

Top 10 Tips for Writing a CV for an International Application



Remember to:

- 1) ... add Germany after all city names.
- 2) ... include the German country code (49) in front of all German phone numbers.
- 3) ... delete birthdate and marital status from CVs for North American applications (and NO photo, either!).
- 4) .. use the official English translation of your university program (usually found on the department's website)
- 5) Gentlemen: It isn't called „civil service“; people who work as civil servants are generally „*Beamte*“. One possible term would be: „Alternative civilian community service“. If that isn't relevant, then you probably need this term: „Mandatory military service“.
- 6) You can list your „Special subjects“ (*Leistungskurse*) with the entry about high school.
--->Special subjects: English and Biology
- 7) It's common to include a brief mention of when you expect to graduate from university.
---> Degree program in International Business and Industrial Engineering,
University of Applied Sciences Wiesbaden, Germany
Specialization: Automobile Production Technology
Expected graduation (OR Degree expected): May, 2005
- 8) Many official German job titles/categories are nearly impossible to translate into English. But don't give up - there are several very good websites in English which offer detailed descriptions of all types of work. You might have to dig and research for a while, but you may find what you need. Check the links on my homepage (see below).
- 9) Common categories of language ability: Native speaker (don't forget to include your native language, whatever it is!), Fluent, Advanced, Intermediate, Basic
- 10) Use the spellcheck feature of your word processing program to check for obvious problems before showing your CV to a fellow student or friendly native speaker for final proofreading.

Check my homepage for links with further information about preparing CVs:

<http://www.marina-zvetina.de/HelpfulLinks.htm#cv>