## HOW TO USE THIS TEMPLATE

* In order to make formatting easier, **each section is formatted as an individual table**.
* If you right-click on a row, or in the table-formatting option on the menu bar, you will get the options to add or delete rows as needed.
* If you are copying text from a different document and pasting it into the format, remember to right-click and select “**use destination format**”.
* We have included examples for most language levels.
* The comments are written in English to make them easier to understand, but remember to **fill in the information in German**.
* In case you have any problems when formatting: the font used for section titles is Verdana, and for the body text is Calibri light.
* **Notes:**  
  ✔Keep it **less than 2 full pages**.  
  ✔Highlight **skills & relevant experiences** (for working student contracts, for example, focus on practical skills rather than leadership roles)  
  ✔Even if German proficiency is low, still include it

When you are done editing:

* Make sure that you have deleted all comments and unnecessary rows
* **(Most things in parentheses are comments. Delete them)**
* Delete this page.

# VORNAME UND NAME

Professional Photo

(Optional, but recommended)

[Professional E-Mail-Adresse] ⚫ [Telefonnummer] ⚫ [Postal Adresse] ⚫ [LinkedIn Profile (optional)]

## Berufserfahrung (work experience, if applicable)

|  |  |
| --- | --- |
| Company Name City, Country  Month/Year – Month/Year | Job Title  * Key responsibilities, achievements or results (list maximum 3, relevant to the job you are applying for) * Use action words (e.g., “Developed,” “Assisted,” “Managed”))   (If you do not have work experience, include internships, freelance work, or university projects instead.) |
| Company Name City, Country  Month/Year – Month/Year | Job Title  * Key responsibilities, achievements or results (list maximum 3, relevant to the job you are applying for) * Use action words (e.g., “Developed,” “Assisted,” “Managed”)) |
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## Ausbildung

|  |  |
| --- | --- |
| Christian-Albrechts Universität zu Kiel Kiel, Deutschland  seit Month/Year **(date in which you began your studies)** | Your expected Degree  * Schwerpunkte: **(Emphasis of your studies)** List max. 3 key courses or topics related to the job, optional * Voraussichtlicher Abschluss: Month/Year   Stipendien und Auszeichnungen:  **(Scholarships and prizes, if any)**   * Month/Year – Month/Year, Name of the scholarship/prize, Organization |
| University Name City, Country  Month/Year – Month/Year | Degree Obtained  * Schwerpunkte: **(Emphasis of your studies)** List max. 3 key courses or topics related to the job, optional   Stipendien und Auszeichnungen:  (Scholarships and prizes, if any)   * Month/Year – Month/Year, Name of the scholarship/prize, Organization |
| High School Name City, Country  Month, Year – Month, Year  **(This section is completely optional)** | Name of your High School degree in English or the original language(entspricht dem deutschen Abitur) Stipendien und Auszeichnungen:  **(Scholarships and prizes, if any)**   * Month/Year – Month/Year, Name of the scholarship/prize, Organization |

## Kenntnisse (Focus on hard & technical skills relevant to student jobs)

|  |  |
| --- | --- |
| Fachkenntnisse **(Technical skills, list 4-6 RELEVANT skills, here are some examples)** | * Materials science / material analysis * Metallurgy & alloys * Mechanical properties of materials * Cloud computing & edge computing * Microscopy (SEM, TEM) * Electrical engineering & information technology * Sensors and actuators * Embedded systems * Control engineering & system dynamics * Energy and battery technologies * Quality control |
| Programmierkenntnisse **(Only list if you can actually program)**  **(Add how well you can program in each language: Grundkenntnisse=Basic knowledge, Fortgeschritten=Advanced knowledge)** | * Java: Grundkenntnisse * Python: Fortgeschritten * C#: Grundkenntnisse * JavaScript: Fortgeschrittene |
| Software **(Add how well you can use the software. For example: Grundkenntnisse=Basic knowledge, Fortgeschritten=Advanced knowledge, Regelmäßige professionelle Anwendung=Regular professional usage, 3 Jahre Erfahrung=3 years experience)** | * MS Excel, MS Word, MS PowerPoint (Regelmäßige professionelle Anwendung) * AutoCAD (3 Jahre erfahrung) |
| Sprachen **(Choose the level and description that match your current knowledge)**  **(If you have a test result, add it as shown in the last example)** | * Your mother tongue (Muttersprache) * Deutsch (A1, Grundkenntnisse) * Deutsch (A2, Erweiterte Grundkenntnisse) * Deutsch (B1, konversationssicher) * Deutsch (B2, fließend) * Englisch (C1, verhandlungssicher) — TOEFL iBT 115 Punkte, 05/2024 |

## Relevante Projekte und Zertifikate (Optional, not recommended unless it is very relevant)

|  |  |
| --- | --- |
| Month/Year – Month/Year | Project name  * One-line description of your project * Describe your role and the impact of the project using keywords (max 2 lines of text) |
| Month/Year – Month/Year | Project name  * One-line description of the project * Describe your role and the impact of the project using keywords (max 2 lines of text) |

## Freiwilliges Engagement (Voluntary work Optional, but useful if no work experience)

|  |  |
| --- | --- |
| Organization City, Country  seit Month/Year  **(date in which you began, if you are still active. Otherwise:)**  Month/Year – Month/Year | Role  * Short description of involvement (max 2 lines of text) |

|  |  |
| --- | --- |
| Organization City, Country  seit Month/Year  **(date in which you began, if you are still active. Otherwise:)**  Month/Year – Month/Year | Role  * Short description of involvement (max 2 lines of text) |

## Interessen (Optional)

One or two hobbies