

Checklist for application documents

Job advertisement

- ☐ The position and the company's offer are a good fit for me and my expectations.
- ☐ My qualifications and my knowledge and experience match the requirements of the job advertisement.
- ☐ I can well imagine working at the location mentioned and have already informed myself about the city and the region.
- ☐ I know in which form the application documents should be sent and have prepared all documents and attachments (e.g. application photo, translations).

Cover letter

- ☐ My cover letter is no longer than one A4 page.
- ☐ I have addressed the cover letter to a specific person or no one is known.
- ☐ I have described why I am interested in the position.
- ☐ I have described why I am very well suited and qualified for this position.
- ☐ If questions/requirements were asked in the job advertisement, I have answered them (e.g. salary expectations, possible starting date).

Application documents

♦ Curriculum vitae

- ☐ My CV is well structured and uniformly formatted.
- ☐ My CV is no longer than two A4 pages.
- ☐ My CV contains personal data as well as information on professional experience, professional development, education and schooling, skills and qualifications.
- ☐ There are no gaps in the chronological information on my CV.
- ☐ I have provided all possible evidence requested in the job advertisement.
- ☐ I have a professional photo for my application or I am not using a photo.

♦ Certificates

- ☐ I have enclosed relevant certificates of school education and/or training or studies - with a German translation if required.
- ☐ I have enclosed relevant certificates of additional qualifications - with German translation if required - or they are not available.
- ☐ I have enclosed references from previous employment or internships - with a German translation if required - or they are not available.

♦ Sending the application documents

- ☐ I have compiled my application documents in one PDF document.
- ☐ The file corresponds to the required maximum size (e.g. 5 MB).
- ☐ I send my application documents within the required deadline or there is no deadline for submitting the documents.

We wish you the best of luck with your application!