

# Template: matching table



Employer:

Job:

Job profile

Your profile

| Tasks                                      | Your notes |
|--|------------|
|  |            |
|  |            |
|  |            |
|  |            |
|  |            |
|  |            |
| Requirements                               | Your notes |
| Technical / general qualifications         |            |
|  |            |
| Focus, specialisation, expertise, interest |            |
|  |            |



| Requirements   | Your notes |
|--|------------|
| <b>Practical / work experience</b>   |            |
|  |            |
| <b>Interdisciplinary competences / personality / soft skills / strengths</b> |            |
|  |            |
| Underlying conditions & application  | Your notes |
| Scope of tasks (e.g. full-time):   |            |
| Preferred start date:  |            |
| Duration (e.g. for internships, theses):                                     |            |
| Salary expectation (if requested):   |            |
| Code / reference number:   |            |
| Application channel:   |            |
| Employer's offer:  |            |
| if applicable, personal contact + name<br>(e.g. through a fair visit?)       |            |



The following notes will help you especially when writing the cover letter - but also when preparing for an interview.

| Motivation   goals   values   added value   | Your notes |
|---|------------|
| What is the occasion / reason of your application? Why are you applying?                        |            |
| What particularly appeals to you about the job?   |            |
| Why do you want to work for this employer?  |            |
| Which objectives can you reach with this job? What professional wish could you realise with it? |            |
| Why should the employer hire you?<br>How does the employer benefit from hiring you?             |            |
| What do you want to achieve in the position?<br>What can the employer expect from you?          |            |