

C.V. and application check

General:

- Your C.V. is your personal selling advertisement: what does it say about you?
- Focus on your key strengths, present the „real me“
- You should feel comfortable with the image your C.V. projects
- The C.V. must be factual, truthful, relevant and interesting
- Is clearly understandable, contains no mistakes!
- Read it out loud! read it to a friend, have others read it, have someone read it out to you
- Should meet the needs of a prospective employer, you need to read the list of job requirements carefully and do try to include some of those terms in your CV.
- Avoid over-design!
- White space, leave blank spaces and sensible margins, use headings and paragraphs
- You may use underlining, but do not overuse it!
- Use no more than 2 typefaces, no more than 2 pages in Germany.
- Check spelling and grammars
- Don't try to be funny or cynical
- Include key words (from the list of job requirements) if you do it online
- German C.V. must not have gaps (missing months – more than 3 months will count as a gap)

What do you need to include in your C.V.?

**Remember to include all relevant information that would support your candidacy for a position.
Some categories to consider include:**

- Identifying Information
- Possibly a personal profile (but do not copy lines from the internet, any HR expert will see that immediately)
- Educational Background: here you could list important modules as well that could be interesting to the employer)
- Possibly Thesis title or Dissertation Summary
- Academic Honors
- Professional Experience:
 - Teaching
 - Research
 - Administrative experience
- Key skills and achievements
- Academic or Professional Service
- Professional Associations and Memberships
- Credentials
- Publications
- Presentations
- Areas of Expertise
- Teaching or Research Interests
- Service and Committee Assignments
- Volunteer experience
- other relevant information: interests, hobbies

CV Check/ application check

<ul style="list-style-type: none"> • What is special about you? Does your CV make this clear? At first sight? 	
<ul style="list-style-type: none"> • Does your CV give the reader a good impression of who you are? Which story does it tell about you? Is it a good story? Comprehensible? Would your best friends recognize you? 	
<ul style="list-style-type: none"> • Did you customize your CV?? Do not use the same version for different jobs, but try to relate it to the specific job requirements. 	
<ul style="list-style-type: none"> • Is there a red line in your CV? Does it “make sense”?? 	
<ul style="list-style-type: none"> • Does it look professional?? 	
<ul style="list-style-type: none"> • Do you have a good professional photo for applications within Germany? 	
<ul style="list-style-type: none"> • Is it longer than 1.5 / 2 pages? Reduce it! 	
<ul style="list-style-type: none"> • Does your CV show your competences? (Languages, adapting to life abroad, specific skills 	
<ul style="list-style-type: none"> • Did you include professional memberships? 	
<ul style="list-style-type: none"> • Did you mention leadership skills if you have any? Responsibilities in your private or professional life? Volunteer activities? 	
<ul style="list-style-type: none"> • Do you come across as being competent? Reliable? Someone to trust? 	
<ul style="list-style-type: none"> • Did you mention awards, achievements? 	
<ul style="list-style-type: none"> • Do you have gaps in your CV? (Germans have a problem with that) 	
<ul style="list-style-type: none"> • Did you include job-relevant interests and special hobbies? 	
<ul style="list-style-type: none"> • Did you include your contact details on both CV and cover letter? 	
<ul style="list-style-type: none"> • Did you ask a friend to double-check and evaluate your CV? 	
<ul style="list-style-type: none"> • Did you double check that there are no mistakes? Did you check it twice and three times? 	
<ul style="list-style-type: none"> • Did you address the cover letter to the right person? Did you find the name??? 	