

Your Application Checklist

You have completed your application and are just about ready to send off. But before you do, check one last time that everything is complete and correct. As career advisors, we have seen lots of mistakes slip through unnoticed. We are therefore giving you a checklist containing everything you need for a successful application:

Miscellaneous

- A complete application portfolio will include your covering letter, your CV (in Germany with photo) and your certificates.
- Use high-quality DIN-A4 paper weighing at least 80g.
- Avoid typos, stains and dog-eared pages.



Your covering letter

- Your covering letter should not exceed one page of DIN A4 with a font size of at least 10 points.
- Give your complete address, including telephone number and email address.
- Make sure the recipient's address is complete and includes the company's full name and the name of the contact person, if known.
- Write the place and date on the right-hand side of the page flush with the margin. The date of your covering letter should be the same as on your CV.
- Right your reference line in bold. Indicate clearly the position for which you are applying and the reference number if you have one.
- Do not precede your reference line with "re:".
- If you have a contact person, address them personally: "Dear Ms Smith".
- Ensure that your sentences are short and to the point, and divide your letter into clear paragraphs.
- Sign your covering letter with your first name and surname.
- Write "Encl" at the bottom of the page to indicate that you are attaching documents.
- Run your letter through your computer spell check.

Your CV

- Give your complete address, including telephone number and email address.
- In Germany, it is usual to put a recent, professionally taken photo on your CV, unless you have already put one on the cover page of your application.
- A tabular CV is divided into two columns. The left-hand column gives the date (month/year) and the right-hand column the details.
- Split your CV up into sections, such as Personal Details; School and University Education; Practical Experience; Internships; Computer Skills; Language Skills; Voluntary Work; and Interests.
- Your CV should be arranged in reverse chronology, beginning with your most recent activity and going back to your school education.
- In a German CV, give the place and date at the bottom. The date should be the same as on the covering letter.
- Sign your CV with your first name and surname.

Attachments

- Attach all relevant documents, such as degree certificates, references, work certificates, further-training certificates.
- Arrange your attachments in the order in which they appear in your CV.
- Make sure your copies are clean and have no black edges.

If you have any questions, please feel free to contact us for individual advice:

<http://www.uni-due.de/abz/career.php>

Good luck with your applications!