



Tips and information for your application for FIT Reisen!

The digital data transfer makes the application process faster and more efficient on both sides. Thus we recommend to **exclusively** send your application via email.

Please do not send us applications on paper per post.

Documents as attachments

Pay attention to the completeness of your data. This will improve your chance of success.

Your application should include:

- Cover letter/motivational letter
- Tabular Curriculum Vitae
- Scans of relevant certificates (from graduation to apprenticeship / university study to employment reference letters and recommendations)

For occupations that required training: Additionally the last **two** whole-year certificates you received.

Important information for an internship at FIT Reisen:

We offer internships from a length of 3 or 4 months, ideal are 6 months. From experience we can say that an internship has to have at least this length to be really useful and help the intern as well as the company.

Please pay attention to the quality of the scans you send. They have to be in one of the following file formats: .doc, .pdf, .jpg or .gif.

We prefer files in PDF format.

The size of all files together cannot exceed more than 15MB!

General application tips:

- Be honest and accurate in your information
- Explain lengthy gaps in your work history
- List any certificates, licenses or relevant interests you may have
- Proof-read your application before sending it in
- Attach a professional application photo to your CV, not a random shot