

TU Berlin | Straße des 17. Juni 135 | D 10623 Berlin

Mr./Ms. Smith
Any Street 11
12345 Any City

Faculty | Humanities
Department of Philosophy and the
History of Literature, Science and
Technology

Literary Studies with Focus on
Literature and Science

Position
Professor Dr.Eng. John Smith

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j.smith@example.tu-berlin.de

Berlin, 1 Month 2017

Vacancy reference number **xxx-xxx**

Person to contact
Jane Doe

Dear Mr./Ms. ...,

Telephone +49 (0)30 314-12345
Telefax +49 (0)30 314-12345
j.doe@example.tu-berlin.de

Thank you for applying to TU Berlin for the vacancy advertised under the above
reference number.

Our reference:
| WB1

We wish to invite you to a *[please select:]* job interview *or* structured selection
process on

**Wednesday, xx Month 2017
at xx:00, Room xxx**

in Building **xxx** of Technische Universität Berlin, Straße des 17. Juni No. 135,
D 10623 Berlin.

[In the case of a structured selection process, please add the following:]
In addition to the structured interview, the structured selection process includes the
following elements that will help us to assess your qualities as a whole: *[1st
element, 2nd element, 3rd element, ...]*.

A site map and more information on directions can be found on the Internet at
<http://www.tu-berlin.de/menue/service/standortuebersicht/>

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[Please select:]

Unfortunately, for reasons of cost we are unable to cover your travel expenses in connection with your participation in the job interview *or* structured selection process.

or

Your travel expenses will be refunded according to the German Travel Expenses Act (BRKG).

Please confirm your participation in the interview *or* structured selection process by **xx Month** 2017.