

If you plan to apply for a job in Germany, an informative CV is a great way to convey your qualifications and profile to a potential employer. Therefore, your CV needs to be neatly arranged, to contain the most relevant information and to be well-structured.

We would mention the following on no more than two pages:

Personal information

Name	▪ <i>surname, other names</i>	INTRODUCE YOURSELF! add a professional application photography
Date/place of birth		
Nationality		
Residence status		
Family status	▪ <i>un-/married, children</i>	
Address	▪ <i>street name, house number postcode, city (country)</i>	
Telephone		
E-Mail		

Work experience

- e.g. 04/2010 – 10/2016
- *job title 1*
 - *company/organization and place*
 - *main activities (3-5)*
- e.g. 09/2007 – 02/2010
- *job title 2...*

Work samples

Trainings

- e.g. 05/2012
- *training 1*
 - *designation*
 - *name of the organization*
- e.g. 08/2011
- *training 2 ...*

Education

Studies

- e.g. 10/2005 – 09/2006
- *university/place 1*
 - *study focus*
 - *topic of bachelor-/master-thesis/diploma/dissertation*
 - *degree/grade*
- e.g. 10/2003 – 09/2005
- *university place 2 ...*

Vocational training (if relevant)

- e.g. 09/2000 – 07/2003
- *designation*
 - *company/place*
 - *work activities & key course element*
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Internships (if relevant)

- e.g. 01/2006 – 04/2006
- *internship 1*
 - *name/place of employer*
 - *main activities*
- e.g. 10/2004 – 12/2004
- *internship 2 ...*
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Further skills and interests
Languages

- *mother tongue*
 - *other languages*
 - *reading/writing/verbal skills*
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Technical skills and competences

- *computers, specific kind of equipment/machinery*
-

Driver's license

- *classification*
-

Leisure activities and interests

- *situations, where teamwork is essential (for example culture and sports); voluntary work*
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Annexes

German employers in general appreciate if you can proof your qualifications by enclosing copys or scans of **your pertinent certificates** from:

- school
- vocational trainings
- university
- internships
- trainings
- residence status
- references (from your former employer, professor or contracting authority)

You should select, which certificates are **most relevant for the job you are applying for**. Organize them in a logical and clear structure.