

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

The British CV differs in some points from the German CV and the American CV (resume). Therefore, you should find out in advance whether the company is British or American. If you are applying in Europe, the British version is usually used.

The differences between the British and German CVs are highlighted below.

The British CV should also be "attributed" to the respective advertised position in a similar way to the cover letter. **Tip:** At the beginning of an application phase, prepare a comprehensive 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 curriculum vitae is standard
- clear and concise 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 dates, the month and year are sufficient, following the pattern: 10/2022 - 06/2023
- Font & Co: Font sizes of 10 to 12 in 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: do not include a photo!

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 (optional)
- not mandatory: marital status

Career Statement/ Profile

- not mandatory: What has been achieved so far and what are you aiming for in the new job?

Career history (Professional experience/ Work experience)

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

An example

10/2022 - 06/2023 *Otto von Guericke University Magdeburg, Germany*
Research assistant in the project "XYZ"

- *Project coordination*
- *Establishing 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 to 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 degree certificates or other documents older than 10 years should only be provided on request or for the interview
- **Exception:** The previous position is directly related to the current application, e.g. because you want to return to a former field of activity

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

- **Course of study**, name of university, place
- Study focus (optional, more likely for young professionals)
- Topic of thesis
- Final grade
- **School-leaving qualification** (only the highest, e.g. Abitur) **use German name!**, school name, place
- Final grade

Parental leave

- Period, parental leave

Military service/ civilian service

- Service station, place

Special skills

- **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, Good knowledge, Very good knowledge, Fluent, Business, Mother tongue

Interests

- Sports Activities
- Culture
- Voluntary work

Note: It is not mandatory to indicate your interests, but they complement the overall picture. Sporting activities show that you are a team player or have a sense of balance.

References

- References upon request or 1-3 good contacts

Note: References are valued more highly than job certificates (do not send them with the application); references will actually be contacted.

Place, date, signature omit!