

Your Curriculum Vitae

Your curriculum vitae (CV), also known as a résumé, should include your school and academic qualifications and your professional experience. It should also provide information on your key skills, for example languages and computer skills. The purpose of a CV is to present your capabilities in a clear and concise manner. A tabular CV is the ideal way to set

down your academic and professional career to date.

The importance of a CV should not be underestimated. It is often the first thing that potential employers will look at, before they read your covering letter.

Formalities

- Your CV should be written in the same font as the covering letter. Times New Roman and Arial are the most common typefaces.
- As in the covering letter, the font size should be 11 or 12 points.
- A university graduate's CV should not exceed two pages of DIN A4
- If you are applying for a job in academia or research, however, it is usual to add an extra page listing awards, conference papers and publications.

Content and Structure

A CV usually comprises seven sections:



1. Personal Details

- Full name
- Address, telephone and cell-phone number
- Email address: ensure that your email address is professional and includes your first name and surname.
- Date and place of birth

- Nationality (optional): this is recommendable for non-European citizens; residency status may also be added.
- Marital status (optional)
- Religion, if relevant to the job

2. School and university education with dates (month and year)

- Name and location of your university
- Subjects
- Focus of study
- Title of final thesis (optionally with grade)
- Final grade (optional)
- Name and location of school
- School qualifications (optionally with grade)

3. Practical experience

- Name and location of employer
- Job title
- Description of responsibilities



4. Language skills

- Mother tongue
- Other languages: name of language and level

5. Computing skills

- Programs and level

6. Voluntary work (if applicable)

7. Interests

You can also add or modify sections to include details of publications, further training, military or civilian service, stays abroad and certificates.

Documents

On completing your CV, you have to add the relevant documents. These include your academic certificates, both from school and university, and professional references to date. You should also add any documents you may have certifying internships, courses, apprenticeships and further training. Do not enclose your original certificates, but only copies. Sort your documents in accordance with your CV.

Jan Kasper

Holunderweg 14 • 23543 Herford

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Personal Details

Name Jan Kasper
Date and Place of Birth 1 July 1990 in Gütersloh
Nationality German
Marital status unmarried

Details on nationality and marital status are optional.

On a German CV, attach a professional and recent photo that has been taken by a photographer.

4.5 cm x 6 cm

Do not use a passport photo!

School and University Education

Since 09/2011 **Master's Degree in Civil Engineering**
University of Duisburg Essen
Focus: computation in engineering, civil construction, statics
Expected to graduate in February 2014 as Master of Science

03/2008 – 08/2011 **Bachelor's Degree in Civil Engineering**
Technische Universität Dresden
Title of Bachelor's thesis:
Analysis of (Grade 1.3)

List your details in reverse chronology, starting with the most recent. Your dates should include the month and the year.

03/2009 – 08/2009 Semester abroad at the University of Michigan, USA
Scholarship awarded by the Stiftung Mercator

07/2007 – 08/1998 **St. Josef-Gymnasium, Herford**
School leaving certificate: German *Abitur* (Grade 1.8)

There is no need to include your primary school.

Practical Experience

Since 10/2011 **Ingenieurbüro Volkert & Meyer, Herford, engineering consultants**
Student assistant, 20 hours a week

- Work to accompany structural-engineering project phases for buildings and civil-engineering works
- Structural inspection of buildings and civil-engineering works

Describe your position, e.g. student assistant or intern. Describe your role and responsibilities in bullet form.

01/2009-04/2009 **Bosch Rexroth AG, Gütersloh**
Project work in the automation department

- Computer-aided calculation of structural systems

07/2008 - 10/2008 **Stadt Herford, Straßenverkehrs- und Tiefbauamt,**
Internship

- Street planning using CAD technology
- Project work on municipal engineering including renovation, conversion and extensions

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Languages

German	Mother tongue
English	Fluent
French	Basic

Give your language level.

Computing Skills

CAD	CATIA V5 R18, AUTOCAD, Pro/Engineer
CAE	ANSYS
Simulation programs	StarCCM+, ABAQUS
Programming languages	MATLAB, FORTRAN (basic)
MS-Office applications	Word, Excel, PowerPoint

For jobs in the technical sector, it makes particular sense to sub-divide computer skills into design programs, simulation programs, programming languages, MS-Office applications, statistic tools etc.

Voluntary Work

Since 2009	Vice chair of SV Herford e.V. tennis club
Since 11/2011	Member of the student council for civil engineering at the University of Duisburg-Essen Elected student representative

Interests

Painting, drama, tennis (active club member since 1998)

Herford, 02.09.2013

In Germany, it is usual to give the date and place and to sign your CV with your first and surname. Ensure that the date on your CV corresponds to the date of your covering letter.

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!