



# CAREER ELEVATOR TOOLKIT

By Cristina-Florentina Dincă, Paul-Darius Neef &  
Yee Nei Yness Yip

FEATURING ESSENTIAL TIPS FROM THE  
CAREER ELEVATOR TEAM+  
AND INSIGHTS FROM PROFESSIONALS



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# 3 STEPS

## TO ELEVATE YOUR CAREER

1

Preparing  
your  
application



2

Looking  
for  
opportunities



3

Smashing  
that  
interview



# Get that CV right!

Career Elevator  
career.elevator@outlook.com  
Helping you worldwide

## LAYOUT

**Always applicable**

### **Stick to one page**

Recruiters spend 6 seconds on average on your resume. As a young graduate, it's in your best interest to keep it brief!

**Worth considering**

### **Internet is your oyster**

There are so many resources out there to rely on for good CV templates. Capitalize on that!

**Obvious reminder**

### **Clarity above all**

It's easy to get carried away with the aforementioned fancy, state of the art templates. Remember to highlight what matters (skills, relevant experience) and to keep it clean.

## CONTENT

**Always applicable**

### **Adaptation is key**

Each application should call for its own CV, where you might want to highlight different strengths or experiences.

Plus, regularly reworking your CV is bound to help you improve it in the long run.

**Worth considering**

### **There are no (truly) useless skills**

As a young graduate, an overly light CV is a common concern. Don't be afraid to mention experiences that may not directly fit with the position you're applying to. You can always make a convincing case for those transferrable skills.



# DON'T UNDERESTIMATE THAT COVER LETTER



## **You're not writing a novel**

Keep it to a single page! A clean layout will speak to your ability to keep things brief, streamlined, and professional.

## **You're knowledgeable, show it**

Tailor your letter to each application. Do so by demonstrating your awareness of the company's goals.

## **Keep it truthful & confident**

Don't apologize for lacking a required skill, focus on the ones you do have and how they can relate to the job.

## **P R O O F R E A D**

Enough said!

## **Proofread once more**

No, really, do it again!



# Tips for requesting a reference letter

## What is a reference letter?

The reference letter is considered a vote of confidence for the person concerned. It is the author's goal to highlight specific character traits and skills for the subject of the letter.



## Reference letters are suitable for different occasions.

**In a career setting, the aim of the letter** is to recommend applicants for a job and to attest their credentials. It also gives applicants an opportunity to positively stand out from the crowd and to enhance their application.



In principle, anyone with whom you worked professionally can write a reference letter. However, you should think carefully about whom to ask to write you a recommendation. Make sure to select people who can speak positively about your qualifications for that position.



## After you've found a suitable writer to recommend you, here's what you can do:

- Clearly explain to that person what you want to do and why you are aiming for that goal. This helps to align the reference letter with your project.
- Make it as easy as possible for the other person. Provide all the necessary documents on your own initiative, such as certificates and your curriculum vitae.
- You shouldn't expect to receive your reference letter within a few days. Talk to the person at least four to five weeks before the deadline.
- Always ask in person or at least by phone. You are asking for a favour, so you should act honestly and politely.

## Last but not least

- Remember to say thank you. Always send a thank you note to your reference and acknowledge the favour.



# VOLUNTEER



Volunteering has become increasingly popular among students and young graduates in recent years. Not only is it a great experience from a human perspective, it's also been found to substantially heighten your chances of finding a job in recent studies. Here are two volunteering opportunities to consider:



Expanding on the European Voluntary Service, established in 1996, the ESC is an international volunteering program established by the European Commission in 2017.

Open to young people between 18 and 30, it covers a wide range of organizations and countries, offering opportunities in fields such as education and training, environment, migration, culture, or digital technologies. From local solidarity projects to cross-border activities involving volunteering teams, it offers plenty of opportunities for young students and graduates to gain enriching experiences and showcase their reliability to future employers.

*Bonus point:* participants in ESC activities will be covered for travel, accommodation and training, on top of receiving a small allowance for personal expenses.



Launched in 1970, the UN's program has long been a volunteering staple. With a minimum age of 25 and no upper age limit, it offers lifelong opportunities in peacekeeping and humanitarian projects.

*Bonus point:* These opportunities come with living allowances as well, on top of the huge personal reward of being a direct actor of change.

## Useful links:

[European Solidarity Corps](#)

[UN Volunteers](#)

[European Youth Portal](#)

[Volunteer Match](#)

[Volunteer World](#)

[Volunteers at UNICEF](#)

[Youth4Europe](#)

[Volunteer Forever](#)



# The Value of Volunteering



*What do experts say about extracurricular activities?*

Q Extracurricular activities are a great way to show you are driven and ready to make the most of available opportunities. There isn't a specific set of extracurricular activities that would be particularly beneficial in the application process. The key is how you portray the activities. Focus on what you learnt, the skills you developed, what drove you to dedicate your time to a particular activity and how the experience can help you in your future job.

Nadina Iacob, Research Fellow, CEPS

& We look indeed at the extracurricular activities of applicants but search not for specific ones. Extracurricular activities often make the difference and make applicants "shine" and stand out among others.

Baetina Renner, HR Adviser, ZIF

A If the intern has experience of different student organisations (e.g. organising conferences, meetings), this will help him/her a lot, as he/she will already have a vision of how it works.

Yevheniia Sarhina, CSM





# **SOCIAL MEDIA**

**IF YOU DON'T HAVE A LINKEDIN ACCOUNT  
YET, STOP READING THIS PDF, AND GET TO IT!**



**In a growingly digitalized world,  
and even more so after a global  
pandemic that democratized remote  
work and exchanges, capitalizing on  
social media is essential to heighten your  
changes of landing that dream job. So  
make sure to fill in your LinkedIn profile  
as  
thoroughly as possible, and network  
away!**

# HOW TO USE LINKEDIN EFFECTIVELY?

## MAKE SURE TO:



### Choose a professional photo

Include a short and catchy headline

Write a great profile summary



### Include LinkedIn Endorsements

Ask your previous employers or colleagues to write testimonials about your work.



### Request LinkedIn recommendations

Your connection can visit your profile and hit the "endorse" button for the skills they know you have.

**WHY?** Because skill endorsements and recommendations increase the informative value of your profile, help you rank higher in LinkedIn search and attract the attention of recruiters.





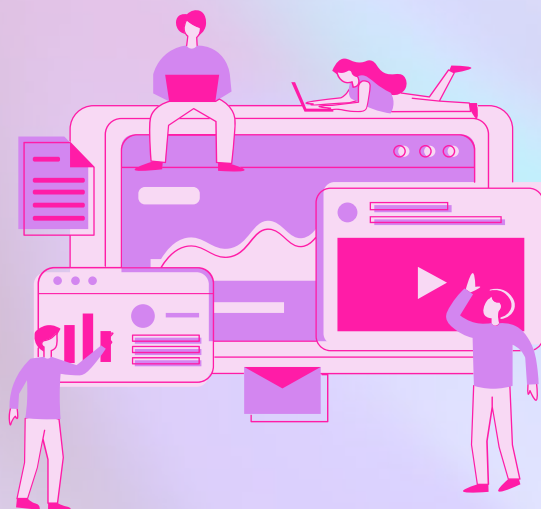
# Job Search Engines



Job seeking might seem like the easiest step here, but with the internet giving us access to so many different resources, the search can quickly become overwhelming and frustrating, as the best sites are not always the easiest to find.

Thankfully the Career Elevator team got you!

Here are some places to look to, sorted out by region and country, with an extra focus on EU opportunities as well as essential search engines to keep in mind: [Search away!](#)





# INTERVIEW PREPARATION

## Look it up



If you listened to our advice and tailored your application to the position you applied to, you probably know a bit about the company with which you just landed an interview. That's great! Now is the time to dig a little deeper. What are their current projects? Who will be interviewing you? Who are their clients, if applicable? Be sure to showcase how knowledgeable you are about them.

## Be ready



You already know you'll have to tell them about yourself, prepare for that obvious question. You should also go back to the job description and the skills the employer is looking for to get a better sense of the questions you'll most likely get.

## Come with questions



This will not only show you came prepared, it will also let them know that you are genuinely interested in the position.

## Practice



You've done your research, you have the skills, all you need to get from good to great will be a bit of rehearsing now!





# Elevator Pitch

## WHAT IS AN ELEVATOR PITCH?

An elevator pitch is a short speech that is intended to provide a summary of your background, credentials and work experience. It can be used during a job interview, as a response to the most common interview question "Tell me about yourself".

## HOW TO CREATE AN ELEVATOR PITCH?

### Important!!

An elevator pitch...

1. needs to explain what makes you unique
2. be delivered in 60 seconds or less
3. tells who you are, what you do and what you want to achieve
4. be interesting, memorable and succinct

### Share your credentials

Concentrate on your credentials and skills, and don't forget to mention your goals

Make sure that your message is clearly formulated and you appear authentic and confident to your audience

Keep it short!!!

### Avoid:

- Getting-of track
- Speaking too fast
- Using technical terms and abbreviations
- Delivering a speech that seems memorised and stiff

# Interview Question: Tell me about yourself

## Here's what experts have to say

*Tell a story. Never start with "As you can see in my CV" – we can read your CV. The role of this question is for you to show that you can summarise in 2 minutes who you are, what the key points in your academic and professional career are, how they relate to the job and why you see yourself joining our organisation.*

**Nadina Iacob, Research Fellow, CEPS**

*It is advisable not to talk about something that has already been on the CV. It is worth briefly describing what you are most interested in, what you are passionate about, what qualities you have and how you can use them in your work.*

*Don't make it too long. Brief, rhetorical, interesting.*

**Yevheniia Sarhina, CSM**

*The question is usually asked at the beginning of an interview to warm up the meeting. At this point, you have the opportunity to present all relevant information that is paramount to the job in a condensed way. It is important that the introduction is not too long and that it relates to the vacancy.*

**Svenja Fredrich, Senior HR Adviser,  
Berghof Foundation**





# BODY LANGUAGE



The importance of body language cannot be understated. As humans, we produce non-verbal communication consistently, which means you are already being evaluated by the point you enter your interviewer's eyesights.

Most interviews are behavioral to a certain extent. Your body language may directly influence the interviewer's decision when it comes to deciding whether or not you'd be the right fit. Let's review some essentials:

## DO



- *Smile naturally*

→ Shows your good will and degree of comfort

- *Maintain a decent amount of eye contact*

→ Shows you're confident (and paying attention, of course)

- *Sit straight*

→ Once again, shows confidence, but also politeness and professionalism

## DON'T



- *Jiggle your leg(s)*

→ It's likely you're feeling nervous, but don't let it show

- *Put your ankle on your knee*

→ Now is not the time to come off as too casual or arrogant

- *Fake smile*

→ You may want to look engaging, but going overboard may come off as disingenuous.



# Dress code



Your dress code is part of your branding. Whether accurate or not, it can provide important hints to your general attitude and the way you value the company to the interviewer.

There are no set rules to how you should dress, as company values can differ greatly. Ultimately, if you wish to stay true to your personal style, that is your prerogative, and stepping out of the box stylistically may very well play to your advantage in some settings.

Depending on company cultures, we would offer these two solid choices:

## Business casual



Polo shirts with more colours and patterns



Cardigan



Jacket



Cardigan



Jacket



Khaki pants or trousers



Flats or Heels

## Formal



Shirt



Tie



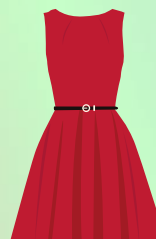
Suit Jacket



Suit Jacket



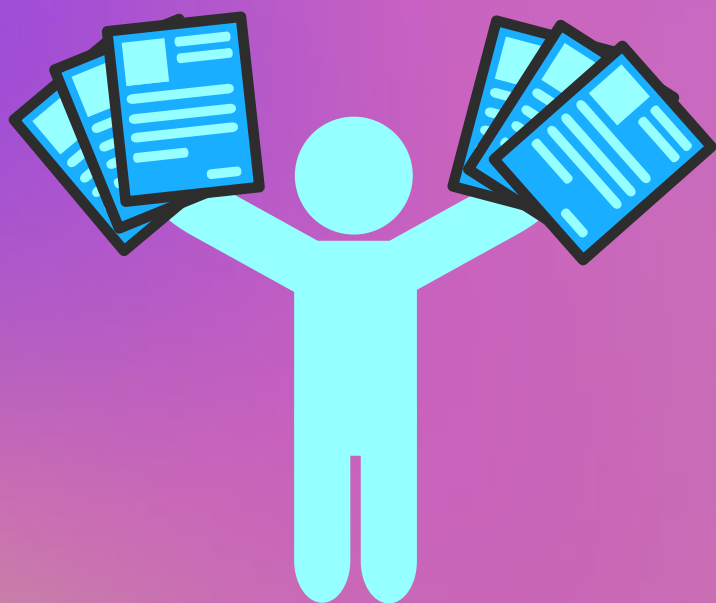
Suit pants



Skirts & dresses extend to knee



Dress shoes or heels



## Annex: Full Career Elevator Interviews





# Nadina Iacob, Research Fellow at Center for European Policy Studies (CEPS)



**1) Can you tell us about your academic background and career path? How did you find your current position?**

I am a policy analyst, holding a Master of Public Policy from the Hertie School of Governance (Germany), a BA in International Relations and European Studies from the University of Bucharest and a BSc in Economics from the Bucharest University of Economic Studies (Romania). I have always been drawn to the policy-making process and the interplay between theories, evidence, decision-making, and practical implementation. This is what led me to choose a career in a think tank.

I started my career at CEPS immediately after finishing my Master's studies. CEPS was the right choice at the right time; a suitable position was open right when I was looking for a job (for the more practical details, the position with CEPS that I applied for was advertised on the popular EU-bubble job searching website: <https://www.eurobrussels.com/>).

**2) What is a typical day like for you, what are your main responsibilities?**

I started as a Research Assistant and gradually worked my way towards more and more responsibilities, currently being a Research Fellow. As Research Fellow, the responsibilities vary from day-to-day and they cover a wide range of tasks. As I like to say, at CEPS, and especially in my unit, we are Jacks and Janes of all trades, ready to take on any task and help out the team as necessary. Beyond this general remarks, my main responsibilities include:

- Acquire and manage projects with EU institutions
- Manage research teams of 2-9 people, including CEPS staff as well as external partners
- Draft studies on a variety of issues, with a primary focus on digitalisation and data governance in the EU
- Moderate events
- Present research findings.

A typical day includes:

- A coordination call with my team, distributing tasks and checking work progress
- Coordinating with institutional partners to ensure that projects are running smoothly (usually via email)
- Drafting – this can include ongoing studies, articles, policy briefs, conference papers
- Occasionally event moderation
- Networking – this can include events, conferences, Twitter & LinkedIn to keep up with the latest developments.

### 3) Can you tell us about the different stages in the hiring process for an internship or an entry-level job at the Centre for European Policy Studies?

#### Internship application process

Applying for internships at CEPS can be done in two ways:

1. Responding to a call for applications: This implies sending an application (motivation letter + CV) tailored to the call for applications. The process is usually not very long: the applications are reviewed by the recruitment team, a shortlist of candidates is chosen and the candidates are invited for interviews. After the interview the selected candidate is notified.
2. Applying spontaneously: CEPS also offers the possibility to interested students to submit spontaneous applications by filling out a form available on the CEPS website ("Careers" webpage). The database of spontaneous applications is regularly checked and any candidate with a profile suitable for the needs of specific units is then contacted for an interview.

→ Important remark concerning internships: Only students enrolled in a university degree programme are eligible to apply. Those who have graduate unfortunately no longer qualify for an internship.

#### Entry-level job application process

Candidates are selected based on an open and transparent recruitment process which typically involves the following steps:

- Candidates submit applications (usually CV and motivation letter; references may be requested as well);
- The applications received are reviewed and a number of candidates shortlisted;
- The shortlisted candidates are invited to a short screening interview;
- The successful candidates are then invited to a panel interview with several CEPS staff members;
- At this stage, together with the interview, the candidates are invited to take tailored tests for the position they applied for;
- Based on the interview and the tests (and, potentially, on the feedback from the referees), the hiring committee makes a decision.

### 4) What would you say to young graduates who don't feel confident about their past experiences?

You have to believe in yourself to convince others to believe in you. Don't sell yourself short. Put down on paper the different activities you have been involved in: from projects in university, to volunteering and internships (and part-time or full-time experience, if any). Write down key tasks, achievements and learnings and how these may relate to the job you are applying for or how they helped you grow and develop skills that are helpful for your professional career. Focus on your strengths, your interests and emphasise what drives you. Show eagerness to learn – no matter how much experience one has, there is always something new to learn.

**5) What additional skills, like languages or computer skills, are particularly valuable when applying for an internship/job at your organisation?**

Working for a think tank, diverse language skills are always an advantage. Nevertheless, quality matters more than quantity. Excellent spoken and written English is essential. Additional language skills can be desirable, but this depends on the unit and the ongoing projects in the organisation.

The specific computer skills, or even data skills, depend on the unit recruiting and the ongoing projects. Generally, mastery of the MS Suite is essential, with the ability to analyse data in excel and handle various database sizes being a prerequisite in most cases. Some entry-level positions may require data science skills and knowledge of different software such as Stata, R, Python.

**6) Are there any extracurricular activities that would be beneficial in preparing for a position at the Centre for European Policy Studies?**

Extracurricular activities are a great way to show you are driven and ready to make the most of available opportunities. There isn't a specific set of extracurricular activities that would be particularly beneficial in the application process. The key is how you portray the activities. Focus on what you learnt, the skills you developed, what drove you to dedicate your time to a particular activity and how the experience can help you in your future job.

**7) After filling out the application for an internship/job, what else might a candidate do in order to get a foot in the door?**

Do your homework. Read about the organisation, understand the work that the unit is doing, read about the ongoing projects and make sure to ask meaningful questions during the interview, showing that you are prepared and that you are eager to contribute to the work of the unit and that of CEPS generally speaking.

**8) What skills/qualities make someone an ideal candidate for a position in your organization?**

Driven, curious, able to distil complex information in informative briefs fit for diverse audiences, eager to contribute to policy debates in the EU and beyond.

**9) What is an effective way to answer the most common interview question: 'tell me about yourself'?**

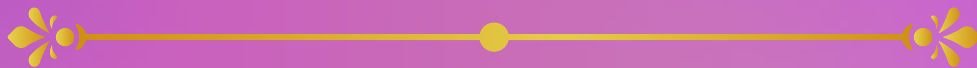
Tell a story. Never start with "As you can see in my CV" – we can read your CV. The role of this question is for you to show that you can summarise in 2 minutes who you are, what the key points in your academic and professional career are, how they relate to the job and why you see yourself joining our organisation.



## 10) Is there anything you'd like to add?

Prepare well for the recruitment process and focus on your strengths when applying for jobs. Don't let rejections bring you down. They are natural in the recruitment process when so many factors come into play.

## Yevheniia Sarhina, from the Centre For International Relations



### 1) Can you tell us about your academic background and career path? How did you find your current position?

I graduated from the Academy of Internal Affairs in Kiev. I got my master's degree in Warsaw (Vistula Academy). Thanks to Career Office in the Academy in Warsaw I applied for the internship in the Centre for International Relations. There were four interns and after 4 month I was offered a job in the Centre.

### 2) What is a typical day like for you, what are your main responsibilities?

Working in the Centre is not a 10 to 18 job. Depending on the project, we are always doing and learning something new. From the regular tasks that apply to me I can list research, data analysis, working with the database, preparing for conferences, communicating with panelists, preparing graphics for conferences, searching for information on a particular conference or meeting topic and much more depending on the project.

### 3) Can you tell us about the different stages in the hiring process for an internship or an entry-level job at the Centre for International Relations?

At first we receive an application form or CV from a potential intern and select the appropriate candidate depending on his/her skills, education and expectations. We conduct a telephone interview with all selected candidates. We asking about academic/scientific interests, about new international events, about his/her opinion on a particular situation in the international arena. We conduct interviews in several languages in order to check the level of knowledge of the languages listed on the CV. After that we choose 1-2 candidates.

4) What would you say to young graduates who don't feel confident about their past experiences?

Every one of us did not have enough experience after graduation. But employers do not always look at experience, but at the ability to cope with tasks, the ability to take initiative, to bring new ideas to the organisation. You should not be afraid to try and even make mistakes (it is inevitable anyway, so why be afraid?). We always learn from our mistakes. You shouldn't be afraid to be ambitious. It is always worth trying.

5) What additional skills, like languages or computer skills, are particularly valuable when applying for an internship/job at your organisation?

One of the basic criterion is knowledge of Polish and English. Additional language skills are always welcome.

Additional skills: computer skills (Word, Excel), WordPress, Canva (or another graphics programme).

Communication skills, analytical skills.

6) Are there any extracurricular activities that would be beneficial in preparing for a position at the Centre for International Relations?

If the intern has experience of different student organisations (e.g. organising conferences, meetings), this will help him/her a lot, as he/she will already have a vision of how it works.

7) After filling out the application for an internship/job, what else might a candidate do in order to get a foot in the door?

We receive various CVs, but we pay more attention to those who have sent a motivation letter explaining why they want to work with us, their expectations, their experience, what they can contribute to our organisation and how our organisation can help with their professional development.

8) What skills/qualities make someone an ideal candidate for a position in your organization?

Hardworking, open-minded, ready to work under pressure, creativity.

## 9) What is an effective way to answer the most common interview question: 'tell me about yourself'?

There is no wrong answer to this question. By asking it, we most often test a person's communication skills and how they can focus on specific facts and interests or how this person can present information. It is advisable not to talk about something that has already been on the CV. It is worth briefly describing what you are most interested in, what you are passionate about, what qualities you have and how you can use them in your work.


You should briefly talk about your experiences (e.g. living and studying abroad).

Don't make it too long. Brief, rhetorical, interesting.

## 10) Is there anything you'd like to add?

Never be afraid of new opportunities. Don't waste time during your studies, but get involved in different youth organisations related to your future profession. For example Model of European Union, Young Diplomats Forum. It will help you gain invaluable experience and some much-needed new contacts.

# Thomas Vautravers, Director of the French Institute in Munich



## 1) Can you tell us about your academic background and career path? How did you find your current position?

I have a master's degree in environmental sciences and education. I quite quickly retrained into the area of European and international cooperation. It is in this context that I became director of the French Institute of Munich in 2017

## 2) What is a typical day like for you, what are your main responsibilities?

Difficult to summarize. Let's say I spent most of my day interacting with my team and with our partners. I'm responsible for the management of the French cultural institute in Munich. Which means, I have to manage a team of 20 persons and coordinate our cultural program in Munich.

3) Can you tell us about the different stages in the hiring process at your institute?

We first define our needs within the institute and coordinate ourselves with our central agency in Berlin. The job description is submitted to the "Betriebsrat" (works council) and then published internally, so that members of the team may candidate. If not, the description is published after one week on different websites and social media. Usually, we give 3 weeks time to candidate. The received applications are being analysed by the executive team and a few candidates are selected and invited to a job interview. The best one is then selected.

4) What will your institute take into account when selecting applicants? Could you please give at least 3-4 examples? What do you think is important to look at, when you are reading a CV/cover letter? Any tips for students?

It really depends on the type of job we are proposing. In the CV, I'm expecting to quickly find the qualifications that were mentioned in the job description. A picture is always a plus, though it might be considered as discriminating by some recruiters. The letter must be distinctive and targeted to the job. I, I'm expecting to identify some aspects of the personality of the candidate. However, it must be polite and well written.

5) What would you say to young graduates who don't feel confident about their past experiences?

Many recruiters are seeking for a fully motivated and flexible person. You always have to begin with something, the experience will come with the time.

6) Are there any extracurricular activities that would be beneficial in preparing for a position at your organization/institution/company?

Difficult to say. If you mentioned extracurricular activities, you should avoid to say "I love TV-series and football". You should mentioned something more specific.

7) After filling out the application for an internship/job, what else might we do in order to get a foot in the door?

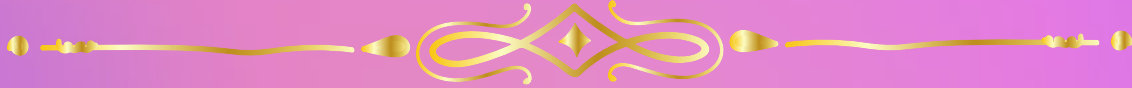
Call us to ask if we received your application form! Try to speak with the person in charge.

8) What characteristics/skill makes a candidate stand out among other candidates?

The level of motivation and the ability to build a relationship of trust.



# Bettina Renner, HR specialist at the Center for International Peace Operations



1) Can you tell us about your academic background and career path? How did you find your current position?

In Human Resources, you can find often people with different academic backgrounds and experience. I myself graduated in languages and worked several years in development cooperation before joining ZIF's human resources team.

2) What is a typical day like for you, what are your main responsibilities?

I would like to summarize my responsibilities with personnel development and HR Management. We assist, support and advise our secondees during their application process with the peacekeeping missions, during their secondment in the light of duty of care and upon return.

ZIF works with a pool of experts well prepared for peacekeeping missions. Our duties include a lot of communication with applicants, secondees, organisations on national and international level, our colleagues in administration and other ZIF teams.

3) Can you tell us about the different stages in the hiring process for an internship or an entry-level job at the Center for International Peace Operations?

I would like to focus on internships since we very rarely publish entry-level jobs: ZIF seconds German professionals exclusively to peacekeeping missions on behalf of the German Foreign Office. Peacekeeping missions request at least two years of professional experience.

Internship: we have two application slots per year for four internship-periods (three months) in different teams and units; our colleague in Administration screens the applications and forwards them to the respective teams. Each team has a focal point and each team prepares its short list, conducts interviews (30 minutes) and makes the final decision.

4) What would you say to young graduates who don't feel confident about their past experiences?

Take your time to reflect what makes you feel not confident and try to work in this direction. This can be either focussing on one competence or explore different areas. Do you see yourself as a specialist or generalist in future?

5) What additional skills, like languages or computer skills are particularly valuable when applying for an internship/job at your organisation?

Internship: No additional skills are needed.

6) Are there any extracurricular activities that would be beneficial in preparing for a position at the Center for International Peace Operations?

We look indeed at the extracurricular activities of applicants but search not for specific ones. Extracurricular activities often make the difference and make applicants "shine" and stand out among others.

7) After filling out the application for an internship/job, what else might a candidate do in order to get a foot in the door?

Make yourself familiar with the website of the respective organisation. Be prepared to ask questions yourself during the interview.

8) What skills/qualities make someone an ideal candidate for a position in your organization?

I am afraid this is no new information to you: we look for the best fitting. The ideal candidate brings the requested qualification and experience and impresses with her/his personality.

9) What is an effective way to answer the most common interview question: 'tell me about yourself'?

Do not repeat your CV but try to find the central theme in your cv/ your different activities and illustrate on it.

10) Is there anything you'd like to add?

I wish you all the best for your professional and personal life!



# Svenja Fredrich, senior HR advisor at the Berghof Foundation



1) Can you tell us about your academic background and career path? How did you find your current position?

Candidates interested in joining the Berghof Foundation should have completed preferably a Master degree in Political Science, Internal Relation, Peace & Conflict, Security Studies or similar. Depending on applying for a Junior, Professional or Senior role, first to extensive experience within corresponding fields and organisations is required.

2) What is a typical day like for you, what are your main responsibilities?

Depending on the role.

3) Can you tell us about the different stages in the hiring process for an internship or an entry-level job at the Berghof Foundation?

In general there are one to two selection interviews. Depending on the position we additionally sometimes conduct exercises that focus on an everyday situation you would face within in the role.

4) What would you say to young graduates who don't feel confident about their past experiences?

A realistic assessment of one's own capabilities is generally viewed positively. Openness about what you can do well and less well is appreciated. Especially when you apply as a university graduate, it is clear to the employer that you cannot master everything yet.

5) What additional skills, like languages or computer skills, are particularly valuable when applying for an internship/job at your organisation?

Fluency in English is key and additional languages are always a plus. With regard to computer skills fluency in MS Office is necessary. First experience within the sector is an additional plus.

6) Are there any extracurricular activities that would be beneficial in preparing for a position at the Berghof Foundation?

Extracurricular activities are welcomed but do not play an essential role in the hiring process.

7) After filling out the application for an internship/job, what else might a candidate do in order to get a foot in the door?

We read all applications thoroughly and evaluate them on the basis of objective criteria, so there is nothing special you can do after submitting the application documents. It is rather important to submit complete, clear application documents.

8) What skills/qualities make someone an ideal candidate for a position in your organization?

The perfect candidate is flexible and open to a diverse range of tasks. Intercultural skills as well as a growth mindset and self-starter. Self-organization and the ability to deal with ambiguities.

9) What is an effective way to answer the most common interview question: 'tell me about yourself'?

The question is usually asked at the beginning of an interview to warm up the meeting. At this point, you have the opportunity to present all relevant information that is paramount to the job in a condensed way. It is important that the introduction is not too long and that it relates to the vacancy.

