Welcome Center Jena

work in jena .de

How to write a German CV

General notes

The CV is usually the most important part of the application for recruiters. The CV gives a short and clear **overview of qualifications and skills and personal data**. It should contain all important previous positions and be adapted to the respective job advertisement. There are many templates for orientation on the Internet, for example on Karrierebibel.de, HalloGermany.com or Stepstone.at.

Dos	Don'ts
✓ Brief and concise, ideally 1-2 pages (one page more for every 10 years of professional experience)	✖ Longer than 2 pages
✓ Simple, clear design	✖ Irrelevant work experience
✓ Bullet points, no sentences	✖ Extensive description of the soft skills
✓ Defining the form of the function designations (nouns vs. verbs)	✖ Unprofessional e-mail address
✓ Chronological structure (most recent first)	✖ Too personal data, e.g. parents' occupation or redundant information
✓ Current, true information	✖ False information
✓ Use of keywords	✖ References from former colleagues, superiors, teachers or acquaintances
✓ Document name consists of CV, your name and optional the date	✖ (exaggerated) salary expectations
✓ Be prepared to explain gaps in your CV	✖ Irrelevant hobbies

Formatting and language

- Use the **same design** for cover letter and CV
- **Consistency**: use one font (Arial, Calibri), two different font sizes and 1-2 colors
- **Clarity**: Highlight headings, positions/qualifications from the rest of the text
- If possible, do not use abbreviations
- If possible, write in German and have it proofread by a native speaker

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Structure

The more work experience you have, the longer your resume will be. In order to remain within the framework of two sides, you can cut back on schooling with increasing professional experience. If you have a Master's degree, it is logical that you have a university entrance qualification (e.g. Abitur).

- Personal data
    - Name, address, contact details (e-mail and/or telephone), date of birth, application photo (optional)
- Work experience
    - In chronological order, most recent item first
    - Content: Duration of employment (month/year to month/year), job title, company name, location
    - Max. 3 key points with details on the respective position, activity, tasks, successes, relevant skills
- Education
    - In chronological order, most recent qualification first
    - Content: academic title, university name, university location, possibly information on the recognition of the qualification in Germany
    - for students: indication of relevant courses for the job description
- Further qualifications/further training
    - Languages, IT skills and the like with the respective level
    - Further education, prizes, scholarships, certificates
    - For researchers: list of publications
- Interests, voluntary work
    - Hobbies optional: helpful if they support personal suitability and fit the position.
- Place, date, signature

Further documents

In Germany, a complete application includes a **CV, cover letter and references** (employment references, training references, certificates). Most applications are sent online. It is therefore important to save the files as PDF and to name them. Certificates must be merged into one PDF. There are free programs available for this.

Sample title document: CV_Maxi_Mustermann.pdf

Cover_letter_Maxi_Mustermann.pdf

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