

THE GENERAL RULE

- Max. two pages for young professionals
- Tabular layout
- Uniformity & consistency – both in terms of content and appearance
- Time information on a monthly basis
- Font: Sans serif, e.g. Calibri, Arial
- Font size: legible, i.e. not too small
- Color selection: never choose colors that are too bright; not too many different colors
- No abbreviations

STRUCTURE OF THE CV

- The CV always starts with the personal data
- This is usually followed by education or practical experience
- All events are named anti-chronologically, i.e. the most recent event comes first
- The CV is completed with the date/place and a handwritten signature (scan the signature if necessary)

PERSONAL DATA

- Name
- Contact Information: address, phone number, email
- Birthday and place of birth
- At discretion, professional networks such as XING, LinkedIn,...
- At discretion, application photo (a photo is not mandatory, but individualizes your CV and gives personality)

EDUCATIONAL PATH

- List of educational stations from obtaining the university entrance qualification
- Always state your 'activity' (e.g. bachelor's degree) and institution (e.g. Friedrich-Alexander Universität Erlangen-Nürnberg)
- Specify the location of the institution (unless it is already included in the name of the institution)
- List two to three key points on the acquired expertise (adapt to the respective position!)
- Possibly training & further education (only if potentially interesting for the specific job position)

PRACTICAL EXPERIENCE

- These can include: Internships, working student positions, temporary jobs, ...
- Each job can be used to show that you are matching the job requirements!
- In the case of jobs that are relevant to the position (see job description), use key points to specify which tasks/activities have been carried out → thereby "prove" that you are qualified

FURTHER SKILLS

- These include: languages, IT skills
- State your level of knowledge
- Languages: mother tongue > business fluent in speaking and writing > fluent in speaking and writing > basic knowledge
- IT: excellent > very good > good > basic knowledge
- If you have a lot of IT knowledge, then limit this list to the programs relevant to the job position (see job description)

VOLUNTARY ENGAGEMENT

- This is an voluntary information
- Can also be used to clarify one's own qualifications

PERSONAL INTERESTS

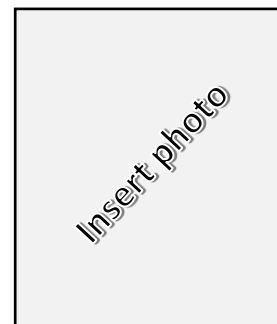
- This is an voluntary information
- Not: reading, visiting the cinema, meeting friends
- Only name interests that offer an added informational value and that clarify qualifications
- Example: (active) membership in a sports club can illustrate reliability and discipline

The CV

SAMPLE CV

Personal information

Name Manuela Musterfrau
Adress Musterstraße 1a, 54321 Musterhausen
Telephone 0151 166 755 24
E-Mail manuela.musterfrau@muster.de
Birthday 01.01.2000
Place of Birth Nürnberg



Educational path

Since 10/2019 **Studies in economics (B.A.)**
Friedrich-Alexander-Universität Erlangen-Nürnberg
Main focus:

- ...
- ...
- ...

09/2006 – 06/2018 **General University Entrance Qualification**
Friedrich-Alexander-Gymnasium, Nürnberg

Practical experience

03/2020 – 08/2020 **Internship**
Friedrich-Alexander GmbH, Fürth
Main tasks:

- ...
- ...
- ...

09/2018 – 08/2019 **Voluntary ecological year**
Friedrich-Alexander e.V., Erlangen

Further skills

Languages	German	Mother tongue
	English	fluent in speaking and writing
Microsoft Office	Excel	very good knowledge
	Word	excellent knowledge
	Powerpoint	excellent knowledge

Nürnberg, 01.10.2020
Signature