(Online-)Application
The most common mistakes

Sending too many files	• Generate **one** pdf-file!
Scanning pictures	• Pay attention to good quality!
Forgetting the subject heading	• Subject: Application for….
Using wrong application channel	• Use the web form, if provided by the company!
Considering the etiquette	• Don´t use any smileys, abbreviations,… ! • Avoid grammar and spelling mistakes!
Forgetting attachments	• Check your application before sending!