

Internship, Job, and Studying Abroad Information

Internships and Jobs: The application process as you might have heard is cultural! If you want to be seriously considered for a position, it is a good idea to proofread your work and to find out what is expected of applicants in the English-speaking world! For example, photos and personal information (birthdates, marital status, etc.) are not included on the resume or curriculum vitae (*Lebenslauf*). In our university library, you will find a wealth of information:

Praktika USA. Tausende Jobmöglichkeiten mit Highschool, Homestay, Sprachlernen.. Edited by Georg Beckmann. Published by Interconnections. ISBN: 3860400959. The call number (*Signatur*) is 02-12754.

Praktikum in USA und Kanada. Der Leitfaden für die erfolgreiche Bewerbung. By. Bernd Leger. Published by Campus Verlag. ISBN: 359335571X. The call number is Allg 755.008.

The Internship Bible. By Mark Oldman and Samer Hamadeh. Published by Princeton Review. ISBN: 037576388. The call number is Wirt 030.066.

You might also want to consult the following Internet sources:

- Praktikum in den USA - includes information about the c.v., cover letter, visas, stipends, etc.
<http://usa.fh-hannover.de/praktika.htm>
- Resume Preparation from The University of New South Wales in Sydney, Australia
<http://www.careers.unsw.edu.au/CareerEd/JobApplications/Resumes/>
- The first and best cover letters
<http://www.careerlab.com/letters/>
- Jobs.ac.uk - Research, Science, Academic, Teaching and Management jobs and studentships in the public and private sector.
<http://www.jobs.ac.uk/>
- DAAD - Auslandspraktika: Information und Vermittlung
<http://www.daad.de/de/index.html>
- Amity Institute sponsors a nonprofit educational teaching exchange program in the United States
<http://www.amity.org/>

Studying in the USA, Canada, and the UK: The following books in the library might be of interest:

Studieren in USA und Kanada : alles ueber Hochschulwahl, Bewerbung und Finanzierung By Bernd Ledger. Published by Campus Verlag. ISBN: 3-593-36069-1. The call number (*Signatur*) for the book is Allg 755.010.

Studieren in Europa: Grossbritannien und Nordirland : das Nachschlagewerk mit Uebersetzungshilfe - von A bis Z. By Kirsten Thalacker. Published by Lexika-Verlag. The call number (*Signatur*) for the book is Allg 755.012 (located in the Studienberatung).

The following organizations can also offer you seminars, books, and helpful information:

Amerikazentrum Hamburg
Rothenbaumchaussee 15
20148 Hamburg
Tel.(0)40 45010422
<http://www.amerikazentrum.de>

The British Council
Hackescher Markt 1
10178 Berlin
Tel.(0)30 311 099-0
<http://www.britishcouncil.org/>

Studying in the U.S.A.

- Das Akademische Auslandsamt der Universität Lüneburg
<http://www.uni-lueneburg.de/einricht/aaa/>

- ESL Schools - This site offers a number of links to a variety of English programs (from university study to intensive language programs lasting two weeks) all over the world.
http://iteslj.org/links/Various/Schools_for_ESL/
- Exchanges and Programs (USIS Germany) - The most comprehensive website on the subject. Make sure that you click on the link If you want to study in the United States.
<http://www.usembassy.de/germany/exchanges/index.html>
- Find your College - Search the directory of over 1,400 four-year colleges, or browse the alphabetical index. To perform a search, enter a school name below, or use the database to get a customized list of schools that match your particular needs and qualifications.
http://www.usnews.com/usnews/edu/college/tools/brief/cosearch_advanced_brief.php
- The Princeton Review - Information on college and graduate school entrance exams and online practice tests (SAT, GRE, GMAT), college rankings, etc.
<http://www.princetonreview.com/home.asp>
- TOEFL - If you are planning to study in the U.S., you will need to take the Test of English as a Foreign Language.
<http://www.ets.org/portal/site/ets/menuitem.435c0b5cc7bd0ae7015d9510c3921509/?vgnextoid=69c0197a484f4010VgnVCM10000022f95190RCRD>
- U.S. Universities and Community Colleges - Links to Web servers at American universities and community colleges.
<http://www.utexas.edu/world/univ/>

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