

Say cheese!

1

It may be unthinkable in the US, but most German employers still expect a portrait photo on CVs submitted with job applications. Whether you don your most conservative blouse or suit or go for a more modern pose depends entirely on your field of work.

Numbers matter

2

Don't forget to include your GPA when listing your education. If your grading system differed from that in Germany (1 is the best grade here, 5 the worst), then add the German equivalent. A 4.0 in the US, for example, would translate to a 1,0 in Germany.

Get personal

3

It may seem outdated, but it is still common in Germany to include your birth date (with the year), marital status and number of children at the top of your CV. While these details may feel overly personal - or open you up for discrimination - they're thought to give a more wholistic view of the candidate. That said, Germans tend to draw a fine line between their the office and their personal lives. "How did your daughter's soccer tournament go?" is not a small talk question you'd hear often in a work context - even though your daughter may be mentioned on your CV.

Invite John Doe

Don't forget to sign and date the bottom of your CV. That makes it appear official - and up to date.

4

Don't stress about brevity

5

One of the first rules of writing an English CV or resume is to keep it short - which can quickly become an exercise in formatting. In Germany, however, it's perfectly acceptable to spill over onto two or even three pages - but it shouldn't get much longer than that. The German language is, after all, not known for brevity.

5 TIPS FOR YOUR GERMAN CV

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