



Tips for organizing your CV

The following are a few tips to help you organize your CV:

- Start with your most recent and/or current job – use reverse chronological order.
- Provide complete information about all of your professional positions, without any gaps.
- Organize your CV clearly – emphasize job titles and educational degrees.
- Be concise – list the main responsibilities for your professional positions as precisely as possible, in 3–4 bullet points. What did you accomplish in the position?
- Feel free to emphasize your successes!
- Keep it manageable – your CV should be no more than two pages long.
- Use clear and comprehensible phrasing.
- Use key phrases where applicable – wherever you see overlaps between your experience and our job listing.
- It is nice if we can form a picture of you in advance – a photo is not required, but if you want to use one, we recommend a professional headshot.

Required CV elements, in detail:

- Personal information: name, date of birth, place of birth (optional), address, contact information (email, phone number)
- Professional experience*: jobs and internships
- Education: higher education**, professional, school
- Further education
- Stays abroad
- Foreign languages with level of proficiency:
 - Native language / native-speaker level
 - Business fluent
 - Fluent / very good knowledge
 - Good knowledge
 - Basic knowledge / school-level knowledge
- Software skills (Beginner / Advanced / Expert)
- Other skills
- Extracurricular activities
- Interests / hobbies (optional)
- Date, city and signature (digital signature is acceptable)

* Please state employer and length of employment (month/year), job title, company name and city

** Higher education: college/university, city, major, specialization, (intended) degree, grade point average and/or final grade