

Checklist: Are your application documents complete?

1. Cover Letter

- Personal details (name, address, telephone number and e-mail address)
- Subject line with reference to the desired position (or job advertisement, if applicable)
- Brief description of your motivation and suitability for the position
- Your earliest possible start date or your current period of notice
- Your salary expectations

2. CV

- Personal details:
 - Name, address, telephone number and e-mail address
 - Date and place of birth
 - Nationality
 - Information on the status of your visa, if applicable
- Employment history, starting with the most recent position:
 - Position/job title
 - Employer
 - Period of time (from when to when you worked in the position)
 - 3-4 most important tasks as bullet points
 - Relevant internships and working student activities
- School education, training and studies:
 - Highest school graduation with date (e.g. specialized baccalaureate, high school diploma)
 - In case of studies not yet completed: Expected end date
- Special qualifications (further training, certificates, languages), if any
- Place, date and signature

3. Certificates

- School report from the highest school leaving certificate
- Study certificates or current overview of grades (Transcript of Records)
- Internship certificates, if available
- Employment references, if available
- Proof of special qualifications, if available