

The CV is the central element of every application. It should contain all the important stages of your professional practical experience and your studies.

Similar to the cover letter, the CV should be "attributed" to the respective advertised position. **Tip:** At the beginning of an application phase, prepare a detailed CV with all stations, knowledge and additional qualifications as a "general CV". Then use the "general CV" as a basis and adapt it individually to the advertised position, i.e. shorten less relevant information and highlight important key projects or qualifications or further training.

## THE FORM

- A tabular CV is standard
- Clear structure - no fancy layout
- The CV is structured in reverse chronological order - the current professional situation is at the beginning
- Important: The CV should be complete; gaps of 1-2 months between graduation and starting a career or between two jobs do not need to be justified
- For time information, the month and year are sufficient, following the pattern: 10/2022 - 06/2023
- Font & Co: Font sizes of 10 to 12 of the standard fonts "Arial", "Times New Roman", "Verdana", "Calibri" or "Cambria" are ideal, line spacing of 1.15 is well chosen
- Length: maximum 2 pages for young professionals, 3 pages for experienced professionals
- Application photo: not compulsory, but appreciated

**THE CONTENT** The following topic blocks are common:

### Personal data

- Name, address, telephone number and email address (should be at the top of each page)
- Date of birth, place of birth
- not obligatory: marital status

### Professional experience

- Employer, place
- Job title
- Brief list of activities, tasks, areas of focus and possible successes

#### *An example*

*10/2022 - 06/2023      Otto von Guericke University Magdeburg  
Research assistant in the project "XYZ"  
- Project coordination  
- Establishment of "ABC"*

Note: This block is the most important and detailed in the CV; it shows your professional competences and practical experience that you bring with you for the position you are applying for.

- **Young professionals** should document their practical achievements through internships, part-time jobs and other activities
- **Experienced professionals** should focus on the current position and fields of application
- All positions dating back more than 10 years should only be mentioned briefly with date, company and field of activity - for a gap-free CV
- All employment and graduation certificates or other documents older than 10 years should only be made available on request or for the interview.
- **Exception:** The former position has a direct connection to the current application, e.g. because you want to return to a former field of activity

**Education** (this includes studies, vocational training, school education)

- **Study programme**, name of university, place
- Main focus of studies (optional, more likely for young professionals)
- Topic of thesis
- Final grade
- **School-leaving qualification** (only the highest, e.g. Abitur), school name, location
- Final grade

**Parental leave**

- Period, parental leave

**Military service/ civilian service**

- Service, place

**Special knowledge**

- **Further education** (only indicate if relevant to the position applied for)

Note: list the following 4 items only in applications for academic positions:

- Other academic activities (committee work, memberships, ...)
- Scholarships/ Awards
- Publications
- Teaching activities
- **IT skills**
- **Languages** (certificates do not have to be attached)

Note: Language skills can be categorised as follows:

- Basic knowledge - questions can be asked, but counter-questions cannot be answered
- Good knowledge - simple conversations can be held
- Very good knowledge - the languages are interchangeable, but not all words are known
- Fluent - languages are interchangeable, conversations can be continued fluently and irony/intermediate tones are understood
- Mother tongue

**Interests**

- Sports
- Culture
- Honorary posts

Note: It is not mandatory to indicate interests, but they complement the overall picture. Sporting activities show that you are a team player or have a sense of balance. Be specific. Instead of "Handball", better "Handball at HSV Magdeburg".

**Place, date, signature**