

Curriculum Vitae

Tips for creating your professional CV

Career Services Center

www.jacobs-university.de/career-services

Recommended CV Structure **

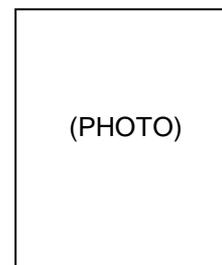
****This is a possible CV structure, not the only possible structure.**

To create your own CV visit the CV tool at:

<http://csc-microsite.user.jacobs-university.de/create-your-application/>

Personal Data

Name: Nationality:
Address (validity): Date of Birth: Month DD, YYYY
Phone:
E-mail:



Education

mm/yyyy – mm/yyyy Institution’s Official Name / City / Country

Degree or Certificate Earned (when) / Thesis / Specialization/ Relevant Courses, Awards, Achievements, and Other Experiences

Practical Experience

mm/yyyy – mm/yyyy Institution’s Official Name / City / Country

Position / Machinery or Equipment Handled/ Responsibilities / Special Skills / Special Accomplishments

** Machinery/Equipment should be relevant to the position. Do not include things like copy machines.*

Research and Project Experience

mm/yyyy – mm/yyyy Institution’s Official Name / City / Country

Position / Machinery or Equipment Handled/ Responsibilities / Special Skills / Special Accomplishments / Outcome

** Machinery/Equipment should be relevant to the position. Do not include things like copy machines.*

Extracurricular Activities

mm/yyyy – mm/yyyy Club’s Official Name / University / City / Country

Position / Responsibilities / Outcome / Special Skills / Personality Traits

Skills

Language mother tongue / fluent / working knowledge / basic knowledge (add the level that you have completed)

PC / Programming Skills

Other Qualifications (e.g. Presentation Skills, Rhetoric Skills, Special Laboratory Skills, certifications, etc.):

Publications

Awards & Prizes

Interests

(References)

How to write a CV

Your CV should be a concise summary of the high points of your education, work experience and other qualifications relevant to your audience's needs and to your employment interests, not a complete history of your life. It communicates your professional qualifications to employers, to interest them in interviewing you and it creates their first (and often most lasting) impression of you. It is a marketing tool and an introduction to you and your experience. Sufficiently research the employer and the field to decide what messages are most important to your audience. Communicate these messages concisely and clearly in a visually appealing format. Here are some guidelines to help you do this.

Format

- Stick to one, maximum two pages.
- Make the page easy to scan and graphically pleasing: align text and leave sufficient white space.
- Select a format, which suits your qualifications. Do not automatically follow someone else's format, which may not suit what you have to say. Remember being creative can be very important for some organizations/positions, and in these cases should be reflected in the CV.
- Underline, capitalize and use bullets and boldface to emphasize your credentials and distinguish between different sections of your CV.
- Stick to a consistent layout!! Every aspect from the way dates are written to headings needs to be consistent. This will allow the reader to be able to quickly scan the CV and pick out the important key words without getting lost in the format.

Content

- Your CV should be complete.
- Put name, address and phone number at the top of the first page.
- If you have a second page, repeat your name at the top. Also make sure to number the pages of your CV with 'page 1 of 2' and 'page 2 of 2', to ensure that if the second page is lost, the reader will know to search for one.
- Highlight skills, accomplishments, capabilities and work experience that are related to the job posting. Give evidence of your personal impact: show not only that you completed tasks but that you contributed to organizational goals. Using strong verbs can be very helpful for this.
- Include marketable and/or relevant data only; for example, for natural sciences include classes/labs that have been most important in your education and are most relevant to the type of work you seek; don't provide an extensive list of courses. Make sure to tailor your CV to the specific organization/position.
- Choose topic headings which invite your readers' interest; e.g., "research experience" or "skills" rather than "employment" or "other".
- Cite numbers to convey size and/ or scale of project, budget and staff supervised.
- Give examples, which demonstrate desirable personality traits such as leadership, interpersonal facility, confidence, and independence. Make sure to use strong verbs to demonstrate how you were involved.
- Minimize personal information and omit unrelated memberships, hobbies (except in small doses), age, marital and health status, and information that is repetitious, implicit (e.g., primary school graduation for a college graduate) or out-of-date (e.g., college extracurricular activities if you graduated long ago).

- Generally, it is a good idea to exclude data related to salary expectations, religious or political affiliations, and geographic restrictions. Make sure to review your hobbies/interests from an employers' view point.
- In American CVs only, references are usually omitted although you should line up at least three (including one or two who are non-academic) at the beginning of your job search. They can be listed separately and made available when requested. Employers assume that "References are available upon request" so leave this phrase off.
- In German CVs type the place and the date at the bottom of the last page, and sign your CV.

Final Edit

- Ask a counselor, friend, notoriously critical person and/or someone unfamiliar with your background to review your CV for clarity and effectiveness.
- Tailor your cover letter and CV to the specific qualifications of the job for which you are applying and/or to the specific employer.
- Make sure you included all important information.
- Proofread at least one more time to ensure correct spelling and punctuation.

Style

- German CVs show date, signature, and include a professional photo
- Be consistent with dates: always start with the most recent event. Make sure to follow this in all sections and make sure all entries for each section are chronologically ordered.
- Proofread to eliminate all spelling, punctuation and grammatical errors.
- Use action verbs and strong adjectives.
- Make it future- or present-oriented **suggesting**, "I am this kind of person, with these abilities, as my past record demonstrates." Use phrases that allow the reader to interpret what kind of work ethic/skills you possess, instead of direct statements of these.
- Leave out unnecessary words, sentences and phrases such as "Duties included," "Hired to," "Project involved."
- Avoid contrived, stilted, phony, or confusing language. Ask yourself "Would I really talk like that?" Remember to keep things concise and clear.
- Don't use the first person "I."
- Be consistent. Use the same grammatical style throughout. For example, if you start the description of each entry with your title, such as "intern", make sure to do so for every entry (instead of using "internship").
- Avoid self-flattering terms such as "highly skilled," "outstanding," "excellent." Describe your accomplishments effectively and let readers decide for themselves that you are well qualified.
- Be honest and accurate (but not overly modest).
- Through the style and content of your CV, convey an understanding of your audience's needs, priorities, hiring criteria and specific vocabulary.

All You Need To Know About Application Photos

Should I include a photo in my application?

This depends on the country of application. In Germany, professional application photos are a required part of an application package. In many European countries, photos are also very much appreciated by employers. In the United States or in the UK, however, application materials never feature an application photo. Therefore, check what is usual in the country you are applying in before sending your application!

If you are applying in a country where a photo is part of the application, you will find helpful advice and tips about your application photo below.

Why should I include a photo?

As mentioned above, a photo is appreciated or even required in many countries. The photo makes your application more personal by giving it a face. The employers who receive your application package appreciate when they get a visual impression of you in addition to your CV and your cover letter. This is important if you bear in mind that recruiters receive a lot of application packages. You want them to immediately regard you as a suitable applicant. By adding a photo in which you look professional and friendly, you are giving the employer a positive first impression.

How does a professional application photo look?



A professional application photo is usually a 4.5 x 6 cm large portrait. The person wears business attire, has a friendly expression, and looks directly into the camera. Ideally, a professional photographer took the photo. A passport photo is not a suitable application photo, and should only be used in emergency cases. Private snap-shots or even sections cut out of a photo should not be used.

If you are sending a paper version of your CV, you should also use a high quality professionally printed photo. Write your name and address carefully on the back of the picture (so it does not damage the front of the photo) and glue/paperclip it onto your CV or onto the cover page. You should not print the photo on your CV. The paper photo shows you are putting an effort into each application and are not sending standardized applications to many potential employers.

How should I dress for the photo shoot?

You should dress as professionally as you would for a job interview - at least for the upper part of your body, which is all that will appear on the picture. Men should wear a suit and a tie. Women should wear something smart, but it does not have to be a suit. Women should avoid plunging necklines, bright make-up and too much jewelry, which could be misinterpreted.

How to Write a CV Objective Statement

*****An objective statement can be a tricky to get right. Using an object statement that is not written very well, can have very negative effects on your CV. Therefore, it is important to note that using such a statement can be very risky. If you do not feel comfortable with your objective statement, leave it out.***

The CV Objective, sometimes also referred to as Career Objective, Career Statement, Position Desired, or Objective Statement states "**What is my next step in my career?**". This should be a short, concise statement that informs the employer what kind of position you are looking for.

It is especially widespread in the USA and in the UK.

When a cover letter cannot be submitted, the objective statement may be a way to introduce yourself to the employer. The statement serves two purposes:

1. State clearly what type of position you desire and announce your career goal. Suggest to the employer what type of skill set of qualifications you possess and, thus, possible jobs you could be hired for
2. Clarify how the employer could benefit from hiring you ("what's in it for my company?")

It can include:

- The type of position you are seeking (internship, entry-level position, etc.)
- The field and the type of organization you wish to work in
- The skills you wish to apply and/or develop
- A summary of the relevant skills and experience you are bringing to the organization (in this case, the section should be called "Profile" and not "Objective")

**** Only include an Objective on your CV if it is **focused!!!** ****

Over-generalized CV objectives will do you more harm than good, so better avoid them.

6 Tips to Help You Write your CV Objective Statement:

1. Choose two adjectives to describe your work style such as "Dependable and conscientious student seeking..."
2. Inform your potential employer of "what is in it for them", such as "seeking to utilize x years of experience in..."
3. One sentence is good, but making sense is better! Two sentences are better in cases where one sentence cannot be clear.
4. If you know the job title for which you are applying, use it.
5. If you have read the job description in an advertisement, try to mirror one or two of the words listed. For instance, if the job indicated a desire for a self-starter, then experiment with using the same term or one with the same meaning.

6. Avoid being too general. "Seeking a position in marketing" suggests two things to the reader; one, the applicant has no idea about what types of jobs may be available in marketing and two, the applicant is desperate and willing to take any job". It is better to do a little research about the company (or leave out the objective statement all other) than to write an over-generalized objective.

Checklist for Your CV

- Overall Impression:**
 - Is the CV easy to scan, graphically pleasing?
 - Has the CV the correct length (1 page - max. 2 pages)?
 - Is the CV consistent in layout and style: bulleting, boldface, highlights, presentation of dates and headlines/ titles?
 - Is the CV chronologically backwards? Everywhere? Be consistent!
 - Do all headlines the official name of institution, city, and country?
 - If you are applying in Germany, did you date and sign your CV?
 - Has your CV been thoroughly checked for spelling, grammar and correct use of language?
- Content** - Does the CV include all important information you want the employer to get?
- Personal Details:**
 - Address: Will the employer be able to contact you easily at this address?
 - Phone number: Will the employer be able to reach you easily at this number?
 - One serious email address
 - Nationality
 - Date of Birth
 - If there is a second page, repeat your name at the top.
- Career/Personal Objective** (if desired): What is your next step in your career?
- Education:**
 - Jacobs University: first and then the high school
 - Jacobs University: Major(s), expected date of graduation, degree
 - High school: specialization courses, possibly: graduated with honors, top of the class, etc.
- Work Experience / Practical Experience:**
 - Internships, student jobs, part/full time employment, volunteering
 - What did you exactly do? Anything of interest to the employer?
 - Remember, quality and not quantity!
- Research and Project Experience:**
 - Research projects you were involved in, event organization, project experience within extracurricular activities if they are relevant

- Research methods/techniques used? Project's outcomes?
- Extracurricular Activities:**
 - Volunteering, commitment, e.g. in student clubs, student parliament, etc.
 - Make use of this section to substitute for less work experience!
 - Just memberships reflect not much! What did you do exactly for the club?
- Skills:**
 - Languages: Move from best to worst
 - Computing (if applicable): Hardware, Platforms, Software
 - Other: e.g. rhetoric skills, special laboratory skills, etc.; special knowledge of a certain field e.g. lots of HR workshops, etc.
- Publications:** Cite correctly (reference style according to the academic field)!
- Honors and Awards:**
 - Not too many! Only the most important ones! Max. 3 awards.
 - Remember scholarships!
- Hobbies/Interests:**
 - Be specific!
 - Do they reflect you as an interesting person
 - Not too many! Try to keep it at max. 3.
- References:** Only common for US and UK CVs.
- Date and Signature:** Only for German CVs

Sample CVs

Marina Torko

Jacobs University Bremen
College Ring 5 - Mailbox 358
28759 Bremen, Germany
+49 421 2005034 mtorko@googlemail.com

Nationality: Moldovan
Date of Birth: July 25 1991



Education

09/2010 to date Jacobs University Bremen, Bremen, Germany
Pursuing a Bachelor of Science degree in GEM. Focusing on management and logistics. Expected to graduate in June 2013. In the "President's List" of the university.

09/1998 – 06/2006 Mircea Eliade Lyceum, Chisinau, Moldova
Completed secondary education. Scholarship in the last three years; Graduated in 2010 as top student of the generation.

Practical Experience

07/2011 – 08/2011 Commercial Bank "Victoriabank", Chisinau, Moldova.
Completed an internship. Assisted the daily operations and handled specific tasks assigned by supervisors in four business departments: Personal Clients, Corporate Clients, Credit cards and Loans.

11/2010 to date Jacobs Center for Lifelong Learning, Bremen, Germany
Research Assistant in the area of Experimental Economics, Behavioral Economics and Game Theory.
Tasks: literature research and review, data management

Research and Project Experience

03/2011 – 04/2011 Jacobs Business Challenge 2011, Jacobs University, Bremen, Germany
Won 1st prize for proposing an entrepreneurship idea and developing a business plan for its implementation. Worked as part of a team on the topic: "Education, Information and Communication".

02/2011 – 04/2011 Airbus Case Study Competition, Airbus, Bremen, Germany
Competition organized by Airbus Bremen and Logistics Chain Club of Jacobs University. Won 3rd place

11/2010 – 12/2010 BEaMS Business Case Competition Jacobs University Bremen - Bremen, Germany
Competition organized by The Business, Entrepreneurship and Management Society of Jacobs University and "Das Viertel" BID. Developed a business plan to deal with the problems of the district "Das Viertel" in Bremen.

Extracurricular Activities

09/2010 to date Logistics Chain Club, Jacobs University, Bremen, Germany
Regularly attending club meetings and taking part in club activities.

09/2010 to date BriMUN Society, Jacobs University, Bremen, Germany
Taking part in Model of United Nations sessions and workshops.

Skills and Achievements

Languages: Romanian: mother tongue Russian: fluent (C2)
German: working knowledge (B2) English: fluent (C2)

PC Knowledge: Microsoft Office, Windows 98/2000/XP/Vista, SPSS, Adobe Photoshop

Workshops / Conferences: - "Idea Generation" Workshop (02/2011)
- Hamburg Model United Nations Conference (December 2010)

KONSTANTIN MIHAILOV MIHOV

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28759 Bremen
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Mobile: 0152-0273 9282
k.mihov@jacobs-university.de
Marital status: single



EDUCATION

- 2007/09 –to date Jacobs University, Bremen, Germany**
Pursuing a Master of Arts degree in Intercultural Humanities; focus on cultural history, aesthetics and art, and literary canons; expected graduation in June 2009
- 2004/09-2007/06 Jacobs University, Bremen, Germany**
Obtained a BA degree in ISCP; focus on decision analysis and risk assessment, phenomena such as social influences and attitude formation, and cross- and inter-cultural communication; graduated among the best of the class
- 1999/09 – 2004/06 First English Language School, Sofia, Bulgaria**
Obtaining a secondary education degree; focus on English and Bulgarian literature, and Bulgarian History; graduated top 5% of the class

PRACTICAL EXPERIENCE

- 2007/10 - date Jacobs University Bremen, Bremen, Germany; Career services center**
Part-time Assistant: student guidance in CV and cover-letter preparation and application-tactics; CV and cover-letter seminars. Handling tasks in the area of marketing in the areas of professional skills seminars and employer contact events between the department and the student body.
- 2007/10 to date Jacobs University, Bremen, Germany; Campus Activities and Intercultural Affairs**
Intercultural trainer – hosting trainings for new incoming and exchange students, staff and faculty in cross- and inter-cultural communication, and diversity and transition management.
- 04/2007 to date Parfums d'Imperfection, Bremen, Germany**
Perfumer: development of line of fragrances. Designed initial concept of brand image, created individual perfumes and developed marketing strategy currently employed by distributors in Germany and USA
- 2006/02 to date Jacobs University, Bremen, Germany; SHSSchool**
Instructor and Teaching Assistant for various psychology and statistics courses: USC E-Learning Technologies, Attitudes, Decision Making, Communication and Interaction, Sensation and Perception, Lab Course in Psychology I, II, and III, Q&Q, Secondary Data Analysis, Stats I and II. Responsibilities including: teaching seminars, management of regular help-desk sessions, exam preparation and grading, paper grading, course-material guidance and explanation, copying whenever necessary.
- 2007/10 – 2007/02 Tesa AG, Hamburg, Germany & Jacobs University, Bremen, Germany**
Cross-cultural psychologist: developed conceptual design, theoretical background, and implementation framework of an e-learning tool in the field of cross-cultural business communication and conflict resolution for Tesa AG as part of a team

SKILLS

- Languages:** **German:** working knowledge **Bulgarian:** mother tongue
English: fluent **French:** working knowledge
- PC-knowledge:** Adobe Photoshop, Microsoft Office Package, FantaMorph, SPSS, SuperLab, MediaLab and Direct RT, E-Prime, Reference Manager, RefWorks, various Apple software, internet and databases, Imperia, HTML design, Macromedia Authorware and Flash, Poser, MIX Meta-Analysis, Comprehensive Meta-Analysis and Review Manager.
- Recently awards:** 2007 - DAAD award, Jacobs University, Bremen, Germany
2007 - Joint award in Jacobs University "Women in Leadership" contest for "Eleven Minutes", Bremen, Germany
- Hobbies:** **A practiced perfumer and concert pianist doing photography professionally (on the side).**

Trimita Khan

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Nationality: Pakistani
Date of Birth: 25.12.1987
Place of Birth: Islamabad, Pakistan



PORTFOLIO Self-motivated, organized, reliable, creative, solution-oriented, hard-working

EDUCATION

- 08/2005 to date** **Jacobs University, Bremen, Bremen, Germany**
Pursuing a BSc in Electrical Engineering and Computer Science. Degree expected in June 2008. Academic GPA: 1.5 (Range: 1.0 – 5.0). Major subjects: Wireless Communications, Signals and Systems, Digital Signal Processing.
- 06/2003 – 05/2005** **Roots College International, Rawalpindi, Pakistan**
GCE AS & A Level (University of Cambridge International Examinations)
Excellent grades in Mathematics, Physics, Chemistry, Economics, General Studies
- 06/2000 – 05/2003** **Islamabad School for Arts and Sciences, Islamabad, Pakistan**
GCE O Level (University of Cambridge International Examinations)
Excellent grades in Mathematics, Physics, Chemistry, English, Computer Studies, Islamiyat, Urdu, Pakistan Studies

PRACTICAL EXPERIENCES

- 07/2006 - 08/2006** **Agilent Technologies UK Ltd, Edinburgh, United Kingdom**
Internship in the Signal Analysis Division Product Development team based in South Queensferry. Worked on DSP and Demodulation projects as well as Test Signal Generation and Detection. Developed a software based algorithm (with an associated graphical UI) to extract the TV line numbering information from a data capture of an RF analog TV signal.
- 10/2002 - 05/2003** **Ali Medical Centre, Islamabad, Pakistan**
Designed a Microsoft Access database as part of the GCE O Level Computer Studies' Coursework for the hospital's data on patients and staff. Hands-on experience as a system analyst.

EXTRACURRICULAR ACTIVITIES

- 09/2006 to date** **Rotaract Club, Jacobs University, Bremen, Germany**
Member. Allowing interaction between students and the community surrounding Jacobs University through various projects designed for social work. Currently teaching English at a local high school for 7th grade students as part of the Education Project.

SKILLS

- Languages**
- Urdu** Mother Tongue
 - English** Fluent
 - German** Basic Knowledge
Completed the German A1.1 Language Course for Beginners.
- PC Knowledge** Proficient in MS Office, Internet surfing and research, Email, Digital Photography, Microsoft related software and Windows applications, Data Management, Basic C Programming Language, System Security, Error Handling including basic hardware problems.
- Special Achievements**
- 2005** Received merit scholarship at Jacobs University
 - 2005** Winner All Pakistan Science Contest for 2005 Year of Physics.
 - 2004** Highest Achiever in Pakistan for AS Level awarded by University of Cambridge International Examinations.

INTERESTS Club Cricket, Soccer, Competitive Tennis, Reading both Fiction and Non Fiction books.

List of Power Verbs

Accelerated	Collected	Devised	Founded
Accomplished	Combined	Diagnosed	Gathered
Achieved	Commented	Directed	Generated
Acquired	Communicated	Discussed	Graded
Added	Compared	Distributed	Granted
Addressed	Compiled	Documented	Guided
Administered	Completed	Doubled	Halved
Advised	Computed	Drafted	Handled
Allocated	Conceived	Earned	Identified
Analysed	Concluded	Edited	Implemented
Answered	Conducted	Effected	Improved
Appeared	Conceptualised	Eliminated	Incorporated
Applied	Considered	Endorsed	Increased
Appointed	Consolidated	Enlarged	Indexed
Appraised	Constructed	Enlisted	Initiated
Approved	Consulted	Ensured	Influenced
Arranged	Continued	Entered	Innovated
Assessed	Contracted	Established	Inspected
Assigned	Controlled	Estimated	Installed
Assisted	Converted	Evaluated	Instituted
Assumed	Coordinated	Examined	Instructed
Assured	Corrected	Executed	Insured
Audited	Counselled	Expanded	Interpreted
Awarded	Counted	Expedited	Interviewed
Bought	Created	Experienced	Introduced
Briefed	Critiqued	Experimented	Invented
Broadened	Cut	Explained	Invested
Brought	Dealt	Explored	Investigated
Budgeted	Decided	Expressed	Involved
Built	Defined	Extended	Issued
Catalogued	Delegated	Filed	Joined
Caused	Delivered	Filled	Kept
Changed	Demonstrated	Financed	Launched
Chaired	Described	Focused	Learned
Clarified	Designed	Forecast	Leased
Classified	Determined	Formulated	Lectured
Closed	Developed	Found	Led
Licensed	Projected	Serviced	Toured
Listed	Promoted	Set	Traced
Logged	Proposed	Set up	Tracked
Made	Provided	Simplified	Traded
Maintained	Published	Sold	Trained
Managed	Purchased	Solved	Transferred
Matched	Pursued	Sorted	Transformed
Measured	Qualified	Sought	Translated

Mediated	Ranked	Sparked	Transported
Met	Rated	Specified	Travelled
Modified	Received	Spoke	Treated
Monitored	Recommended	Staffed	Trimmed
Motivated	Reconciled	Started	Tripled
Moved	Recruited	Streamlined	Turned
Named	Redesigned	Strengthened	Uncovered
Negotiated	Reduced	Stressed	Unified
Observed	Regulated	Stretched	Unravalled
Opened	Related	Structured	Updated
Operated	Reorganized	Studied	Used
Ordered	Replaced	Submitted	Utilized
Organized	Replied	Substituted	Verified
Oversaw	Reported	Succeeded	Visited
Participated	Represented	Suggested	Waged
Perceived	Researched	Summarized	Widened
Performed	Resolved	Superseded	Won
Persuaded	Responded	Supervised	Worked
Planned	Revamped	Surveyed	Wrote
Prepared	Reviewed	Systematized	
Presented	Revised	Tackled	
Processed	Saved	Targeted	
Procured	Scheduled	Taught	
Programmed	Selected	Terminated	
Prohibited	Served	Tested	

List of Power Words

Ability	Effective	Maturity	Resourceful
Capable	Effectiveness	Nationwide	Responsible
Capability	Enlarging	Outstanding	Results
Capacity	Equipped	Performance	Significant/significantly
Competence	Excellent	Positive	Sound
Competent	Exceptional	Potential	Specialist
Complete	Expanding	Productive	Stable
Completely	Experienced	Proficient	Substantial/substantially
Consistent	Global	Profitable	Successful
Contributions	Increasing	Proven	Thorough/thoroughly
Developing	Knowledgeable	Qualified	Versatile
Educated	Major	Record	Vigorous
Efficient	Mature	Repeatedly	Well educated
Well rounded			
Worldwide			

Academic Curriculum Vitae (and Motivation Statement)

Content-related suggestions

- Showing involvement in clubs and organizations is good for graduate school applications but must be used with moderation respecting the main focus of the university.
- Any membership to a professional organization or to a club related to the field of studies needs to be mentioned (e.g. a psychology student being member of the Psychology Club).
- Put the names of supervisors or cooperation partners when describing research projects – they can always serve as implicit referees.
- Emphasize on the methods focus and on the transdisciplinarity when describing the program.
- If one has secured 3rd party funding, it is important to mention it, as well as the specific type of funding.

Structural suggestions

- No photo is necessary.
- Birthday may be mentioned if it will stand out in the context of number of publications or research experience; otherwise, it is unnecessary information.
- When citing publications, arrange them in the following order: peer-reviews journals, books/chapters, other/additional publications.
- Mention if you were an ad-hoc reviewer, have secured grants, have presented at conferences or have taught classes.
- Keep "work experience", "teaching experience" and "research experience" separate from each other.
- "Hobbies" is not an important section, but could be used to add something the rest of the CV does not reflect.
- Summarizing the course work and the course structure as well as naming the readings is too much. This can be avoided by simply including a link where this information can be found.
- If you have also taught workshops or seminars outside academia, they can be still mentioned under teaching experience. For example you could label this "teaching experience: courses and workshops".
- Give the title of your thesis/theses.

Country-specific remarks

- Describe the Jacobs program specifically because it has unique elements that other German Universities may not.

- In Germany the applications can be more than one page. However, for applications for the US you should try to restrict your CV to one page.
- For German applications, transcripts should be included in the application package.

Academic-level-specific remarks

- The higher in the academic hierarchy you go, the less extracurricular and extra-research-oriented information should be included.
- For undergraduates applying for a graduate program, it is important to show variety of experience, interest and skills, while still showing a particular focus based on the program.
- The higher you go in the academic hierarchy, the less important tasks such as grading exams become (e.g. for a post-doc application, this would not count as proper teaching experience).
- For applications lower than post-doc, you can even mention publications which have only been submitted and/or are under review (without being published yet).
- For undergraduates applying for higher levels, it can be useful to show community involvement by including extracurricular activities.
- For a PhD application, future research ideas will be part of the application process; for a master-level application, ideas and research prospects can be vaguely described/mentioned – however, they should always be also phrased conditionally (i.e. not as a given).

General remarks

- Emphasizing similarities between what you have done and what the laboratory or research group you are applying to does is good. However, it is not essential that there is a perfect match between the two. It is more important for one to be able to establish a connection between the two fields of specialization –be aware of the differences, show flexibility and show creativity in combining the topics.
- It is very important to provide examples.
- Keep in mind that it is important to answer the questions “why am I interested in you and why are you interested in me/us?” Make sure to read the requirements of the statement very carefully to determine exactly what the university/organization is asking for.
- Show intellectual effort by do research about the research group. However, do not overdo it.
- For a hard-core research oriented position, it is better to stay focused. If you have no background in what you want to pursue, it is important to show flexibility and ability to adapt.
- It can be an advantage to have more than one specialization.
- If there is a drastic change in the field of studies (e.g. a person is applying for a PhD and has done two different things in the bachelor level and the masters level) you will need to justify this – comment on it. Explain your ambitions in the new field and how your past experience will help you pursue them.

Country Specifics

If you want to work abroad, you can't just go applying to jobs in different countries without thinking about **the format, presentation, structure and content of your CV**. Different countries expect and require certain information to be present on CVs, and therefore it is critical that your CV meets the unique requirements of that country.

- For example, **photographs** are not appropriate to be attached to CVs in the United States and in UK; and if one is attached anyway, the employer is required to dispose of it.
In many countries outside the US, it is standard procedure to attach a photo or have your photo printed on your CV (i.e. in Germany, France and in many Asian countries).
- It is typical to see information such as **nationality, date of birth and gender** on European and Asian resumes.
- In Australia , in the US and in UK, however, stricter privacy laws make this personal information unnecessary. In the US, an employer has no legal right to know your age. (They do have a right, however, to ask your age only if local, state, or federal law requires that employees be over a certain age.)

Helpful link for adapting your CV to the European market (different countries):

Please visit <http://www.eurograduate.com/planning.asp> and click on the region of Europe and then a country to learn how to present your CV and prepare for the job interview in that respective country.

Which language to use on your CV?

When you want to apply for a job in a German workplace, you need to think carefully about which language to use on your CV. Advisers say if your German is up to it you would do well to show it off - it doesn't have to be word-perfect. But if those German lessons have not quite paid off yet, then avoid the temptation to get it translated and leave it in English. This will avoid any awkward moments if you get to an interview and an employer decides to test out your language skills.