## 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 NameCity, CountryMonth/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 NameCity, CountryMonth/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”))
 |
| Company NameCity, CountryMonth/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”))
 |
| Company NameCity, CountryMonth/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”))
 |

## Ausbildung

|  |  |
| --- | --- |
| Christian-Albrechts Universität zu KielKiel, Deutschlandseit 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 NameCity, CountryMonth/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 NameCity, CountryMonth, 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)

|  |  |
| --- | --- |
| OrganizationCity, Countryseit 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)
 |

|  |  |
| --- | --- |
| OrganizationCity, Countryseit 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