

What to consider when sending an application via e-mail:

The recipient's e-mail address can be found in the job advertisement. The application documents are sent via your own e-mail account. The application letter, CV and job references/diplomas are to be attached to the e-mail in a separate PDF file. In the e-mail itself, you should refer to the job advertisement or mention that the application documents for the respective position are attached. Consider the following guidelines when applying via e-mail:

- Use a neutral and legitimate e-mail address. Inside-joke e-mail addresses do not belong in e-mail applications.
- An e-mail application deserves just as much time and attention as a conventional application.
- Write a professional and grammatically correct text in the e-mail to accompany your application. Do not use any smileys or other similar symbols.
- At the end, check if the e-mail has been written correctly and completely. Make sure that the recipient's e-mail address is correct. Do not forget to fill in the subject line accordingly (for example, application as a retail specialist).
- The documents (application letter, CV, certificates and diplomas) are always sent in a PDF format and labeled coherently (Name_CV.pdf / Name_Application.pdf etc.).
- Make sure to check your inbox regularly to see if you have received a response.