

## **Tips for the creation and layout of a well-made application**

1. The application documents:
  - letter of application
  - up-dated curriculum vitae
  - letter of motivation
  - final examination certificates and diploma from the last two years (school, training, studies)
  - certificates (e.g. qualifications and further education)
  - other credentials
2. Always mention your contact details.
3. Remember to write the name of the contact person/s correctly and, if possible, indicate the potential date of receipt of the application.
4. The optimal type size for an application is 11/12.
5. Avoid careless mistakes.
6. Use a serious e-mail address.
7. Use high-quality paper.
8. The cover of the application can be very important! The first impression counts.
9. Your letter of application should preferably be individual and not exchangeable. Thus, show your creativity and you will not be forgotten.
10. In your letter of application it should become evident what kind of occupation you are looking for. Create a reference to the company and describe as well as possible why you are the perfect candidate for this job! However, your letter of application should not exceed one A4 page.
11. Write an extraordinary letter of application, boring applications are mostly put aside right away.
12. When reading the final sentence, the reader must be convinced that he/she wants to invite you for an interview. In other words, what makes you different than other candidates?
13. The earlier you send your application, the better your chances will be.
14. Send the documentation unfolded in a C4 envelope.

## **Tips on writing a successful CV**

1. The specific positions in a CV should be outlined.
2. The CV should not be longer than two A4 pages.
3. The application photo should be placed on the cover or in the (right) corner of the CV. It should be taken by a professional photographer.
4. Leave unimportant things out.
5. By all means leave out lies.
6. Proper design and layout is significant.
7. The following information should be included:
  - Personal details  
(e.g. name, contact details, date of birth and family status)
  - Studies or training  
(Here you have to mention the name and location of the educational institution, the duration of the studies/training and the degree you achieved or you are striving for. It is also desirable to give a short summary of the subjects of your studies/training.)
  - Work experience  
(List internships and additional work chronologically. Name experiences that are important for the position you are applying for. Describe your activities, areas of responsibility and the results of your work.)
  - Voluntary work
  - Indicate IT knowledge (if existing)
  - References
8. Remember to put your signature at the bottom of your CV.