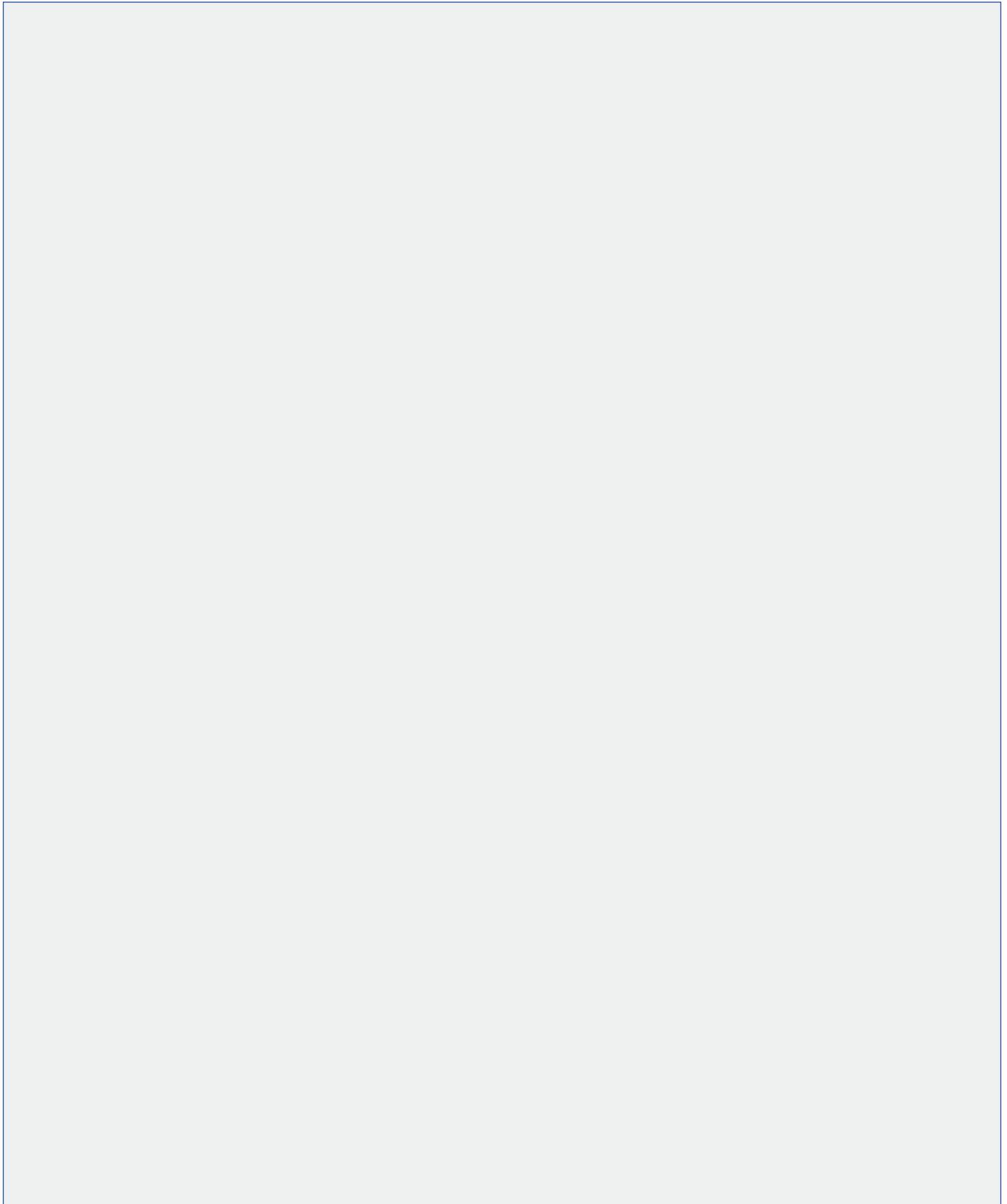
**Do I have a compulsory internship during my studies? If so, when and to what extent?  
What other requirements do exist from my department?**



**List of possible internships that match with my studies and my professional goals**



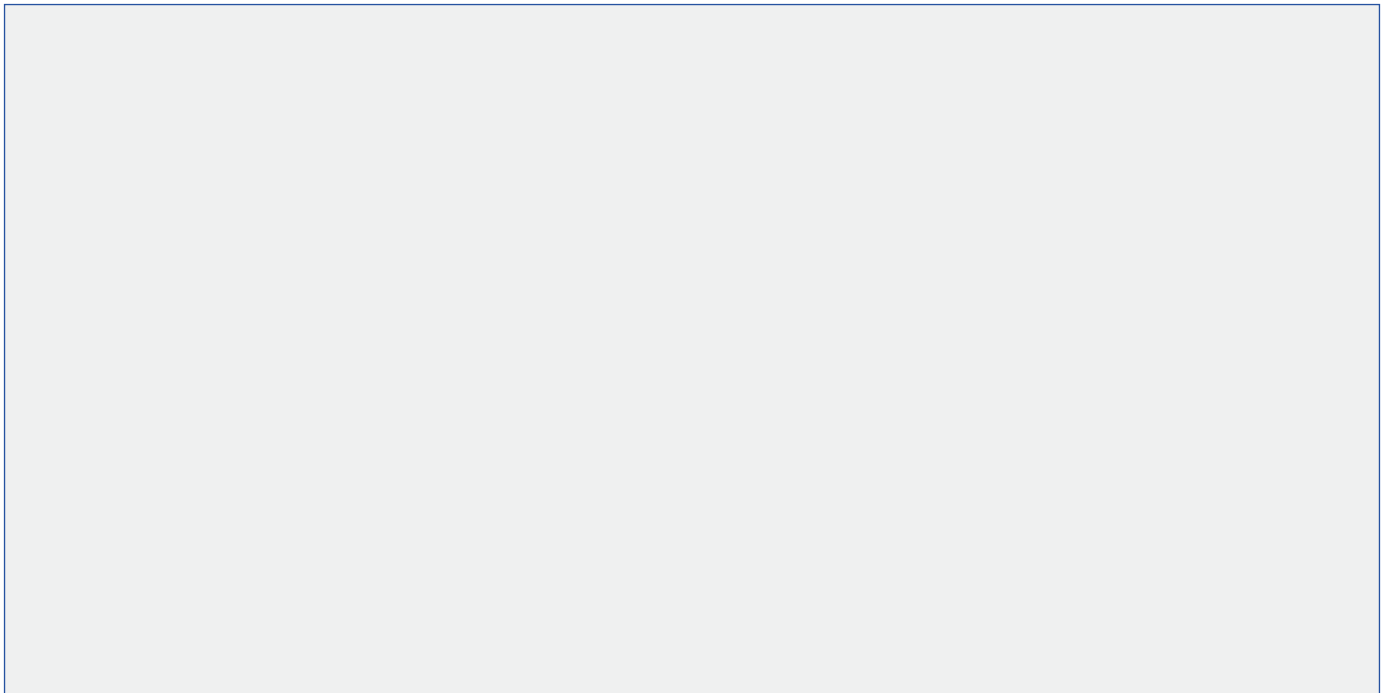
**Which part-time jobs could help me gain experience in the desired professional field?**



**Are there any voluntary projects or initiatives where I could gain helpful practical experience and improve my soft skills?**



**Which job portals or networks can I use to find suitable jobs or internships? Which keywords match my search?**



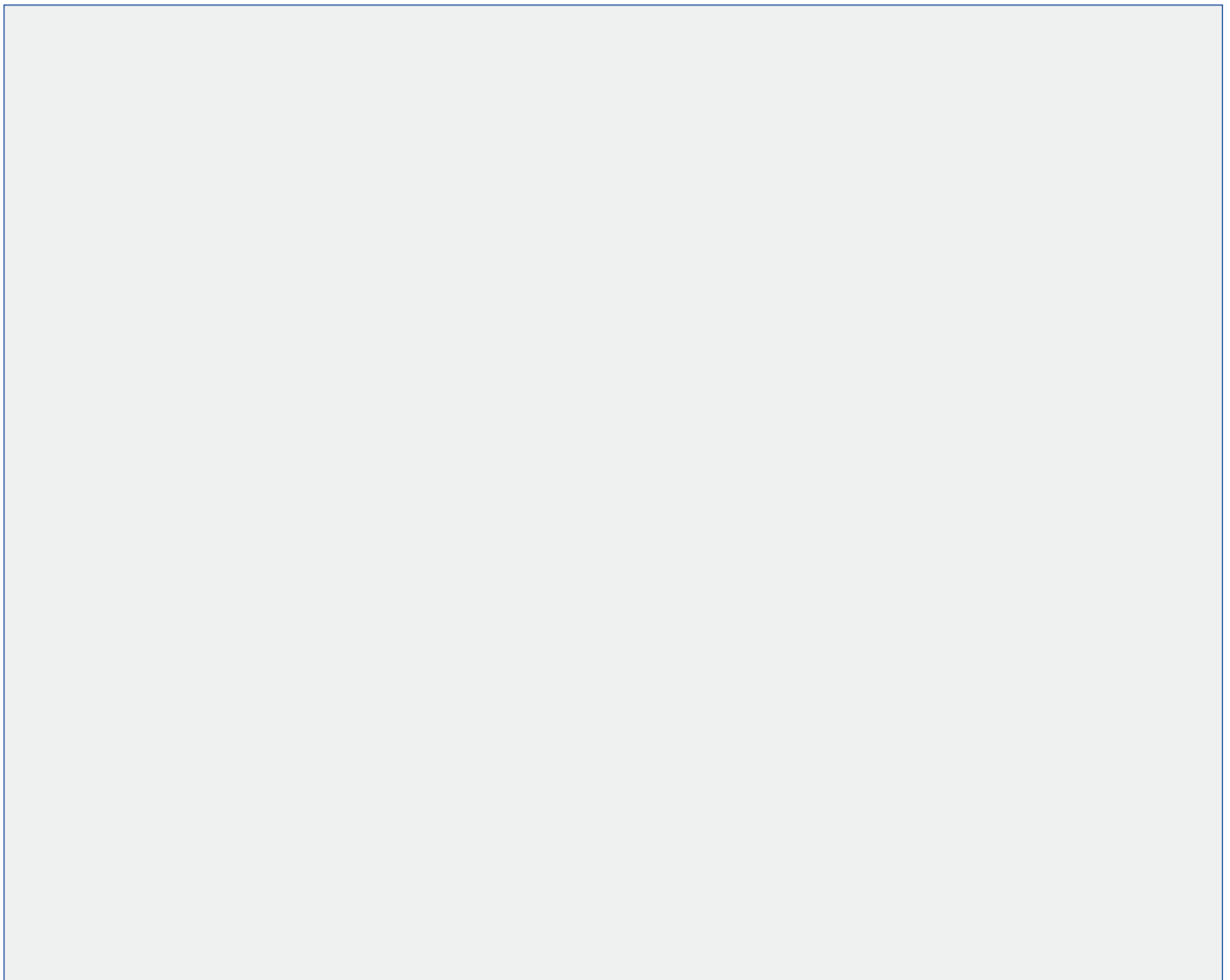
## **Possible To-Dos**

**Research at least 3 internship positions that would interest me**

**Research voluntary projects that I could imagine working on**

**Use the International Office's peer consultation hours to search for a part-time job**

**You can write down further relevant tasks here:**



# Further Links



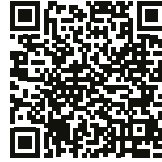
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