

MAKING A SUCCESSFUL APPLICATION APPLICATION DOCUMENTS CHECKLIST

Maximum
file size
2-3 MB

CV

Personal details (name, address and contact information);
(If required: date of birth/place of birth, photo)

(Professional) career history in a coherent order
(preferably in reverse chronological order), incl. any
practical theses

Explain any gaps in your CV

Give individual key points at every stage of employment

- Include the company name as well as your job position
- Describe what your role entailed, your primary tasks, areas of responsibility and any particular achievements
- Include the tools/technologies you used, name any standards, methods, certifications, etc. that you worked toward

List your training/education in reverse chronological order

Internships and student activities if a new starter/young professional

Special qualifications (training, certifications)

IT skills (your personal assessment)

Foreign language skills, assessed using the European framework

Hobbies & Interests

Date

COVERING LETTER

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

Maximum length: 1 side DIN A4

Four eyes principle

ATTACHMENTS

Diploma or training certificate

Employer references, in reverse chronological order

Relevant certificates

Certificates scanned to a reasonable quality