

Tips for a good CV

Whether you are at the beginning of your career or well experienced in applying for a job, these tips may help you:

- **Latest** professional/educational experience should be **at the top** of your time line
- If it is common in your country to include a picture in the CV, use an **updated** and **professional picture**. Do not use a holiday or party picture, or a selfie!
- Don't forget to insert your **phone number** and **e-mail** address in your CV and cover letter. Give us a chance to get in touch with you.
- Create a **cover letter** in a way so that it will stand out from all the other applications. Include e.g. the reason why you want this job, why you are the right candidate for this position, and which of your qualifications are of special benefit for the company?
- Think about **any special assets** you can offer to impress us:
 - + **Language** skills
 - + **Internships** and **study semesters abroad**
 - + **Practical experience** (e.g. laboratory, farm, projects,...)
 - + **Special qualifications** and/or **skills**
 - + **Identification** with the company and its products