# Checklist for your CV

## Design

- Your CV should be no more than two pages long.
- Ensure a clear structure and well-organized layout.
- Maintain consistency in formatting. For example, use only one format for dates (either "May 2001 to April 2004" OR "05/01 to 04/04").
- Choose a legible font and size that matches the one used in your cover letter.
- Separate content sections with clear spacing.
- Include the place and date at the end of your CV.
- Confirm the accuracy of your information with your signature.

**+++ IMPORTANT: Standards for application documents vary by country. Research these standards in advance, e.g., by consulting Career Services at universities in the respective countries. +++**

## Structure

- Your CV should be arranged in reverse chronological order, starting with the most recent information. The timeline must be seamless and complete.
- It typically includes:
  - **Personal Information**: Date and place of birth (your contact details can also be placed in the header).
  - **Education**: Academic background, including university studies, training, and high school diploma.
  - **Professional Experience**: Work experience, internships, and relevant practical experience.
  - **Special Skills/Qualifications**: Depending on their scope, consider separating into categories such as language skills and IT skills.
  - **Engagement/Interests**: Avoid generic hobbies (e.g., "I enjoy traveling and reading"). Instead, highlight interests that showcase your personality or are relevant to the role you're applying for.

## Photo

- Including a photo on your CV is still common in Germany. Ensure that it:
  - Is recent and taken by a professional photographer.
  - Shows you in attire appropriate for the job and industry.
  - Is traditionally placed in the top-right corner of your CV (other formats are allowed, too, though)