MAKELLE
BILDUNGSBERATUNG

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Job & Flat Search in Germany

German-style applications, tenant documents and how to avoid scams

1. Your German CV (Lebenslauf)

- Tabular, newest first, maximum two pages.
- Include: contact details, work experience, education, languages (with level, e.g. German B1), IT skills.
- A photo is optional in Germany. If you use one, choose a professional photo.
- Add your work permit status if it helps, e.g. “Chancenkarte holder – may work 20 h/week”.
- Save as PDF named like Lebenslauf_Name.pdf.

2. Cover letter (Anschreiben)

- One page, written for each job. Name the position and where you found it.
- Explain why you fit the job with 2–3 concrete examples.
- Close with your availability and a polite request for an interview.
- Attach certificates and references (Zeugnisse) as one PDF.

3. Where to search for jobs

- Bundesagentur für Arbeit – Jobbörse (official, free)
- Make it in Germany – jobs for international professionals
- StepStone, Indeed, LinkedIn and XING
- Company career pages and university job boards (Werkstudent jobs)

Rules 2026	
Minimum wage	€13.90 per hour
Minijob limit	€603 per month
Students from outside the EU	140 full or 280 half days per year

4. Finding a flat (Wohnung)

- Portals: ImmoScout24, Immowelt, WG-Gesucht (shared flats) and Kleinanzeigen.
- Kaltmiete = rent without heating and costs. Warmmiete = rent including them. Compare the Warmmiete.
- Answer quickly and politely in German. Short messages with your job or study status work best.
- Bring your tenant folder to every viewing.

Your tenant folder (Bewerbungsmappe):

- [ ] Mieterselbstauskunft (tenant self-disclosure form)
- [ ] SCHUFA credit report – you can request a free copy once a year
- [ ] Last three payslips, employment contract or proof of funds
- [ ] Copy of passport and residence permit
- [ ] Rent payment confirmation from your previous landlord (Mietschuldenfreiheitsbescheinigung), if available

5. Avoid scams and know your rights

IMPORTANT

Never pay money or send passport copies before you have seen the flat and signed a contract. Landlords who are "abroad" and want a deposit by transfer are a common scam.

- The deposit (Kaution) may be at most three months' Kaltmiete and can be paid in three instalments.
- Your landlord must give you a Wohnungsgeberbestätigung so you can register your address within 2 weeks.
- Read the contract before signing. Ask for help if anything is unclear.

Want us to apply for you?

With the MAKELLE job & flat application service (€150 per month), our team prepares your documents, searches every day and sends applications in your name, with your written authorisation. We cannot guarantee a job offer or a rental contract; employers and landlords decide.

Need help with your case?

Book a personal consultation with MAKELLE for €50. We check your profile, plan your route and prepare your file with you.

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OFFICIAL SOURCES

- Bundesagentur für Arbeit – arbeitsagentur.de
- Make it in Germany – make-it-in-germany.com
- Federal Government – minimum wage – bundesregierung.de
- SCHUFA free data copy – meineschufa.de

This guide gives general information as of November 2026. Rules and amounts change; always check the official websites listed. It is not legal advice. Visa and admission decisions are made only by embassies, authorities and universities.