

Checklist for job applications

How to apply correctly.

Application portfolio

The following documents should be included in your portfolio:

- Covering letter
- CV (with current photograph)
- Copies of work references (in chronological order)
- Copies of training reports or references and diplomas and certificates acquired (in order of importance)

Further relevant information may also be added.

Covering letter, motivational letter

Think carefully about what you write in an application letter. Do not summarise your complete career to date or list all your character traits. Instead, your letter should contain information about your motivations and reasons for applying for the vacancy. Important: Write short, active sentences, structure your letter into paragraphs (introduction, motivation, experiences, contact request) and make sure your letter is free of spelling and grammatical errors and clearly laid out.

Curriculum Vitae (CV)

The CV is the centrepiece of your application portfolio. Among other things, it contains a complete list of everything you have learned and achieved in your professional career and should not show any gaps. Your CV should also provide the following information:

- Information about yourself (e.g. your name, address, telephone number, email, date of birth)
- Current photograph
- School education, vocational training, further education
- Professional experience
- Language knowledge and stays abroad (if applicable)
- IT knowledge
- Earliest possible start date
- References (optional)
- Hobbies and spare-time activities (optional)

When creating your CV layout, please bear in mind that it should be clearly structured, ideally in tabular form, and easy to read.

Photograph

The photograph needs to support the application visually and is considered the emotionally strongest element of an application. You should therefore ensure that your photograph is recent (not older than one year) and has been professionally taken (pictures from your last holidays on the beach are definitely out of the question!)

Job references, diplomas, certificates

We require reference copies of all important stages of your career to date. Photocopies must be of high quality. If important documents are missing, mention this and give a plausible explanation.

Please note

When sending the application by email please note the following:

- A maximum of 6 MB of files can be uploaded.
- Please only attach documents in one of the standard formats (*.pdf, *.doc, *.docx, *.jpg).