

formal application checklist

Order of documents

The cover sheet is optional and can act as a design feature

General advice

Read through job ads carefully and take notes of „must have“ and „can have“ requirements. Use these criteria to shape your application documents.

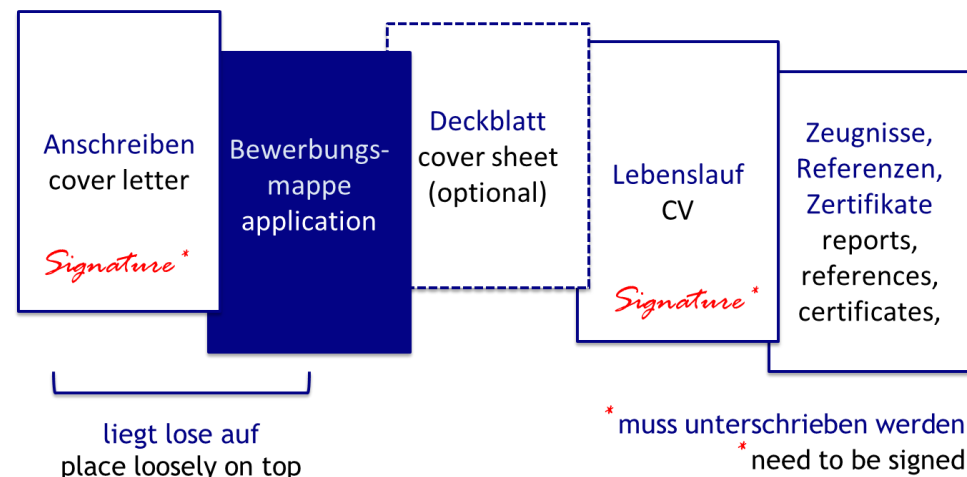
Applications via email or online often require different formats. For these, however, thorough application documents act as a solid foundation.

It pays off to be thorough. The most common and avoidable application mistakes are:

- 1) Spelling
- 2) Wrong contact person or company
- 3) Unexplained gaps in your CV
- 4) No customized cover letter
- 5) Missing documents
- 6) Unprofessional photo

Do you have relatives, classmates or friends that can read over your application and who can provide constructive feedback to you?

**Please note: These materials were created to the best of our knowledge.
There is no claim of accuracy and completeness. We do not take any responsibility for weblink content.**



formal application checklist

CV

- Photograph*
- Personal data (first and family name, date and place of birth, complete address, phone number, email, family status*, nationality*)
- Employment history (most recent/current position first, list without gap in MM/YYYY - MM/YYYY format and describe tasks in bullet points)
- Education (university, vocational training, school, further education, internships could also be listed separately)
- Special skills (certificates, IT skills, languages → Native, Fluent, Conversational, Beginner, Intermediate **OR** A1, A2, B1, B2, C1)
- Interests (social commitments, hobbies, projects, awards and honorary positions)
- Place, date, signature

Length: 1-3 pages. The CV is your personal branding and can be designed in a short profile, functional or chronological form.

* This is common in Germany, but not a must.

Further CV examples:

<https://karrierebibel.de>
<https://www.staufenbiel.de>
<https://www.stepstone.de>

Lebenslauf [Beispiel Name]

Kontakt: [Adresse]
Telefon:
E-Mail:
Geburtstag:
Geburtsort:



Berufserfahrung

10/2015 – heute Koordinatorin Career Services im International Office der Universität Siegen
- Bewerbungsberatung für Internationale Studierende
- Planung, Durchführung und Evaluation von Events

Ausbildung

09/2012 – 06/2015 Abschluss Studium der Betriebswirtschaftslehre
- Schwerpunkt Finance. Kursbeste in Financial Accounting
- Zusatzmodule in Tax, Accounting und Advisory

08/2002 – 06/2011 Allgemeine Hochschulreife
- Mathematik, Deutsch, Englisch, Physik und Biologie
- Seminarskurs über „Europa im Wandel“

Besondere Kenntnisse

Sprachen	Englisch C2, Französisch B1, Spanisch A1
Führerschein	B1
EDV	Microsoft Office: Sehr gute Kenntnisse Adobe InDesign: Sehr gute Kenntnisse XIMS: Grundlegende Kenntnisse

Siegen, 07. August 2018, Beispiel Name *Beispiel Name*

Important

- Use uniform font size (Arial/Times New Roman 11/12 pt)
- Cover letter has to be prepared individual regarding the ad.
- Merge all relevant documents in just one PDF

Do you already have a **XING** or **LinkedIn profile**?

There you can find job ads as well.

Helpful links

<https://www.stepstone.de/>

<https://www.monster.de/>

<https://www.stellenanzeigen.de/>

<https://de.indeed.com/>

<https://www.absolventa.de/>

<https://jobs.sciencecareers.org/>

<https://www.jobvector.de/>

For student jobs: <https://www.jobvermittlung.uni-siegen.de/>