

MAKING A SUCCESSFUL APPLICATION APPLICATION DOCUMENTS CHECKLIST

COVERING LETTER

Maximum length: 1 side DIN A4

Correct format

- Location and date
- Letterhead
- Personalised recipient address
- Subject (two lines maximum) quoting the position and/or reference number etc.
- Personalised salutation
- Clearly structured and individualised text
- Closing salutation and personal (scanned) signature
- Reference to attachments

Four eyes principle: Has your covering letter been checked for spelling mistakes/relevance of content by someone else?



CV

Personal details (name, address and contact information. Also date of birth/place of birth if required)

A professional-quality photo attached to the upper right corner

(Professional) career history in a coherent order (preferably in reverse chronological order), incl. any practical theses, internships and student activities if a new starter/young professional

Give individual key points at every stage of employment

- Always include the company name and/or business sector as well as your job position
- Describe what your role entailed, your primary tasks, areas of responsibility and any particular achievements
- If relevant, include the tools/technologies you used at each company and, if necessary, name any standards, methods, certifications, etc. that you worked toward

Explain any gaps in your CV

Also list your training/education in reverse chronological order

Include special qualifications (training, certifications)

Foreign language skills, assessed using the European Framework system (B1, B2, etc.) as well as IT skills (your personal assessment)

If relevant/applicable, also include hobbies, organisational memberships, voluntary work

Date

ATTACHMENTS

Diploma or training certificate

Employer references, also in reverse chronological order

Relevant certificates

Certificates scanned to a reasonable quality