

# CURRICULUM VITAE – How to apply in Germany

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## LAYOUT

Prepare an individual layout on your own or choose a prepared template from the internet – as you like.

Choose the same formatting (fonts, font sizes, line distances etc.) for all your application documents.

Avoid different fonts and font sizes or double formatted characters (e.g. bold and italic).

Avoid orthographic mistakes.

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## Side edges

1. Left: 24,1 mm
  2. Right: 8,1 mm
  3. Bottom: 16,9 mm
  4. Top: 16,9 mm
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## Fonts

Write all application documents with the same font.

We recommend:

1. Calibri
  2. Helvetica
  3. Arial
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## Font size

11 or 12

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## Line distance

1,2 or 1,5

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## Size

2 pages max.

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## Structure

1. Head
  2. Main Part
  3. End
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## 1. HEAD

### Application photo

In Germany it is optional to send an application photo, but most employers expect you to apply with a picture to get a visual impression of you.

So we recommend you to put on an outfit you would wear for a job interview and to get made an application photo by a professional photographer.

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### Personal information

1. First name and family name
2. Street, street number
3. Postal code, city
4. e-mail address
5. Phone number
6. Date and place of birth (optional, but recommended)
7. Marital status (optional, but recommended)
8. Nationality (optional, but recommended)

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## 2. MAIN PART

In this category you list the different stations of your education- and work-related life as well as your skills and interests, separated into blocks.

Usually the timescale is written on the left and the matching text on the right. Refer the timescale to months and years (e.g. 11/2015 – 03/2017).

List your stations in an anti-chronological way: recent stations above and former stations below.

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### Education

#### Studies

Inform about:

1. Timescale
2. Name and place of University
3. Course of studies
4. Subject of thesis (optional)
5. University degree (intended or graduated)
6. Grade point average

## School

Inform about:

1. Timescale
  2. Name and place and type of School (don't list your primary school)
  3. Main courses (optional)
  4. Graduation
  5. Grade point average
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## Work experience

### Professional education

### Internships

Inform about:

1. Timescale
2. Name and place of employer
3. Position
4. Bullet points with keywords (activities, experiences, projects, ...) (3-4 max)
5. Professional education: Final grade

Just list these stations if they are relevant for the job you apply for or if otherwise you would have a time gap in your CV.

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### Further possible categories

1. Further trainings
2. Stays abroad (for studies or work)
3. Language skills and levels
4. IT-Skills
5. Personal Interests
6. References
7. Parental leave
8. Volunteer work
9. Driving licence
10. Special skills

Add the corresponding certificates to the attachment of your application.

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### 3. END

1. No complimentary close.
2. Place and date (left-justified)
3. Sign with your full name (right from or above or below signature)(handwritten with ink – for e-mail- or online-applications please scan your CV).

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### SAMPLE

[www.anschreiben2go.de/Lebenslauf-Ingenieur](http://www.anschreiben2go.de/Lebenslauf-Ingenieur)